



GUIDELINES FOR EXPERTS

XV CALL FOR PROPOSALS FOR THE IMPLEMENTATION OF RESEARCHER GROUPS PROJECTS

Vilnius Lithuania
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1. Evaluation details

1.1. General requirements for evaluation

Projects, their implementers and costs need to meet the general requirements that are specified in the [General Rules of the Research Council of Lithuania for the Competitive Funding of Research and Dissemination Projects](#) and other documents available for applicants on the [Researcher Groups projects website](#). Special requirements for proposals of this call can be found in [XV Call for Proposals for the Implementation of Researcher Groups Projects](#).

All the submitted proposals are evaluated in accordance with the requirements set out in the [Description of the Procedure of the Expert Evaluation of the Projects and their Reports](#) and the evaluation criteria set in the evaluation form. All submitted proposals must be evaluated equally, based only on their scientific quality and only in the context of this call. As a member of the expert commission, please avoid any subjectivity and, in the event of a possible conflict of interest, immediately notify the employee of the Research Council of Lithuania (hereinafter referred to as RCL) organizing the work of the expert commission. All information related to the evaluation process is strictly confidential, therefore please adhere to the principles of copyright and data protection and expert anonymity.

1.2. Procedure of expert evaluation

Expert evaluation is the cornerstone of the work of RCL as a research-funding organisation. All proposals submitted to us are evaluated by expert commissions. Our evaluation process is both confidential to protect applicants' research ideas and anonymous to ensure free and frank assessment.

The proposals submitted for the call are usually divided into several groups according to the research (art) field and (or) topics of the projects. For proper expert evaluation of proposals, as many expert commissions are formed as deemed necessary. One commission of experts may be tasked with evaluating proposals from more than one proposal group.

We use a two-stage evaluation process that consists of individual evaluation and summary evaluation, each of which usually take 1-2 months (you may examine the detailed chart of the expert evaluation process in the figure below).

Initially, two to three (depending on the estimated value of the submitted proposal) members of the expert commission evaluate the proposals individually, without knowing each other. The head of the expert commission assigns experts to each proposal while trying to avoid any circumstances that may result in conflict of interests as described in [General Rules of the Research Council of Lithuania for the Competitive Funding of Research and Dissemination Projects](#). The head of the expert commission does not evaluate any proposals themselves. If an expert does not complete the assigned evaluations, the head of the expert commission reassigns the evaluations to another expert. Evaluation comments and the scores proposed in each evaluation criteria are discussed at the panel meeting of the expert commission, where all members of the expert commission are invited to participate. During the panel meeting, the expert commission decides by consensus on the summary evaluation of each proposal, taking into account the scores and comments of the experts who did the individual evaluation. One of the experts who did the individual evaluation and participated in the commission meeting is usually appointed to prepare the initial summary evaluation. The head of the expert commission ensures that the summary evaluation is the one agreed upon at the meeting.

After the initial summary evaluation is prepared, the principal investigator of each project is notified that they may review the initial summary evaluation of the proposal and point out any factual errors in the evaluation if they believe there are any. If the principal investigator points out any factual evaluation errors, the expert commission considers them collegially and, if necessary, corrects the summary evaluation (scores and/or comments) accordingly and prepares the final summary evaluation. If the principal investigator does not point out any factual errors in the evaluation, the initial summary evaluation is not changed and is considered final.

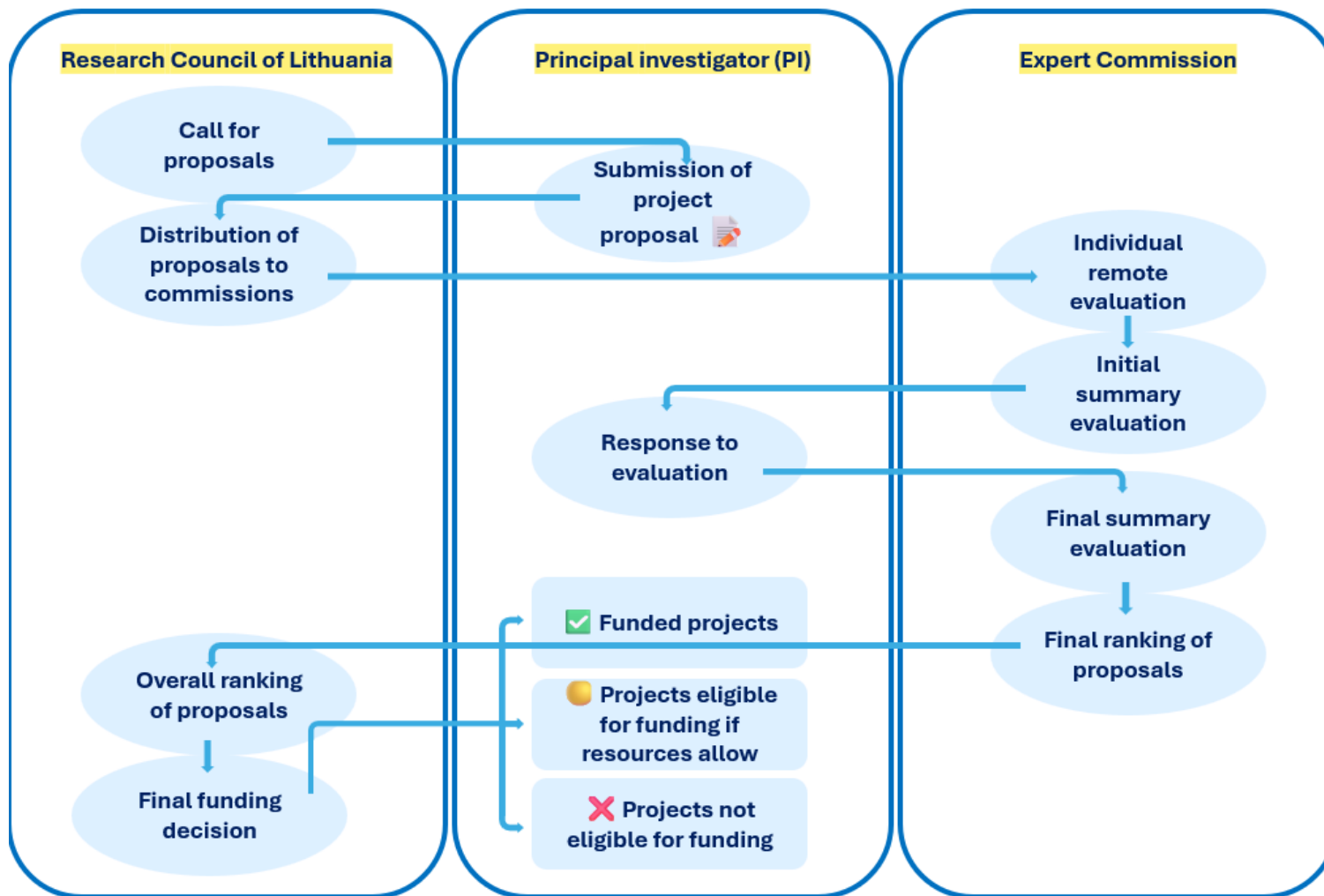


Fig. Procedure of the expert evaluation

The expert commission divides the evaluated proposals into two groups: **eligible for funding** and **not eligible for funding**. According to the final summary evaluations and the total scores of each proposal determined at the meeting, the priority order(s) of the proposals eligible for funding is formed. If the commission evaluated proposals of more than one group (for example, proposals from different competitions of a specific research field or topic), separate priority orders of proposals eligible for funding are formed for each group.

After all the expert commissions that evaluated proposals of the call have submitted their priority orders for the proposals they evaluated, the list of projects selected for funding in each competition is prepared in accordance with the priority orders of the proposals eligible for funding. The final decision is made by the chairman of RCL by the suggestion of RCL committees. As a rule, **not all proposals recognized by expert commissions as eligible for funding are financed** - when making a decision RCL takes into account the principles of the distribution of call funds among groups of proposals, the planned allocation of funds provided for the call, etc.

Some of the proposals that have been recognized by the expert commissions as eligible for funding, but there were insufficient funds to finance them, may be included in the list of reserve projects. The list of reserve projects is prepared in accordance with the priority order of the proposals eligible for funding, established by the expert commission. Projects on the reserve list can be financed when funds become available (after redistribution of funds intended for other RCL measures are not used, after receiving additional allocations, if the principal investigator of the winning projects have not signed contracts, etc.).

If the principal investigator and the implementing institution do not agree with the decision of the chairman of RCL, made on the basis of the expert evaluation of the proposal, they can file an appeal on the grounds, procedure and terms specified in [General Rules of the Research Council of Lithuania for the Competitive Funding of Research and Dissemination Projects](#). Appeals that meet the requirements are examined by the RCL's Competitive Funding Commission of Appeal (hereinafter referred to as the Commission of Appeal).

The Commission of Appeal, having examined the appeal, makes one of the following reasoned decisions: to approve the appeal (indicating whether in full or in part) or to reject the appeal. If the Commission of Appeal approves the appeal, the chairman of RCL can instruct the same expert commission to repeat evaluation of the proposal (if the appeal was submitted due to factual errors or procedural discrepancies made during the expert evaluation).

The decision of the chairman of RCL can also be appealed in accordance with the procedure established to the Lithuanian Administrative Disputes Commission by the Law on the Procedure for Pre-trial Administrative Disputes of the Republic of Lithuania or to the Regional Administrative

Court by the Law on Administrative Proceedings of the Republic of Lithuania within one month from the date of receiving the notification about the decision.

1.3. Expert commission

1.3.1. Guiding principles of the experts

A member of an expert commission or an individual expert, in carrying out the work assigned to them, adheres to the following guiding principles that are indicated in [General Rules for the Experts of the Research Council of Lithuania and their Activities](#): **professionalism, impartiality, confidentiality, honesty, transparency, equality.**

A member of an expert commission or an individual expert cannot represent the interests of research and higher education institutions or businesses, emphasise or diminish the achievements and importance of any field or branch of science; they must use only their competence and perform the work entrusted in them in a correct and timely manner.

A member of the expert commission must remain anonymous and protect the anonymity of the other members of the expert commission; they must respect and protect the copyright and intellectual property of the evaluation object. Each member of the expert commission bases relations within the expert commission on good-will, respect, fidelity and tolerance of the opinions of others. The head of the expert commission shall ensure that the expert commission complies with the above-mentioned principles. Each member of the expert commission or an individual expert must sign a pledge before starting their expert work in RCL.

1.3.2. The pledge of the expert

Please be reminded of the Pledge of the expert you have signed earlier, and follow its statements:

If one of the following occurs:

- 1) a person who has an interest in the evaluation of an object is related to me through marriage or affinity, i.e. a spouse, children (adopted children), their spouses and their children (adopted children); my and my spouse's parents (foster parents), grandparents, brothers and sisters, their spouses and their children (adopted children), cousins and their spouses;*
- 2) I have submitted a proposal (as a principal investigator or implementer) to participate in the competition of the activity supported by the Research Council of Lithuania, competing for the same funds;*

- 3) *a person who has an interest in the evaluation of an object is a researcher who is related to me by direct or indirect (one level above or below) administrative subordination¹ in at least one legal entity;*
- 4) *a person who has an interest in the evaluation of an object is a researcher working with me in the smallest administrative unit of at least one legal entity;*
- 5) *a person who has an interest in the evaluation of an object is my co-author of results of the research activities that are not older than five years, calculating in the year's accuracy;*
- 6) *a person who has an interest in the evaluation of an object was (is) involved in the same project as myself during the last five years;*

or in other circumstances not listed in Clauses 1 to 6 that potentially cause a conflict of interest, I undertake to immediately notify the person organising the work of an expert commission or an individual expert in writing and to not participate in any discussion on an issue that causes the conflict of interest.

1.3.3. Transparency policy

In the first quarter of each year, RCL publishes [a list of experts](#) who have carried out an expert evaluation during the previous calendar year.

2. Evaluation criteria

Proposals will be assessed based on the [Sample form of Expert Evaluation of the Proposal of 15th Call for the Implementation of Researcher Groups Projects](#) approved by the chairman of RCL.

2.1. Ethical criteria

In part I of the evaluation form, it is necessary to assess whether the project has properly planned how to address the ethical issues related to the project's activities.

It is assessed whether the proposal provides a justified explanation as to whether the project implementation will or will not involve ethical aspects (Subsection 3.2.7. of the proposal). If the project will involve such aspects, it is assessed whether the questions in the proposal related to these aspects have been answered appropriately.

- If the project implementation involves ethical aspects, the proposal must explain how these aspects will be addressed.

! **Please note:** the statement indicating that the institutions or a professional ethics committee will be consulted is considered insufficient.

- If evaluation of this criterion is NO – the proposal becomes ineligible for funding.

! **Please note:** Even though the assessment is NO, the expert must still provide a thorough evaluation according to all other evaluation criteria, because: the individual score for this criterion may change after expert discussions during the group evaluation of the proposal, or if the principal investigator indicates a possible mistake made by the expert committee.

More information on research ethics is provided in the [Guidelines for Ethical Review](#).

2.2. Other criteria

When evaluating proposals in each criteria set out in Part II (table), please note and follow the explanations of evaluation aspects for each criterion as these explanations indicate what the evaluation of the respective criterion consists of. Please also note the additional comments regarding evaluation.

The proposals are further evaluated in points according to the specified scale and threshold estimates. Not all criteria have the same rating scale due to different thresholds. Threshold score is the lowest possible score of the criterion for the proposal to be still considered eligible for funding. It should be noted that criteria are evaluated with an accuracy of **0.5 points - i. e. points can be given not only in whole numbers, but also in halves. Please use the entire scale and differentiate your evaluations, i. e. do not use only the average scores.** Differentiated scores will facilitate the work of the entire panel of experts in ranking proposals, reducing the number of equally scored and evaluated proposals. Please note that the evaluation form provides explanations of the scores to make the evaluation clearer and more objective (below the table).

Evaluation form:

Evaluation criteria ¹	Maximum possible score ²	Weighting factor ³	Score given	Threshold score	Explanation of evaluation • Strengths and weaknesses (mandatory for each evaluation criteria). *When a criterion is assessed with the maximum score, weaknesses do not need to be indicated. • Comments must be directly related to the criterion being evaluated. • Evaluation must be in line with the given score.
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1. Scientific vision of the project: scientific excellence, project aim and objectives						
1.1. Vision and scientific excellence <i>Evaluate the scientific vision and scientific excellence of the project, taking into account:</i> - the current state of knowledge and the problem to be addressed, as well as the importance of the scientific challenge; - the clarity of the research questions, hypotheses and/or propositions; - the originality, novelty and ambition of the project. <i>Evaluate whether the project has the potential to make a significant contribution to the advancement of science.</i>	5	2		3	Strengths:	Weaknesses*:
1.2. Clarity and soundness of the project aim and objectives <i>Evaluate whether the aim and objectives of the project are clear and scientifically sound.</i>	5	2		3	Strengths:	Weaknesses*:
2. Project implementation, competence of the implementing team and expected scientific results						

2.1. Feasibility and methodology <i>Evaluate the feasibility of the proposed research methods, taking into account:</i> 1. the suitability of the methods to achieve the project's aim; 2. the validity of the research design, data, instruments and/or other resources (if relevant to the research field); 3. the justification of the methodology based on existing research and possible alternatives; 4. the measures foreseen to ensure the reliability, transparency of the research and, where applicable, reproducibility of the research results. <i>When evaluating, it is essential to consider whether the proposed methodology is feasible, properly justified, and capable of reliably achieving the project objectives.</i>	5	1,2		3	The information for evaluating the proposal may be provided in any subsection of section 3.2. or, for example, in section 5.1.	
					Strengths:	Weaknesses*:
2.2. Work plan, its feasibility and risk management <i>Evaluate the quality and feasibility of the work plan, taking into account:</i> 1. the sequence of activities and their interrelations;	5	1		2	Strengths:	Weaknesses*:

2. <i>the coherence of the work plan with the project aim and objectives;</i> 3. <i>the allocation of responsibilities among project implementers;</i> 4. <i>access to the necessary resources, if relevant;</i> 5. <i>the measures foreseen to avoid duplication of activities and the risk of double funding, if relevant.</i> <i>When evaluating, it is essential to consider whether the work plan is coherent, properly justified, and enables the effective achievement of the project objectives.</i> <i>Evaluate whether potential scientific, methodological, organisational and other risks have been identified, and whether their management is adequately addressed in order to ensure the timely and proper implementation of the project.</i>						
2.3. Composition of group of implementers and allocation of tasks; project partners <i>Evaluate the appropriateness of the composition of the project implementation group and the allocation of responsibilities, taking into account:</i>	5	1		2	<i>If the project proposal was submitted by a single PI without indicating group of implementers, PI should be evaluated as a group of implementers.</i> <i>When evaluating the composition of the project implementation team, consider the information provided in any subsections of sections 3.2 and 5.1 of the proposal.</i>	
					Strengths:	Weaknesses*:

1. the justification of the group composition; 2. the match between the competences of the principal investigator and primary implementers and their assigned tasks; 3. the allocation of responsibilities; 4. the alignment between the composition of the group and the work plan. When evaluating, it is essential to consider whether the project implementation group has sufficient competences to successfully implement the proposed project. Evaluate the justification of the contribution of project partners (if there are any) and the interaction between the implementing institution and partners, taking into account: 1. the necessity of partners for achieving the project objectives; 2. the complementarity of the institutions involved; 3. the competences and resources of the partners; 4. the justification and feasibility of the collaboration.						
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When evaluating, it is essential to consider whether the partnership is justified and creates added value to the project.						
2.4. Expected scientific outcomes and deliverables of the project and their dissemination <i>Evaluate the quality of the expected scientific outcomes and deliverables of the project and the justification of their dissemination, taking into account:</i> 1. whether the expected outcomes are logical, feasible and appropriately planned in relation to the aim and objectives; 2. whether the planned deliverables and their dissemination are appropriate for achieving the project objectives and ensuring scientific advancement; 3. whether diversity and feasibility of dissemination measures are ensured.	5	1,5		2		

<i>Evaluate the expected impact of the project, taking into account:</i> <i>1. the contribution of the project to the advancement of science;</i> <i>2. the potential wider benefits for society, public policy, practice or the economy (if relevant);</i> <i>3. the impact on human resource development and professional development (if relevant);</i> <i>4. the directions of use, engagement and dissemination of results (if relevant);</i> <i>5. the expected long-term value and sustainability (if relevant).</i> <i>When evaluating, it is essential to consider whether the expected impact is clearly justified and whether it covers both scientific advancement and, where relevant, wider benefits.</i>						
4. Scientific competence and experience of the principal investigator (PI) <i>Evaluate the scientific competence and experience of the principal investigator, taking into account:</i>	5	1,5		2	<i>• Use qualitative indicators while assessing the competences.</i> <i>• Please avoid mentioning the quantitative statistics such as the number of published papers or citations, h-index, the quartile of the journal, etc.</i> <i>• PI experience, scientific expertise and outputs should go along with the thematic of project proposal, if it is relevant.</i>	
					Strengths:	Weaknesses*:

1. contribution to the development of new ideas, methods and knowledge; 2. ability to communicate scientific ideas and results; 3. obtained funding, awards and key achievements; 4. experience in mentoring, training and collaboration; 5. contributions to the scientific community and broader impact on society. When evaluating, it is essential to consider whether the principal investigator has sufficient scientific competence, experience and leadership skills to successfully implement the proposed project.						
The total score			57	29		

2.3. Ranking of proposals

Proposals will be ranked by the total score in descending order. If multiple proposals are awarded the same total score, proposals are ranked higher according to the following conditions in this particular order:

1. score according to the sum of criteria 1.1. and 1.2. is higher,
2. score according to the sum of criteria 2.1., 2.2., 2.3. and 2.4. is higher,
3. score according to the criterion 3. is higher,
4. score according to the criterion 4. is higher,

If these conditions are not enough, the proposal will be given a higher ranking according to the following conditions:

5. score according to the criterion 1.1. is higher,
6. score according to the criterion 1.2. is higher,
7. score according to the criterion 2.1. is higher.

These conditions shall be applied until all proposals are ranked in order of priority. If these conditions are insufficient, the expert commission must collegially determine the ranking of the proposal after an additional analysis of those proposals.

2.4. Project cost estimate

The proposal form does not require a detailed justification of the cost estimate. Applicants must indicate the planned costs and human resources for the project by describing the work plan and the planned research activities.

We would also like to ask you to pay attention to the following aspects of the evaluation of the project cost estimate:

SHOULD BE EVALUATED 	SHOULD NOT BE EVALUATED 
Do the works planned for the project implementers and their scope correspond to the number of working hours planned for the work? If not, propose the changes to the number of working hours.	Hourly rates set for project implementers - RCL has set the maximum permissible hourly rates for project implementers and they do not require justification.
	Amount of indirect costs for the institution (indirect costs of the project cannot exceed 20% of the direct costs of the project): this has already been verified when the proposal was submitted and no further explanation is required.

2.5. Other remarks

In part III "Other remarks" of the evaluation form, you may make additional comments on the proposal that are not relevant to other parts of the form.

2.6. Final conclusion

In part IV of the evaluation form, "Final conclusion" is chosen automatically, taking into account the whole evaluation:

- ☐ PROJECT IS ELIGIBLE FOR FUNDING
- ☐ PROJECT IS NOT ELIGIBLE FOR FUNDING

✗ The project is declared **not eligible for funding** if at least one of the following is true:

1. the proposal was evaluated negatively under the evaluation criterion I,
2. the proposal received less than the threshold score (before multiplying it by the weighting factor) in at least one of the criteria,
3. the total score (before multiplying it by the weighting factor) of all criteria was less than 29.

In all other cases, the project is automatically classified as **eligible for funding**.

2.7. Evaluation comments

Each score assigned by an expert must be thoroughly justified and explained in such a way that it enables the preparation of a consolidated evaluation of the proposal. The expert evaluation must be:

- **Comprehensive and clear.** The expert assessment must be sufficiently elaborated, well-structured and informative, covering all evaluation aspects. It must go beyond a single sentence or a generic statement.
- **Well-reasoned.** The assessment must be based on objective information, logical reasoning, and theoretical or practical arguments. Reliance solely on personal opinion or inappropriate criteria (e.g., quantitative metrics for assessing the applicant's competence) must be avoided.

- **Balanced.** The assessment must present a reasoned and proportionate view of the strengths and weaknesses of the project—if such exist and affect the evaluation. Both sides should not be artificially constructed; however, the evaluation must reflect balance and provide a justified overall conclusion.
- **Constructive.** Any criticism provided in the evaluation should be useful to applicants, but must not cross into consultancy. The expert must not provide recommendations to the applicant, but must clearly explain the reasons for the evaluation given.

2.8. Most common mistakes in expert evaluation

Please pay attention to the most common mistakes found in experts' evaluations to try to avoid them:

- Comparing the proposal with other proposals evaluated by the expert.
- Repeating statements from the proposal in the comments instead of providing an evaluation.
- Using an overly informal, emotional or ironic tone in comments.
- Using vague, ambiguous or unclear wording; formulating statements that may be interpreted in multiple ways.
- Contradictory statements or inconsistencies within the same expert's evaluation of the same proposal.
- Duplication of arguments, i.e. using the same arguments to justify scores under different criteria.
- Failure to follow the content of the evaluation criterion as defined in the criteria descriptions, or assessing aspects of one criterion under another.
- Inappropriate reasoning, for example, treating the personality or competence of the principal investigator as the main guarantee of project feasibility or overall project quality.
- Insufficient justification. The reasoning must be adequate, and the applicant has the right to understand which shortcomings of the project led to a lower score.
- Inconsistency between the score awarded and the expert's comment.
- Incomplete evaluation. Often, only part (or even just one aspect) of a given criterion is addressed in the evaluation.
- Use of quantitative (bibliometric) indicators when assessing socio-economic impact or the competence of the principal investigator.
- Evaluation of an early-career principal investigator without taking into account their research experience and, consequently, their not yet extensive publication record, leading to an unjustified lower score.

- Fragmented overall (consolidated) evaluation.
- Lack of logical and stylistic coherence in the overall evaluation.
- Inclusion of direct/open questions addressed to the project implementers regarding missing or unclear information, even though, under the applicable rules, applicants are not allowed to respond to such questions.

2.9. Using the electronic system

For the entire evaluation process RCL uses the Proposals and reports electronic system <https://vertinimas.lmt.lt>.

3. Panel meeting

3.1. Preparation for panel meeting

The RCL employee organizing the work of the expert commission will coordinate with you the date and time of the panel meeting after consulting with the head of the expert commission. They will also inform you of other details related to the meeting and will send you the materials for it. Meetings are held using "*Microsoft Teams*" software.

For the meeting to be effective, the all members of the expert commission should familiarize themselves not only with the proposals assigned to them individually, but also with all of the proposals submitted for their expert commission; all member also should participate in the panel meeting.

A member of the expert commission must refuse to evaluate a proposal or report if they see a possible conflict of interest. After indicating the reason causing a conflict of interest, that member of the expert commission does not participate in the meeting when the proposal is being discussed and is temporarily disconnected from the meeting by the RCL employee.

3.2. Commissioning agreement and royalty of expert

The experts are paid according to the Commissioning agreement for copyrighted work. The number of individually evaluated proposals and the participation in the meeting of the expert commission are taken into account when calculating the royalties for each expert. More information is available [here](#).

The royalties are paid within 30 calendar days from the final approval of the work performed by the expert commission, when the chairman of RCL makes the decision on the results of this call.

The royalty is transferred to the bank account given by expert in the RCL's Expert database.

3.3. Data protection policy

RCL collects and processes the data submitted by an expert according to Article 6(1)(e) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and taking into account Annex 2 to the Description of the Procedure for the Administration of the Expert Database (Questionnaire for the Registration of an Expert in the Expert Database of the Research Council of Lithuania) approved by order of the Chairman of the RCL.

Data is stored no longer than needed for the purposes of the processing – (1) expert selection for evaluation, (2) the conclusion and execution of the Commissioning agreement for copyrighted work.

Specific personal data retention periods are set out in the RCL documentation plan and other legal acts. After the data is no longer stored, it is deleted in accordance with the legislation of the Republic of Lithuania, except for those cases when the data must be transferred to the national archives for further storage.

Data is used only for the purposes mentioned above. The data may be provided to third parties only with the consent of the expert.

4. Using artificial intelligence in expert evaluation

Artificial intelligence tools should not be used during the expert evaluation of proposal, **except for linguistic editing**, as they may violate the confidentiality of the information provided in the proposal, infringe the intellectual property rights of the authors of the proposal and distort the integrity of the fair evaluation system.