The pre-screening process

The Applicant registers in the portal and fills in the information form

Registered NCP is notified that a proposal from its thematic area has been submitted for pre-check NCP: analyses the form and searches for an expert matching the topic of the proposal

NCP: selects an expert on the basis of his/her profile, contacts the expert, proposes the service, presents the conditions

Expert: accepts the conditions NCP: presents the contract (including the confidentiality agreement) to the expert for signature

NCP: once the contract has been signed, NCP can assign the application to an expert in the portal Expert + Applicant contact each other, establish technical rules on how pre-screening will be done, discuss the process and method of communication

Expert prepares the evaluation report: 1) recommendations (according to the template included in the contract) and a report from the service (questionnaire in the portal)

NCP: is notified that the reports have been submitted

NCP: analyses the reports and accepts them or not NCP: NO -> sends back the reports to the expert and discusses how to correct or complete the documents

NCP: YES -> sends the report and recommendations to the Applicant

Applicant: takes note of the expert's recommendations Applicant: takes them into account as he/she sees fit Applicant: rates the Expert in the portal NCP: is notified that the Applicant has rated the expert and the service -> informs the expert that the service has been accepted

Expert: sends a request for payment (template in the contract)

NCP: sends the request for payment to be processed in the organization The Applicant receives feedback and recommendations, the NCP has supported the improvement of the proposal and established contacts, the Expert has gained additional experience and has been remunerated