# Instruction to the application process

**Information related to using the web portal**

When preparing application, please consider the following notices

1. Only Applications submitted using web portal, accessible via www.grants.gov.ge will be considered.
2. To apply for the CBRN CoE Pilot Competition, the Applicant needs to register to the CBRN Coe Competition web site (http://cbrn-coe-competition.org), and complete the contact registration form indicating basic details. The applicants will not be able to submit any application after the submission deadline.
3. The application can no longer be modified after submission; therefore, applicants are recommended not to submit the application until they are firmly sure that all requirements have been addressed and a sample has been fill in and back upped with templates downloaded. Nevertheless, the web portal provides applicants with “save” function, so that applicants can continue modifying applications later and before submission
4. Applicant will receive confirmation and unique application will be assigned with unique reference number, once the application is submitted, however should it not receive such confirmation? Applicant may contact technical team to the email indicated on the email received when asked the access to the web portal.
5. Application reference number shall be used in all future communication between applicant and the contractor (http://cbrn-coe-compet.org).
6. Applicants are well advised to submit their proposals in advance of the deadline to avoid last minute system overload.
7. Only complete applications will be accepted. However, the Applicants may be requested to clarify/modify certain information and submitted documentation in order to avoid their possible disqualification in this initial phase due to some negligible administrative issues.
8. It is the Applicant’s responsibility to ensure that all the relevant documents are uploaded to the appropriate section of the CBRN CoE Pilot Competition web portal.

**Evaluation of application stage 1A (preselection)**

Each application stage 1A namely Slide Deck PE (Pitch Elevator) will be individually evaluated by two independent and unbiased international peer-reviewers, external members of the contractor team.

Peer reviewers, will have skills and expertise from the scientific or business field in line with proposal. Each peer reviewer must have the highest standards of integrity, which preclude any questionable affiliation with Applicants, including as an employee, consultant, relative, political or business affiliate. Each candidate should disclose in advance any perceived, potential or actual conflict of interest that could affect their objectivity. The peer reviewers will be asked to remotely evaluate one or more proposals closely related to their field of expertise and to submit a completed evaluation grid. Each peer reviewer will prepare a report that both include merit-based scores and a narrative section highlighting the strengths and weaknesses of the Application and indicating any issues that might be clarified at the boot camp session if selected for the stage1B. In the case in which an Application obtains largely diverse scoring (more than 20 points) by two peer reviewers, a third peer reviewer will review the Application.

Scoring: The evaluation grid is divided into eleven sections with dedicated criteria

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criteria** | **1** | **…** | **5** | **Multiplier** | **Score** | **Max. Score** |
| Pain Point description |  |  |  | 2 |  | 10 |
| Project description |  |  |  | 1.8 |  | 9 |
| CBRN risk mitigation relevance |  |  |  | 2 |  | 10 |
| Technical solution well described, innovative |  |  |  | 1.2 |  | 6 |
| TRL scale location correct[[1]](#footnote-1) |  |  |  | 1.8 |  | 9 |
| Past achievements well described and relevant |  |  |  | 1.4 |  | 7 |
| Target market understood and well described |  |  |  | 1.6 |  | 8 |
| Competitors known and own competitive advantage clear |  |  |  | 1.4 |  | 7 |
| Team well described and fitting the project |  |  |  | 2 |  | 10 |
| Team strengths and weaknesses understood |  |  |  | 1.6 |  | 8 |
| Missing ingredients (other than funding) clear |  |  |  | 2 |  | 10 |
|  |  |  |  | Total |  | 94 |

1. Note: projects below TRL 3-4 (proof of concept stage) are not eligible. [↑](#footnote-ref-1)