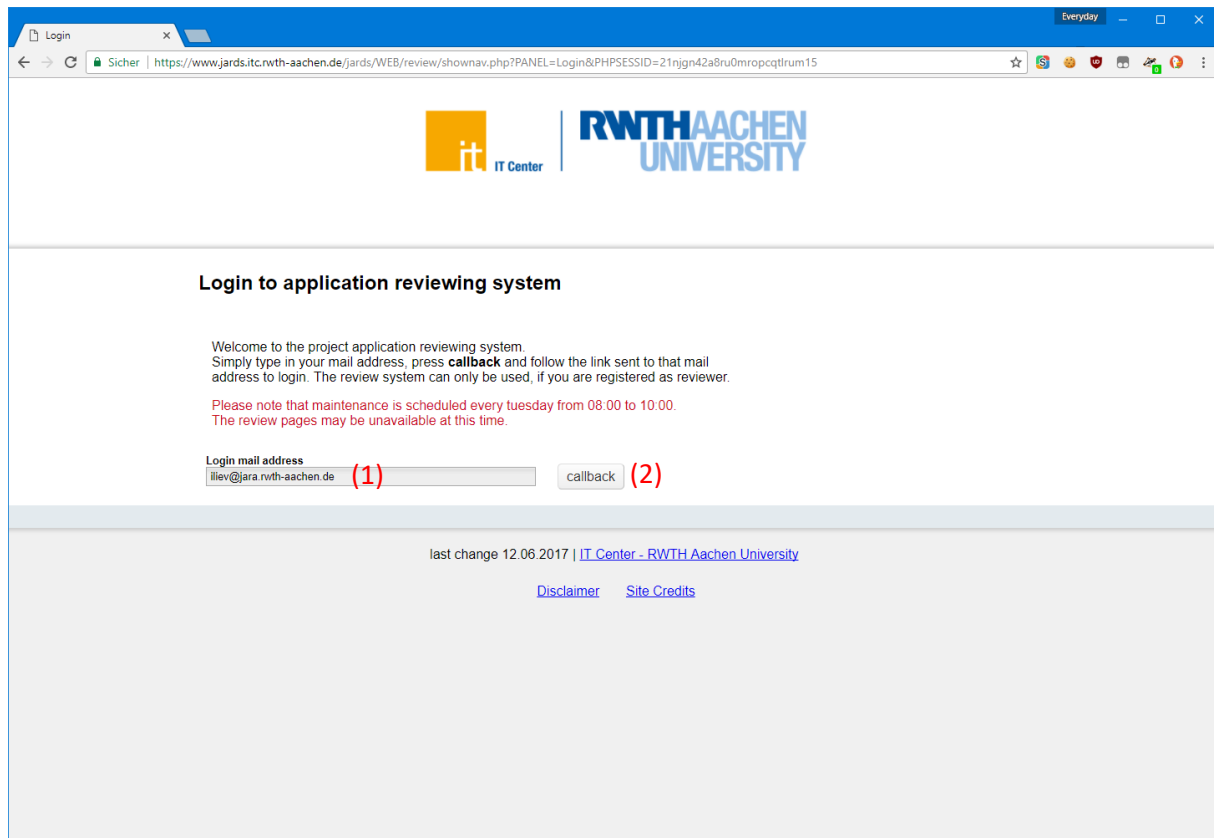


JARDS Reviewer Guidelines

General Procedure

The entry point of the JARDS reviewing system is the following URL (*Screenshot 1*):

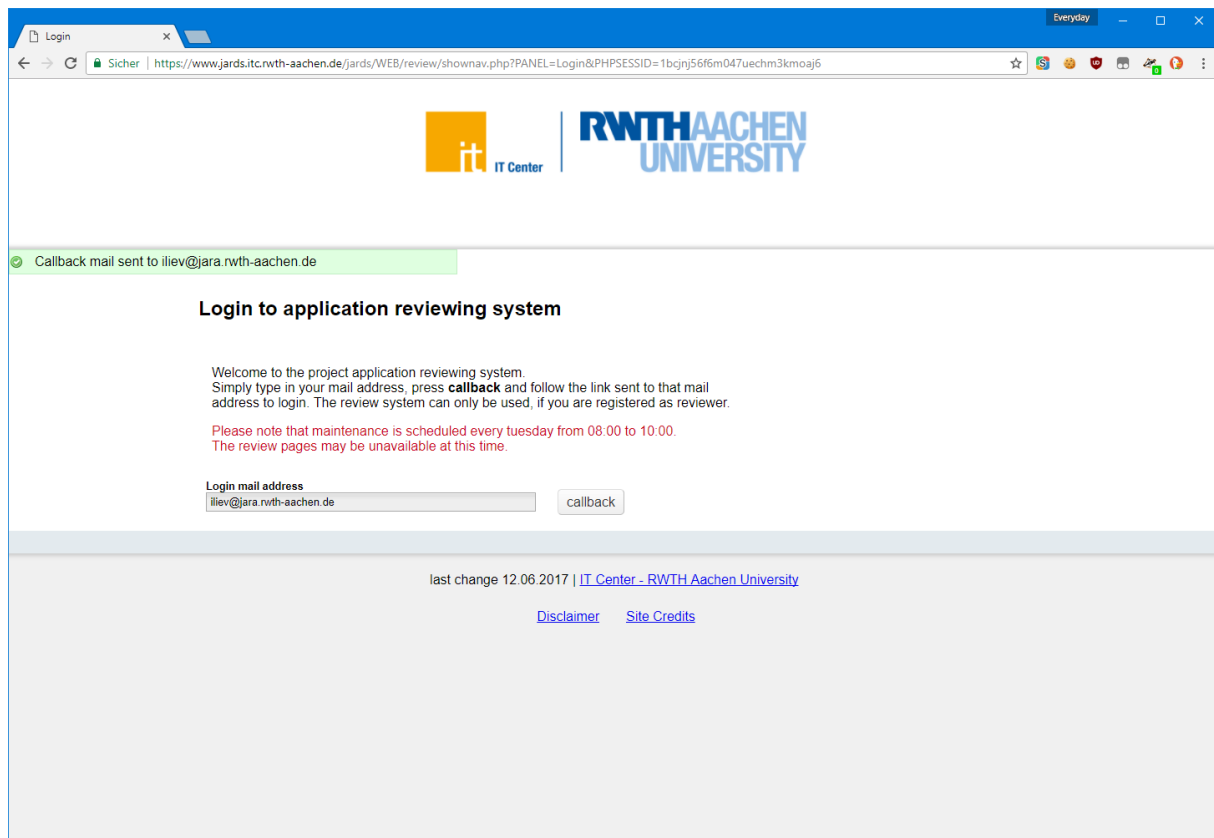
<https://www.jards.itc.rwth-aachen.de/jards/WEB/review/login.php>



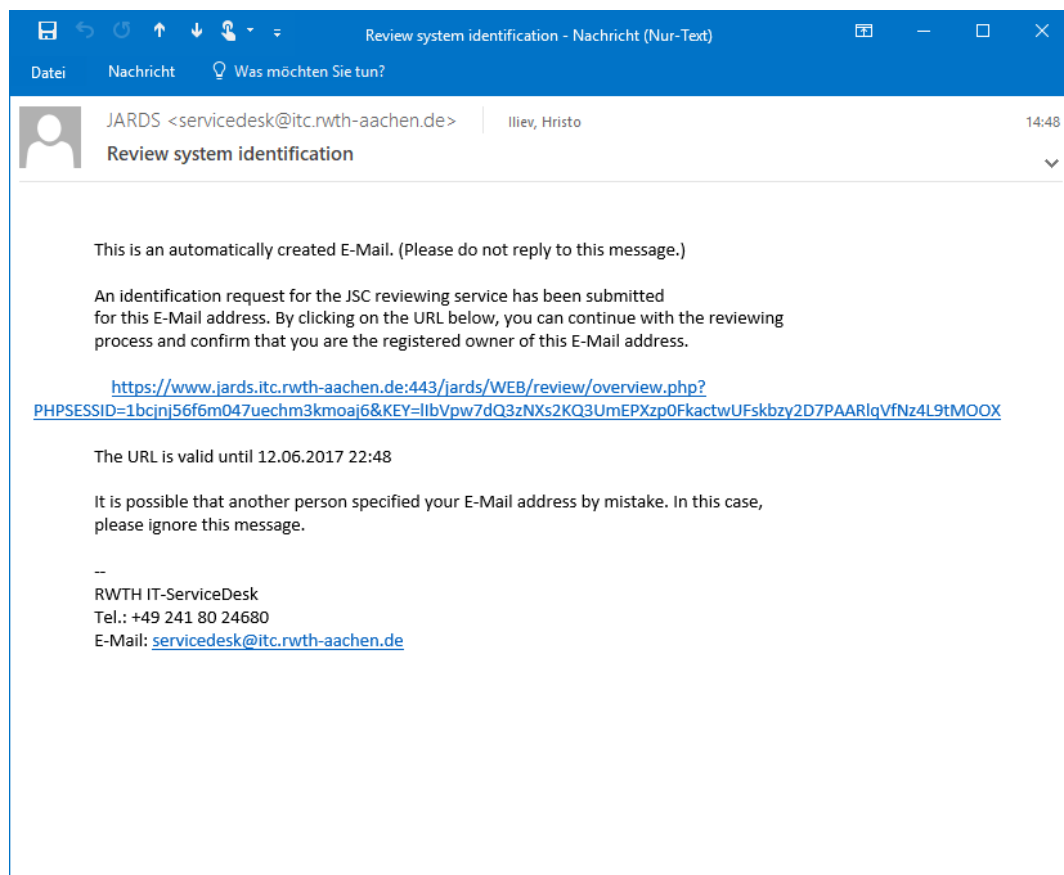
Screenshot 1: JARDS login screen

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 the screenshot.

Upon successful initiation of the authentication process, JARDS will respond by showing a **green** confirmation field as shown in *Screenshot 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 (*Screenshot 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.



Screenshot 2: Confirmation upon sending an e-mail with a callback link



Screenshot 3: An e-mail from JARDS containing a callback login link

Overview

LOGIN

IT Center | RWTH AACHEN UNIVERSITY

Help
Logout

illev@jara.rwth-aachen.de
logout in 480 minutes

Project proposals are grouped into multiple categories, which are separately managed. A list of categories you have access to can be found below. Click on the name of each category to access the corresponding proposals. Further information about this website can be found by clicking on the Help button in the upper right corner.

Select active call:
2016/1 select

Search: Show / hide columns

Category	Kind	Close at	Reviews	Description	Roles
(1) SCI 2016/1	Scientific		1 ■		User, Reviewer, Reviewer

Showing 1 to 1 of 1 entries
☒ auto height ☐ x-scroll

last change 12.06.2017 | [IT Center - RWTH Aachen University](#)
[Disclaimer](#) [Site Credits](#)

Screenshot 4: List of open calls

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 (*Screenshot 4*). Only categories where you can act as a scientific reviewer are displayed. For each category the number of completed (green) and still pending reviews (red) are displayed in the Reviews column. Click on the category name **(1)** as indicated on the screenshot to open it.

Group Configuration x

Everyday

Sicher | https://www.jards.itc.rwth-aachen.de/jards/WEB/review/shownav.php?PANEL=Group%20Configuration&PHPSESSID=2oj5dkduet1nrmfo583r

Category

OVERVIEW LOGIN

Your applications to review in SCI 2016/1

CSV print

Show 10 entries Search: Show / hide columns

App ID	Review	Title of project	Principal investigator	Topic	Host	Print	Project description	Status rep.
1147	review	TEST RWTH-M Maintenance PDF-Header Test	Dumlegrid Albus Severus		RWTH- CC	print	show	

Showing 1 to 1 of 1 entries Previous 1 Next

☒ auto height ☐ x-scroll

Your applications to review in SCI 2016/1 - not finished

CSV print

Show 10 entries Search: Show / hide columns

App ID	Review	Title of project	Principal investigator	Topic	Host	Print	Project description	Status rep.
--------	--------	------------------	------------------------	-------	------	-------	---------------------	-------------

Screenshot 5: List of applications to review

There are two views in each SCI category (Screenshot 5). The first one shows all applications that are assigned to you. The second one shows only the subset of applications with pending reviews (unfinished applications). As the applications are never (re-)moved from their respective category, you retain access to all your reviews previously done during the corresponding call in the first list and still have an uncluttered view of the pending reviews only in the second one.

The screenshot shows a web application for reviewing applications. The main heading is "Your applications to review in SCI 2016/1 - not finished". Below this, there are buttons for "CSV" and "print", and a search bar. The table has columns: App ID, Review, Title of project, Principal investigator, Topic, Host, Print, Project description, and Status rep. The first entry has App ID 1147 and a red square icon next to the "review" link. The sidebar on the right contains three expandable sections: "Supp. mat.: (c)", "Application form: show (a)", and "Sh. topic:". The "Project ID" is 1147 and the "Community" is RWTH-HPC. The "Status rep." column shows a red square icon. The "Project description" column shows "TEST RWTH-M Maintenance PDF-Header Dumblegrid Albus Severus RWTH-CC". The "Print" column shows a "print" button. The "Project description" column shows a "show (b)" link. The "Status rep." column shows a "show (c)" link. The "Application form" column shows a "show (a)" link. The "Sh. topic" column shows a "show" link. The "Project ID" is 1147. The "Community" is RWTH-HPC. The "Status rep." column shows a red square icon. The "Project description" column shows "TEST RWTH-M Maintenance PDF-Header Dumblegrid Albus Severus RWTH-CC". The "Print" column shows a "print" button. The "Project description" column shows a "show (b)" link. The "Status rep." column shows a "show (c)" link. The "Application form" column shows a "show (a)" link. The "Sh. topic" column shows a "show" link.

The table labeled **Your applications to review in ...** lists all applications, which we would like you to review. As long as the category is open you can click on **review** next to the application number to start reviewing the selected application. Each review can be in one of three states:

- No review data provided
- Review was edited, but is not finished yet
- Review is completed

After the category is closed you can still view your reviews by clicking on the **show** link. The

Screenshot 6: Application details

Each application in the list can be expanded by clicking on the green (+) sign next to the application ID (Screenshot 6) to reveal links to the following documents:

- **(a)** an application form with basic information, including requested compute time and desired begin and end dates (Screenshot 7);
- **(b)** a detailed project description;
- **(c)** an additional support document (if any).

All the information relevant to the scientific reviewing of the application is usually contained in the *project description*. If some of it is missing, e.g., the duration of the project, please consult the *application form*.

Once you have familiarized yourself with the content of the project description and are ready to write a review, click on the "review" link shown on Screenshot 6 **(d)**.

 * Project Data *

Project period
 Beginning: 2017-04-01
 End: 2018-01-01

Project Title:
 TEST RWTH-M Maintenance
 PDF-Header Test

Involved collaborators: 1

Keywords:
 test, pdf

RWTH Fachbereich: 1
 RWTH Fachgruppe:

Field of Research: 104-04
 Secondary number(s):

 * Application Volume *
 * and Technical Information *

Amount of compute time for the whole period: 0.021000000000
 (max. 48000 core-h, in mio core-h)

Range of expected sizes of production jobs (number of cores)
 minimal: 7
 average: 8
 maximal: 9

Range of expected duration of production job runs (hours elapsed time)
 minimal: 4
 average: 5
 maximal: 6

Range of expected total memory usage of production jobs total job memory (GB)
 minimal: 1.000000000000
 average: 2.000000000000
 maximal: 3.000000000000

Screenshot 7: An example application form

The review feedback consists of several free-form text fields shown on *Screenshot 8 (a) to (c)*:

- **(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)

There are also fixed fields (*Screenshot 9*) that mirror those from the JARA-HPC scientific evaluation process:

- **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 the PI is 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 timeframe** – how likely it is that the stated projects goals be achieved within the give timeframe
- **Adequate justification of the resources required** – does the project description contain a sufficiently elaborate justification of the requested compute time
- **Minimal resources required for the project** – 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
- **Resources recommended for the project** – recommended amount of CPU time (in million core-hrs), e.g., after reduction of obviously excessive demands

The last two fields will be taken into account by the awarding committee in case the cluster is overlooked.

The screenshot shows a web browser window with the URL <https://www.jards.itc.rwth-aachen.de/jards/WEB/review/shownav.php?PANEL=Scientific%20review&PHPSESSID=2oj5dkduet1nrmfo583r9g>. The page has a navigation bar with 'Add review' and 'OVERVIEW' tabs. Below the navigation bar is a table with the following data:

Key	Data
Requested mio core-h	0.021000000000
Software	
App ID	1147
Host	RWTH-CC
Print	print
Community	RWTH-HPC

Below the table, it says 'Showing 1 to 25 of 25 entries' and has checkboxes for 'auto height' and 'x-scroll'. Below the table is a red banner that says 'No review data stored yet'. Below the banner are three large text input fields for reviewer feedback:

- Reviewer's summary of project:** (a) 0 characters (4000 remaining)
- Reviewer's judgement:** (b) 0 characters (4000 remaining)
- Feedback for the applicant (to improve the quality of future applications):** (c) 0 characters (4000 remaining)

Screenshot 8: Review feedback, free form fields

Group ConfigurationScientific review

Everyday

Sicher | https://www.jards.itc.rwth-aachen.de/jards/WEB/review/shownav.php?PANEL=Scientific%20review&PHPSESSID=2oj5dkduet1nrmfo583r9g

Add review

OVERVIEWLOGINCATEGORY

Overall judgement?

Quality *
☐ excellent ☐ very good ☐ good ☐ average ☐ below average

Priority *
☐ high ☐ medium ☐ low

Scientific relevance? *
☐ excellent ☐ very good ☐ good ☐ average ☐ below average

Experience of PI? *
☐ excellent ☐ very good ☐ good ☐ average ☐ below average

Soundness of technical program? *
☐ excellent ☐ very good ☐ good ☐ fair ☐ not sound

High-performance-computing approach? *
☐ excellent ☐ very good ☐ good ☐ average ☐ below average

Experience of PI in high-performance-computing? *
☐ excellent ☐ very good ☐ good ☐ average ☐ below average

Realistic time-frame? *
☐ excellent ☐ very good ☐ good ☐ fair ☐ not realistic

Are the requested resources adequately justified in the project description? *
☐ yes ☐ no

Minimal resources required for the project: *

Resources recommended for the project: *

savereset

Screenshot 9: Review feedback, fixed fields

Application ID: 1147

Data saved successfully.

This review is not yet completed. Please, check for missing fields or errors.

Scientific Review

Here you can enter your review results. The first section summarizes information on the reviewed application. The following section allows to enter the actual review result. The review can be loaded and changed as long as the category is still open. When pressing the **save** button at the bottom of the page a message will be shown indicating whether all required data is entered and whether the review is completed. The review is finished as soon as all required fields are filled. Missing fields will be marked in red.

Application data for 1147

Search: [Show / hide columns](#)

Key	Data
Requested mio core-h	0.021000000000
Software	
App ID	1147

Screenshot 10: Not all fields have 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 on *Screenshot 10*. The missing or incorrectly filled fields will be highlighted in **red** (*Screenshot 11*). Otherwise, an all **green** message indicates that the review is complete (*Screenshot 12*). The indicator next to the **“review”** link in the application list will also change to **green** and the application will no longer be listed in the **“not finished”** section (*Screenshot 13*). This concludes the review task.

Group Configuration x Scientific review x

← → ↻ Sicher | https://www.jards.itc.rwth-aachen.de/jards/WEB/review/shownav.php?PANEL=Scientific%20review&PHPSESSID=2oj5dkduet1nrmfo583r9gka1 ☆

Add review

OVERVIEW LOGIN CATEGORY

☐ high
 ☒ medium
 ☐ low

Scientific relevance? *

☒ excellent
 ☐ very good
 ☐ good
 ☐ average
 ☐ below average

Experience of PI? *

☒ excellent
 ☐ very good
 ☐ good
 ☐ average
 ☐ below average

Soundness of technical program? *

☒ excellent
 ☐ very good
 ☐ good
 ☐ fair
 ☐ not sound

High-performance-computing approach? *

☐ excellent
 ☒ very good
 ☐ good
 ☐ average
 ☐ below average

Experience of PI in high-performance-computing? *

☒ excellent
 ☐ very good
 ☐ good
 ☐ average
 ☐ below average

Realistic time-frame? *

☐ excellent
 ☐ very good
 ☐ good
 ☐ fair
 ☒ not realistic

Are the requested resources adequately justified in the project description? *

☒ yes
 ☐ no

Minimal resources required for the project: 0.01

Resources recommended for the project: 0.022

save reset

last change 12.06.2017 | [IT Center - RWTH Aachen University](#)

[Disclaimer](#) [Site Credits](#)

Screenshot 11: Fields with errors are coloured in red

Group Configuration x Scientific review x

← → ↻ Sicher | https://www.jards.itc.rwth-aachen.de/jards/WEB/review/shownav.php?PANEL=Scientific%20review&PHPSESSID=2oj5dkduet1nrmfo583r9gka1 ☆

Add review

OVERVIEW LOGIN CATEGORY

Help Logout

Application ID: 1147

☒ Data saved successfully.
 ☒ The review is completed.

Scientific Review

Here you can enter your review results. The first section summarizes information on the reviewed application. The following section allows to enter the actual review result. The review can be loaded and changed as long as the category is still open. When pressing the **save** button at the bottom of the page a message will be shown indicating whether all required data is entered and whether the review is completed. The review is finished as soon as all required fields are filled. Missing fields will be marked in red.

Application data for 1147

Search: [Show / hide columns](#)

Key	Data
Requested mio core-h	0.021000000000
Software	
App ID	1147

iliev@ara.rwth-aachen.de
logout in 480 minutes

Screenshot 12: Review completed successfully

The screenshot shows a web browser window with the URL <https://www.jarde.itc.rwth-aachen.de/jards/WEB/review/shownav.php?PANEL=Group%20Configuration&PHPSESSID=2cj5dkduet1nrmfo583r9>. The page is titled "Category" and "OVERVIEW". It displays a section for "Your applications to review in SCI 2016/1".

At the top of the section, there are buttons for "CSV" and "print", and a "Show 10 entries" dropdown. A search bar and a "Show / hide columns" button are also present.

App ID	Review	Title of project	Principal investigator	Topic	Host	Print	Project description	Status rep.
1147	<input checked="" type="checkbox"/> review	TEST RWTH-M Maintenance PDF-Header Test	Dumblegrid Albus Severus		RWTH-CC	print	show	

Below the table, it says "Showing 1 to 1 of 1 entries". There are "Previous", "1", and "Next" buttons. At the bottom of the section, there are checkboxes for "auto height" and "x-scroll", and a close button.

Below this section, there is another section titled "Your applications to review in SCI 2016/1 - not finished". It has similar controls (CSV, print, Show 10 entries, search, Show / hide columns). The table below it is empty, with the text "No data available in table".

Screenshot 13: Already reviewed applications are marked with a **green** checkbox

General tips

1. 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.
2. JARDS sessions expire after several 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.