APPROVED:
VANYA STOYNEVA
/Head of the Managing Authority/

Methodology for selection of external evaluators from the list approved by the Deputy Prime Minister for European Funds in accordance with Article 14 (7) of Council of ministers decree No 162/2016 to be included in evaluation committees for grant award procedures of project proposals submitted under BG05M2OP001-1.001 „Creation and development of Centres of Excellence“ и BG05M2OP001-1.002 „Creation and development of Centres of Competence“ under the Operational programme “Science and education for smart growth” 2014-2020

1. Commitments of the external evaluators

The external evaluators will be involved in evaluation committees as regular members or as alternate (reserve) members. The members of the evaluation committee will take part in the technical and financial evaluation and ranking of project proposals submitted under above mentioned grant award procedures.

2. Requirements for lack of conflict of interest of the external evaluators

As of the date of inclusion in the evaluation committee, as well as in the five years preceding that date, the selected evaluators may not have been, nor may they be in employment and/or service and/or other contractual relationships with the research organisations constituting applicants and/or partners and/or associated partners as per the project proposals submitted for the grant award procedure for which the evaluators will been engaged; nor may the evaluators have any joint articles/publications with the said organisations. To demonstrate compliance with this requirement, evaluators will be requested to submit a declaration following their familiarisation with the list of candidates and partners, which submitted projects to be evaluated by the committee in which they have been engaged. If in the course of evaluating a project an evaluator discovers that he/she has had collaborative articles/publications with any of the members of the project team, the evaluator must notify the chairperson of the evaluation committee. In such cases, the evaluator will be replaced with an alternate (reserve) member of the evaluation committee.

3. Terms of conduction of the procedure for selection of external evaluators

The competitive procedure will be conducted in observance of the principles of transparency, non-discrimination, equal opportunities and avoidance of conflict of interest, as well as in accordance with the subject of the procedure and the evaluators’ experience and qualification.

The Head of the Managing Authority (MA) will appoint a committee for selecting external evaluators from the list approved by the Deputy Prime Minister for European Funds and

Economic Policy in accordance with Article 14 (7) of Council of ministers decree No 162/2016, taking into account the needs of the MA no later than a week after the approval of the list. This committee will consist of a chairperson, secretaries and members.

The list of external evaluators drawn in accordance with Article 14 (7) of Council of ministers decree No 162 of 5 July 2016 will be classified based on evaluators' expertise in the professional areas of:

- Research in the area of mathematical sciences and informatics;
- Research in the area of natural sciences;
- Research in the area of technical sciences;
- Research in the area of medical sciences;
- Research in the area of agricultural sciences;
- Research in the area of social sciences and humanities.

After the classification of the external evaluators by professional area, as specified above, the committee will compile a list for each required area (hereinafter referred to as the *PA List*).

For the areas "Research in the area of mathematical sciences and informatics", "Research in the area of natural sciences" and "Research in the area of medical sciences" the evaluators will be ranked in descending order based on total score received as the sum of the *h*-index, the number of registered patent applications, the double number of registered patents, and the double number of participations in the establishment of start-up companies.

In the event of equality of the total score, priority will be given to applicants having a higher *h*-index. In the event of equality of the total score and the *h*-index, priority will be given to applicants having a higher number of registered patens. In the event of equality of the total score, the *h*-index and the number of registered patents, priority will be drawn by lot.

For the areas "Research in the area of technical sciences", "Research in the area of agricultural sciences" and "Research in the area of social sciences and humanities" the evaluators will be ranked in descending order based on total score received as the sum of the total number of scientific articles as per Web of Science, SCOPUS or Harzing's Publish or Perish (only those databases are used which are specified for the respective professional area), the total number of citations excluding self-citations as per Web of Science, SCOPUS or Harzing's Publish or Perish (only those databases are used which are specified for the respective professional area), the number of registered patent applications multiply by two, the number of registered patents multiply by five, and the number of participations in the establishment of start-up companies multiply by five.

In the event of equality of the total score, priority will be given to applicants having a higher number of citations. In the event of equality of the total score and the number of citations, priority will be given to applicants having a higher number of articles. In the event of equality of the total score, the number of citations and the number of articles, priority will be given to applicants having a higher number of registered patents. In the event of equality of the total score, the number of citations, the number of articles and the number of registered patents, priority will be drawn by lot.

Sample Lists

For the areas "Research in the area of mathematical sciences and informatics", "Research in the area of natural sciences" and "Research in the area of medical sciences"					
Name	(A) *h*-index as per Web of Science or SCOPUS	(B) Number of patent applications	(C) Number of registered patents	(D) Number of participations in start-ups	Total score (A)+(B)+2*(C)+ 2*(D)
John Smith	13	2	10	2	39
Salvatore Giovanni	19	0	0	0	19
Peter Max	11	4	2	0	19
Dimitar Marinov	12	1	1	0	15

For the areas "Research in the area of technical sciences", "Research in the area of agricultural sciences" and "Research in the area of social sciences and humanities"						
Name	(A) Total number of scientific articles	(B) Total number of citations	(C) Number of patent applications	(D) Number of registered patents	(E) Number of participations in start-ups	Total score (A)+(B)+2*(C) +5*(D)+5*(E)
John Smith	53	460	23	5	1	589
Salvatore Giovanni	46	235	5	2	3	316
Peter Max	74	35	4	10	1	172
Dimitar Marinov	67	28	0	0	0	95

The committee for selection of evaluators will rank a specified number of evaluators based on score for inclusion as regular or alternate (reserve) members of the evaluation committee in accordance with the needs of the MA.

The committee will verify for each ranked evaluator evaluator's specified *h*-index value, the number of scientific articles and the number of citations as per Web of Science and/or SCOPUS and/or Harzing's Publish or Perish. In the event that a check of the databases returns a different value for the professional area than the one specified by the applicant, the committee will update the ranking.

Based on the results of the ranking, the committee for selection of evaluators will compile a report for the Head of the MA, which will include:

3.1. A list of regular evaluators arranged in the order of ranking;
3.2. A list of alternate (reserve) evaluators;
3.3. A list of evaluators removed from the rankings as a result of the checks above, as well as the grounds for removal.

A list of applicants, partners and associated partners, who have submitted project proposals under the grant award procedures, will be presented to the evaluators ranked in lists under item 3.1 and 3.2. above. After acquaintance with this information the evaluators must sign a declaration for lack of conflict of interest which has to be provided to the committee in the defined deadline.

The compliance of the evaluators ranked in lists under item 3.1 and 3.2 above with the circumstances referred to in items 2 is verified on the basis of their submitted official documents, CV`s and declarations. Verification of applicants' stated data, including by requesting information from other authorities and persons, will be admitted as and when deemed necessary. In the event that an evaluator is found non-compliant with the circumstances referred to in items 2, the evaluator will be removed from the list under item 3.1 above, and the next evaluator from the PA List will be ranked subject to verification in accordance with checks envisaged in item 3 above. Such verification will be undertaken until the required number of evaluators has been ensured and the lists under 3.1, 3.2 and 3.3 are finalized.

The report will be signed by the chairperson and by all members of the committee for selection of evaluators, and will be submitted for approval by the Head of the Managing Authority.

The estimated period for evaluation of project proposals under under BG05M2OP001-1.001 „Creation and development of Centers of Excellence" and BG05M2OP001-1.002 „Creation and development of Centers of Competence" performed in May – July 2017.