

Leibniz Competition and Leibniz ScienceCampi

Guide to the review of applications

1. Februar 2023

Thank you for your assistance!

Thank you for agreeing to review an application in a Leibniz Competition Procedure. Your work is of great importance to carrying out the procedure.

This guide provides you with information on how to access and review the application in the electronic administration system of the Leibniz Competition.

From page 14 onwards, you will also find instructions on changing your password. For security reasons, we recommend that you change the password sent to you by e-mail as soon as possible.

Accessing the system

In order to access the application to be reviewed, please first click on the link which you were sent by e-mail. The link will take you to the electronic administration system of the Leibniz Competition.

Dear Dr. Test,

thank you for agreeing to review the application "Test project Leibniz Competition" for the Leibniz Competition 2018.

You can now view the application and write your review in the electronic application system under this [link](#). You can access the system using the following login data:

Username: segiefonds

E-Mail: strategiefonds@leibniz-gemeinschaft.de

Password: ed0e02977d

All documents necessary for your review are available in the electronic application system. We kindly ask you to treat all application materials as confidential. More detailed information on how to use the online system can be found in the following [User guide](#).

We would be very grateful to you if you were able to submit your review by 13.06.2017. For security reasons, we recommend that you change your password as soon as possible by following this [link](#).

If you have any questions concerning the electronic application system, the review process, or the Leibniz Competition in general, please do not hesitate to contact us.

Yours sincerely,
Division Leibniz Competition

User login

Please enter your user name and password in the fields and tick the box regarding data protection.

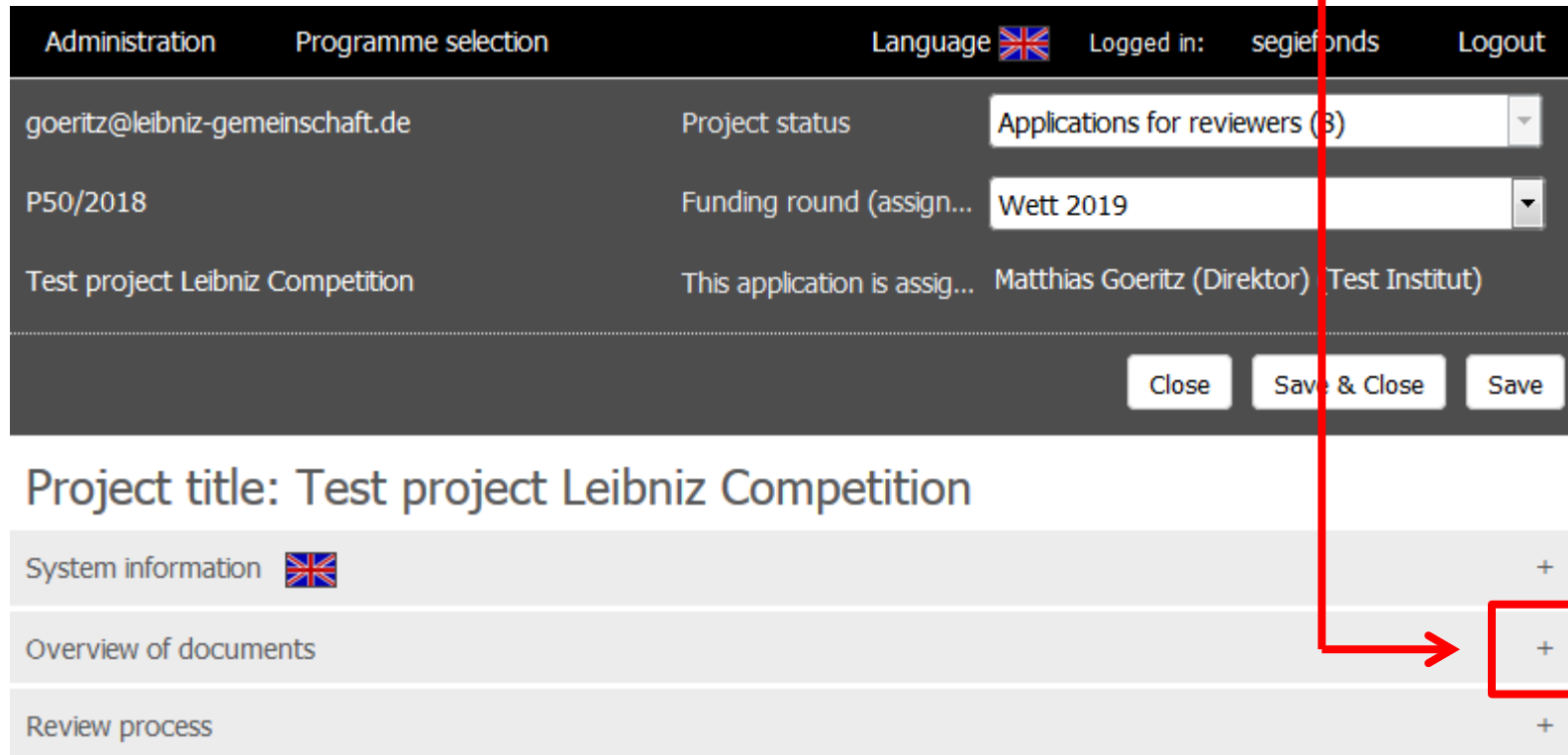
You can find the user name and password in the e-mail you received.

The screenshot shows the 'Adminlogin' interface. At the top, it says 'Adminlogin' and 'Welcome to the electronic application and administration system of the Leibniz Competition'. Below this, there are three main sections highlighted with red boxes: 1) A 'User name' input field. 2) A 'Password' input field. 3) A checkbox with the text: 'I hereby confirm that I am authorised to view and process the personal data and information entered in the system. The provisions of the EU General Data Protection Regulation are known to me and will be taken into account when processing the data. I am also bound to maintain data confidentiality in accordance with §53 BDSG (NEU) and §88 TKG.' Below these is a blue 'Log in now' button. At the bottom, there is a link: 'Create new password / forgotten password?'.

Then click on "Log in now" to access the system.

Opening the “Overview of Documents” tab

Open the “Overview of Documents” tab to receive access to all the documents necessary for reviewing the application.



The screenshot displays a web application interface. At the top, there is a navigation bar with the following elements: "Administration", "Programme selection", "Language" with a UK flag icon, "Logged in: segiefonds", and "Logout". Below this is a form with several fields: "Project status" with a dropdown menu showing "Applications for reviewers (8)", "Funding round (assign...)" with a dropdown menu showing "Wett 2019", and "This application is assign..." with the text "Matthias Goeritz (Direktor) Test Institut". At the bottom of the form are three buttons: "Close", "Save & Close", and "Save".

Below the form, the "Project title: Test project Leibniz Competition" is displayed. Underneath, there is a sidebar with three expandable tabs: "System information" with a UK flag icon, "Overview of documents", and "Review process". Each tab has a plus sign (+) on the right side. A red arrow points from the top of the page down to the plus sign next to the "Overview of documents" tab, which is also highlighted with a red square.

Viewing the application documents

Here you can download a PDF version of the application to be reviewed.


The screenshot displays a web interface for a project titled "Test project Leibniz Competition". It features several sections: "System information" with a UK flag icon, "Overview of documents" (collapsed), and "Review process" (expanded). A red arrow points from the text above to the "Overview of documents" section. Below this, a message states "Upload the PDF of the complete application:" followed by a PDF icon, the file size "27.95KB", and a note "The file was renamed during uploading." with the filename "P50-2017_full_proposal_170516-101320.pdf". A red box highlights this entire message. Below the message, another line of text says "You can find additional information (calls for applications, Leibniz guidelines, user guides) for the review process [here](#)." with a red box around the word "here". A second red arrow points from this box down to the "Review process" section.

This link takes you to a Leibniz Association website containing information about the competition procedure and review process.

Opening the “Review process” tab

Open the “Review process” tab to write your review.

Project title: Test project Leibniz Competition

System information 

Overview of documents

Upload the PDF of the complete application:



27.95KB | The file was renamed during uploading.
P50-2017_full_proposal_170516-101320.pdf

You can find additional information (calls for applications, Leibniz guidelines, user guides) for the review process [here](#).

Review process



Writing your review:

Information regarding bias

Please start by providing an assessment of any potential bias on your part. Here, please take note of the criteria for potential bias, which you can view by following the link next to the field.

Reviewing an application for the programme Leibniz Collaborative Excellence

Welcome to the application review form of the Leibniz Competition!

Please take sufficient time to assess the quality of the application and take into account all information in the application form (including finance plan), the proposal (sections A to D) and attachments (CVs, lists of publications, etc.) Please take care to avoid any comments which might give indications as to your identity.

We ask you to assess the quality of each individual section (A-D) of the proposal separately. After writing your review please choose a funding recommendation: "A: recommended for funding with highest priority", "B: recommended for funding" or "C: not recommended for funding".

It is essential to the review process' transparency that you fill in all fields and choose a funding recommendation. We might otherwise be unable to take your review fully into account in the further processing of the application.

Thank you very much! Please do not hesitate to contact the Division Leibniz Competition in case of any questions (saw@leibniz-gemeinschaft.de).

Self-assessment of potential conflicts of interest

Please state whether or not you have previously been in contact with the applying institute or the individual researchers involved in the project, and check if there are any circumstances which may give rise to potential conflicts of interest (see the [Criteria for potential bias](#)).

***** Please remember to save your data regularly! *****

Writing your review:

Assessing the individual sections

The review form is divided into sections A, B, C and D.

A) Quality and innovativeness of the research project (weighting: 40%)

Please assess above all the research project's:

- scientific and methodological excellence compared to international standards
- likelihood of success (its maturity, the work programme's concreteness, the project's general feasibility)
- originality and innovativeness
- relevance in terms of its contribution to solving current academic and social, ecological or economic problems

**** Please remember to save your data regularly! ****

Please write an assessment of each section.



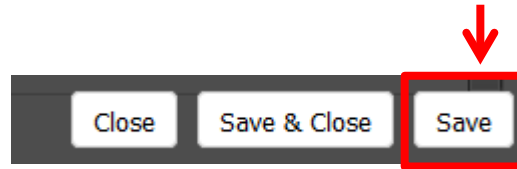
Assessment of Section A:

Please note: Concerning applications for Leibniz ScienceCampi, section A only needs to be assessed if it is a continuation application. You can find out whether or not it is a continuation application by reading the application form and the proposal text.

Writing your review:

Saving and funding recommendation

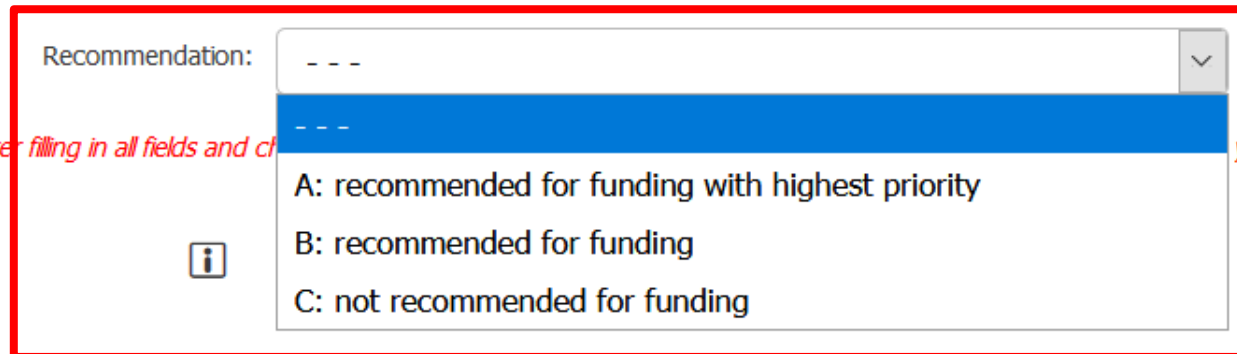
Please remember regularly to save your work using the button at the top of the page.



If you have not saved anything for more than 30 minutes, you will automatically be logged out for security reasons.

After writing your review, please choose a funding recommendation at the bottom of the page. You can choose from: “A: recommended for funding with highest priority”, “B: recommended for funding” or “C: not recommended for funding”.

Please submit your review only after filling in all fields and check your review fully into account.



Review submitted on:

Information regarding section C for international reviewers

In section C, you are asked to assess the proposed project's potential strategic benefits to the Leibniz Association and local and/or regional scientific research profiles.

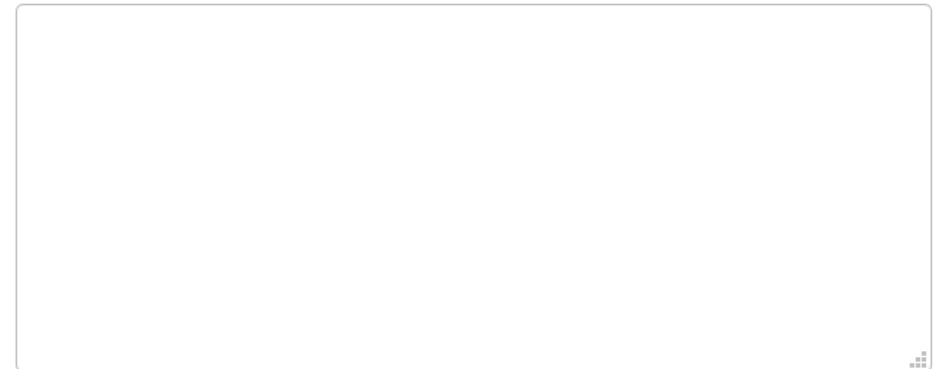
C) Strategic efficacy of the proposed research project (weighting: 10%)

- Please assess above all the project's contribution to:
- the consolidation of already established Leibniz topics
 - the development of new fields of research
 - the development of the local/ regional scientific environment
 - implementing the **Leibniz equality standards** and realising the Leibniz diversity objective
 - implementing the **Leibniz career guidelines**

Please refer to the overview of the **Leibniz Association's guidelines** on career development and equal opportunities and the Leibniz Association's recruitment standards.

***** Please remember to save your data regularly! *****

Assessment of Section C:




If you are not familiar with the Leibniz Association or the German research landscape, please do not hesitate to restrict your assessment to the plausibility of the applicant's arguments in this section.

Completing the review (1)

Once you have filled in all the fields and chosen a funding recommendation, you can complete the review and send it to the Leibniz Association. To do so, please click on “Review completed”.

Recommendation:

Please submit your review only after filling in all fields and choosing a funding recommendation. If fields are left blank, we may be unable to take your review fully into account.



Review submitted on:

Please note: The reviews will be made available to the applicants in an anonymised form after the selection process has been completed.


Please submit your review only after filling in all fields and choosing a funding recommendation. If fields are left blank, we may be unable to take your review fully into account.

Completing the review (2)

The system will now prompt you to save again.

Recommendation:

Please submit your review only after filling in all fields and choosing a funding recommendation. If fields are left blank, we may be unable to take your review fully into account.

 Your input has been received and will be transferred the next time you save it.

Review submitted on:

Please note: The reviews will be made available to the applicants in an anonymised form after the selection process has been completed.


Save the review to complete the process.

Message confirming submission of the review

After saving, the Leibniz Association will automatically be informed about the receipt of your review. The following message will be displayed in the system:

Recommendation:

Please submit your review only after filling in all fields and choosing a funding recommendation. If fields are left blank, we may be unable to take your review fully into account.



Thank you very much for submitting your review. You will shortly receive an email confirming submission.

Review submitted on: 14.05.2020 11:20:28

Please note: The reviews will be made available to the applicants in an anonymised form after the selection process has been completed.

You will shortly thereafter receive a confirmation e-mail.

Your work is now completed. Thank you very much for your support!

Changing your password

For security reasons, we recommend that you create a new password as quickly as possible. To do so, please visit the login page and click on “Create new password / forgotten password?”.

Adminlogin

Welcome to the electronic application and administration system of the Leibniz Competition

User name

Password

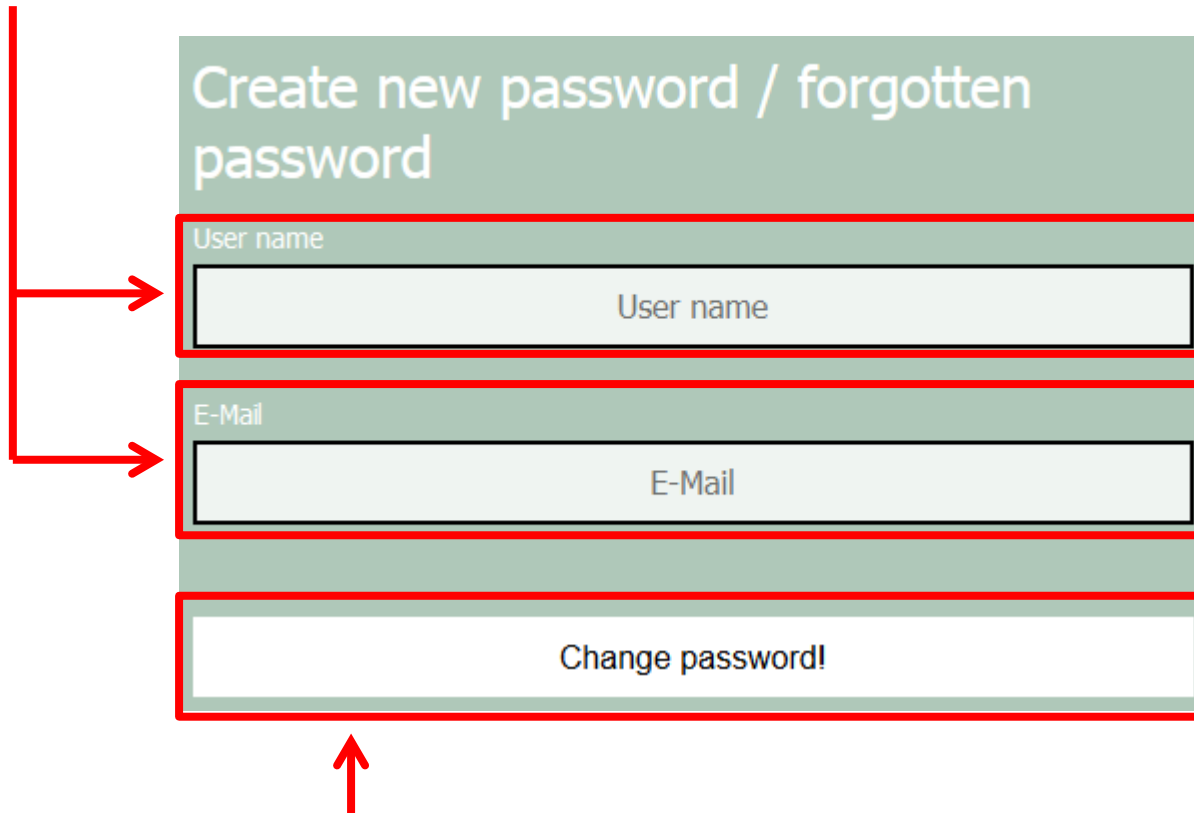
I hereby confirm that I am authorised to view and process the personal data and information entered in the system. The provisions of the EU General Data Protection Regulation are known to me and will be taken into account when processing the data. I am also bound to maintain data confidentiality in accordance with §53 BDSG (NEU) and §88 TKG.

[Log in now](#)

[Create new password / forgotten password?](#)

Entering your user name and e-mail address

You will then be prompted to enter your user name and e-mail address. You can find this information in the e-mail you received.



The image shows a web form titled "Create new password / forgotten password". It contains three input fields: "User name", "E-Mail", and a "Change password!" button. Red arrows point to the "User name" and "E-Mail" fields from the left, and a red arrow points to the "Change password!" button from below.

Create new password / forgotten password

User name

User name

E-Mail

E-Mail

Change password!

Now click on "Change password!".

Link for creating your password

You will receive the following e-mail:

You have requested a new password.

Please click on the following link to create your new password:

(Link)

If you are unable to click on the link, please copy and paste it into your browser window.

PLEASE NOTE: For security reasons, this link becomes invalid after 24 hours.

Please create your new password within that period. If you are unable to do so, you can generate a new link by going back to the Login screen and again clicking on 'Create new password / forgotten password?'.

Progranta V 4.6 – © [bildbau ag neue medien](#)

Please click on the link in the e-mail to continue creating your new password.

Creating your new password

You will now be shown this dialogue box:

Please enter your e-mail address and your desired password. Confirm the password and then click on “Change password!” to complete the process.

Please note that the password security criteria indicated above the fields must be met.

Create new password / forgotten password

The password has to meet following criteria:

- at least 10 characters
- not only lower case letters
- not only upper case letters
- not only numbers

E-Mail

E-Mail

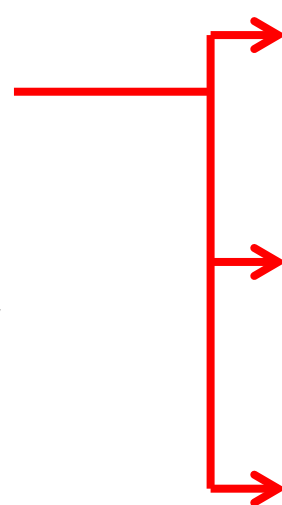
Password

Password

Password

Repeat password

Change password!



Return to the login page

When you want to log in after changing your password, please use the link in the e-mail that also contains your login details.

Dear Dr. Test,

thank you for agreeing to review the application "Test project Leibniz Competition" for the Leibniz Competition 2018.

You can now view the application and write your review in the electronic application system under this [link](#). You can access the system using the following login data:

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If you have any questions concerning the electronic application system, the review process, or the Leibniz Competition in general, please do not hesitate to contact us.

Yours sincerely,
Division Leibniz Competition

To log in, please always use the link in this e-mail, as you will otherwise not be automatically forwarded to the specific application we have asked you to review.

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