GUIDE FOR EVALUATORS

PROPOSAL DETAILS	
PROGRAMME	**Local KTO Staffing & Capacity Enhancement (CAP-ENHANCE)**
CALL IDENTIFIER	**RIF-CKTO/CAP-ENHANCE/0526**

Republic of Cyprus

RESEARCH & INNOVATION FOUNDATION

GUIDELINES AND GENERAL INFORMATION FOR EVALUATORS

1. The Proposals, which the Evaluator is called upon to evaluate, were submitted under the **« Local KTO Staffing & Capacity Enhancement» Programme**.
2. The Evaluation Procedure for the **Local KTO Staffing & Capacity Enhancement» Programme** is carried out by **one (1) Independent Expert,** which has good knowledge of Knowledge Transfer Activities and Knowledge Transfer Offices' structures and operations.
3. The objectives of the above-mentioned Programme and all necessary definitions and procedures are described in the relevant **Call for Proposal**.
4. Before producing the Evaluation Report, the Evaluator is expected to study the relevant Proposals thoroughly. These consist of:
    - Proposal Part A – General Information & Budget,
    - Proposal Part B – Technical Annex, and
    - Annex I – Curricula Vitae of the proposed hire
5. The Evaluator fills his / her own Evaluation Report Form.
6. The Evaluation of the Proposals submitted to the RIF, is based on the following criteria:
    - Strategy and Institutional Commitment to Knowledge Transfer
    - Knowledge Transfer Development and Activities Plan
    - Expected Results and Impact

    The content of the criteria is specified in each **Call for Proposals** so that it expresses Programme's philosophy and aims. The description of each criterion is **available in Part I of the present document**. Evaluators are kindly requested to **read the description of each Criterion thoroughly** before starting the evaluation.

9 . Please note that:

- Proposal Part B – Technical Annex has a **max page limit of 20 pages**. Any excess pages must be disregarded and not taken into consideration when carrying out the evaluation.
- Annexes should only include the information described in the Call for Proposals (e.g. Annex I should only include Curricula Vitae). Any extra information that might be included must be disregarded and not taken into consideration when carrying out the evaluation.
- If any inconsistencies between Part A and Part B are observed, Part A should be the one considered as valid for evaluation purposes.
- Any hyperlinks that direct to information beyond what is provided in the proposal, should not be considered by the evaluators for the evaluation of the proposal.

10. For the evaluation, the weighing assigned to each evaluation criterion will be taken into consideration. The Evaluator should comment on the content of each Proposal, and judge each Proposal on its own merit, **based on the evaluation criteria** and reach a funding recommendation as follows:
    - Proposal recommended for funding,
    - Proposal not recommended for funding.
11. Evaluator is requested to provide detailed comments for each one of the Evaluation Criteria without Evaluation Scores in the Evaluation Report. Comments provided by the Evaluator should be written in a manner that would justify and explain the Evaluators' decision. Significant shortcomings must be reflected in the Evaluator's comments on the appropriate criteria. No recommendations for improving Proposals should be provided.
12. The decision on the funding of a proposal by the Research and Innovation Foundation (RIF) is at the discretion of the Evaluator.
13. Following the completion of the Evaluation Procedure, and in the context of transparency, the RIF will provide all applicants with their respective Evaluation Reports and publicly announce the official results.

EVALUATION

CRITERION 1

Strategy and Institutional Commitment to Knowledge Transfer (Weight: 35%)

Evaluation focuses on the level of commitment of the Host Organisation to developing KT activities and supporting the role of the Knowledge Transfer Officer.

Sub-criteria:

- Clarity of the organisation's objectives regarding knowledge transfer and research exploitation.
- Integration of knowledge transfer into the organisation's strategy and policies.
- Role and positioning of the Knowledge Transfer Officer within the organisational structure and operations.
- Degree of support provided by management to the Officer for implementing activities, including provision of necessary resources (financial and non-financial), as well as commitment of a specific budget for intellectual property activities (e.g. IP protection, management, and exploitation).
- Prospects for continuation and sustainability of the Knowledge Transfer Officer role and KT activities after the end of funding.

Evaluators may find relevant information primarily in:
• Section 1 – Executive Summary
• Section 2 – Current Status of the LKTO & Main Achievements
• Section 3 – Strategy and Institutional Commitment to Knowledge Transfer
• Section 7 – Governance, Resources & Implementation Capacity

CRITERION 2

Knowledge Transfer Development and Activities Plan (Weight: 35%)

Evaluation focuses on the quality, clarity, and suitability of the proposed project for developing KT activities.

Sub-criteria:

- Clarity and completeness of the proposed KT activities plan, in relation to the organisation's maturity level.
- Suitability of the proposed activities (e.g. assessment of research results, support for IP protection, development of collaborations with enterprises).
- Suitability of the qualifications, skills, and experience of the individual to be hired as Knowledge Transfer Officer.
- Adequacy of organisational resources and internal procedures supporting implementation.

Evaluators may find relevant information primarily in:
• Section 2 – Current Status of the LKTO & Main Achievements
• Section 4 – Knowledge Transfer Development & Activities Plan
• Section 5 – Professional Development Plan for the Knowledge Transfer Officer
• Section 7 – Governance, Resources & Implementation Capacity
• Section 8 – Risk Management

CRITERION 3

Expected Results and Impact (Weight: 30%)

Evaluation focuses on the extent to which the proposed project is expected to contribute to research exploitation and strengthening knowledge transfer within the organisation.

Sub-criteria:

- Clear, measurable, and realistic definition of expected outcomes and KPIs, taking into account the organisation's maturity level.
- Potential to strengthen exploitation of research results and IP management.
- Potential to strengthen collaborations with businesses and external stakeholders.
- Contribution of the Knowledge Transfer Officer to developing a culture of innovation and knowledge transfer within the organisation.

Evaluators may find relevant information primarily in:
• Section 1 – Executive Summary
• Section 2 – Current Status of the LKTO & Main Achievements
• Section 4 – Knowledge Transfer Development & Activities Plan
• Section 5 – Professional Development Plan for the Knowledge Transfer Officer
• Section 6 – KPIs, Expected Results & Impact
• Section 7 – Governance, Resources & Implementation Capacity
• Section 8 – Risk Management