



## APPEALS PROCEDURE

This procedure is intended for applicants who believe that the evaluation of their proposal has not been carried out in accordance with the procedures set out in the Annual Work Plans.

This procedure covers only the procedural aspects of the evaluation, and not the merits of the proposal.

An evaluation review committee, shall provide an opinion on the procedural aspects of the evaluation process.

The proposal outcome letter containing the results of the evaluation gives information on the appeals procedure, which is described below.

The committee may recommend one of the following:

- a) re-evaluation of the proposal primarily by evaluators not involved in the previous evaluation;
- b) confirmation of the initial evaluation.

The deadline for receipt of appeals is 30 days from date of dispatch of the proposal outcome email by PRIMA.

### Admissibility of appeals

For an appeal to be admissible the following conditions must be met:

- The appeal must be submitted by the Coordinator of the proposal to which the appeal relates
- The appeal must be submitted in writing on the official letterhead of the Coordinator and must be cc'd to the legal representative of the Coordinator
- The appeal must be addressed to the PRIMA Executive Director
- The appeal must be submitted via [redress@prima-med.org](mailto:redress@prima-med.org) within the **30 day deadline**.

The appeal must contain the following minimum information:

- The name of the call for proposals
- The proposal number
- The title of the proposal
- A description of the alleged shortcomings of the PRIMA evaluation procedure.

Upon receipt of an admissible appeal, PRIMA will send an acknowledgement of receipt within ten working days of receipt of the appeal. The acknowledgement shall state whether or not the appeal is admissible and outline the process for consideration of the admissible appeal and the anticipated date by which a decision on the appeal will be communicated to the applicant. As a guideline, all appeals received by the 30-day deadline will be processed together. PRIMA estimates that it will take six weeks from the 30-day deadline to process the appeal and to communicate the decision to the appellant.

## Procedure

The PRIMA Executive Director will establish an internal appeals committee, comprising three PRIMA Secretariat members (chaired by the Executive Director and composed of the Project Officers who have not been involved in the call evaluation, as well as the Legal Officer).

The role of the appeals committee role is to evaluate the admissible appeals according to the procedure, ensuring fair and equal treatment of applicants. Complaints that do not meet the above conditions, or do not deal with the evaluation of a specific proposal, will not be considered.

The appeals committee will provide its opinion on the implementation of the evaluation procedure on the basis of all of the available information related to the proposal and its evaluation. The committee does not evaluate the proposal itself, only the evaluation procedure of the proposal.

The committee will not call into question the scientific judgment of appropriately qualified experts. In the light of its review, the committee will make a recommendation to the PRIMA Executive Director.

If the committee considers that there has been a failing in the evaluation procedure that may have influenced the evaluation outcome, it may suggest a further evaluation of all or part of the proposal by independent experts. The committee may uphold the initial outcome.

The committee may make additional comments or recommendations.

The outcome of the appeal will be communicated by letter to the Coordinator by PRIMA-IS Secretariat.