

For Referees use

Instructions for Referees for using 'CEFIPRA ONLINE SUBMISSION SYSTEM'

- All proposals assigned to you can be viewed under 'New' tab after clicking the link 'Detailed Proposals for Evaluation'
- For viewing a particular proposal details, click on the 'Title' of the proposal.
- After carefully viewing the proposal details you may or may not consider the proposal for review.
 - i) To consider a proposal for review, click on the option 'Accept' in the proposal detail page. When you accept to review a proposal, it will move to the 'In Process' section.
 - ii) For declining to review a project, click on the option 'Regret' in the proposal detail page. When you decline to review a proposal, it will move to the 'Archive' section.
- To evaluate a proposal follow these steps:
 - i) Click on the 'Title' of the proposal to view the details.
 - ii) For evaluation, some parameters are given. Please move the slider against each parameter to give the rating.
- The online form can be saved using the 'Save as Draft' button and can be evaluated over multiple sittings.
- The following Final decisions can be taken over a proposal:
 - i) If you find a proposal is acceptable or recommendable, then the proposal is recommended by clicking on the 'Recommended' option from the 'Decision' list.
 - ii) If a proposal is not appropriate according to you, then the proposal is not recommended and in that case the option 'Not Recommended' can be selected from the 'Decision' list.
- The proposal for which decision has been taken will be available in 'Archive' list and can be viewed by clicking on 'View Archived Proposals' link.