

## Short presentation of the pre-screening proces

- ✓ The **NCP** presents to the Applicants by info-email the conditions to participate in the pre-screening process incl. to register and to use the portal - <https://wideraexperts.eu> and platforms <https://www.brainmap.ro> <https://uefiscdi-direct.ro>.
- ✓ The **Applicant** registers in the portal <https://wideraexperts.eu/applicant-register> and fills in the registration form (personal data, organisation details and pre-proposal check preferences incl. pre-proposal keywords and description) in order to access the pre-screening service. Then, the **Applicant** follows the instructions listed in the "NCP\_WIDERA\_2024\_Ghid depunere pentru aplicanți" available in the call page in order to upload and submit the pre-proposal (part B) for pre-screening.
- ✓ Registered **NCP** in the portal <https://wideraexperts.eu> is notified that a pre-proposal information has been submitted for pre-screening.
- ✓ The **NCP** analyses the form and searches for an Expert matching the topic of the proposal, in the portal <https://wideraexperts.eu>. Then selects an expert on the basis of his/her profile in the portal, contacts the expert, proposes the service, presents by email the conditions to participate in pre-screening, incl. to register and to use the platforms <https://www.brainmap.ro/> <https://uefiscdi-direct.ro/>.
- ✓ The **Expert**: accepts the Conditions by email and downloads, signs and uploads the contract (incl. the appendixes) in <https://uefiscdi-direct.ro>.
- ✓ The **NCP**: once the contract has been signed, assigns the application to an Expert in <https://wideraexperts.eu> and the full proposal form B in the <https://uefiscdi-direct.ro>.
- ✓ The **Expert** follows the pre-screening instructions listed in the "GuideNCP\_WIDERA\_2024 for using evaluation platform" available in the "Evaluator useful documents" section of <https://uefiscdi-direct.ro>.
- ✓ The **Expert** prepares and submits the pre-screening evaluation report incl. recommendations (acc. to the template included in the contract and platform) in the <https://uefiscdi-direct.ro>.
- ✓ The **NCP**, after a discussion with the Applicant, approve the content of the pre-screening evaluation report incl. recommendation in the <https://uefiscdi-direct.ro>. If the report is refused by the NCP, the pre-screening evaluation sheet is re-open and the Expert is requested to update the report.
- ✓ After the **NCP** approved the pre-screening evaluation report incl recommendation, the **Expert** submits this report also in the <https://wideraexperts.eu>.
- ✓ The **Expert** fills and submits also the questionnaire report on the pre-screening service, available in the portal <https://wideraexperts.eu>.
- ✓ **NCP** is notified that both reports have been submitted in the <https://wideraexperts.eu>. **NCP** analyses the reports and accepts them or not.
- ✓ **NCP**: NO -> sends back the reports to the expert and discusses how to correct or complete the documents
- ✓ **NCP**: YES -> the portal sends the report and recommendations to the Applicant
- ✓ **Applicant**: takes note of the expert's recommendations and takes them into account as he/she sees fits.
- ✓ **Applicant**: rates the Expert in the portal <https://wideraexperts.eu>.
- ✓ **NCP**: is notified that the Applicant has rated the expert and the service informs the expert that the service has been accepted
- ✓ Once the service has been fully provided and approved by the NCP, the Expert shall be remunerated according to the provisions of the Contract.