# InfoExpert

## Guidelines

(registration & updating expert's profile)

## Document specification

| Version | Responsible | Changes | Date |
|---------|-------------|---------|------|
| 0.1 | Marta Höffner | Document creation | 19.01.2021 |
| 0.2 | Piotr Nowakowski | Proofreading | 19.01.2021 |

# Introduction

We have prepared these guidelines for the experts collaborating with the National Centre of Research and Development. We describe here in details the actions and the functionalities of the InfoExpert system.

All the experts' data were migrated from our old database, eCentrum, into the InfoExpert system. We encourage all experts to verify the data in their profiles and to update them regularly.

We are working to improve the InfoExpert system and we will be very grateful for any remarks and comments. Please send them to the e-mail address: eksperci.kontakt@ncbr.gov.pl.
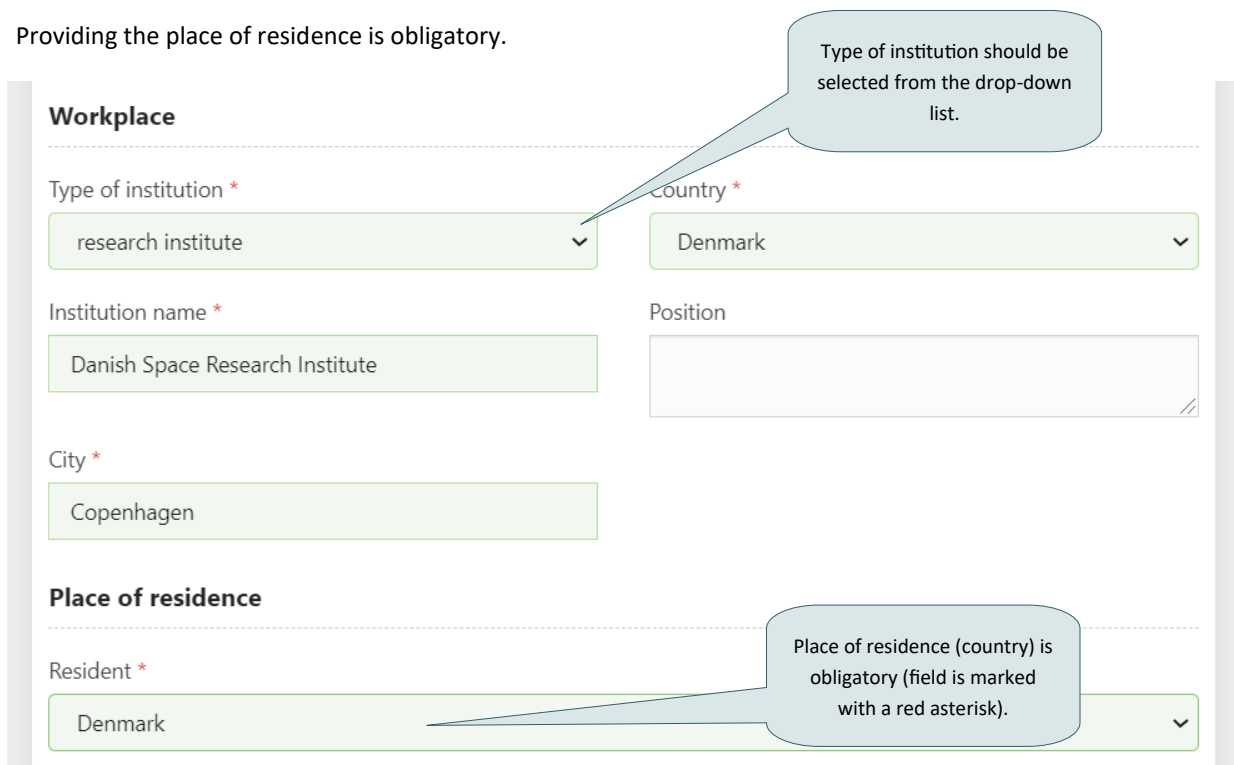
# 1.    Registration in the system

Registration in the InfoExpert system has replaced the registration in the eCentrum database. All data has been migrated from the eCentrum into the new system.  Experts already registered in the eCentrum database should not register for the second time in the InfoExpert system as they already have their accounts that need to be verified and updated.

1.    A pre-registration form is available at https://lsi.ncbr.gov.pl/rejestracja_ekspert.php?_lang=GB.
2.    **The partially completed form cannot be saved. If you refresh or close the website with the incomplete form it WILL NOT be saved.**
3.    First, you should complete the basic information, such as your ID number, email address, first name and last name, date of birth, academic degree, number of your mobile phone.
4.    You can enlarge the fonts in the form or change the normal version into to the high-contrast one.
5.    Your email address provided in the form will be your login into the InfoExpert system. You will be sent a confirmation email to activate your account in the system.
6.    Password must be at least 8 characters long and it must contain lower- and upper-case letters as well as digits.

ID number is obligatory.
**All obligatory data are marked with a red asterisk .**

Email address to contact our technical support.

high-contrast version

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contact: pomoc_techniczna@ncbr.gov.pl

EXPERT REGISTRATION

**User data**

Password must be at least 8 characters long and it must contain lower- and upper-case letters as well as digits.

Do you have Polish citizenship? *
◯ Yes     ◯ No

ID number *
ID number

Tax Identification Number
Tax Identification Number

E-mail *
e-mail

Repeat e-mail *
Repeat e-mail

Password ❓ *
Password

Repeat password *
Repeat password

Use the drop-down list to specify your academic degree.

First name *
First name

Second name
Second name

Last name *
Last name

Indicate your date of birth using the calendar.

Date of birth *
Date of birth

Sex *
◯ Male     ◯ Female

Academic degree *
--- Academic degree -

Telephone
Telephone

Mobile phone(+.. ...-...-...) *
+_ __-__-__

Your mobile number with a country prefix.

7. Next, provide the information concerning your workplace and place of residence.

8. Choose the type of institution from the drop-down list, specify the country (drop-down list), fill in the institution's name and the city. All these data are obligatory.

9. Providing the place of residence is obligatory.

**Workplace**

Type of institution *

research institute

Country *

Denmark

*Type of institution should be selected from the drop-down list.*

Institution name *

Danish Space Research Institute

Position

City *

Copenhagen
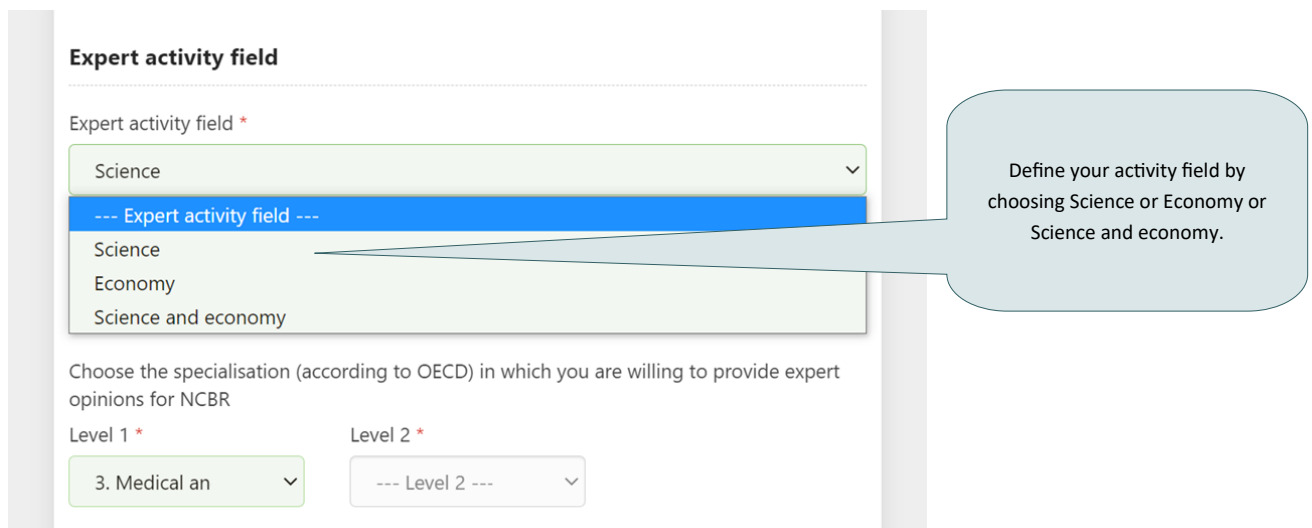
**Place of residence**

Resident *

Denmark

*Place of residence (country) is obligatory (field is marked with a red asterisk).*

10. Fill in your activity field by choosing Science or Economy or Science and economy.

**Expert activity field**

Expert activity field *

Science

--- Expert activity field ---
Science
Economy
Science and economy

*Define your activity field by choosing Science or Economy or Science and economy.*

Choose the specialisation (according to OECD) in which you are willing to provide expert opinions for NCBR

Level 1 *

3. Medical an

Level 2 *

--- Level 2 ---

11. If you choose Science, define your specialisation (according to OECD classification) in which you are willing to provide expert opinions for NCBR (start with the first level, then fill in the second and third; all three levels should be specified).
If you choose Economy, define your specialisation according to NACE Rev.2 classification. All four levels of NACE classification are obligatory to specify.
If you choose Science and economy, define your specialisation according to OECD as well as NACE Rev.2 classifications.

**Expert activity field**

Expert activity field *

Science and economy

> Expert activity field = Science and economy.

> Specialisation defined according to OECD as well as NACE.

## Specialisation: science and economy

Choose the specialisation (according to OECD) in which you are willing to provide expert opinions for NCBR

Level 1 *

2. Engineering and technology

Level 2 *

2.3 Mechanical engineering

Level 3 *

2.3.d Aerospace engineering

Choose the specialisation (according to NACE) in which you are willing to provide expert opinions for NCBR

Level 1 *

C MANUFACTURING

Level 2 *

C.26 Manufacture of computer, electronic and optical pro

Level 3 *

C.26.1 Manufacture of electronic components and boards

Level 4 *

C.26.11 Manufacture of electronic components

12. Provide at least five different keywords, each separate by comma. The same keyword provided twice will be marked as an error by the InfoExpert system (the error message will be displayed at the top of the page).

high-contrast version

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contact: pomoc_techniczna@ncbr.gov.pl

You need to define atleast 5 different keywords in Polish or English divided by a comma sign.

> The error message at the top of the page indicates that one of the keywords is repeated. The error message is displayed when you click the Register button.

**Keywords (minimum 5 different words separated by a comma in one of the languages) ***

In Polish

In English *

statistcs, statistical model, data analysis, descriptive statistics, data analysis

13. Next step of the pre-registration requires to read the privacy note concerning the processing of personal data. Click on the green button to display the text of the note in the new window of your browser.

**Statement**

☐ I declare that I have read the privacy notice concerning the processing of personal data. *

> Select the checkbox to confirm that you have read the privacy notice.

Privacy notice concerning the processing of personal data

☐ I'm not a robot    reCAPTCHA
Privacy - Terms

> Click on this button to display the text of privacy notice.

Register

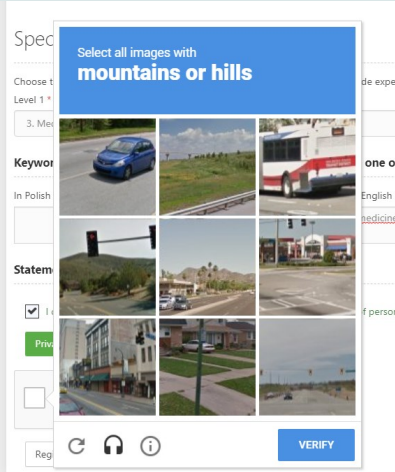14. Match the images in the reCAPTCHA test and then click the Register button.



reCAPTCHA verification, for example you will be asked to:

15. If you click the Register button without having provided all obligatory data (marked with a red asteriks), the InfoExpert system highlight in red all the fields that should be fill in.



16. Successful registration is confirmed by the system message:



The expert has been correctly registered

Thank you for registering in Infoexpert. A message with a login link will be sent to the email address provided in the registration process.

17. You will receive an e-mail with the link to confirm your registration and log into your account.



Click here to confirm your registration and log into your account.

Expert's account has been confirmed.

To log in click here.

Link to log into your account.

18. Log in using the e-mail address provided in your registration form as username and password defined in the some form. Logging in means that you accept the LSI System User Regulations—click on the link to display the text of the aforementioned regulations in their current state. If you experience any technical problems, please feel free to contact with our Helpdesk, please send an e-mail to pomoc_techniczna@ncbr.gov.pl.
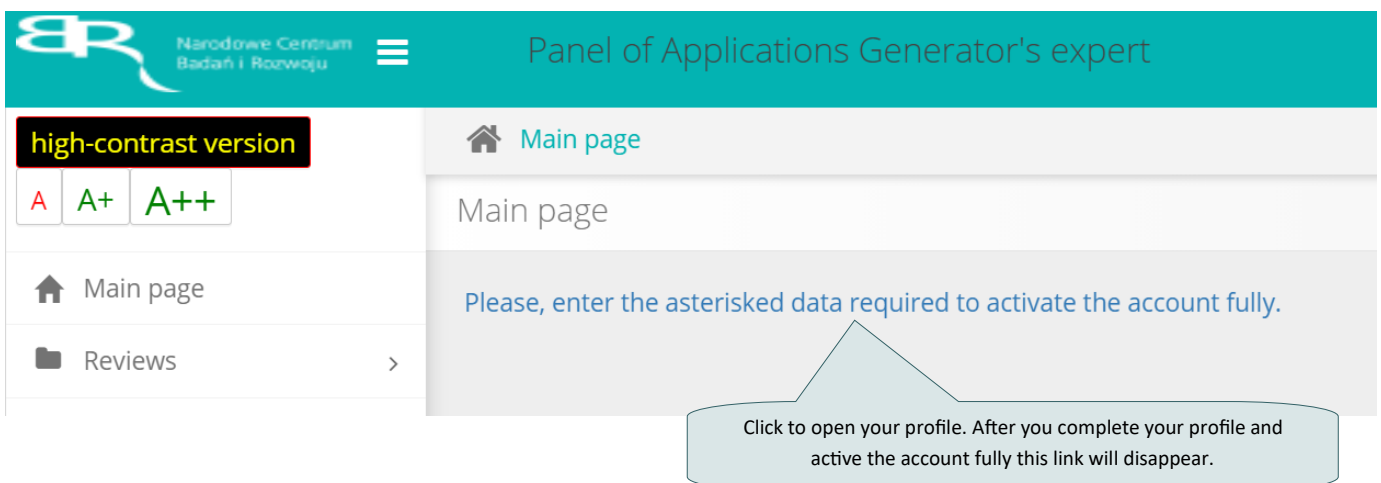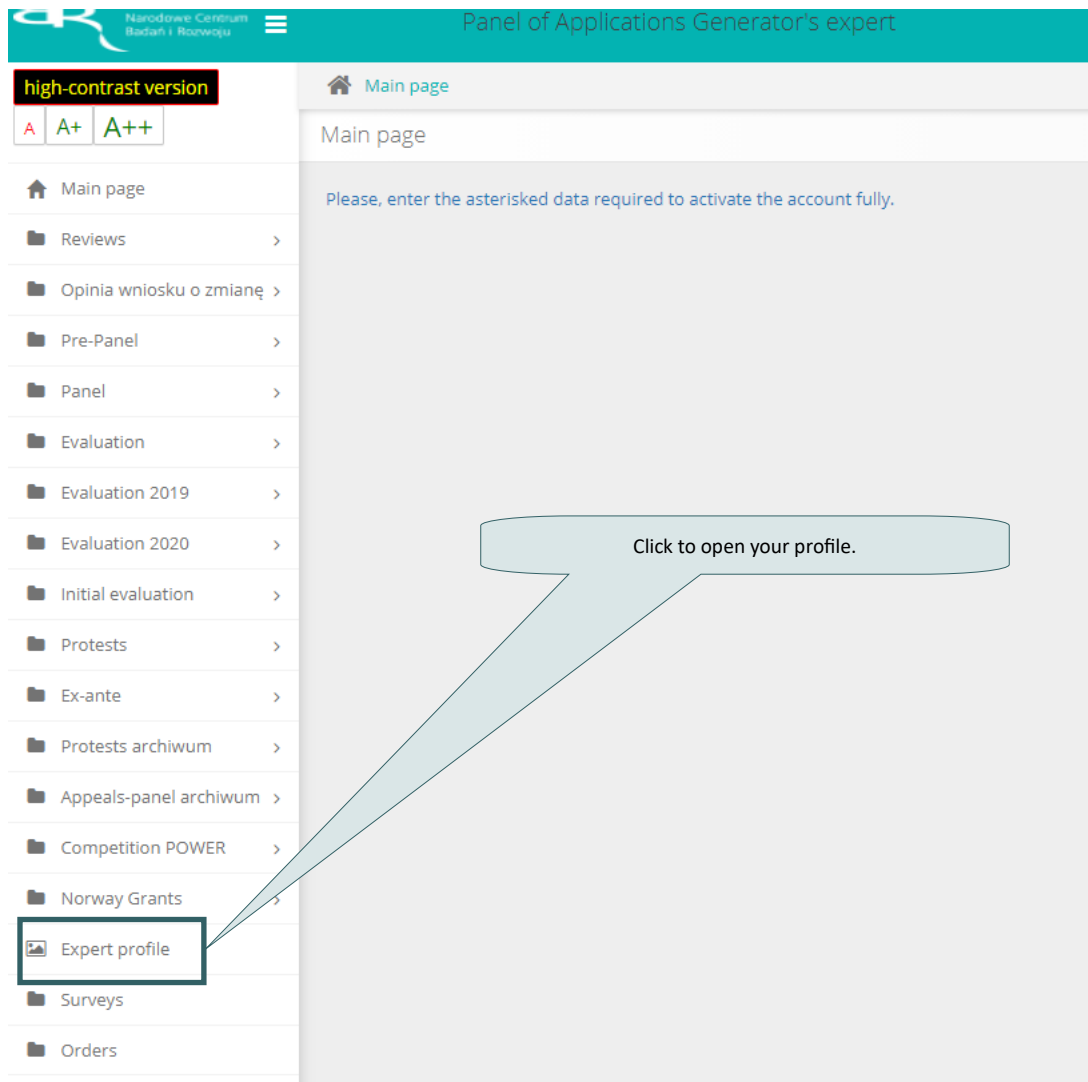
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Panel of expert

Username

Fill the gap

Password

Fill the gap

⚠ Logging in means acceptance of
the LSI System Users Regulations
as they are in current state.

Log in

Remind the password?                    Register

contact: pomoc_techniczna@ncbr.gov.pl

Click for high-contrast version.

Link to the LSI System User Regulations.

If you forget your password, set a new one by clicking on this link.

If you want to contact with our Helpdesk, please send an e-mail with the description of the technical problem to this address.
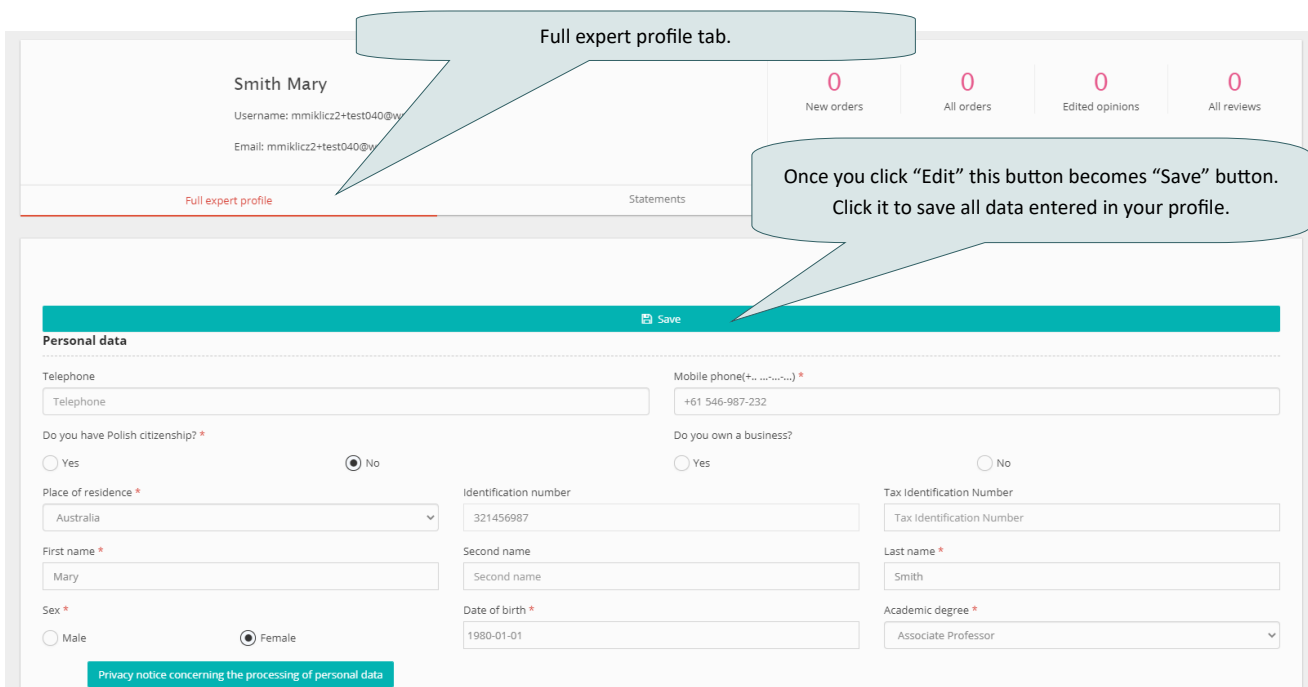
Link to the expert registration form.

19. After you log into your account for the first time click on the link to enter more detailed information concerning your area of expertise etc. Thus we will be able to better adjust the review proposals to your scientific specialisation and professional experience.

Narodowe Centrum
Badań i Rozwoju  ☰        Panel of Applications Generator's expert

high-contrast version

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🏠 Main page

Main page

🏠 Main page

📁 Reviews  >

Please, enter the asterisked data required to activate the account fully.

Click to open your profile. After you complete your profile and active the account fully this link will disappear.

21. You can open your expert profile also from the side menu.



22. To enter the data and complete your profile click Edit. The form will become active. All information obligatory to complete are marked with the red asteriks. We strongly advise to fill in those fields first and then to save the changes.

**Mailing address**

Country *
--- Country ---

Postal code *
Postal code

City *
City

Street
Street

Local No.
Local No.

Flat number
Flat number

E-mail
mmiklicz2+test040@wp.pl

> Mailing address is one of the obligatory information to enter.

**Workplace**

Type of institution *
foreign higher education or research institution

Country *
Australia

Institution name *
Sidney University

Position

City *
Sidney

Organizational unit of the institution

> You can add some information concerning your workplace.

**Additional workplace**

Type of institution
--- Type of institution ---

> You can also add your second workplace. Start by choosing the type of the institution then provide other information such as country, name and city.

**Scientific specialisation**

Expert activity field *
Science

Specialisation: science

Choose the specialisation (according to OECD) in which you are willing to provide expert opinions for NCBR
Level 1 *
1. Natural sciences

Level 2 *
1.5 Earth and related Environmental sciences

Level 3 *
1.5.j Climatic research

☐ I am able to work in other field of expertise

> Select checkbox and provide all the information needed if you are able to work in other field of expertise.

**Keywords (minimum 5 different words separated by a comma in one of the languages) ***

In Polish

climate change, global warming, meltdown, Antarctica, oceans

**Letter of reference - Add an attachment**

**Your professional career**

Information about education and experience

> Here you can enter the information concerning your education and experience.

23. You can add up to 5 publications, R&D projects, patents, business ventures you have participated or R&D work outcomes implementations.

**Publications**

Publication 1

Title of publication
Title of publication

Authors
Authors

Date of publication
Date of publication

Description of publication

Place of publication?

**Remove**

**Add a publication**

**Research and development projects**

**Add a research and development project**

**Patents**

**Add a patent**

**Participation in business ventures**

**Add a venture**

**R&D work outcomes implementations**

**Add an implementation**

> Select the date of publication from the displayed calendar, if you do not know the exact date select any date within the given year (for example 01-01-2021) to indicate the year of publishing your research paper, book or scientific report.

24. Select „Yes" if you have access to classified information. Then you should enter the information concerning the type of classified information you have access to and the expiration date of your certification of access. Attaching the scan of afore-mentioned certificate is also required.

If you have access to classified information and you select "Yes" in this part of your profile, you should also indicate the type: confidential, secret, top secret. Then attach the scan of your certificate of access (or certificates).

Select "No" if you do not have an access to classified information or you have one but you do not want to participate in the expert jobs requiring such entitlement.

**Access to classified information**

Do you have access to classified information? *

- ● Yes
- ○ No

- ☐ confidential data
  - Expiration date
  - [Expiration date]
- ☐ secret data
  - Expiration date
  - [Expiration date]
- ☐ top secret data
  - Expiration date
  - [Expiration date]

Attachement 1

Please upload attachement

[Wybierz plik] Nie wybrano pliku

**Remove**

**Add an attachment**

25. Your command of English is one of the obligatory information. Select the checkbox next to the statement that in the best way express your English language competence.

**Command of English ***

- ☐ I confirm my knowledge of English language is sufficent for performing written evaluation of the projects/applications
- ☐ I confirm my knowledge of English language is sufficent for participating in experts meetings
- ☐ I declare I can perform my duties only in Polish language

26. You may describe any additional experience helpful in expert work. This is not obligatory.

**Additional experience**

Please include all additional experience (e.g. in auditing), which may be helpful in expert work

You can describe here all other experience that may help you in your expert's tasks.

27. To save all filled-in data scroll up and click the „Save" button.

| Full expert profile | Statements | Settings |
|---|---|---|

🖫 Save

**Personal data**

**27. Since the session lasts 15 minutes and all obligatory data must be filled-in in order to save them we strongly advise to fill in obligatory information first and to save the changes and then to fill in all other, non-obligatory data, such as publications or additional experience.**
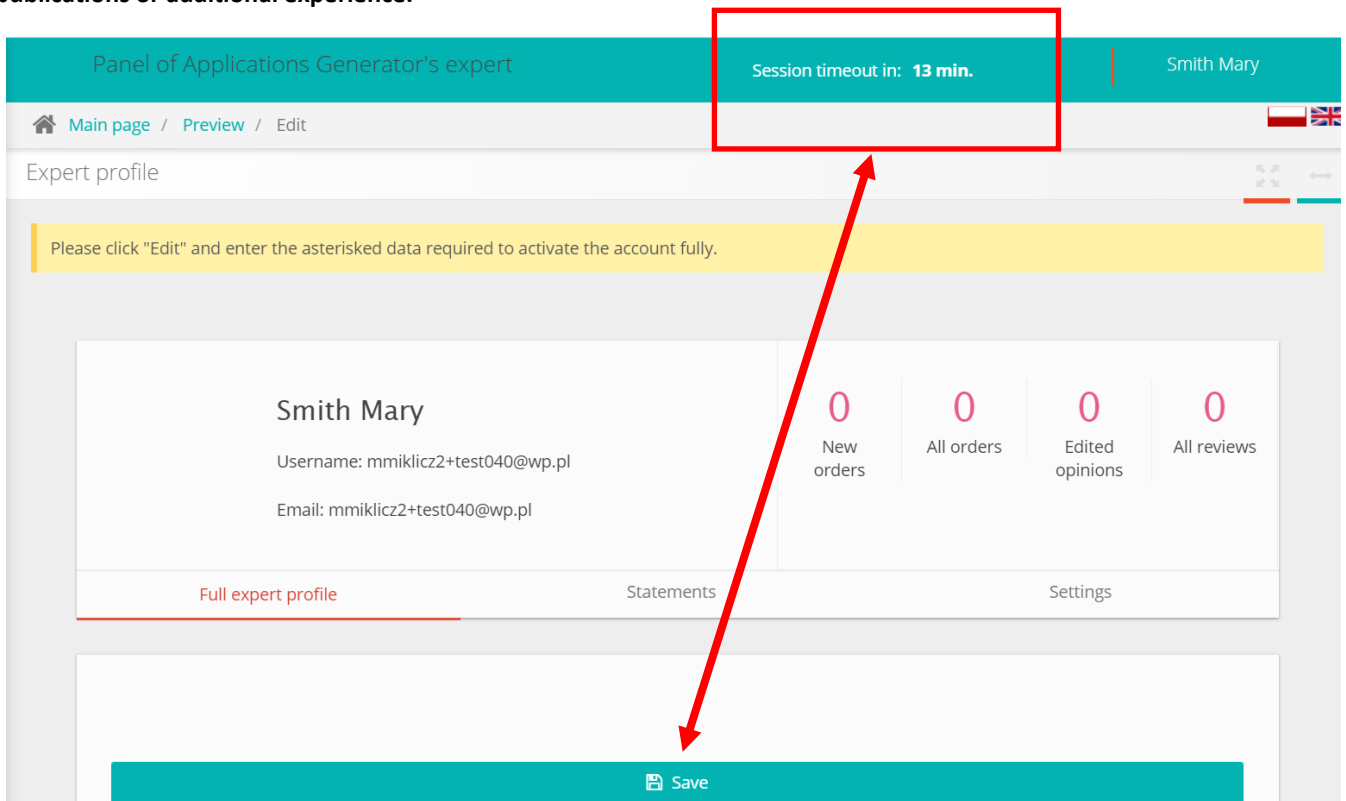


28. System informs that all the filled-in data are successfully saved.
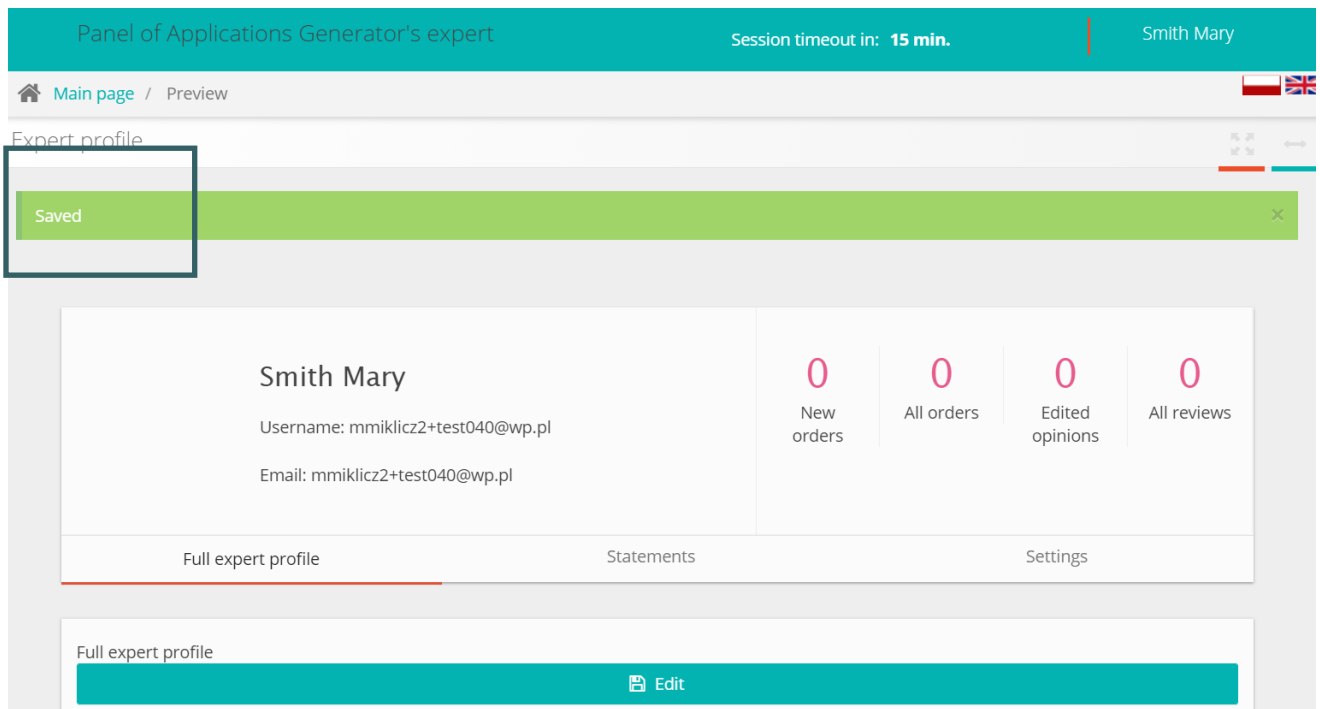
30. It also informs if one or more obligatory data is/are missing and it is not possible to save the completed profile.



Postal code is one of the obligatory information. If you try to save your profile without it (or any other obligatory data) the InfoExpert system will automatically display you a field to fill in, marked with red colour and a note. Complete the missing data and then save your profile.

31. To log out click your name on the top bar.



## 2. Updating the expert profile

1. To update your expert profile in the InfoExpert system log into your account and select „Expert profile" from the side menu. The "Full expert profile" tab is displayed by default. If you want to update any information, click "Edit" and make changes in the given fields. Save it by clicking "Save" button at the top of the page.

Click "Edit" button to make changes in your profile. "Edit" button will become "Save" button - click it to save your updated profile.

2. Second tab is the „Statement". It is obligatory to submit the scan of signed declaration in order to cooperate with the National Centre of Research and Development as an expert. Below the text of the declaration (both in English and Polish):

**Mary Smith**
--------------------------------------------
Imię i nazwisko eksperta / First and last name of the expert

**321456987**
--------------------------------------------
PESEL/TIN[1]

First name, last name and TIN (Tax Identification Number for foreign experts) or PESEL (for Polish experts) are automatically completed with data from your "Full profile".

## OŚWIADCZENIE / DECLARATION

Ja, niżej podpisany oświadczam, że:

1) wszelkie dokumenty złożone przeze mnie za pośrednictwem Systemu informatycznego IP, stanowią oświadczenie mojej woli i ponoszę pełną odpowiedzialność za zgodność informacji zamieszczonych w tych dokumentach ze stanem faktycznym i prawnym;

2) mam świadomość, że ciąży na mnie obowiązek zabezpieczenia mojego konta w Systemie informatycznym IP w celu uniemożliwienia dostępu do niego przez osoby nieupoważnione.

I, the undersigned, hereby declare that:

1) all documents submitted by me via the NCRD IT system constitute a statement of my will and I bear full responsibility for the accuracy of the information contained in those documents with the facts and the law;

2) I am aware that the obligation to protect my account in NCRD IT system to prevent access to it by unauthorized persons rests on me.
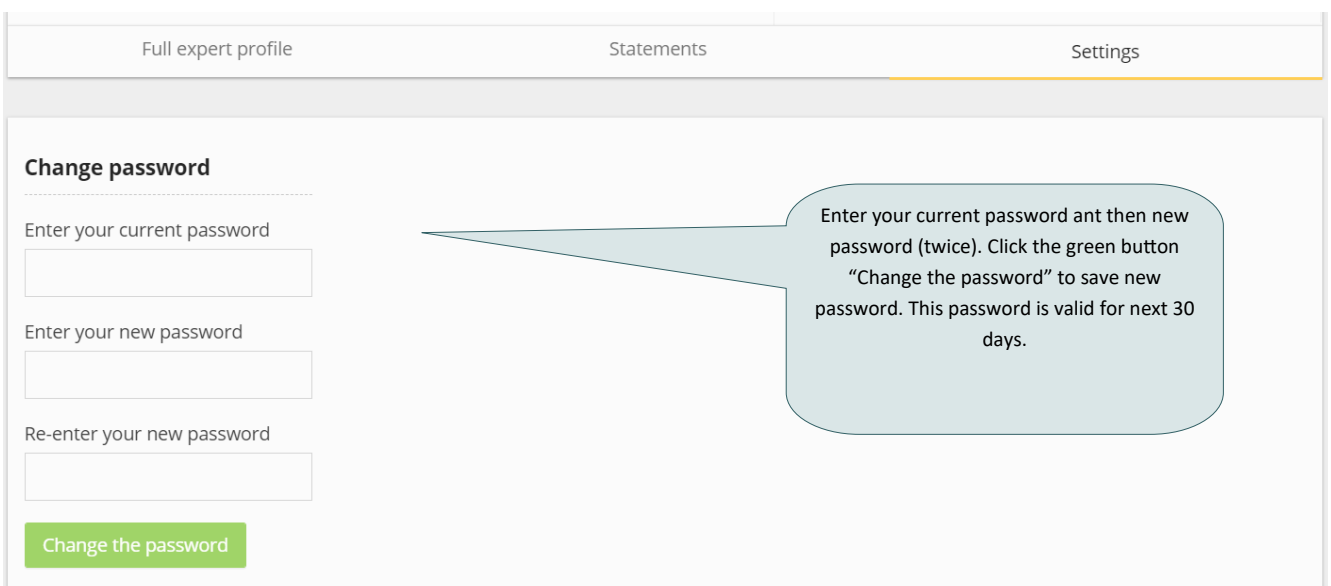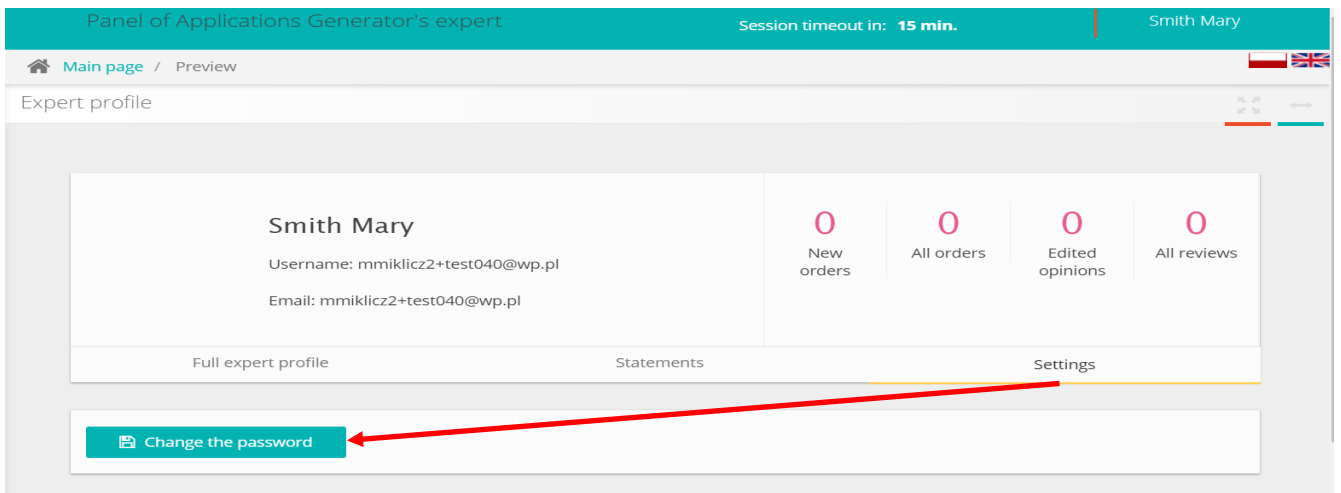
.............................................................
data i własnoręczny podpis eksperta /
date and handwritten signature/

---

[1] Należy wpisać numer PESEL lub – jeśli ekspert nie posiada numeru PESEL w polskim Powszechnym Elektronicznym Systemie Ewidencji Ludności – Numer Identyfikacji Podatkowej. / Please fill in with PESEL number or – if the expert hasn't got PESEL number in the Polish General Electronic System of Population Records – Tax Identification Number (TIN).

Download the declaration template, print and then sign it. Upload into the InfoExpert system the scan of signed declaration.
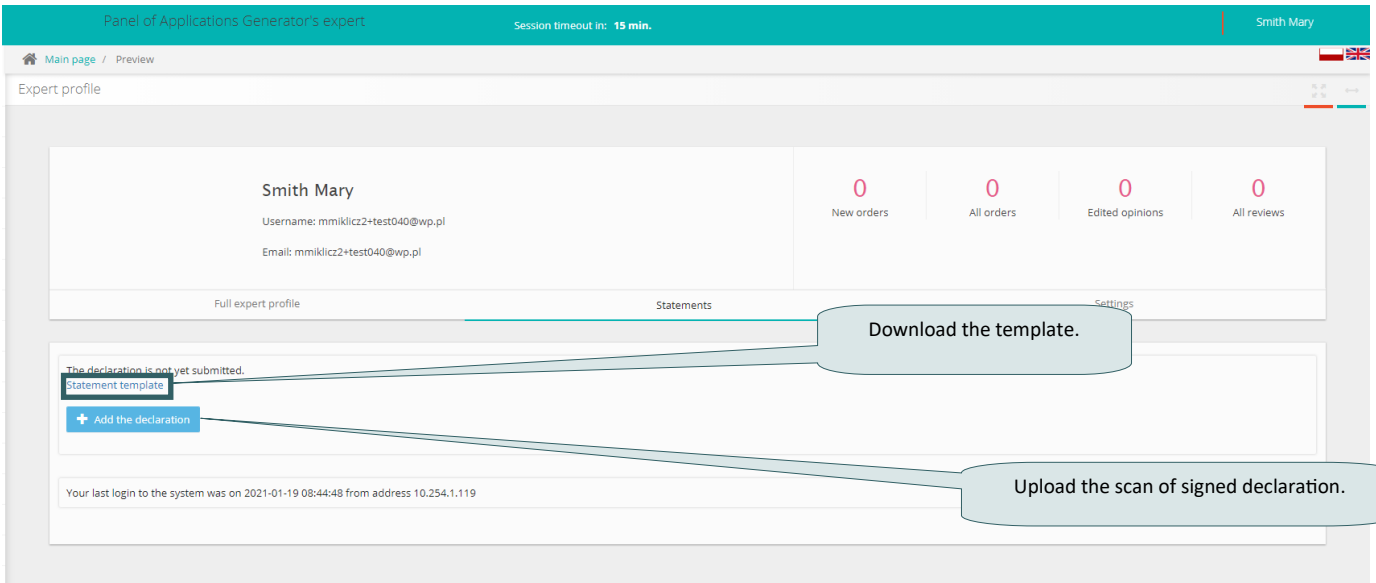


3. Third tab is „Settings". Use this tab to change password every 30 days. The InfoExpert system reminds you to change the password when its expiration date is approaching.

4. If you forgot your password use the link „Remind the password?".

REMIND THE PASSWORD?

Enter the username, for whom this account was registered

E-mail address used to register your account in the InfoExpert system is your Username.

If there is a user in the system with the email address provided, a link to reset the password was sent to the mailbox.

REMIND THE PASSWORD?

Enter the username, for whom this account was registered

5. Check your mailbox and follow the instructions provided.

**Od:** Narodowe Centrum Badań i Rozwoju ⚑ 19 sty 2021 10:58 (godzinę temu)

**Temat:**
Applications Generator for NCBR Funding - Password reminder for an Expert

You receive this message because you have used the reminder option Passwords for Panel of Applications Generator's expert

To set a new password **Click on the link below**
https://lsi.ncbr.gov.pl/ekspert/haslo.php?
a=p&e=0B4SMMEK3W8xGcJPRg7OrH6pkCcwNmoFXD0wbWk6mEqsEnXvZGwTOMIvzCpBjo4l_8JtRDPp19Hfe6R
3rlglO2E3BWLA2adkVUrjROtvkx0

If the above link is not active, you must copy it (using *Copy hyperlink*), and then paste it into your web browser.

The National Centre for Research and Development

> Open the link.

**CHANGE THE EXPERT'S PASSWORD**

Enter your new password

Re-enter your new password

**Change the password**

> Enter and re-enter our new password (twice). Click the green button "Change the password" to save it. This password is valid for next 30 days.