

Berlin University Alliance, Field of Action “Advancing Research Quality” Call „Shaping Research Culture: Responsible Research Assessment and Open Science“

Review and Selection Process

The review process and selection of projects to be funded are planned as follows:

1. Submission of applications

2. Review of formal eligibility criteria

- Completeness and correctness of the submitted documents
- Fulfilment of the formal funding requirements, in particular:
 - Affiliation with the target group
 - Involvement of at least two BUA partner institutions in the project or a cross-institutional perspective

The formal eligibility check will be carried out by CORE, the Center for Open and Responsible Research.

3. Written reviews

For each application that meets the formal eligibility criteria, two written reviews will be obtained. Reviewers will be informed that their reviews may be made available to interested applicants.

Reviewers will be asked to provide a written assessment of the following:

4. Quality of the project

- a. Relevance and significance of the research question
- b. Alignment of the project with the objectives of the funding line
- c. Innovativeness of the proposed research and work programme
- d. Quality of the project design, including the appropriateness of the selected methods and the consideration of research ethics

- e. Practical relevance of the research question; quality and significance of the implementation and sustainability plan; potential for the institutional uptake or transfer of the expected project outcomes
- f. Where applicable: adequacy of data collection and data access
- g. Where applicable: quality of the data management plan
- h. Realistic work plan, timeline and milestone planning
- i. Realistic plan for disseminating the project results

5. Composition and structure of the project team

- a. Qualifications and expertise of the project lead in the relevant or related field(s)
- b. Appropriateness of the project's integration into relevant academic and/or research-support structures
- c. Appropriateness of the planned collaborations, particularly with regard to diversity and stakeholder/practitioner involvement.

6. Open Science / Open Research practices

Integration of Open Science / Open Research practices into the project concept and the methods to be applied

7. Project management and organisational aspects

- a. Appropriateness of the financial plan
- b. Realistic work and time planning

The reviews must address each evaluation criterion, including a written justification, and provide an overall assessment of the application (fully eligible for funding, eligible for funding, not eligible for funding), together with a justification for the overall assessment.

The latter justification will be made available to the applicants. Reviewers will be informed when invited that their written assessment will be shared with the applicants at the end of the process. Reviewers will be provided with a template for their assessment.

8. Selection of projects for funding

The results of the written reviews will be submitted to the Selection Committee, which will discuss the assessments and rank the applications.

The ranking will be based primarily on the **quality of the applications**. No predefined quota across disciplines is envisaged. In cases where applications are of comparable quality, preference may be given to an application from a discipline that is underrepresented among the applications included on the shortlist up to that point.

The shortlist and the projects selected for funding will be submitted to the Board of Directors (BoD) for information and confirmation. Applicants will subsequently be informed of the outcome of the review and selection process. The reviews will be made available to interested applicants.

9. Reviewers and Selection Committee

Reviewers will be selected on the basis of their relevant subject-matter expertise. The reviewers will be selected by the Steering Committee (SC) of HF 1 based on proposals from CORE. In cases of a **conflict of interest** as defined in the [Code of Conduct of the Berlin University Alliance](#), any SC member deemed to have a conflict of interest according to the criteria set out in the Code of Conduct will be excluded from the selection of reviewers.

As the project outcomes are intended to inform processes within the BUA, knowledge of the partner institutions and their organisational structures may be beneficial or even necessary. Reviewers may therefore be invited from the institutions of the Berlin University Alliance partner institutions as well as from external institutions.

All reviewers and members of the Selection Committee will undergo a conflict-of-interest check and/or be required to submit a declaration of impartiality.

Based on the written reviews, a ranking (shortlist) of projects will be prepared and submitted to the Selection Committee. Given the need for organisational knowledge, the Selection Committee will consist exclusively of representatives of BUA institutions. It will comprise the members of the HF 1 Steering Committee as well as four additional members nominated by the respective staff units. The members representing the BUA partner institutions will be formally confirmed by the HF 1 Steering Committee.