

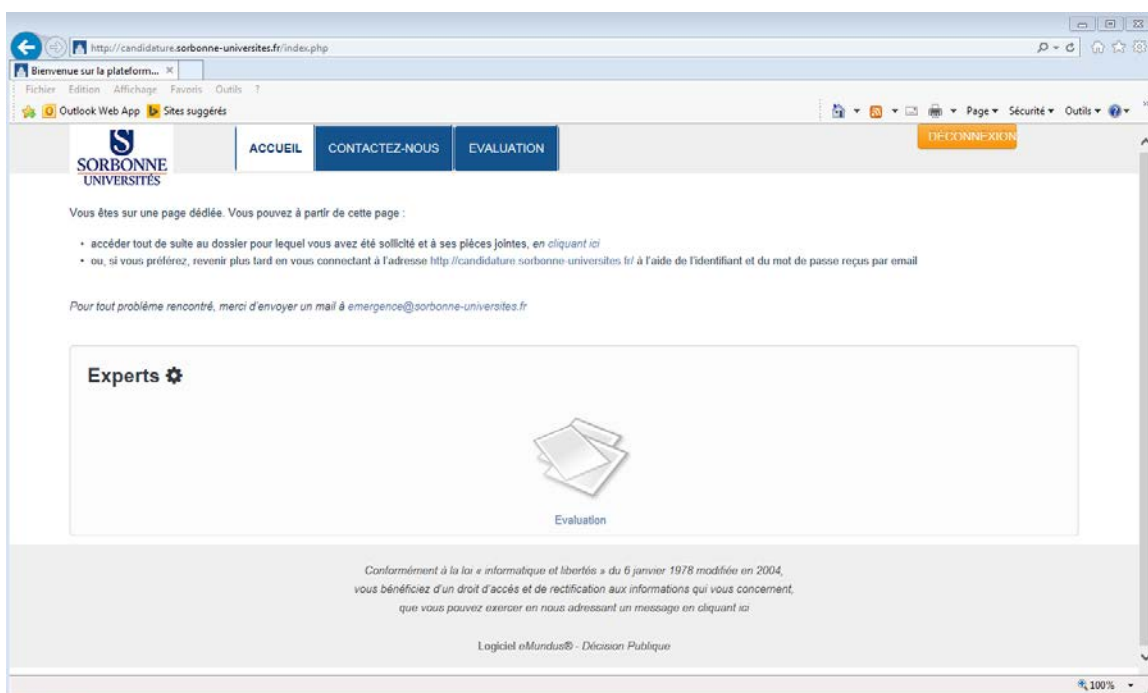
Guide for experts

You have agreed to be an expert for a call of proposals of Sorbonne Universités. This short user guide gives you instructions for the use of the platform.

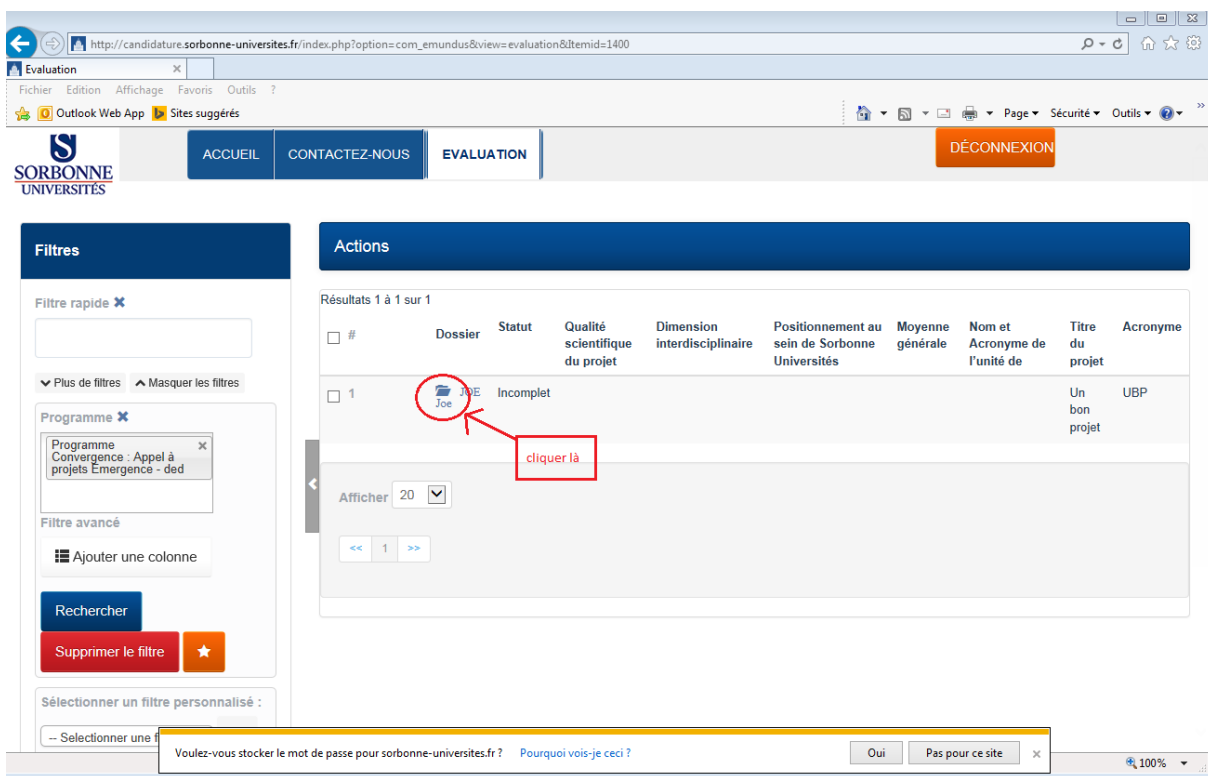
For questions concerning the process of expertise, please contact us by sending an email to: emergence@sorbonne-universites.fr or call us at +33 1 56 81 16 85.

How do I access my file?

1. Once you have agreed to conduct an expertise for Sorbonne University, you will first be asked to valid the confidentiality agreement. You will be directed to a page directly : the validation of this page worth commitment from you.
2. You will then be directed to a second page dedicated to the expert profile : From this page, you have two choices :
 - a. You can either immediately visualize the project you were asked to review by clicking on the link provided
 - b. You can reconnect later to the <http://candidature.sorbonne-universites.fr> address using the username and password previously received by e-mail



3. Below there is a screenshot of the expert page : open the folder by clicking as shown below :



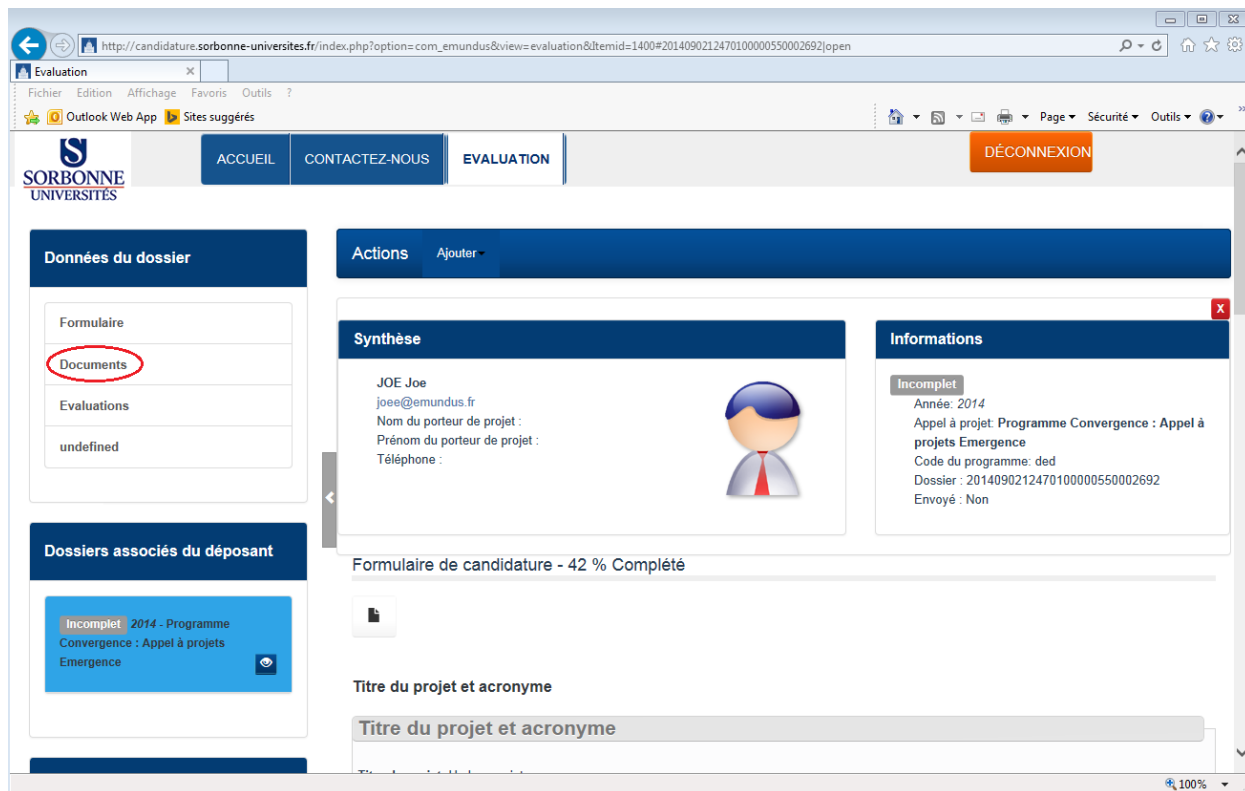
The screenshot shows the 'EVALUATION' page of the Sorbonne Universités portal. The page features a navigation bar with 'ACCUEIL', 'CONTACTEZ-NOUS', 'EVALUATION', and 'DÉCONNEXION'. On the left, there are filters for 'Filtres' and 'Filtre rapide'. The main content area displays a table of evaluation results. The table has the following columns: #, Dossier, Statut, Qualité scientifique du projet, Dimension interdisciplinaire, Positionnement au sein de Sorbonne Universités, Moyenne générale, Nom et Acronyme de l'unité de, Titre du projet, and Acronyme. The first row of data shows a dossier number of 1, a status of 'Incomplet', and a title of 'Un bon projet'. A red circle highlights the 'Dossier' column for the first row, and a red arrow points to it with the text 'cliquer là'.

#	Dossier	Statut	Qualité scientifique du projet	Dimension interdisciplinaire	Positionnement au sein de Sorbonne Universités	Moyenne générale	Nom et Acronyme de l'unité de	Titre du projet	Acronyme
1	Joe	Incomplet						Un bon projet	UBP

At the bottom of the page, there is a small dialog box asking: 'Voulez-vous stocker le mot de passe pour sorbonne-universites.fr ? Pourquoi vois-je ceci ?' with buttons 'Oui' and 'Pas pour ce site'.

How to access the attachments?

Your file is now open and accessible. Attachments folder (including the scientific proposal) can be accessed by following the "documents" link on the pavement to the left of your screen (see below). The documents attached to the project will then appear on your page. You can either open or download them to your desktop.

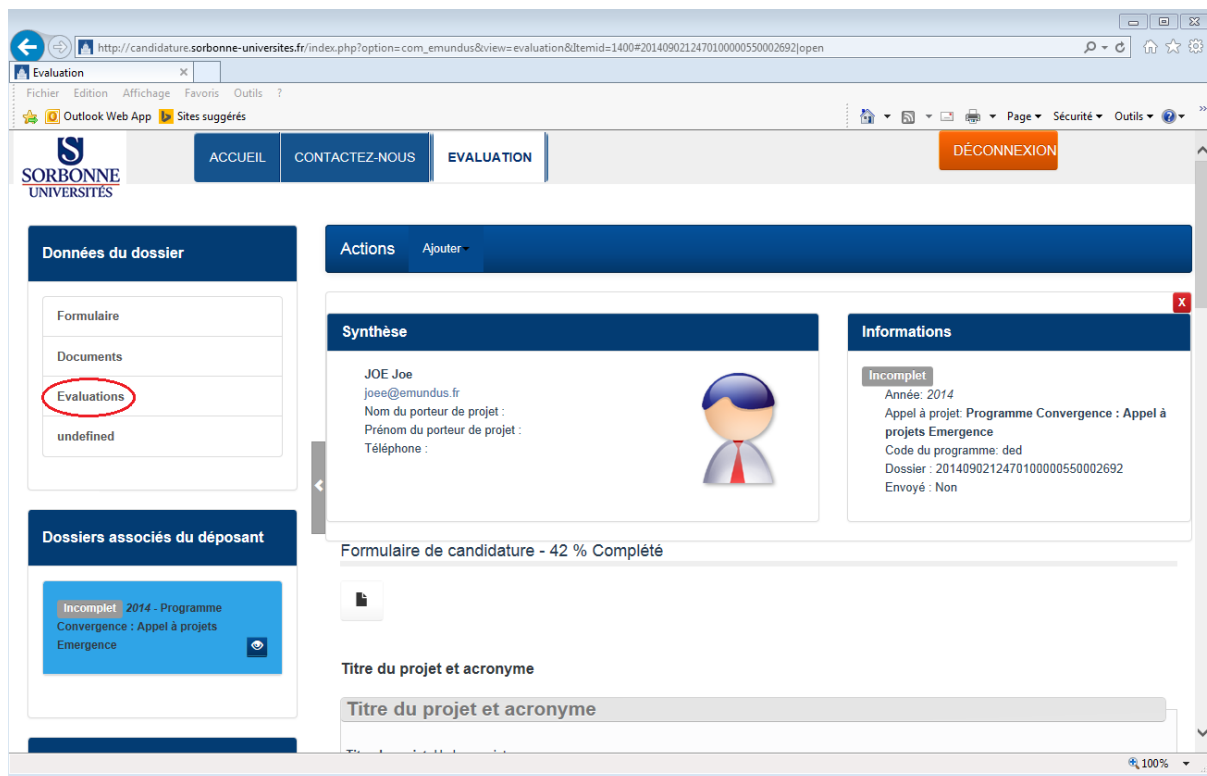


The screenshot shows a web browser window displaying the evaluation portal. The URL in the address bar is http://candidature.sorbonne-universites.fr/index.php?option=com_emundus&view=evaluation&Itemid=1400#2014090212470100000550002692. The page features a navigation bar with links: ACCUEIL, CONTACTEZ-NOUS, EVALUATION, and DÉCONNEXION. The main content area is divided into several sections:

- Données du dossier**: A sidebar menu with links: Formulaire, Documents (highlighted with a red circle), Evaluations, and undefined.
- Actions**: A section with a dropdown menu labeled "Ajouter".
- Synthèse**: A summary section for the project, showing the name "JOE Joe", email "joe@emundus.fr", and a profile picture.
- Informations**: A section with a status "Incomplet" and details: Année: 2014, Appel à projet: Programme Convergence : Appel à projets Emergence, Code du programme: ded, Dossier: 2014090212470100000550002692, Envoyé: Non.
- Dossiers associés du déposant**: A section showing a list of associated documents, including one labeled "Incomplet 2014 - Programme Convergence : Appel à projets Emergence".
- Formulaire de candidature - 42 % Complété**: A progress bar indicating the completion status of the application form.
- Titre du projet et acronyme**: A section for the project title and acronym, with a text input field.

How to realize my expertise?

You must use the provided evaluation form under the "Evaluations" button on the left of the pad clean page in the file:



The screenshot shows a web browser window displaying the evaluation form on the Sorbonne Universités website. The browser's address bar shows the URL: http://candidature.sorbonne-universites.fr/index.php?option=com_emundus&view=evaluation&Itemid=1400#2014090212470100000550002692. The page features a navigation bar with links: ACCUEIL, CONTACTEZ-NOUS, EVALUATION, and DÉCONNEXION. The main content area is divided into several sections:

- Données du dossier**: A sidebar menu with options: Formulaire, Documents, Evaluations (highlighted with a red circle), and undefined.
- Actions**: A section with a button labeled "Ajouter".
- Synthèse**: A summary section displaying the user's name (JOE Joe), email (joe@emundus.fr), and project details (Nom du porteur de projet, Prénom du porteur de projet, Téléphone).
- Informations**: A section with a status indicator "Incomplet" and details: Année: 2014, Appel à projet: Programme Convergence : Appel à projets Emergence, Code du programme: ded, Dossier: 2014090212470100000550002692, Envoyé: Non.
- Dossiers associés du déposant**: A section showing a list of associated dossiers, including "Incomplet 2014 - Programme Convergence : Appel à projets Emergence".
- Formulaire de candidature - 42 % Complété**: A progress bar indicating the completion status of the application form.
- Titre du projet et acronyme**: A section for entering the project title and acronym.

The form will then appear as a form to be completed directly online : you will only have to enter your evaluation in the fields provided.

A screenshot of an online evaluation form titled 'Evaluation'. It contains three sections, each with a dropdown menu and a text area. The first section is 'Qualité scientifique du projet' with a dropdown set to 'A (Excellent)' and a text area labeled 'Commentaire'. The second section is 'Qualité du consortium interdisciplinaire' with a dropdown set to 'A (Excellent)' and a text area labeled 'Commentaire'. The third section is 'Enjeux et Impact du projet' with a dropdown set to 'A (Excellent)' and a text area labeled 'Commentaire'. Each text area has a small icon in the bottom right corner.

Sorbonne Universités thanks you for your contribution.