



# **MANUAL GUIDE**

## **on Registration of Peer Review in the Black Sea Horizon Database**

**Dear Ladies and Gentlemen,**

**Thank you for your interest in Black Sea Horizon Database!**

The BLACK SEA HORIZON (BSH) PROJECT aims at establishing a peer review database accessible for funding agencies of the Black Sea region, as an important tool to conduct evaluations of scientific proposals in all scientific and innovation areas and to enhance the transparency of evaluation process conducted by peer reviews.

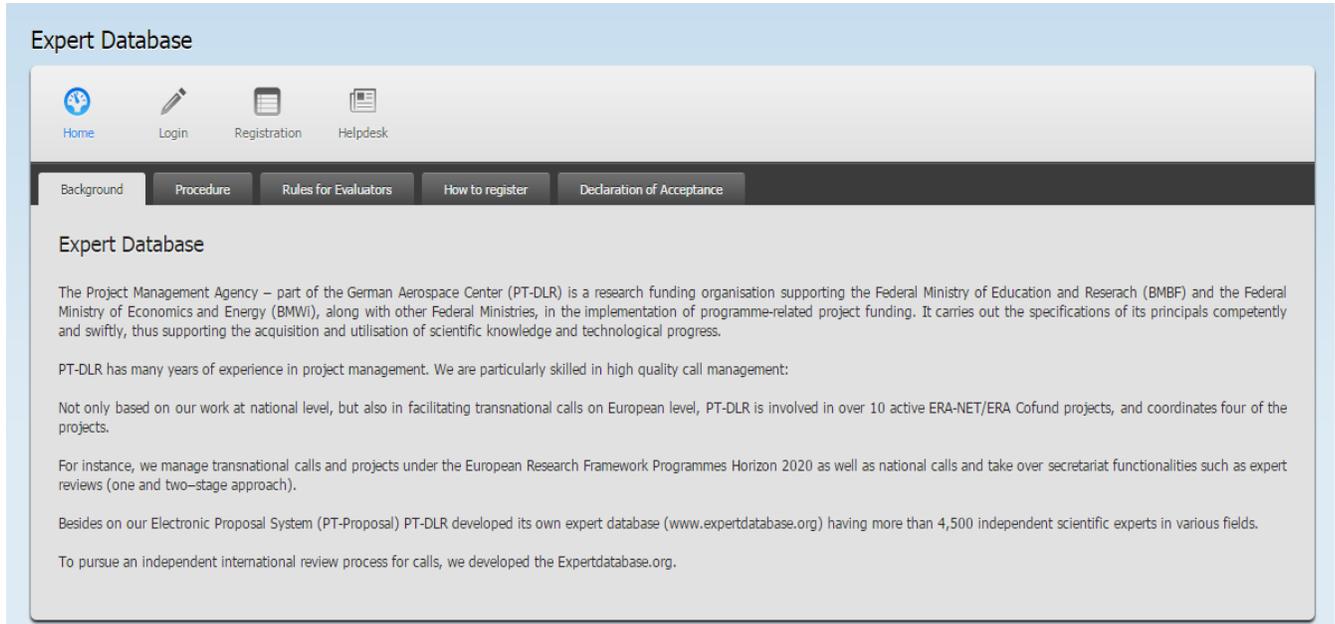
The access to the database is linked, both with the organisation of a dedicated BSH multilateral call, and with national or bilateral calls.

In this regard, an online platform for peer reviews (individual session for BSH) built by the German Project Management Agency of the German Aerospace Center (DLR) has been prepared. You could participate in the evaluation of project proposals by registering in the peer review database of Black Sea Horizon Project and defining your expertise.

With this manual we would like to provide you some advices on how to register successfully in our database. We thank you for your support in advance and we are very much looking forward to working with you!

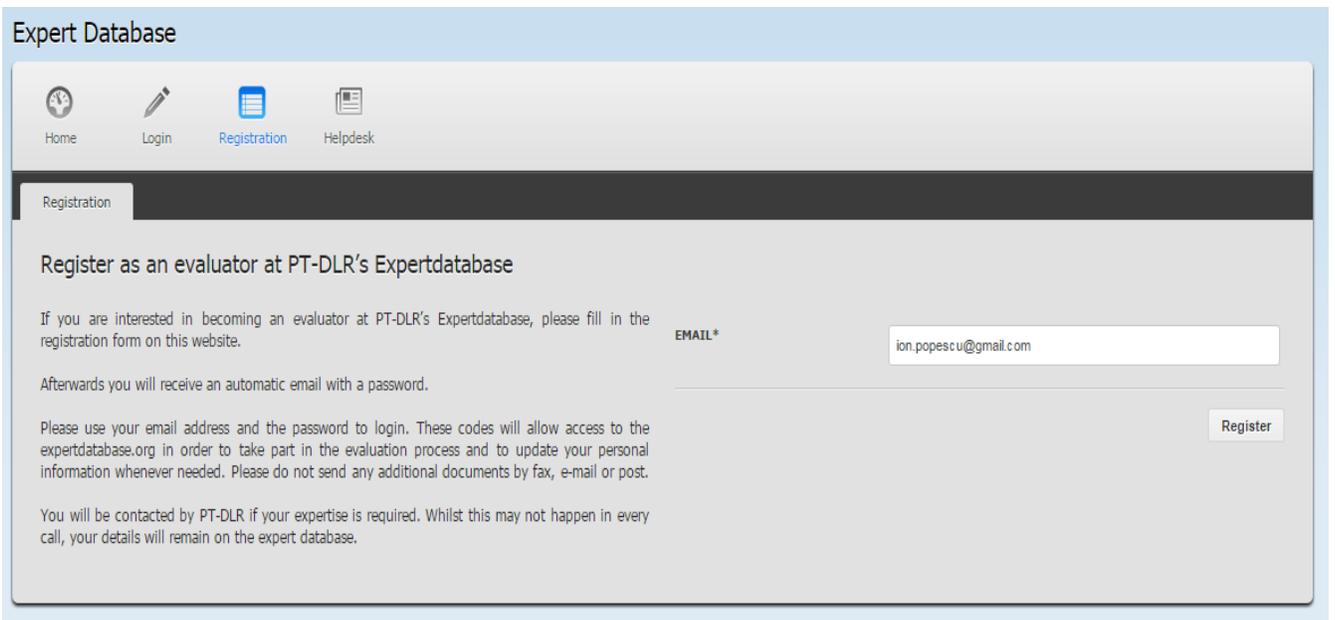
**Please take in consideration the following steps for your successful registration:**

**1. Please access the link: <https://secure.pt-dlr.de/evalinco/?callreference=Black%20Sea%20Horizon>. It is recommended to use Mozilla Firefox to access the link (you can meet difficulties working in Internet Explorer). The window is providing general information about the manager of Peer Review Database (DLR) and the database operation.**



The screenshot shows the 'Expert Database' website. At the top, there is a navigation bar with icons for Home, Login, Registration, and Helpdesk. Below this is a secondary navigation bar with tabs for Background, Procedure, Rules for Evaluators, How to register, and Declaration of Acceptance. The main content area is titled 'Expert Database' and contains several paragraphs of text describing the Project Management Agency (PT-DLR) and its role in supporting research funding. The text mentions that PT-DLR is part of the German Aerospace Center and is involved in various international projects, including those under the European Research Framework Programmes Horizon 2020. It also states that PT-DLR has developed its own expert database (www.expertdatabase.org) with over 4,500 independent scientific experts.

**2. Please access the <Registration> which can be find in the menu: Insert your personal email. After clicking on <Register> you will receive automatically your password. It will be necessary to access the provided link in the email for completing your login.**



The screenshot shows the 'Expert Database' website registration page. The navigation bar at the top has 'Registration' highlighted. The main content area is titled 'Register as an evaluator at PT-DLR's Expertdatabase'. It contains a registration form with a text input field for 'EMAIL\*' containing the address 'ion.popescu@gmail.com'. A 'Register' button is located to the right of the input field. The page also includes several paragraphs of text explaining the registration process, stating that users will receive an automatic email with a password and that their details will remain on the expert database.

3. Please check your personal email and find your data. After that please access <Login> which can be found in the menu at <https://secure.pt-dlr.de/evalinco/?callreference=Black%20Sea%20Horizon>. Please complete the files: by email you used earlier and the automatic password sent in your email:

Expert Database

Home Login Registration Helpdesk

Login

### Expertdatabase.org Login

Please enter your email address and password to log in.

EMAIL

PASSWORD

[I forgot my password](#)

Login

Afterwards you can enter your profile by filling out those categories. Please be aware that this procedure may take up to 15 to 20 minutes.

After accepting the "Declaration of Acceptance of the Rules for Evaluators", your

1. Personal Details
2. Language skills
3. Education
4. Areas of Expertise
5. Open Keywords
6. Current Work Situation
7. Employment History
8. Professional Experience
9. Data Privacy

4. You will be asked to change the automatic password you have received in the previous email. Please change the password and click <Personal Details> to continue your registration.

5. As the window <Personal Details> opens, you are considered well logging. The window needs to be completed by your personal data: (eg. Title – Mg./PhD/Postdoc). Please pay attention on the last line <Call Reference>. “Black Sea Horizon” should be chosen there. Please Click <SAVE> and click to continue:

Expert Database [Change Password](#) - [Logout](#)

Dashboard 1. Personal Details 2. Languages 3. Education 4. Area of Expertise 5. Open Keywords 6. Current Work Situation 7. Employment History 8. Professional Experience 9. Data Privacy Helpdesk

Personal Details

Personal Details

TITLE

SALUTATION

FIRSTNAME

FAMILYNAME

GENDER  male  female

DATE OF BIRTH DD MM YYYY

NATIONALITY

SECOND NATIONALITY

Contact Details

EMAIL (Login)

STREETNAME AND NUMBER

TOWN/CITY

COUNTRY

POST CODE

PHONE NUMBER 1

PHONE NUMBER 2

CALL REFERENCE

Save

6. Next window is <Languages>. First, please fill in your mother language and SAVE it. Then fill in other languages you know. Click <SAVE> and click to continue:

Expert Database [Change Password](#) - [Logout](#)

Dashboard 1. Personal Details 2. Languages 3. Education 4. Area of Expertise 5. Open Keywords 6. Current Work Situation 7. Employment History 8. Professional Experience 9. Data Privacy Helpdesk

Languages

### My Languages

Please indicate your mother tongue and any other languages you speak.

| Language | Writing       | Reading       | Understanding | Options                               |
|----------|---------------|---------------|---------------|---------------------------------------|
| Romanian | Mother Tongue | Mother Tongue | Good          | <input type="button" value="Delete"/> |
| English  | Good          | Good          | Average       | <input type="button" value="Delete"/> |
| Russian  | Good          | Good          | Good          | <input type="button" value="Delete"/> |

Add new Language

| Language  | Writing       | Reading       | Understanding | Options                             |
|-----------|---------------|---------------|---------------|-------------------------------------|
| Afrikaans | Please select | Please select | Please select | <input type="button" value="Save"/> |

[Click here to continue.](#)

7. The windows <Education> requires your data of education, please click <SAVE> and click to continue:

Expert Database

Dashboard 1. Personal Details 2. Languages 3. Education 4. Area of Expertise 5. Open Keywords 6. Current Work Situation 7. Employment History 8. Professional Experience 9. Data Privacy Helpdesk

Education

### My Education

Please inform us about your university qualifications.

| Title of Qualification            | Name of Institution | Subject or Field | Year of Quali. (YYYY) | Country             |
|-----------------------------------|---------------------|------------------|-----------------------|---------------------|
| Professional Doctoral Degree / MD | USM                 | Chimie           | 2009                  | Republic of Moldova |

[Click here to continue.](#)

8. **<Area of Expertise>** is the window that requires your attention on your choice on expertise field (Please notice that you can click more than one area of expertise). Please be as precise as possible. The selection of experts within calls results from your selected scientific fields of expertise. After that please click **<SAVE>** and **click to continue:**

Expert Database

Dashboard 1. Personal Details 2. Languages 3. Education 4. Area of Expertise 5. Open Keywords 6. Current Work Situation 7. Employment History 8. Professional Experience 9. Data Privacy Helpdesk

Area of Expertise

Area of expertise:

Please tell us about your field of expertise using the interactive navigation trees provided and finally in your own words.

| Field of expertise | Have you ever worked in the industrial sector? | How long have you worked in that field? |
|--------------------|--|---|
|                    |  |   |

Please add a new Keyword.

Add new Field:

1. Step: Please choose your general focus of expertise.  
2. Step: Please select your specific focus of expertise.

GENERAL FOCUS: Information & Communication Technology

SPECIFIC FOCUS: Chip design (EDA)

Details

HAVE YOU EVER WORKED IN THE INDUSTRIAL SECTOR? Yes

HOW LONG HAVE YOU WORKED IN THAT FIELD? Less than 3 years

Save

[Click here to continue.](#)

9. Next window **<Open Keywords>** asking your key interest related to the expertise field earlier chosen. Insert more key words if you consider by using **<Add new open Keyword>**. Click **<SAVE>** and **click to continue:**

Expert Database

Dashboard 1. Personal Details 2. Languages 3. Education 4. Area of Expertise 5. Open Keywords 6. Current Work Situation 7. Employment History 8. Professional Experience 9. Data Privacy Helpdesk

Open Keywords

Open Keywords:

Please describe your expertise using at least 3 keywords or phrases. Type a single keyword or phrase into the field provided (max. 250 characters) and click the Add keyword/phrase button. Repeat to add another keyword.

Open Keywords

Add new open Keyword:

KEYWORD: (250 Characters) Interface

Save

[Click here to continue.](#)

10. Window <Current Work Situation> requires the information about the organization you are currently working for and your position there. Complete it with information, Click <SAVE> and click to continue:

Expert Database

Dashboard 1. Personal Details 2. Languages 3. Education 4. Area of Expertise 5. Open Keywords 6. Current Work Situation 7. Employment History 8. Professional Experience 9. Data Privacy Helpdesk

Current Work Situation

Current Work Situation details

COMPANY: ASM

JOB TITEL: Specialist

ORGANISATION: state

TASKS: developer

SELF EMPLOYED SINCE: 2016

WITHOUT A PROFESSION SINCE: 2013

Save

[Click here to continue.](#)

11. <Employment History> window requires the kind and the duration of your employment (eg. Company, position, term, location). Complete with information, Click <SAVE> and click to continue:

Expert Database

Dashboard 1. Personal Details 2. Languages 3. Education 4. Area of Expertise 5. Open Keywords 6. Current Work Situation 7. Employment History 8. Professional Experience 9. Data Privacy Helpdesk

Employment History

Current and past work situation:

Please tell us about your career.

| Period | Company | Job Tittel | Self employment |
|--------|---------|------------|-----------------|
|        |         |            |                 |

Add another profession:

SELF-EMPLOYMENT: Yes

FROM YEAR: 2016

FROM MONTH: 8

TO YEAR: Today

TO MONTH: Today

COMPANY/INSTITUTION: ASM

JOB TITEL: Specialist

LOCATION: Centru

LAND/CITY: Chisinau

DEPARTMENT: Cercetare

SUMMARY OF DUTIES: -

Save

[Click here to continue.](#)

**12. Next <Professional Experience> window requires to upload your CV and List of publications. Uploading any document please click <SAVE> and continue:**

Expert Database

Dashboard 1. Personal Details 2. Languages 3. Education 4. Area of Expertise 5. Open Keywords 6. Current Work Situation 7. Employment History 8. Professional Experience 9. Data Privacy Helpdesk

Professional Experience

Professional Experience

EXPERIENCE IN PEER REVIEW:  Experience in proposal evaluation?

Please upload your CV in a common format (only pdf). Next to standard information your CV additionally should include a full list of publications (last 10 years), an overview of major research funding programmes. Please feel free to use your CV to provide us with any additional information regarding your persona.

UPLOAD CV: (PDF only, max. 4MB)  No file chosen

Publication & Achievements

| Major Publications   | Achievements  |
|--|---|
| MAJOR PUBLICATIONS:<br><input type="text" value="Monografie"/><br><small>The Publications field is required.</small> | ACHIEVEMENTS:<br>(e.g. patents, keynote speaker at major conferences, etc.)<br><input type="text"/> |

[Click here to continue.](#)

**13. Within the section <Data Privacy> you will confirm that you agree that your data will be available to research funding bodies as well as to other structures.**

**Please click the both items and click <SAVE>.**

Expert Database

Dashboard 1. Personal Details 2. Languages 3. Education 4. Area of Expertise 5. Open Keywords 6. Current Work Situation 7. Employment History 8. Professional Experience 9. Data Privacy Helpdesk

Data Privacy

Data Privacy:

Please indicate your data privacy by ticking the boxes.

Do you agree to allow your data to be made available to research funding bodies with a public service mission, in the EU Member States, countries associated to the EU RTD Framework Programme and partner countries for the EU?

Do you agree to allow your data to be made available to other structures implementing research funding activities, such as Joint Technology Initiatives (long-term Public-Private Partnerships) and entities set up involving in joint research programmes with several Member States and other countries?

## **14. CONGRATULATION!**

**You are registered in the Black Sea Horizon Database!**

**Note:** By enclosing your registration you will not receive any confirmation of registration in email. Your Data are automatically provided in the Black Sea Horizon Database as you Clicked SAVE in <[Data Privacy](#)> window.

**15. To log out of system please click <[Logout](#)>.**

If you have any questions in regard of registration, please do not hesitate to contact Maria Josten (DLR), [maria.josten@dlr.de](mailto:maria.josten@dlr.de).

**We are looking forward to collaborating with you.**

**Black Sea Horizon Team**