

Dear Professor,

You have been nominated by the Evaluation Committee to serve as an international reviewer of the research proposals submitted by Croatian scientists to the Ministry of Science, Education and Sports of the Republic of Croatia. The entire review procedure is conducted exclusively through electronic means (using the IT system).*

We kindly ask you to confirm your acceptance of the nomination by registering as a reviewer. After you have completed the registration form, you will be able to access the abstracts of one or more research proposals you have been allocated by the Committee. Based on the insight into the title, summary and keywords, we ask you to make a final decision regarding your nomination by accepting or declining to evaluate the research proposal(s).

If, for any reason, you decline to review the allocated proposal(s), they will be assigned to another reviewer. However, if you accept the research proposal(s), you will gain access to all the documents relating to them (forms, CVs and other relevant documentation). You will also have access to:

- a) General Instructions to Reviewers
(Select from the drop-down menu **applications**)
- b) Special instructions to Reviewers for each scientific field
(Select from the drop-down menu **applications**)
- c) Evaluation form
(Accessible only after / if you have accepted the allocated research proposals – **“Project review”** button on the left side of the screen)
- d) Statement on data protection
(Accessible only after / if you have accepted the allocated research proposals – **“Data confidentiality”** button on the left side of the screen)

After you have completed the evaluation and filled out the evaluation form, we kindly ask you to **lock the form** within thirty days upon acceptance of proposals. To lock the form please select **“Lock review”** button on the left side of the screen (also accessible only after / if you have accepted the allocated research proposals).

Please, fill out the personal data form (accessible only after / if you have accepted the allocated research proposals – **“My personal data”** button on the left side of the screen) in order to be paid reviewer fee. Also, please be so kind as to print the Statement on data protection, sign it and send it by snail mail to the Ministry.

*Note: The administration of the IT system of evaluation of research proposals is optimised for MS Internet Explorer (Version 5.0+) and Mozilla Firefox.