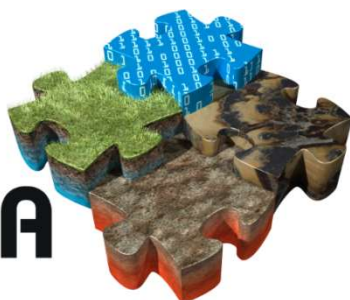


GeoERA



Establishing the European Geological
Surveys Research Area to deliver a
Geological Service for Europe

Deliverable

ONLINE SUBMISSION TOOL

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GENERAL INTRODUCTION

Submissions for Call Stage One and Stage Two will be processed by NWO before evaluation by the GeoERA Executive Board in Stage One and the Independent Experts in Stage Two.

For Stage One, the Call for Project Ideas, submitters can send their forms (using Joint Call Document No JC 6: Submission Template for Project Ideas) directly by email to geoera@nwo.nl.

For the second stage interactive reviewing of proposals will be facilitated through an online submission tool of NWO, called ISAAC, configured to GeoERA purposes. This tool allows submitters, reviewers and the GeoERA Secretariat to interact digitally during the process, while a record of all actions is kept for process quality management. This Deliverable report shortly describes the functionality of this Online Submission Tool.



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1 NWO ON-LINE SUBMISSION TOOL ISAAC

ISAAC is a web application for submission , reviewing, evaluation and project follow-up. It provides a web-portal for these tasks where internal and external parties can interact with the NWO project management system. For access to the ISAAC portal a submitter will need to request an account through the portal's main page at <https://isaac.nwo.nl>.

For technical questions about the use of ISAAC all parties can contact the ISAAC helpdesk. Availability of the ISAAC helpdesk is from Monday to Friday from 10.00 to 17.00 hours CET DST, telephone +31203467179. You can also send your question by e-mail to isaac.helpdesk@nwo.nl.

The full user-manual for ISAAC can be found at the portal page or directly at the following location: [on-line manual](#)

1.1 Submitters

Submitters are provided with a direct link to the portal for the Call for Project Proposals from the GeoERA website. This link allows them to submit a Project Proposal. The NWO back-office processes the submissions and, when found technically admissible, NWO will invite Technical Experts to provide an on-line evaluation of the proposals. The ISAAC system provides a web-form for meta-data, forms and supporting documentation and an upload area for the submissions.

1.2 Technical Experts

The tasks of the Technical Experts are described in Joint Call Document No JC 8. They receive an abstract of the proposal (provided by the submitter) and a request to review. When they agree to review, they are required to register the absence of any potential Conflict of Interest. The full submission will only then be made available to them in the reviewer portal. They will provide an on-line review of the proposal that in turn will be made available to the Expert Panel.

1.3 Expert Panel

The Expert Panels will receive the submissions and reviews through the panel portal. They will also be provided with structured adobe pdf-files for off-line evaluation. Their opinions and scores will be collected before the Expert Panel meeting to provide guidance for the meeting.

1.4 Archiving

The ISAAC system automatically registers file numbers and archives the actions of the submitter , reviewers and the Expert Panel. The system can provide a digital report of the progress of the evaluation of the submitted Project Proposals and of all archived materials.