

USER GUIDELINES FOR EPP SYSTEM (REVIEWERS)

The EPP system (Electronic Application and Assessment System) is used for the application and evaluation of project proposals submitted to the Croatian Science Foundation's Calls, as well as for monitoring of funded projects.

It is necessary to have a user account to access the EPP system. If you are not a registered user, please register via <https://epp.hrzz.hr> web page. If you are a new user, you can create your account by selecting **REGISTRATION** at the bottom right corner of the page and filling out all mandatory fields.

After registering in the EPP system, you will receive your username and password via email.

If you have already registered in the system and have your login credentials, please use them to access the project proposals.

If you have forgotten your password, please follow the instructions for password recovery.

You can access the password recovery system via the following link:

<https://epp.hrzz.hr/admin/login.aspx>



Korisničko ime / Username:

Lozinka / Password: ⓘ

[Oporavak lozinke / Password recovery](#)

Natječaj / Call for proposals:

Uloga / Role:

Pošalji / Send

Password recovery

A password recovery link will be sent to the e-mail address provided.

E-mail:

START PASSWORD RECOVERY PROCEDURE

We recommend using Internet Explorer or Google Chrome web browsers.

After registering, please log in to the EPP system:

1) Logging into the administrative part of the EPP system

EPP login link: <https://epp.hrzz.hr/admin/login.aspx>

Please add the login link to *Favourites* in your web browser in order to facilitate the next login. You can log into the online EPP system by entering your username and password. Also, please select **2026 (UIP/IP)** in the Call for Proposals menu and **REC** in the Role menu and click on the SEND button.



Korisničko ime / Username:

Lozinka / Password:

Natječaj / Call for proposals:

Uloga / Role:

Pošalji / Send

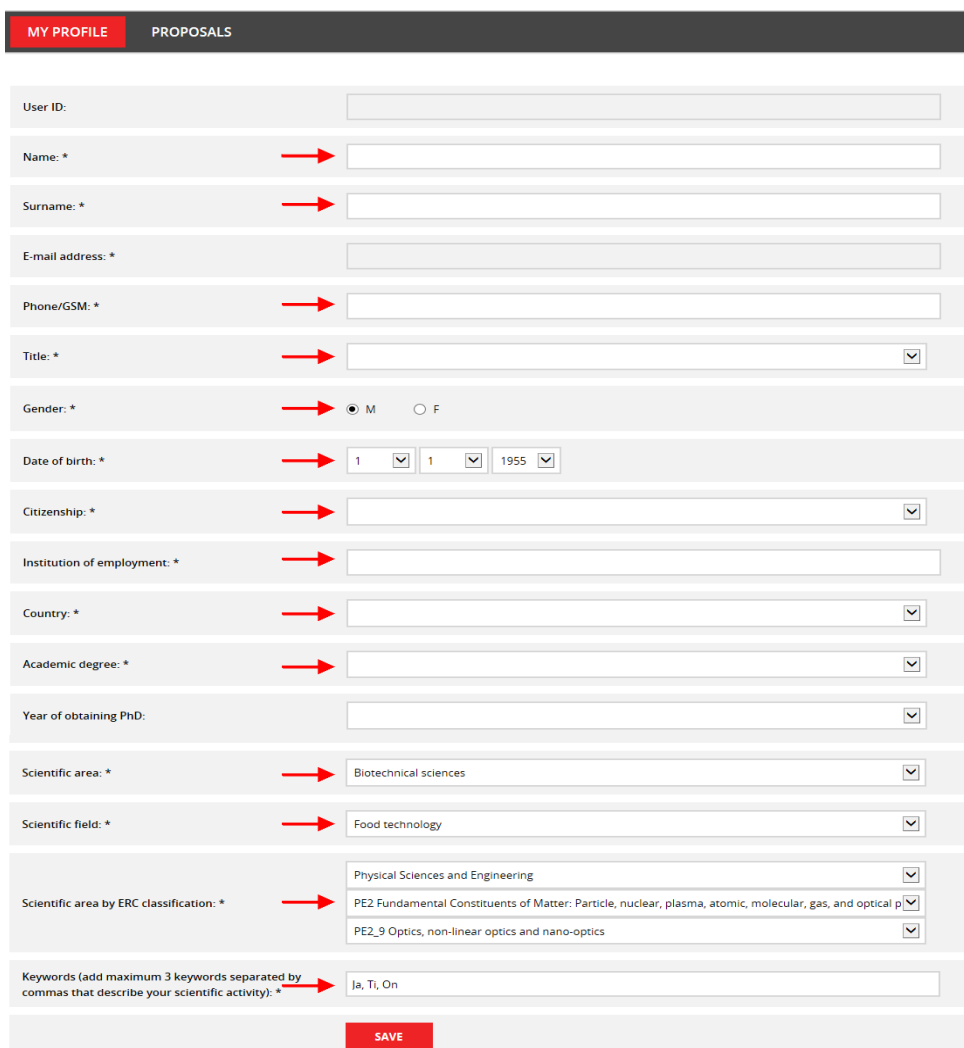
2) **EPP system menus:**

There are 2 tabs in the main menu: **MY PROFILE** and **PROPOSALS**.



3) **MY PROFILE** – In this tab, it is necessary to fill out personal and professional information to proceed with working in the EPP system. All fields are required except for the "Year of obtaining PhD" field.

NOTE: In case you need a certificate confirming your participation in the peer review for the Croatian Science Foundation, please make sure your personal details in the EPP system are up to date.



The screenshot shows the 'MY PROFILE' tab selected in a dark header bar. Below the header is a form with the following fields:

- User ID: [text input]
- Name: * [text input] (with a red arrow pointing to the field)
- Surname: * [text input] (with a red arrow pointing to the field)
- E-mail address: * [text input]
- Phone/GSM: * [text input] (with a red arrow pointing to the field)
- Title: * [dropdown menu] (with a red arrow pointing to the field)
- Gender: * [radio buttons for M and F] (with a red arrow pointing to the M button)
- Date of birth: * [date picker showing 1, 1, 1955] (with a red arrow pointing to the field)
- Citizenship: * [dropdown menu] (with a red arrow pointing to the field)
- Institution of employment: * [text input] (with a red arrow pointing to the field)
- Country: * [dropdown menu] (with a red arrow pointing to the field)
- Academic degree: * [dropdown menu] (with a red arrow pointing to the field)
- Year of obtaining PhD: [dropdown menu]
- Scientific area: * [dropdown menu showing 'Biotechnical sciences'] (with a red arrow pointing to the field)
- Scientific field: * [dropdown menu showing 'Food technology'] (with a red arrow pointing to the field)
- Scientific area by ERC classification: * [dropdown menu showing 'Physical Sciences and Engineering', 'PE2 Fundamental Constituents of Matter: Particle, nuclear, plasma, atomic, molecular, gas, and optical p', and 'PE2_9 Optics, non-linear optics and nano-optics'] (with a red arrow pointing to the field)
- Keywords (add maximum 3 keywords separated by commas that describe your scientific activity): * [text input showing 'Ja, Ti, On'] (with a red arrow pointing to the field)

At the bottom of the form is a red 'SAVE' button.

After filling in all the required fields, select the SAVE option at the bottom of the page. After you have completed the MY PROFILE tab, you will be given access to the PROPOSALS tab.

- 4) **PROPOSALS** – In this tab, there is an overview of the project proposal assigned to you for reviewing:

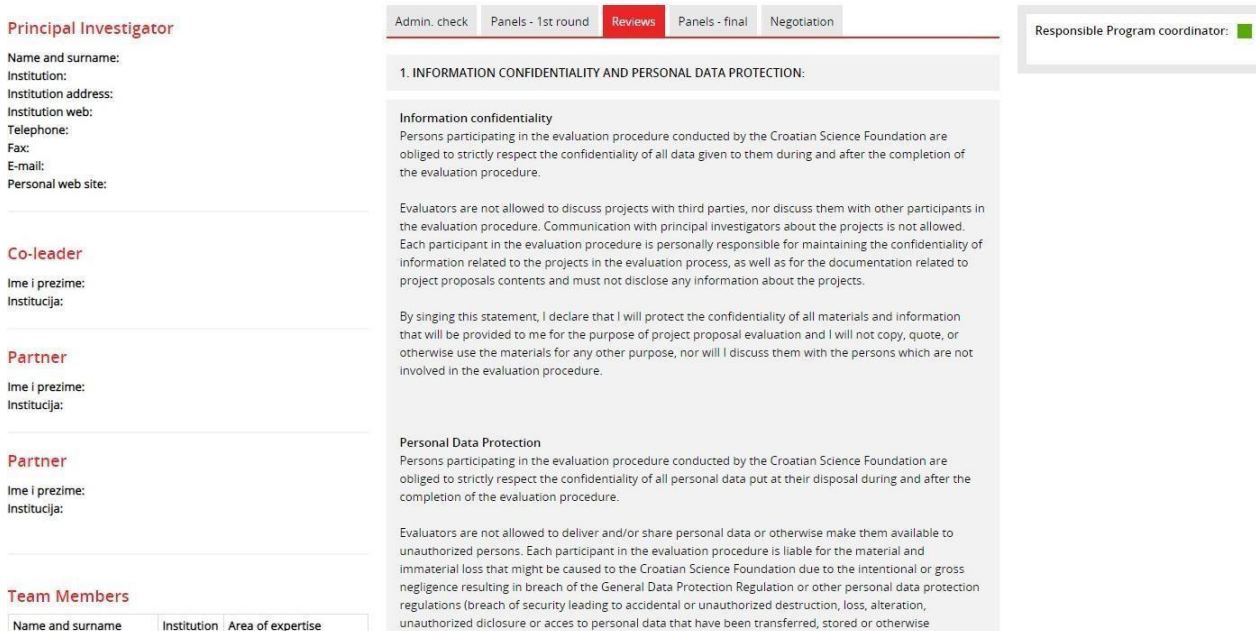


No.	Proposal No.	Deadline	Code	Name		Project leader		PP	AP	SO1	PZV1	RE	PFV2	SO	MO	UGO
				Sc.area	Sc.field	Committee	Panel									
	UAP-2014-09	7131	Title			Name										
3436	15.9.2014 13.00.00	Sc.area	Sc.field	Keyword, Keyword		SO	PA									Institution

5) SELECTING THE PROJECT PROPOSAL FOR REVIEWING

Choosing the **Title** of the project proposal (marked red), the project proposal with the following information will be available:

The left side of the screen shows the project proposal (Principal Investigator, Co-Leader, Partners (if applicable), Team members, and Documents)



Principal Investigator

Name and surname:
Institution:
Institution address:
Institution web:
Telephone:
Fax:
E-mail:
Personal web site:

Co-leader

Ime i prezime:
Institucija:

Partner

Ime i prezime:
Institucija:

Partner

Ime i prezime:
Institucija:

Team Members

Name and surname	Institution	Area of expertise

Admin. check | Panels - 1st round | **Reviews** | Panels - final | Negotiation

Responsible Program coordinator:

1. INFORMATION CONFIDENTIALITY AND PERSONAL DATA PROTECTION:

Information confidentiality
Persons participating in the evaluation procedure conducted by the Croatian Science Foundation are obliged to strictly respect the confidentiality of all data given to them during and after the completion of the evaluation procedure.

Evaluators are not allowed to discuss projects with third parties, nor discuss them with other participants in the evaluation procedure. Communication with principal investigators about the projects is not allowed. Each participant in the evaluation procedure is personally responsible for maintaining the confidentiality of information related to the projects in the evaluation process, as well as for the documentation related to project proposals contents and must not disclose any information about the projects.

By signing this statement, I declare that I will protect the confidentiality of all materials and information that will be provided to me for the purpose of project proposal evaluation and I will not copy, quote, or otherwise use the materials for any other purpose, nor will I discuss them with the persons which are not involved in the evaluation procedure.

Personal Data Protection
Persons participating in the evaluation procedure conducted by the Croatian Science Foundation are obliged to strictly respect the confidentiality of all personal data put at their disposal during and after the completion of the evaluation procedure.

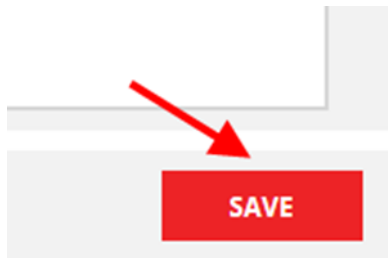
Evaluators are not allowed to deliver and/or share personal data or otherwise make them available to unauthorized persons. Each participant in the evaluation procedure is liable for the material and immaterial loss that might be caused to the Croatian Science Foundation due to the intentional or gross negligence resulting in breach of the General Data Protection Regulation or other personal data protection regulations (breach of security leading to accidental or unauthorized destruction, loss, alteration, unauthorized disclosure or access to personal data that have been transferred, stored or otherwise

In the middle of the screen, there is a web form showing a **confidentiality statement and a statement of the existence of a real conflict of interest or perceived conflict of interest** in reference to the project proposal.

For each of the statements, please select one of the circles next to YES / NO answers in order to gain access to project documentation.

If you declare that you are in a perceived conflict of interest in reference to the project proposal, it is important that you write an explanation in the space provided below the answer.

When you answer all the questions by selecting the circles next to YES / NO and when, if necessary, you have filled in the explanation at the bottom of the screen, please select SAVE.



After you have selected the SAVE option, and if you are not in a conflict of interest, the screen will display the evaluation form "Stage2 evaluation form".

Note: If you answered YES to some of the issues related to the existence of a conflict of interest, you will not be able to access the project proposal (permanently or temporarily). Depending on the assessment of the Foundation's Office and members of the national evaluation panel, it is possible that you will subsequently be provided access to the project proposal for which you have indicated a conflict of interest. You will be notified via e-mail regarding this issue.

6) PROJECT DOCUMENTATION OVERVIEW


The full proposal is described in the Application form:

ENG Documents

+ Project proposal

Administrative form:

ip_2026_druga_faza_administrativni_obrazac_bila_i_trila_test.pdf

Application form: 

prijavni_obrazac_test.docx

Letter of intent:

Work plan:

Research budget form:

fp_test.xlsx

Selecting the name of the document written in red, you will open the document in question.

NOTE1:

Each domain is scored on a 1–5 scale, with 5 = Outstanding and 1 = Poor, using the detailed descriptors below and pointing out key strengths and weaknesses, and justification for the given score (according to the descriptors). Please write specific, brief, and evidence-based comments.

Threshold - for the individual review – score of 12 points; more than 2 points in any evaluation domain (for each review).

NOTE2:

In line with the San Francisco Declaration on Research Assessment ([SFDORA](#)), evaluations must prioritize the quality of scientific work. Please consider the following recommendations:

- the need to eliminate the use of journal-based metrics, such as Journal Impact Factors, in funding, appointment, and promotion considerations;
- the need to assess research on its own merits rather than on the basis of the journal in which the research is published; and
- the need to capitalize on the opportunities provided by online publication (such as relaxing unnecessary limits on the number of words, figures, and references in articles, and exploring new indicators of significance and impact).

NOTE3:

- a) **the SAVE** option is used to save the current information.
- b) **when you fill in all the required fields of the form, be sure to select LOCK REVIEW. Your review will then be forwarded for further processing.**

7) Remuneration and Certificate

- In case you wish to receive remuneration, please tick the relevant box.
- If you require a certificate confirming your participation in the peer review process for the Croatian Science Foundation, please tick the relevant box and make sure your personal details in the EPP system are up to date.

If you opt for receiving payment after submitting your review please tick the relevant box

In case you need a certificate confirming your participation in the peer review for the Croatian Science Foundation, please tick this checkbox and make sure your personal details in the EPP system are up to date.

8) RETURNING TO THE PROPOSALS MENU

By selecting the PROPOSALS submenu, you can access the initial list of the project proposal. Next to the project proposal for which you have chosen, LOCK REVIEW or SAVE, a color is displayed that indicates the status of the project proposal review:

- YELLOW SQUARE indicates a partially completed form
- GREEN/RED SQUARE indicates a completed and locked form
- NO SQUARES - The project proposal is not being reviewed, and the form is not completed

Proposals

											Total: 1				
No.	Proposal	Code	Name		Project leader		PP	AP	SO1	PZV1	RE	PZV2	SO	UO	UGO
	Deadline	Sc.area	Sc.field	Keywords	Committee	Pannel					Project application				Institution
3436	UIP-2014-09	7131	Title		Name		■	■	■	■	■				
	15.9.2014 13:00:00	Sc.area	Sc.field	Keyword, Keyword	SO	PA	Institution								
3436	UIP-2014-09	7131	Title		Name		■	■	■	■	■				
	15.9.2014 13:00:00	Sc.area	Sc.field	Keyword, Keyword	SO	PA	Institution								

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Option in case you are reviewing more than one project proposal:

With the help of the above-mentioned squares, you can check whether you have reviewed all project proposals. You access the next project proposal by clicking on the project **Title** written in red.

9) EXITING THE EPP SYSTEM

By clicking the Log Out option in the upper right corner, you can safely exit the EPP system.

