

Research Exchange Program
SELECTION CRITERIA AND PROCESS FOR SELECTION
ENGAGE project
6 September 2019

Selection criteria

The selection criteria for the ENGAGE Research Exchange program are as follows:

- Utility/Usefulness for the ENGAGE project
- Overall partner balance
- Priority for early/mid-career researchers
- Endorsement from host institution
- Priority given to exchanges between non-European and European institutions

Process for selection

- A **review committee** for the evaluation of research exchange applications will be established. This committee consists of people who evaluate and rank all applications and provide these rankings to the ENGAGE **Coordination Board (CB)**, the project's decision-making body.
- In order to avoid any **conflict of interest**, members of the review committee and/or Coordination Board who are either from the home or host institution of a particular application being evaluated should abstain from voting.
- The review committee should present conclusions to the CB no later than **one month** after each application deadline (see table below). Application/evaluation deadlines are quarterly throughout the project (starting from 30 September 2019), and deadlines are listed in the following table.

Application deadline	Deadline for completed review
30 September	31 October
31 December	31 January
31 March	30 April
30 June	31 July

- The CB should come to a final decision based on a general consensus a maximum of **15 days** after receipt of the review committee's recommendations.
- The **application and selection process** consists of the following steps:
 - Applicant fills in the application form (available on SharePoint or via email) and sends the completed form with relevant attachments to engage.secretariat@iiasa.ac.at by email;
 - The project secretariat uploads the application to a folder in SharePoint visible only to review committee and CB members, and informs the review committee and CB of a received application;
 - The review committee evaluates and reports back to the CB their result (within one month of the application deadline). The committee can also elect to begin the evaluation process before each application deadline, especially if many applications have been submitted during an application period;
 - The CB makes the final decision (15 days after receiving the conclusions from the review committee);
 - The project secretariat informs each applicant of the final decision, and for an affirmative decision, logistical arrangements for the exchange can be started.
- The budget permits funding of at least 12 exchanges with a duration up to 3 months during the implementation of the project. At least 6 exchanges should take place during the first two years of the project.

