



## Redress Procedure

Ineligible and not selected candidates have the possibility to request a redress procedure if they feel that there has been a shortcoming in the way their proposal was evaluated, or if they believe that the results of the eligibility checks are incorrect.

The recruitment team checks the eligibility criteria for each application before proceeding with the evaluation. Applications that do not meet the eligibility criteria will not be considered further. Applicants will receive an e-mail indicating the reason for rejection and information on the redress procedure. The request for an appeal should be sent to [innovaxn-contact@innovaxn.eu](mailto:innovaxn-contact@innovaxn.eu) and will be reviewed by the Recruitment Advisory Board, which will consider the request and decide whether the candidate should be re-assessed.

The Recruitment Advisory Board's role is to ensure a coherent interpretation of such requests and equal treatment of all applicants. The Board will not call into question the scientific or technical judgement of appropriately qualified experts.

Requests must:

- be related to the evaluation process, or eligibility checks;
- completed using the form available on the InnovaXN website, including a clear description of the grounds of appeal;
- be received within the time limit specified, i.e. 7 days from receipt of notification of the outcome

1. A re-evaluation will only be carried out if there is evidence of a shortcoming that affects the final decision on whether to accept the application or not. This means, for example, that a problem relating to one evaluation criterion will not lead to a re-evaluation if an application has failed anyway on the other criteria.
2. The evaluation score following any re-evaluation will be regarded as definitive. It may be lower than the original score.
3. Only one request for redress per application will be considered by the board.
4. All requests for redress will be treated in confidence.

Click here to download the redress form: [Innova XN Redress Template](#)

