



REPORT FORMAT FOR DOCUMENT STANDARDIZATION EVALUATION REPORTS

The evaluation reports shall comply with the minimum general requirements specified below:

- Should be drafted taking into account that their content may be sent to the applicant.
- Use clear and understandable language in the drafting.
- Should be justified properly and consistent with the evaluation performed.
- Should include detailed, unambiguous comments that substantiate the score and that are not a mere description of the project.
- Use of first person in the report should be avoided.
- Value judgements, emphatic or disqualifying expressions, etc., should be avoided.
- Avoid the use of abbreviations.
- Should include:
 - Suggestions for improvement.
 - A conclusion on the evaluation.

- Complete confidentiality has to be maintained in relation to the evaluation before, during and after the process is complete.

ABSTENTION AND CHALLENGE. CONFLICT OF INTEREST

Every evaluator is subject to the regime of abstention and challenge regulated in Articles 28 and 29 of the Act of Legal Regime of Public Administrations and the Common Administrative Procedure (Act 30/1992, of November 26); also they will abide by the Code of Ethics of the Andalusian Agency of Knowledge. Prior to accepting the evaluation of an application, the evaluator should state if there is a conflict of interest in relation to any of the applicants, or if any of the reasons for abstention occur, as stated in Article 28 of Act 30/1992, of November 26. It will be considered conflict of interest any of the following situations:

- Being PhD Director of the applicant (viva voce within the last 10 years).
- Having collaborated with any of the applicants in publications or patents in the last 5 years.
- Maintaining a contractual relationship or having shared funds or research projects in the last 3 years.
- Similar situations in other economic or scientific and technological activities.
- Participating in the proposal.

There are reasons for abstention and challenge: Article 28 of the Act of Legal Regime of Public Administrations and the Common Administrative Procedure (Act 30/1992, of November 26):

Reasons for abstention are the following:

- **a)** Having a personal interest in the matter in question or in other which resolution could affect the former; being the administrator of an interested company or entity, or having an on-going litigation with any of the applicants.

- **b)** Being relative, within the fourth degree of consanguinity or second degree of affinity, of any of the applicants, of the administrators of interested companies or entities and also with the advisers, legal representatives or agents that take part in the procedure, as well as sharing professional office or being associated with them for the advice, the representation or the mandate.

- **c)** Having a bond of friendship or open antagonism with any of the persons mentioned in the previous item.

- **d)** Having participated as expert or witness in the procedure in question.

- **e)** Having a service relationship with a natural or legal person directly interested in the matter, or having provided professional services in the last two years of any kind and in any circumstance or place.