JARDS Reviewer Guidelines

May 18, 2022

General Procedure

The entry point of the JARDS reviewing system is the following URL (Figure 1): https://www.jards.itc.rwth-aachen.de/jards/WEB/review/login.php

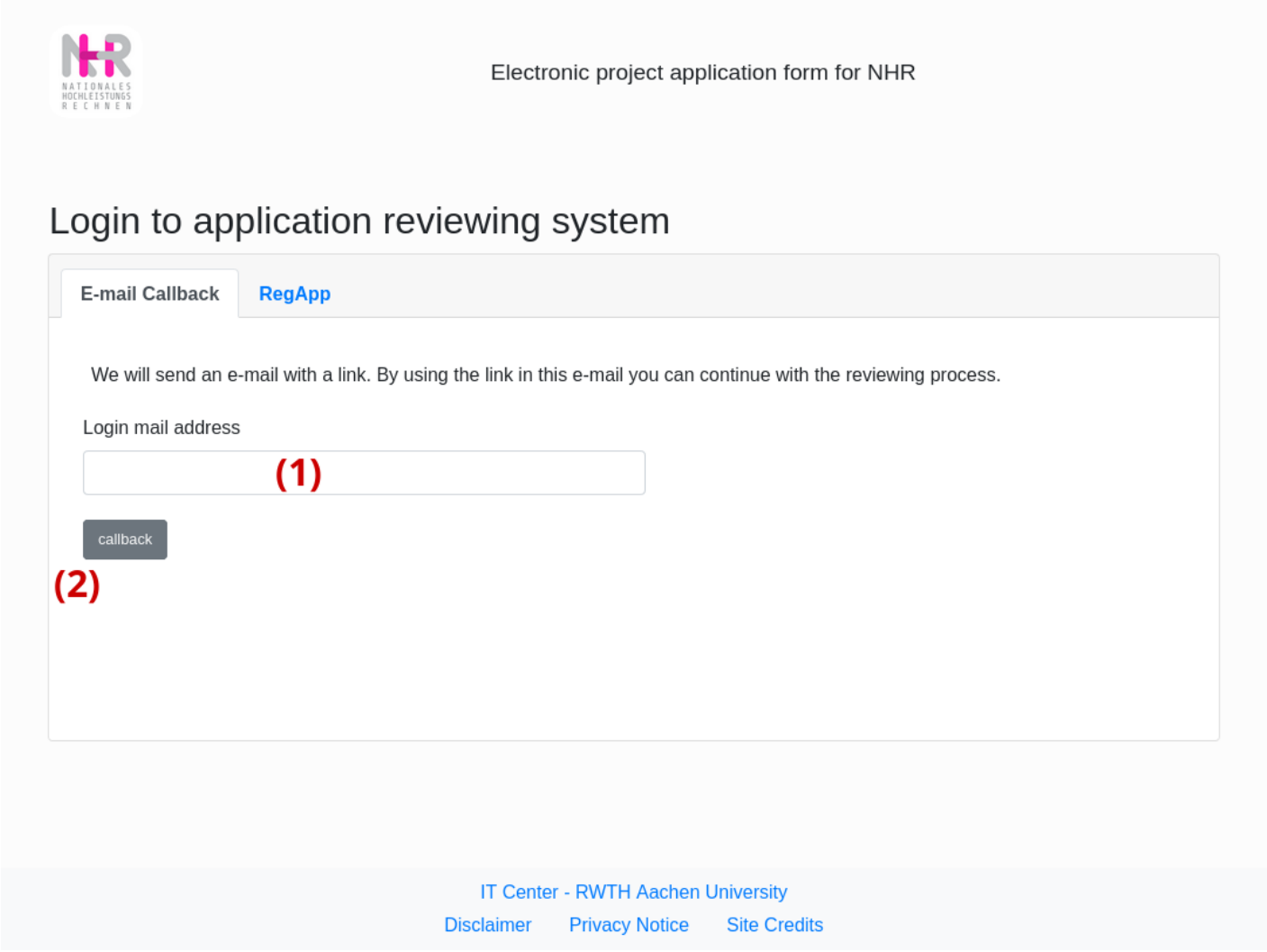

Figure 1: Login Page

JARDS uses a call-back authentication mechanism, which makes it unnecessary to set and remember yet another password. You have already been registered as a JARDS user using the same e-mail address as the one we used to send you the invitation to act as a reviewer. Please enter it (1) and press the "callback" button (2) as indicated on Figure 1.

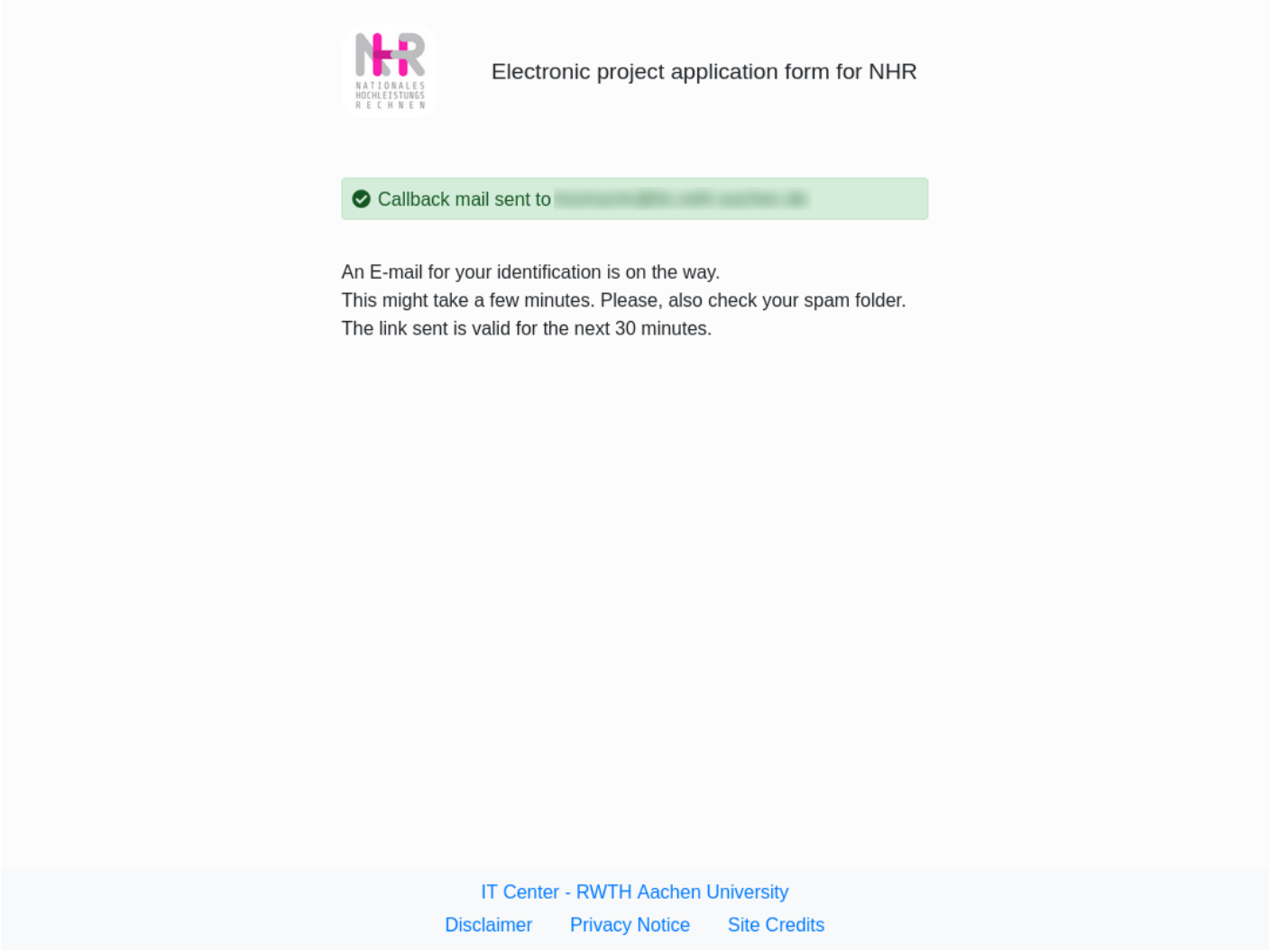

Figure 2: Callback confirmation

From jards@itc.rwth-aachen.de
Subject **Review system identification**
To [redacted]

Plain text | Source

```
This is an automatically created E-Mail. (Please do not reply to this message.)

An identification request for the NHR4CES reviewing service has been submitted
for this E-Mail address. By clicking on the URL below, you can continue with the reviewing
process and confirm that you are the registered owner of this E-Mail address.

[redacted]

The URL is valid until 16.05.2022 12:28

It is possible that another person specified your E-Mail address by mistake. In this case,
please ignore this message.


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RWTH Aachen University IT-ServiceDesk
Tel.: +49 241 80 24680
Email: servicedesk@itc.rwth-aachen.de
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Figure 3: Callback E-Mail

Upon successful initiation of the authentication process, JARDS will respond by showing a green confirmation field as shown in Figure 2. If the address entered is not registered, an error message will be displayed instead. An e-mail containing a one-time login link will be sent to you shortly after (Figure 3). It could take several minutes before the e-mail gets delivered. The login link is only active for a limited amount of time as indicated in the message text.

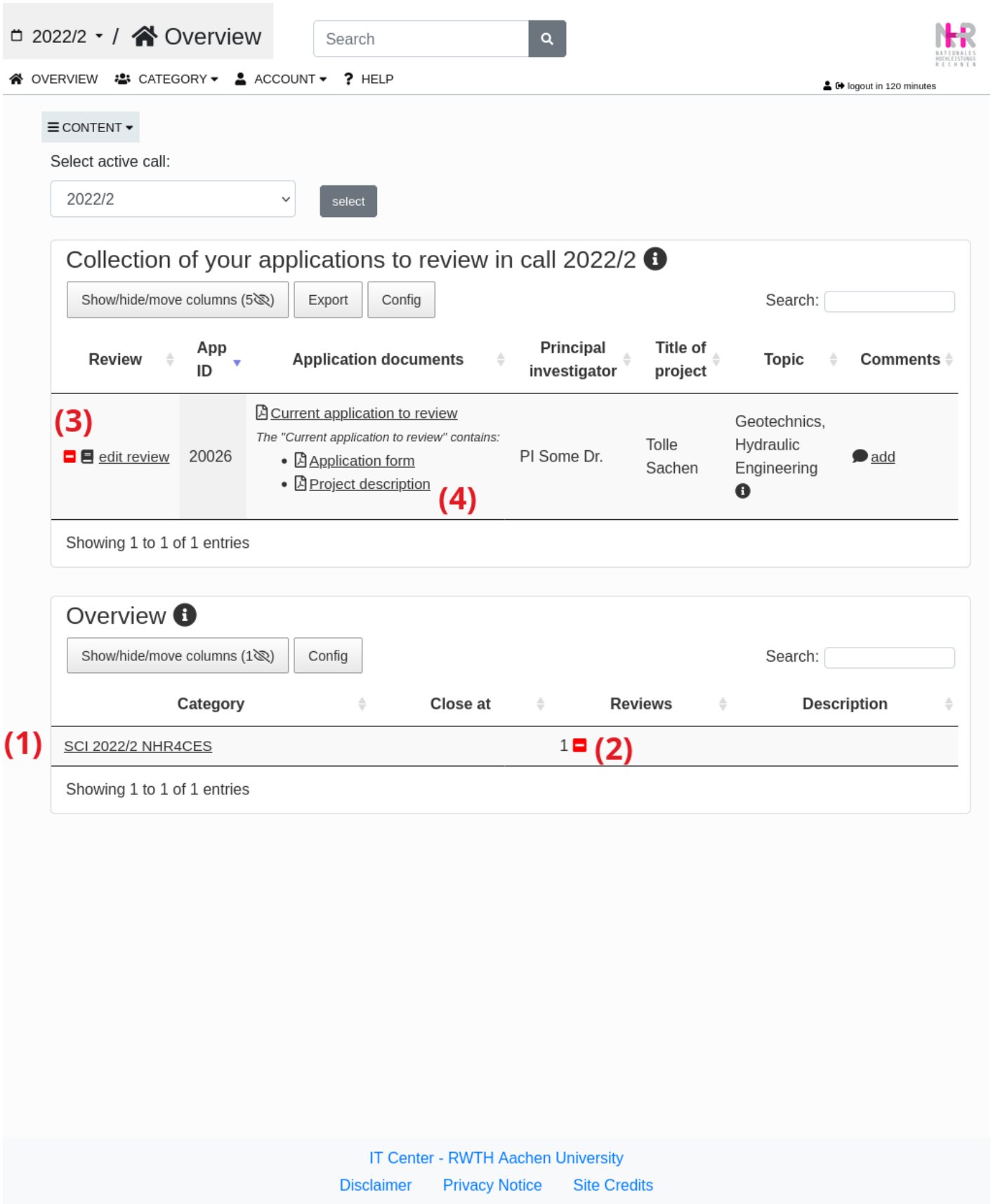

Figure 4: Overview screen

Upon successful login into JARDS you will be presented with a list of the active calls that you have access to and the relevant groups within those calls (Figure 4). Only categories where you can act as a scientific reviewer are displayed. For each category the number of completed (green), in-progress(yellow) and still pending reviews (red) are displayed in the Reviews column (2). Click on the category name (1) to open it or (3) to edit the review to an specific application. In the Application documents column (4) relevant documents can be downloaded. Those are also accessible after entering the review screen.

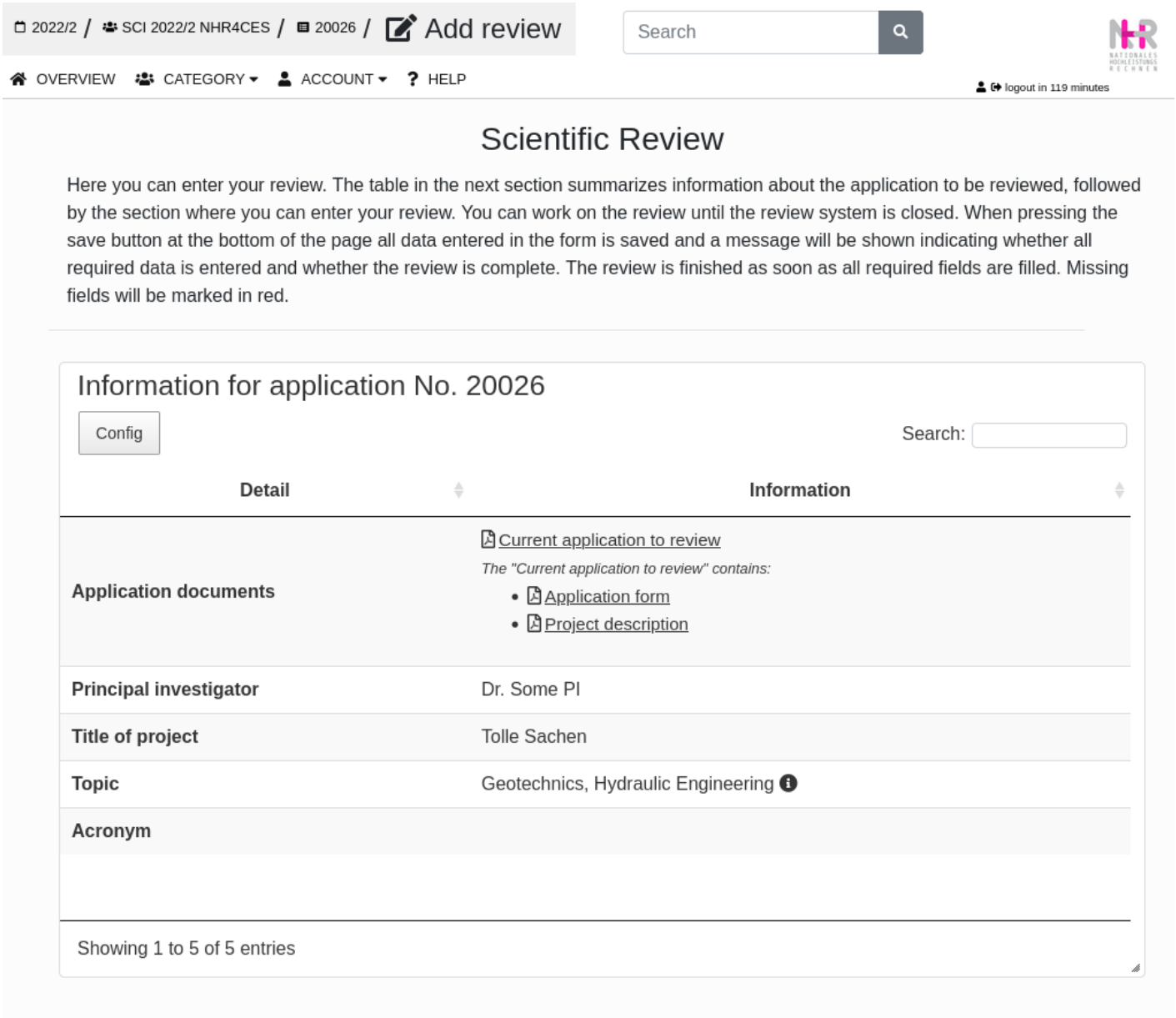

Figure 5: Review screen - Application information

Upon entering the review screen, you are first shown application information (Figure 5). Here the relevant documents can also be downloaded.

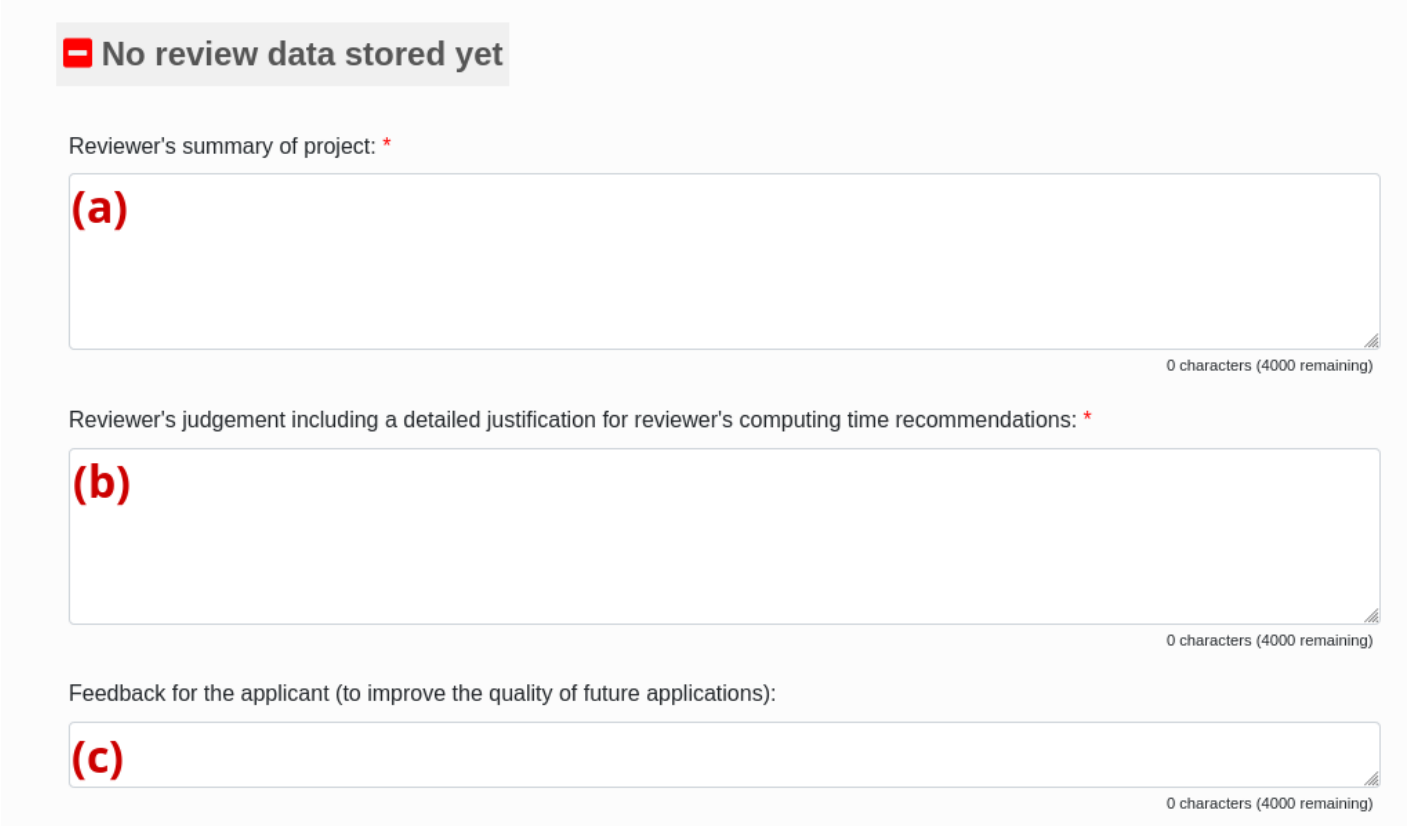

Figure 6: Review screen - Free-form text fields

The review feedback consists of several free-form text fields shown in Figure 6:

(a) short summary of the project (up to 4000 characters)
(b) overall judgement of the project's applicability (up to 4000 characters)
(c) feedback on improving the quality of future submissions, to be passed on to the applicant (up to 4000 characters)

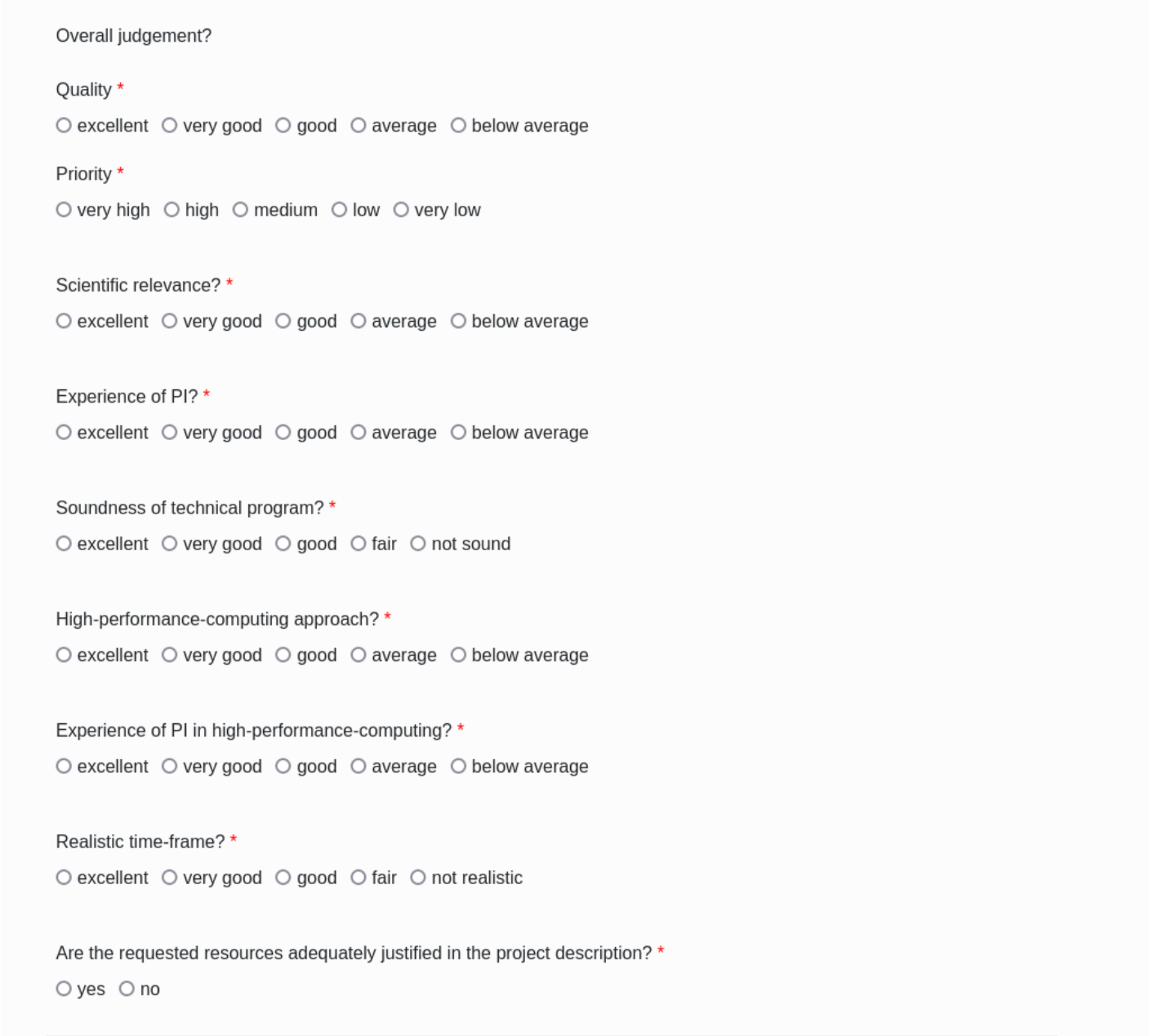

Figure 7: Review screen - Fixed fields

There are also fixed fields (Figure 7) that mirror criteria in accordance with the NHR grant regulations:

Quality Overall quality of the project, e.g., write-up, articulation of ideas, adequacy of the methods and software used

Priority Priority of the research

Scientific relevance To what extent is the project outcome relevant to the corresponding scientific field?

Experience of PI How experienced is the PI in the particular field? e.g., based on the past relevant publications (if provided), years of previous research, etc. (please choose the neutral "average" if hard to assess)

Soundness of technical program How well-described are the project steps/stages, implementation, computational needs of the methods in use, etc.?

HPC approach How well-suited the computational approach is for use on HPC systems like the RWTH Compute Cluster?

Experience of PI in HPC How experienced the PI is in performing computations on HPC systems? e.g., demonstrated level of understanding of the performance and scalability of the methods and codes used (see also the remark in "Experience of PI")

Realistic time-frame How likely it is that the project's stated goals will be achieved within the give time-frame?

Adequate justification of the resources Does the project description contain a sufficiently elaborate justification of the requested compute time?

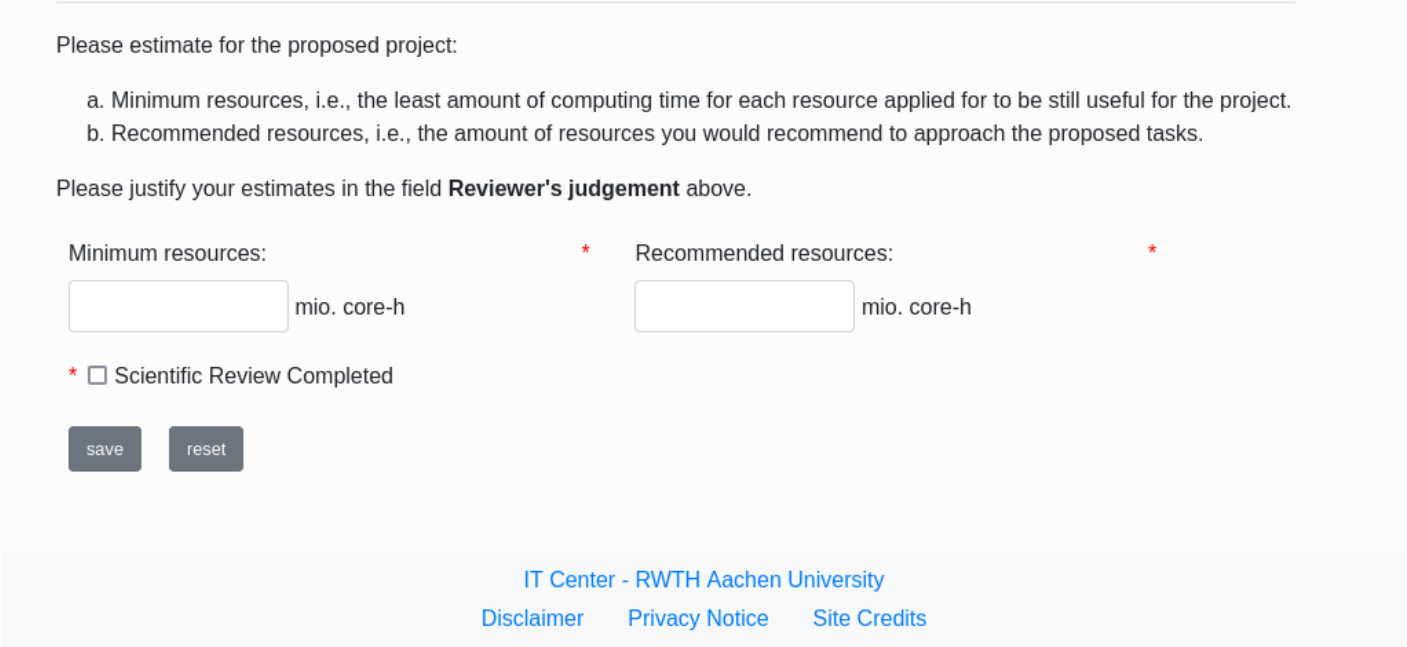

Figure 8: Review screen - Required resources

The last two fields will be taken into account by the awarding committee in case the cluster is overbooked (Figure 8).

Minimal resources Absolute minimum amount of CPU time needed for the completion of the project (in million core-hrs), e.g., compute time without the project parts considered non-essential for its completion

Recommended resources Recommended amount of CPU time (in million core-hrs), e.g., after reduction of obviously excessive demands

Scientific Review Completed The review has been completed and is ready for submission.

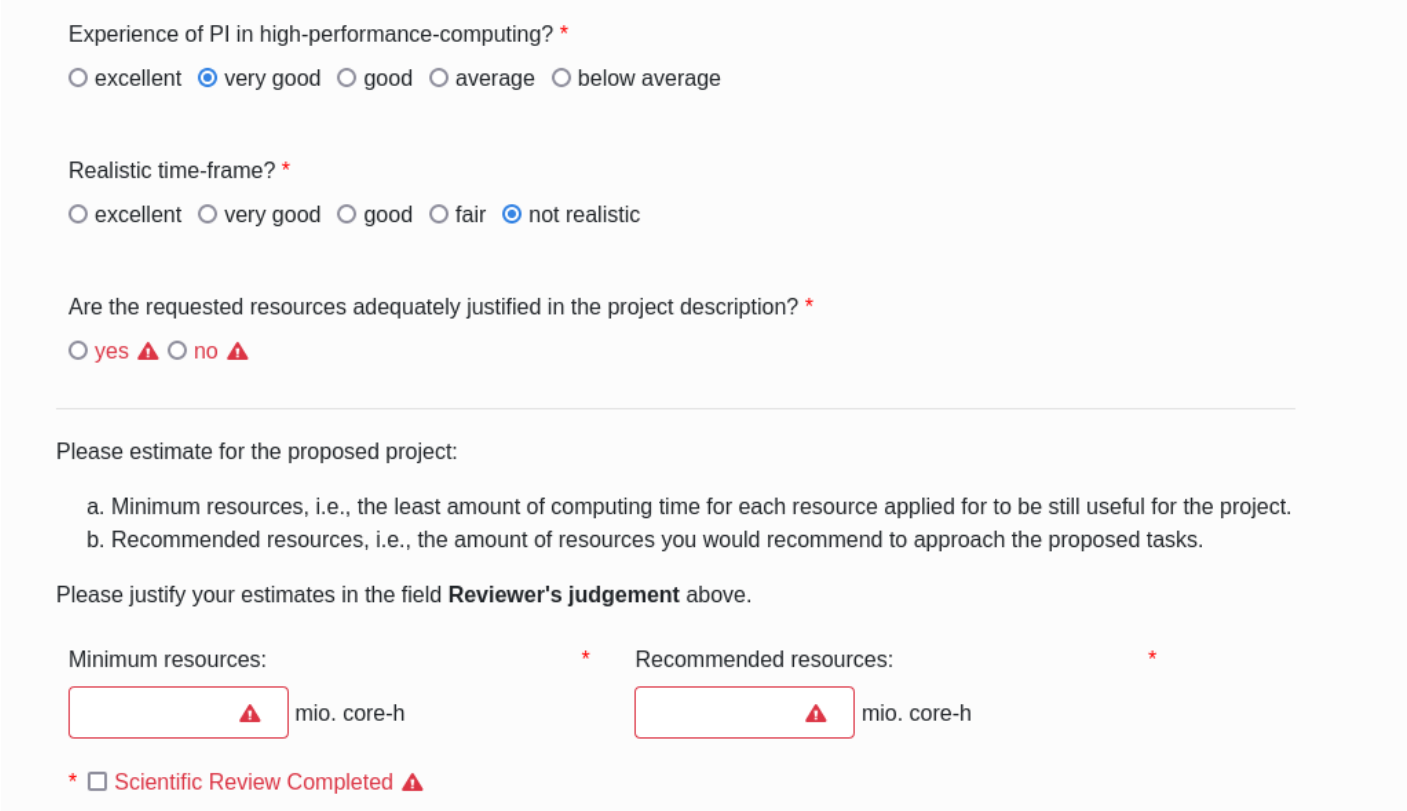

Figure 9: Review screen - Missing entries

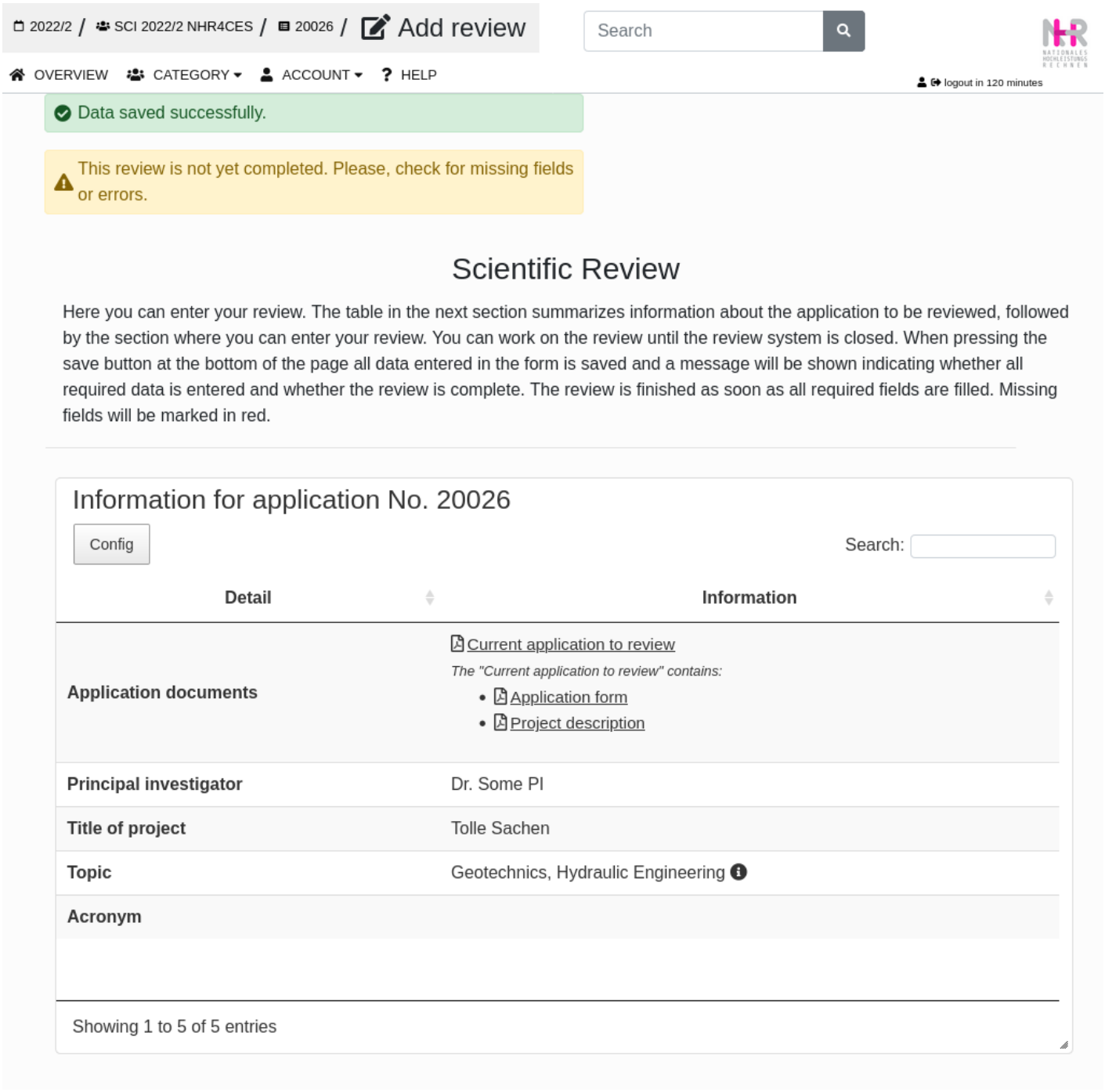

Figure 10: Review screen - Some fields have not been populated

Clicking the "save" button at the bottom of the page saves the content of the review. In case there are still fields with no values or with wrong values, a warning message will be displayed as shown in Figure 10. The missing or incorrectly filled fields will be highlighted in red (Figure 9).

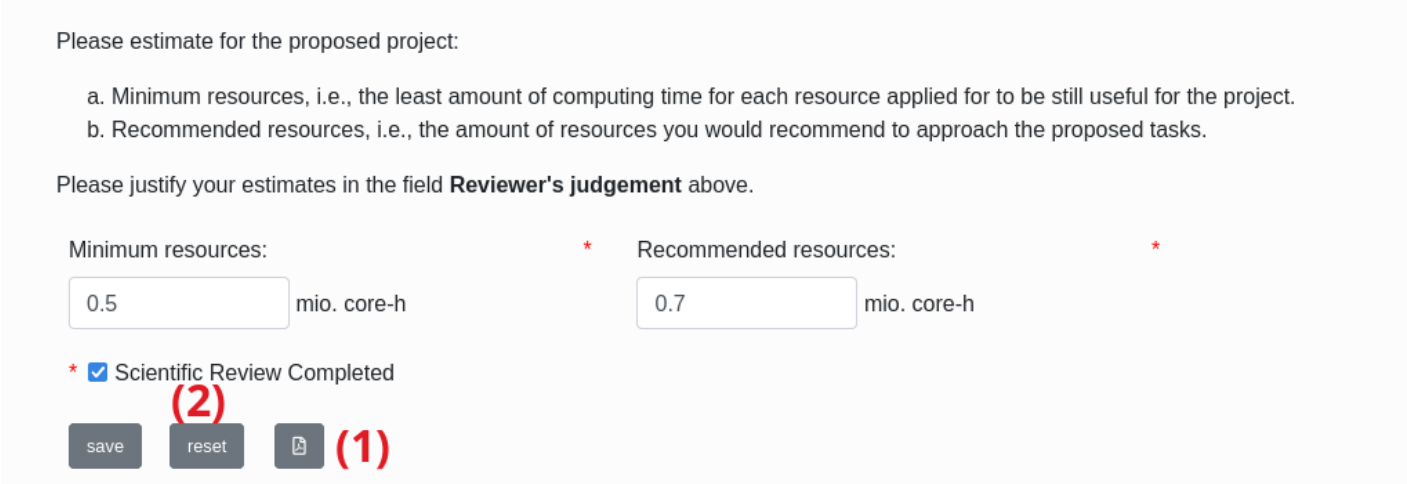

Figure 11: Review screen - Download submitted review

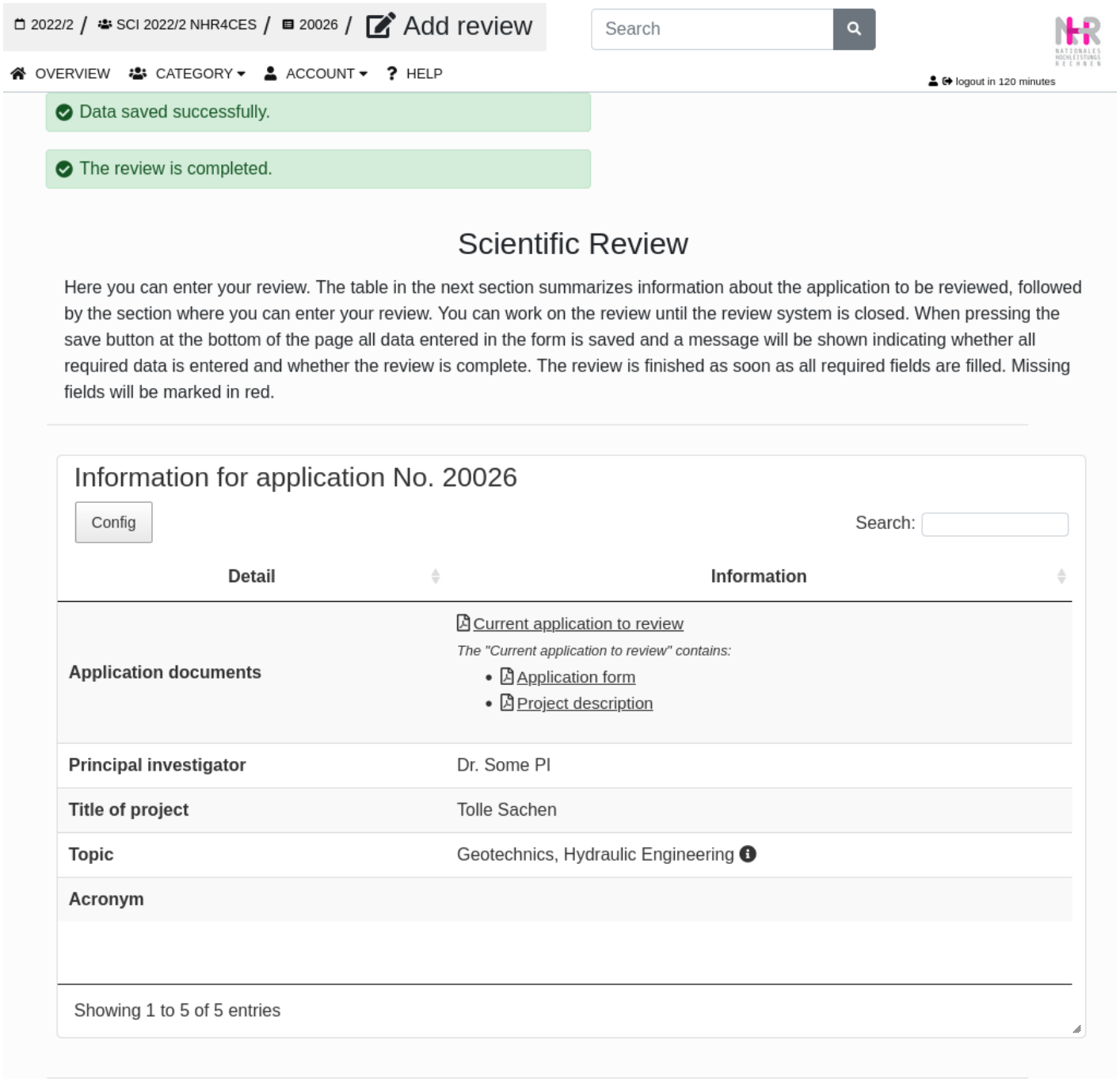

Figure 12: Review screen - Review completed successfully

Otherwise, an all green message indicates that the review is complete (Figure 12). At the bottom of the page you will be able to download the submitted review as PDF by clicking the button marked (1) (Figure 11). The indicator next to the "review" link in the application list will also change to green. This concludes the review task.

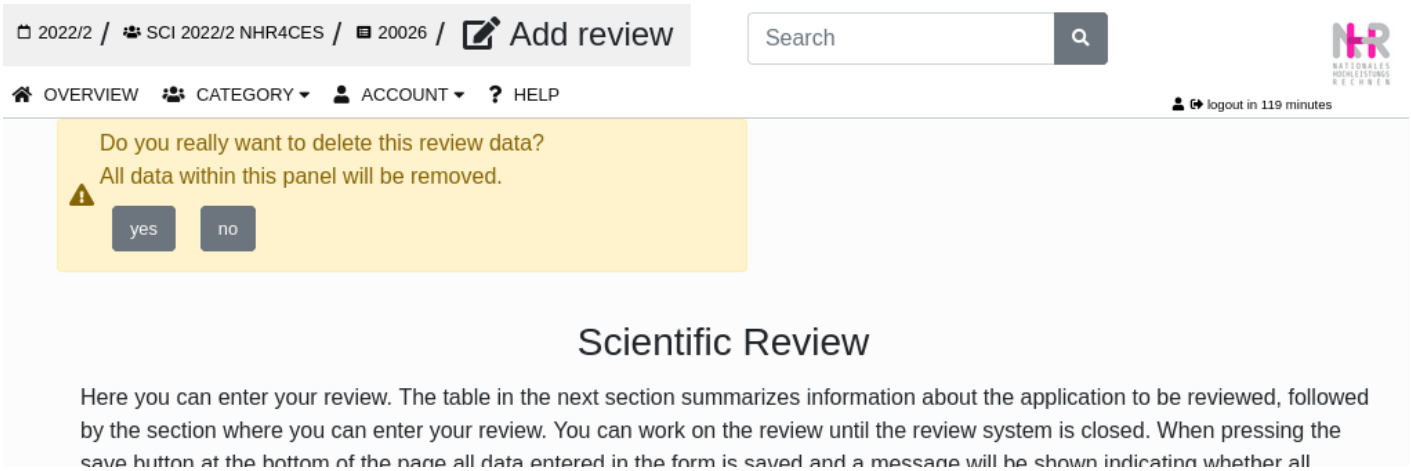

Figure 13: Review screen - Reset confirmation dialog

If you can clear all entries by clicking the "reset" button marked (2) (Figure 11). In that case confirmation dialog will appear (Figure 13).

General Tips

- The review text should justify the choice of scores given. A detailed comment on the scientific aspect of the project will be greatly appreciated, but is not strictly required.
- JARDS sessions expire after two hours. It is recommended that you compose the free-form texts in an external text editor and copy-and-paste them at the end. This will prevent loss of work due to unexpected session expiration.