



EuroHPC
Joint Undertaking

**European High Performance Computing Joint
Undertaking**

Call for tenders EuroHPC/2024/OP/0005

**Acquisition, Development, Hosting and Support of the
EuroHPC JU Access Calls Peer-Review platform**

Open procedure

TENDER SPECIFICATIONS

[Part 2: Technical specifications]

TABLE OF CONTENTS

1.	BACKGROUND AND OBJECTIVES	3
2.	CONTEXT AND SCOPE OF THE PEER-REVIEW PLATFORM.....	3
2.1.	Priority of system requirements	5
3.	TECHNICAL SPECIFICATIONS OF THE PLATFORM	6
3.1.	Overview.....	6
3.2.	Supported peer-review processes	6
3.2.1.	Extreme Scale Access	7
3.2.2.	Regular Access	21
3.2.3.	Benchmark Access.....	32
3.2.4.	Development Access.....	37
3.2.5.	Access for AI and Data Intensive applications.....	37
4.	QUALITY OF PLATFORM IMPLEMENTATION.....	45
4.1.	Peer-review Processes Implementation.....	45
4.2.	Core platform functionality	45
4.2.1.	Platform supported features.....	47
4.2.2.	Supported form field datatypes.....	57
4.2.3.	User profile fields	58
4.2.4.	User roles.....	60
5.	ADVANCED FEATURES AND SOFTWARE EVOLUTION	62
5.1.	Intellectual Property Rights (IPR).....	62
5.2.	Integration with Federation platform	63
5.3.	Advanced functionality.....	63
6.	PROJECT MANAGEMENT AND SERVICES	64
6.1.	Quality of Services	64
6.2.	Project management and quality of the team.....	65
6.3.	Acceptance Testing	67
7.	DELIVERABLES.....	67

1. BACKGROUND AND OBJECTIVES

This call for tender is launched and managed by the European High Performance Computing Joint Undertaking (EuroHPC JU), referred to as the Contracting authority for the purposes of this call for tenders.

The EuroHPC JU is a public-private partnership in the high-performance computing sector established under Article 187 of the Treaty on the Functioning of the European Union by Council Regulation (EU) 2021/11732. As provided in Article 3.1 of Regulation (EU) 2021/1173, the mission of the Joint Undertaking shall be:

- a) to develop, deploy, extend and maintain in the Union a world-leading federated, secure and hyper-connected supercomputing, quantum computing, service and data infrastructure ecosystem;
- b) to support the development and uptake of demand-oriented and user-driven innovative and competitive supercomputing systems based on a supply chain that will ensure components, technologies and knowledge limiting the risk of disruptions and the development of a wide range of applications optimised for these systems; and,
- c) to widen the use of that supercomputing infrastructure to a large number of public and private users, and support the twin transition and the development of key skills for European science and industry.

More information on EuroHPC JU is available on its website: <https://eurohpc-ju.europa.eu/>

2. CONTEXT AND SCOPE OF THE PEER-REVIEW PLATFORM

EuroHPC JU implements an international peer-review process for the distribution of the Union's share on the access time to EuroHPC Supercomputers (hereinafter, "*Peer-Review Process*"). This is a process that ensures open, fair, and unbiased access to EuroHPC Supercomputers.

Article 2(2) of Council Regulation (EU) 2018/1488 of 28 September 2018 establishing the European High Performance Computing Joint Undertaking² and Article 2(2) of Regulation (EU) 2021/1173 define 'access time' as the computing time of a supercomputer that is made available to a user or a group of users to execute their computer programmes.

In this regard, Article 13.5 of Regulation (EU) 2018/1488 "(...) allocation of access time for publicly funded research and innovation activities for any user of a Member State or country associated to Horizon 2020 shall be based on a fair and transparent peer-review process following continuously open calls for expression of interest launched by the Joint Undertaking, which shall target users from science, industry, including SMEs, and the public sector. Expressions of interest shall be evaluated by independent experts (...)". This activity is also provided for, in similar terms, in Article 17.6 of Regulation (EU) 2021/1173.

¹ Council Regulation (EU) 2021/1173 of 13 July 2021 on establishing the European High Performance Computing Joint Undertaking and repealing Regulation (EU) 2018/1488 (*OJL 256, 19.7.2021, p. 3–51*)

² *OJL 252, 8.10.2018, p. 1–34*

EuroHPC JU has procured eight supercomputers hosted and operated by respective Hosting Entities:

- MeluXina, hosted by [LuxProvide](#) in Bissen, Luxembourg
- Vega, hosted by [IZUM](#) in Maribor, Slovenia
- Karolina, hosted by [IT4Innovations](#) in Ostrava, Czech Republic
- Discoverer, hosted by consortium [Petascale Supercomputer Bulgaria](#) in Sofia, Bulgaria
- Deucalion, hosted by [MACC](#) in Minho, Portugal
- LUMI, hosted by [CSC](#) in Kajaani, Finland
- Leonardo, hosted by [CINECA](#) in Bologna, Italy and
- MareNostrum 5 (MN5), hosted by [BSC](#) in Barcelona, Spain

The allocation of access time to the above supercomputers requires the implementation of a fair and transparent Peer-Review Process to ensure proper and legal allocation of its access time. This Peer-Review Process is also applicable to future EuroHPC supercomputers that will become operational in the coming years.

EuroHPC has relied until now on the peer-review platform that has been developed and maintained by the [Partnership for Advanced Computing in Europe](#) (hereinafter, 'PRACE'). Currently the portal hosts all data regarding EuroHPC's Access calls during the past two years. As this platform has been developed to support the specific peer-review process implemented by PRACE, EuroHPC wishes to procure and evolve its own private platform, tailor-made for the requirements, the specific processes and peer-review workflows implemented for the Joint Undertaking.

In particular, within this procurement EuroHPC wishes to:

- Acquire the license of a peer-review platform software. The software is expected to be in a production state already operational, providing similar services (scientific peer-review evaluations) within the EU.
- Deploy one or more instances of the platform to serve the peer-review requirements of EuroHPC.
- Migrate data from the existing PRACE portal to the new instance, ensuring service continuation and uninterrupted execution of the peer-review processes.
- Further evolve the platform with additional functionality responding to future requirements of the EuroHPC system access processes, especially with regards to new requirements stemming from HPC applications domains like Generative AI, Machine Learning etc.
- Procure the necessary services for hosting and operational support of the service, for the duration of the contract. Provided services include end-user support. Support and maintenance services will be offered based on agreed SLAs that will ensure quick resolution of operational issues, bug fixes and implementation of new features, following the evolution of the EuroHPC peer-review processes as defined in the current and future versions of the Access Policy.
- Integrate the peer-review platform with the upcoming Federation platform allowing seamless exchange of data concerning access allocations, allocation usage and user management.

2.1. Priority of system requirements

The requirements and features are categorized as follows:

Requirements & Features	Description
<p>Mandatory Requirements (MANDATORY)</p>	<p>These are considered essential for the procured system and must be fulfilled by all Proposals. Mandatory Requirements will be assessed for each Proposal submitted based on the quality of the response. Proposals not compliant with all Mandatory Requirements will be rejected.</p> <p>Mandatory requirements are requirements that should be available upon acceptance and start of operations of the platform.</p> <p>Mandatory requirement do not receive extra points.</p>
<p>Very High Target Capability (VERY HIGH)</p>	<p>Target Capabilities are desirable features and desirable performance levels for the procured system. In contrast to Mandatory Requirements, failure to provide Target Capabilities will not lead to the rejection of a Proposal. Proposals that provide the Very High Target Capabilities will receive a higher score based on the Weight within the category for that requirement.</p> <p>Very-high requirements are not required in the first period of platform operations but should be implemented within a timeframe of 6-12 months.</p> <p>Very High Target capabilities receive points in the range 0-5, except for the Features (F1-F15) which receive points in the range 0-3. The earliest a proposal offers to implement a Very High Target Capability the highest the score it will get for this specific Capability. 0 points are assigned in case the capability is not offered for implementation.</p>
<p>High Target Capability (HIGH)</p>	<p>Target Capabilities are desirable features and desirable performance levels for the procured system. In contrast to Mandatory Requirements, failure to provide Target Capabilities will not lead to the rejection of the Final Proposals provided by the Candidate. Proposals that provide the High Target Capabilities will receive a score based on the Weight within the category for that requirement.</p> <p>High Target requirements are not mandatory during the first period of platform operation but should be implemented within the duration of the contract following prioritisation agreed with EuroHPC.</p> <p>High Target capabilities receive points in the range 0-3, except for the Features (F16-F28) which receive points in the range 0-1. The earliest a proposal offers to implement a High Target Capability the highest the score it will get for this specific Capability. 0 points are assigned in case the capability is not offered for implementation.</p>
<p>Documentation</p>	<p>Documentation that must be included in the Proposal. All documentation items are mandatory and must be provided by all Candidates in their Proposal. Documentation requirements will be assessed for each Proposal submitted based on the quality of the response. Documentation requirements do not receive extra points.</p>

3. TECHNICAL SPECIFICATIONS OF THE PLATFORM

3.1. Overview

The purpose of this procurement is to acquire and further develop a platform for managing the EuroHPC access calls and the peer-review process.

The Peer-Review platform is the online IT tool that allows the management of Access Calls implemented by EuroHPC JU. The implementation of the calls follows the guidance set out in the EuroHPC JU Access Policy. This document will be referred to as the Access Policy and must be strictly followed with the exception of cases where explicitly requested by the EuroHPC Peer-Review office (in response for example to a Governing Board decision).

The Peer-Review platform is the entry point for applicants to submit their proposals for accessing the EuroHPC JU supercomputers, under one of the calls established in accordance with the Access Policy. The Peer-Review platform allows the management of the peer-review workflows and the interaction among the various actors participating in the process, including:

- The EuroHPC JU Peer-Review staff,
- The EuroHPC Access Resource Committee (ARC) members (e.g. ARC Chair, Panel Chair, Rapporteurs),
- The external experts,
- The Hosting Entity (HE) application support teams (e.g. HE representatives and Technical Reviewers) and
- The applicants submitting proposals.

3.2. Supported peer-review processes

The Peer-Review portal should facilitate the implementation of calls for the following EuroHPC JU Access Modes and their associated number of cut-off periods which includes specific dates, within specific Time-to-Complete (TTC), in compliance with the Access Policy:

Access modes	Expected evaluations per calendar year
Extreme Scale Access	2
Regular Access	2
Benchmark Access	12
Development Access	12
AI and Data-intensive Applications Access	6

The following sections describe in detail the evaluation process for each access mode and the functionality to be provided by the peer-review platform for each one of them.

3.2.1. Extreme Scale Access

The Extreme Scale Access mode is designed for applications with high-impact, high-gain innovative research, open to all fields of science, industry and public sector justifying the need for and the capacity to use extremely large allocations in terms of compute time, data storage and support resources. This access mode distributes resources from the EuroHPC pre-exascale systems.

This call offers three distinctive application tracks:

- Scientific Access – Intended for applications from the academia and public research institutes.
- Industry Access – Intended for applications with Principal Investigator (PIs) coming from industry.
- Public Administration Access – Intended for applications with PIs coming from the public sector.

The call is continuously open, with pre-defined cut-off dates that will trigger the evaluation of the proposals submitted up to this date.

The maximum time-to-resources-access of **6 months** after the date of cut-off.

The allocations are granted for a period of **1 year**.

Submission of Progress / Final Reports for continuation proposals: Within three (3) months after the completion of the project (via the platform on the submission form)

The evaluation is based on the technical review and scientific peer-review of all proposals. Award decisions follow the ranking of proposals according to three criteria of: excellence, innovation and impact, and quality of implementation.

The Peer-Review process for proposals submitted to the Extreme Scale Access call follows the workflow below:

STEP 1. Administrative check

The Peer-Review office checks the proposals in two parts: the online submission form and the Project Scope and Plan document. The proposals are assessed for any administrative inconsistency. The proposals must pass the administrative check in order to proceed to next evaluation steps. The Peer-Review office will communicate the outcome of the Administrative check within 1 week of the cut-off date to the applicants. Proposals that have been administratively rejected will not proceed further and are advised to be resubmitted to another cut-off taking into consideration any comments provided by the Peer-Review office.

STEP 2. Technical assessment

The Hosting Entities evaluate the technical feasibility of the proposals submitted to their

systems. The proposals can be technically accepted, conditionally accepted or rejected. In case the proposal has been rejected, it will still proceed to the further steps of the evaluation.

STEP 3. Scientific evaluation

The proposals are evaluated on their scientific merit by three external Scientific Reviewers. Each Reviewer will evaluate the proposal according to the three (3) evaluation criteria: Excellence, Innovation and Impact, Quality and Efficiency of the Implementation.

STEP 4. Response phase

The applicants will have the opportunity to reply to the submitted evaluations in order to explain potential criticisms raised by the technical and scientific referees.

STEP 5. Rapporteur reporting

Each proposal is assigned to two Rapporteurs that are members of the Access Resource Committee. The Rapporteurs will evaluate and grade the proposals according to the three evaluation criteria. Each Rapporteur will write an Individual Report after which, upon agreement, the Lead Rapporteur will submit a Consolidated Report.

STEP 6. Access Resource Committee (ARC) meeting

All proposals are discussed, graded and ranked. The meeting outputs are: a final scoring per proposal according to the mentioned criteria, an overall ranking of the proposals and a resources recommendation per proposal.

STEP 7. Resource Allocation Panel (RAP) meeting

Taking into consideration the provided ranking of all proposals and the resources recommendation, the HPC resources are officially distributed to proposals. The proposals will be awarded resources according to the recommendations and their respective positions in the ranking list provided during the ARC meeting. The proposals may be moved to other suitable systems or not be awarded in case the resources have been exhausted on the selected system.

STEP 8. EuroHPC JU Governing Board list adaption

The final resources distribution list is forwarded to the EuroHPC JU Governing Board who approves the allocations.

STEP 9. Communication of Results

The Peer-Review office will communicate the final results to all applicants. They will receive an email with the decision regarding their proposal and can consult this same final outcome in the Peer-Review Platform.

STEP 10. Award acceptance

The applicants should, if awarded resources, accept the award in the Peer-Review platform. This action will trigger a notification to the Hosting Entities to officially contact the applicants regarding their access to their systems.

Figure 1 depicts the workflow used to implement the Extreme Scale Access Evaluation process. Figure 2 provides a logic diagram of the process indicating the actors involved in every step and the information exchanged. Finally, Table 1 details the steps required to be provided by the platform to enable the implementation of the evaluation workflow.

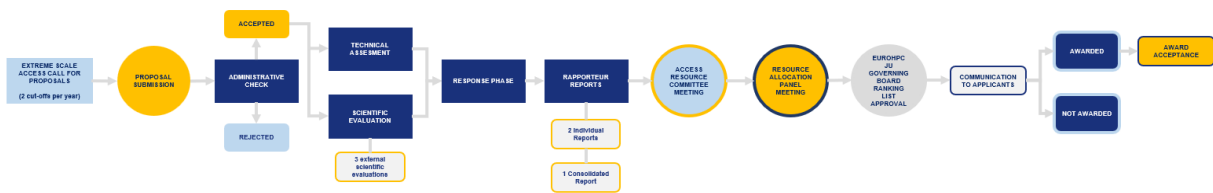


Figure 1 - Extreme Scale Access Evaluation Workflow

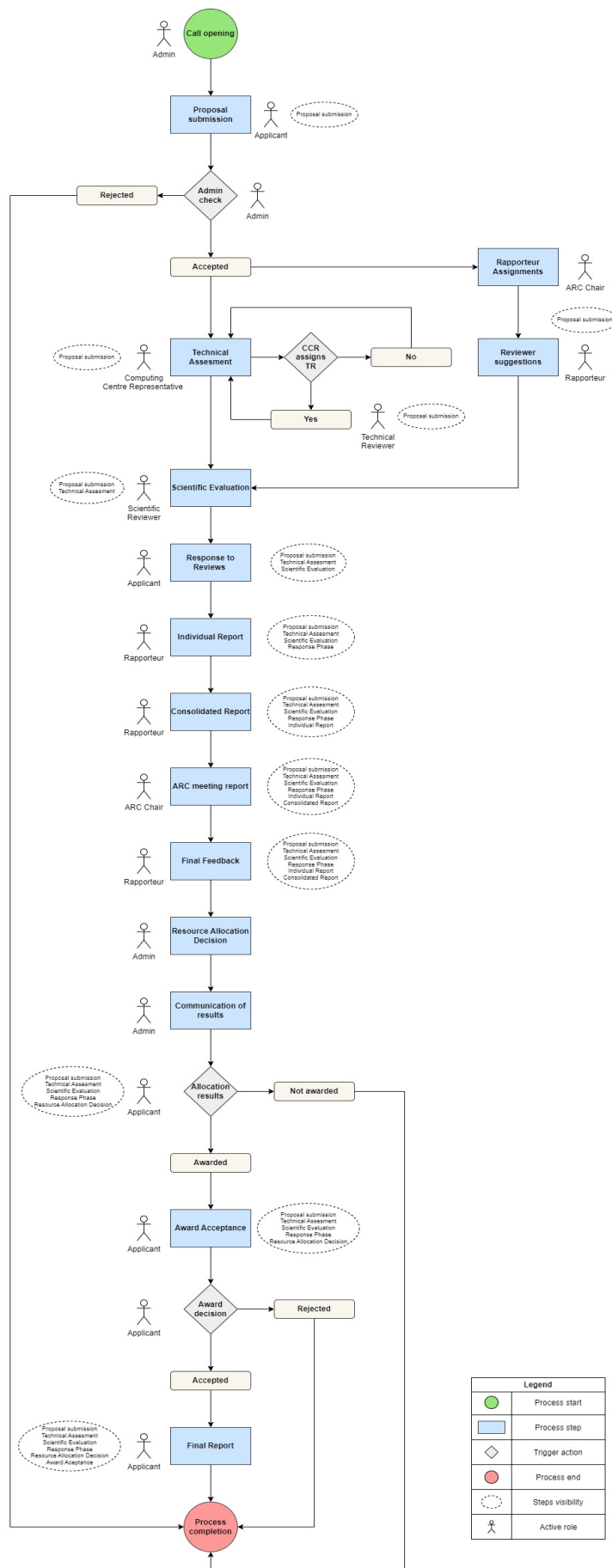


Figure 2 - Extreme Scale Access Logic Diagram

Table 1 - Extreme Scale Access implementation steps

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
1	Proposal submission	The applicants fill and submit a proposal via the user portal	Provide different tabs and forms needed to write and upload necessary information about the project. Ability to link and match existing profiles with the Team Members listed in the proposal. Provide access to the proposal (with optional editing) to those Team Members.	Notification email to the Applicant upon submission of proposal, with the Principal Investigator and the Contact person in Cc.	Applicant	Applicant, Admin	Applicant preparing a proposal - Draft Applicant submitted a proposal - Submitted	Applicant: - preparing a proposal - Draft - submitted a proposal - Submitted
2	Administrative Check	The office executes the admin check of all proposals submitted - only the proposals that have been accepted proceed to further steps of the evaluation	Ability to review the proposal and write the results of the review: - Accept - this action triggers the proposal to be assigned to the Technical Assessment step - Reject - this action gives the status Admin rejected and does not proceed to further steps of the	Notification email to the Applicant about the outcome of the Admin check (accepted, rejected or requested changes), with the Principal Investigator, and the Contact person in Cc.	Admin, Applicant	Applicant & Admin can see all proposals ARC Chair can see Admin accepted proposals	Accepted proposals - N/A since they immediately proceed to the Technical Assessment Rejected proposals - Administratively Rejected Requested changes -	Applicant: - Accepted proposals - Under evaluation - Rejected proposals - Administratively Rejected - Requested changes - Changes requested

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
			<p>evaluation</p> <p>- Request changes - this action opens the proposal for the Applicant to be able to edit a specific field(s) that the office unlocks</p> <p>The Admin Check review has to be possible numerous times on the same proposal.</p>	Admin accepted proposals are assigned to the Technical Assessment step.			Changes requested	
3	Technical Assessment	<p>The proposal is assigned to a Computing Centre Representative (CCR) by the selected HPC system indicated in the Proposal. The CCR is able to write an assessment or is able to assign the proposal to a Technical Reviewer (TR) to write the assessment.</p>	<p>The platform should automatically assign a CCR according to the system partition(s) selected in the proposal form. In case the applicants selected several partitions, the CCR should be assigned per partition selected.</p> <p>The CCR role can evaluate the proposal or can assign a TR from their centre to complete the evaluation.</p> <p>The visibility of the proposal is granted once the assignment is accepted.</p> <p>The Admin can also request changes on the submitted forms.</p>	<p>1. For the Administratively approved proposals, notification email to the Computing Centre Representative (CCR) based on the HPC system selected in the Proposal, should be triggered. If more than 1 partition was chosen in a proposal (in the same system or different systems), separate email notifications should</p>	CCR, TR, Admin	CCR, TR, Admin	<p>Assigned to the step - Under Technical Assessment</p> <p>Evaluation submitted - Technical Assessment Submitted</p>	<p>CCR & TR:</p> <p>- Assigned to the step - Under Technical Assessment</p> <p>- Evaluation submitted - Technical Assessment Submitted</p>

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
				<p>be triggered for each partition, to the respective CCRs.</p> <p>2. All actions- acceptance of a proposal by a CCR, rejection of a proposal by a CCR, assignment of a proposal to TR by the CCR, submission of a review by CCR or TR, Admin request for changes on a technical assessment- should trigger email notifications.</p>				
4	Rapporteurs Assignments	The proposals are assigned by the ARC chair to the Rapporteurs	<p>The permission to do the assignments should be given to the ARC chair and to the Admin</p> <p>Prior to accepting the assignment - the Rapporteurs need to confirm the absence of any Conflict-of-interest:</p>	<p>1. Assignment to each proposal should trigger notification email to the respective Rapporteurs.</p> <p>2. Acceptance of assignment and rejection of</p>	Admin, ARC Chair, Rapporteurs	<p>The Rapporteurs gain visibility once they are assigned to the following steps:</p> <p>- Proposal submission</p>	<p>Double status:</p> <p>- From the technical assessment step: *Assigned to the step</p> <p>- Under Technical Assessment</p> <p>*Evaluation submitted -</p>	<p>ARC Chair:</p> <p>- Before assigning: Pending Rapporteur assignment</p> <p>- After assigning: Rapporteurs assigned</p>

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
			<ul style="list-style-type: none"> - functionality to provide a pop-up window with a CoI description that the Rapporteurs need to confirm - only then they can accept the assignment. - the CoI text should be able to be modified by the Admins at any point in time 	<p>assignment by each Rapporteur should trigger notification emails.</p> <p>*the platform should have an option to separate the Lead and Second Rapporteur</p>		- Technical Assessment	<p>Technical Assessment Submitted</p> <p>- From this step:</p> <p>*Before assigning: Pending Rapporteur assignment</p> <p>*After assigning: Rapporteurs assigned</p>	
5	Reviewers suggestions	The Rapporteurs submit the forms that contain 3 groups of information for the scientific reviewers suggestions	<p>There are several functionalities connected to this step:</p> <ul style="list-style-type: none"> - the Rapporteurs are able to add more than 3 suggestions but a form containing 3 suggestions should be there - the form is unlockable at any time by the Admin in order to request further suggestions - once submitted - the form enables the Admins to invite the reviewers from the form itself - these reviewers should then be assigned to the Scientific evaluation step 	<p>Submission of each suggested name by the Rapporteurs, request to suggest more names by the Admin, invitation of the suggested Scientific Reviewers by the Rapporteur or Admin- all should trigger email notifications.</p>	Admin, Rapporteurs	Admin, Rapporteurs, ARC chair	<p>Double status:</p> <ul style="list-style-type: none"> - From the technical assessment step: *Assigned to the step - Under Technical Assessment *Evaluation submitted - Technical Assessment Submitted <p>- From this step:</p> <p>*Before submitting: Pending Reviewer suggestions</p>	<p>Rapporteur:</p> <ul style="list-style-type: none"> - Before submitting: Pending Reviewer suggestions - After submitting: Reviewer suggestions submitted

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
							*After submitting: Reviewer suggestions submitted	
6	Scientific Evaluation	The Admins assign Scientific Reviewers who submit the Scientific evaluation form - preferably 3 per proposal	<p>Aside from the functionality of the Reviewers suggestions step, the Admins are able to assign and invite the reviewers on this step as well.</p> <p>The step should be able to handle multiple assignments.</p> <p>Multiple forms and scoring system implemented on this step.</p> <p>The CoI functionality should also be implemented on this step.</p>	Assignment of proposals to the Scientific Reviewer (upon accepting the Invitation), acceptance or rejection of the assigned proposal by the Scientific Reviewer (based on COI) and submission of each evaluation should trigger email notifications.	Scientific Reviewers, Admins	<p>The reviewers are able to gain visibility to the following steps once accepting the assignment:</p> <ul style="list-style-type: none"> - Proposal submission - Technical Assessment <p>The reviewers are not able to see each other's forms.</p>	<p>Can display all 4 at the same time:</p> <p>Main status - Under Scientific Evaluation, details:</p> <ul style="list-style-type: none"> *Assigned/invited a reviewer: No of reviewers invited, e.g. 3 Reviewers invited *Reviewer accepted: No of reviewers accepted, e.g. 2 Reviewers accepted *Reviewer declined: No of reviewers rejected, e.g. 1 Reviewer rejected *Reviewer submitted: No of reviews submitted, e.g. 2 reviews submitted 	<p>Scientific Reviewer:</p> <ul style="list-style-type: none"> - Before accepting the assignment: Pending acceptance - After accepting the assignment: Pending scientific evaluation - After submitting the form: Scientific evaluation submitted - After rejecting the assignment: Scientific evaluation assignment rejected

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
7	Response to Reviews	The Admin unlocks this step for the Applicants - the Applicants can reply/submit their comments connected to the submitted evaluations within the Technical Assessment and Scientific Evaluation steps	This step should be unlockable by the Admin functionality - the Admins unlocks the step which automatically assigns the Applicant to it. The applicants can submit their forms within a given deadline.	1. Unlocking of the Response to Review phase triggers notification to the Applicants, with the PI and Contact person in Cc, which mentions the deadline for the submission. 2. Submission of response by the applicants triggers notification emails, thanking them for the submission. Submission of the responses or the passage of the deadline for this assignment triggers the assignment of Rapporteurs in the Individual Report step.	Applicant, Admin	Unlocks the Applicant's visibility to Technical Assessment and Scientific Evaluation (the Applicant shouldn't see the names of all reviewers); Roles that see the step once its opened : Applicant, Admin, Roles that see the step once its submitted: CCR, Rapporteur, ARC Chair	After unlocking the assignment: Response phase unlocked After the applicant submits/deadline passes - the status will be from the next step (Individual Report)	Applicant: - Before submitting: Response to Reviews submission pending - After submitting: Under Rapporteur evaluation
8	Individual Report	The Rapporteurs submit write and submit their	This step should be unlockable by the Admin and an automatic unlock	Submission of each Individual Report triggers a	Rapporteur, Admin	The visibility of the Response to	After the automatic assignments: Pending No of IR Individual	Rapporteur & ARC Chair: - Before submitting:

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
		Individual Reports	<p>functionality:</p> <ul style="list-style-type: none"> - the Admins can unlock the step at any given time - the unlock should assign the Rapporteurs from the Rapporteurs Assignments/Reviewers suggestions step - since the Response to reviews is not mandatory, it is needed that the step can also be unlocked automatically once the deadline of the Response to Reviews step has passed - once both Individual Reports are submitted, the Lead Rapporteur is assigned to the Consolidated Report step 	<p>notification email to the respective Rapporteur. The notifications should be different per the Rapporteur role - Lead and Second.</p> <p>Submission of both Individual Reports assign the Lead Rapporteur to the Consolidated Report step.</p>		Reviews is granted to the Rapporteurs. Both Rapporteurs are able to see each other's reports	<p>Reports, e.g. Pending 2 Individual Reports</p> <p>After submission: the status will be from the next step (Consolidated Report)</p>	<p>Pending Individual Report</p> <ul style="list-style-type: none"> - After submitting: Individual Report submitted - After both Rapps submitted - Lead Rapp sees: Consolidated Report pending (from next step)
9	Consolidated Report	The Lead Rapporteur writes and submits the Consolidated Report	<p>The Lead Rapporteur is automatically assigned to this step once both Individual Reports are submitted. The Admins should be able to assign the Lead Rapporteur as a fallback</p>	A notification email is triggered upon assignment of the Consolidated Report to the Lead Rapporteur and another one upon submission.	Rapporteur, Admin	The visibility of this step is also given to the Second Rapporteur	<p>When the step is unlocked: Pending Consolidated Report</p> <p>When the report is submitted: Consolidated</p>	<p>Rapporteur & ARC Chair:</p> <ul style="list-style-type: none"> - Before submitting: Pending Consolidated Report - After submitting: Consolidated

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
			option				Report submitted	Report submitted
10	ARC meeting feedback	The ARC Chair writes comments connected to the ARC meeting outcome - step on a cut-off basis not per proposal	The step should be unlocked by Admin. Since we have a Chair and a Vice-chair, we need 2 assignments here.	A notification email is triggered upon unlocking of this step, mentioning the deadline, and another one upon submission.	ARC Chair, Admin	ARC Chair, Admin, Rapporteurs	Not per proposal but per cut-off: Assigned: Pending ARC Chair overview When both are submitted: ARC Chair overview submitted	ARC Chair: - Not per proposal but per cut-off: *Assigned: Pending ARC Chair overview *When both are submitted: ARC Chair overview submitted
11	Final feedback	The Lead Rapporteur writes feedback per proposal after the ARC meeting	The step should be unlocked by Admin. After unlocking, the Lead Rapporteur is assigned to the step. The feedback should be duplicated in the designated area in the Resources Allocation step (a connection between the fields)	Upon unlocking of the step, each Lead Rapporteur gets notification email and another notification email is generated upon submission of the Final feedback.	Rapporteur, Admin	ARC Chair, Admin, Rapporteurs	Step unlocked: Pending Final Feedback Form submitted: Final Feedback submitted	Rapporteur & ARC Chair: - Step unlocked: Pending Final Feedback - Form submitted: Final Feedback submitted
12	Resources Allocation Decision	The Admins enter the results and allocation decision per proposal	These forms are filled in by the Admin, The Admin should be automatically assigned to this step for every administratively accepted proposal. The Applicants whose	Submission of the results by the Admin should trigger different notification emails based on the outcome - awarded	Admin, Applicant	Admin, Applicants - the applicants gain visibility to this step without seeing who submitted	Proposal awarded - Awarded (tentative) Proposal not awarded - Not awarded	Applicant, ARC Chair, CCR/TR, Rapp: - Proposal awarded - Awarded (tentative) - Proposal not

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
			proposals were awarded are assigned to next steps. Those who were not awarded, this becomes their last assignment once the Admin submits the results.	or not awarded. The step is unlocked by Admin.		the step. ARC Chair, Rapporteurs, CCRs defined in both the Application form and in the Resources Allocation Form		awarded - Not awarded
13	Response to Allocation	This step is applicable only to the awarded applicants. The Applicants formally accept/reject the award.	Only awarded applicants defined in the Resources Allocation Decision step are assigned. They should be automatically assigned as the previous step form is submitted. Admins should be able to assign the applicants as a fallback option.	Applicant's response to allocation (accepted or rejected) should trigger a notification email accordingly. Accepted projects are automatically assigned to the Extension Request and Final Report steps. The visibility becomes available once the admin unlocks.	Admin, Applicant	Applicants, Admins, Rapporteurs, CCRs defined in the Resources Allocation Decision form	Applicant accepts - Awarded Applicant rejects - Rejected award	Applicant, ARC Chair, CCR/TR, Rapp: - Applicant accepts - Awarded - Applicant rejects - Rejected award

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
14	Extension Request	This step is applicable only to the awarded applicants. This step enables the Applicants to request an extension to the existing running project.	The step should be available to only awarded projects. The request needs to be forwarded to the CCR defined in the Resources Allocation Decision step. The CCR approves/disapproves the request.	A notification email thanking the PI for submission of the request should be triggered by this action and a separate notification email should go to the CCR letting them know about the request, along with a deadline to act on it.	Applicant, Admin, CCR	Applicants, Admins, CCRs	Applicant requests an extension: Extension request submitted CCR approves: Project extended CCR doesn't approve - reverts to: Awarded	Applicant, ARC Chair, CCR/TR, Rapp: - Applicant requests an extension: Extension request submitted - CCR approves: Project extended - CCR doesn't approve - reverts to: Awarded
15	Final Report	This step is applicable only to the awarded applicants. This step enables the Applicants to submit the Final Report of the project.	The step should be available to only awarded projects. The step should be unlocked at the end of the allocation period defined per proposal.	A notification email should be triggered once the applicant submits the Final Report.	Applicant, Admin	Applicant, Admin	Step unlocked: Pending Final Report Form submitted: Final Report submitted Admin approves Final Report: Project completed	Applicant, ARC Chair, CCR/TR, Rapp: - Step unlocked: Pending Final Report - Form submitted: Final Report submitted - Admin approves Final Report: Project completed

3.2.2. Regular Access

The Regular Access mode is open to all fields of science, industry and the public sector, and invites applications which present compelling cases that will enable scientific innovation in the domains covered. The expected impact in the application's domain should justify the need for large allocations in terms of compute time, data storage and support resources. This access mode distributes resources from the EuroHPC peta-scale and pre-exascale systems.

Similar to the Extreme Scale call it offers three distinctive application tracks: Scientific Access, Industry Access and Public Administration Access.

The call is continuously open with pre-defined cut-off dates that will trigger the evaluation of the proposals submitted up to the cut-off date.

The maximum time-to-resources-access is of **4 months** after the cut-off date.

The allocations are granted for one (1) year (Single-year Regular Access).

Submission of Final Reports: Within three (3) months after the completion of the project (via the platform on the submission form)

The EuroHPC JU Access Resource Committee, composed of leading international scientists and engineers, ranks the proposals received and produces a recommendation to award EuroHPC JU resources based on scientific and technical excellence.

The Peer-Review process for proposals submitted to the Regular Access call follows the next workflow:

STEP 1. Administrative check

The Peer-Review office checks the proposals in two parts: the online submission form and the Project Scope and Plan document. The proposals are assessed for any administrative inconsistency. The proposals must pass the administrative check in order to proceed to next evaluation steps. The Peer-Review office will communicate the outcome of the Administrative check within 1 week of the cut-off date to the applicants. Proposals that have been administratively rejected will not proceed further and are advised to be resubmitted to another cut-off taking into consideration any comments provided by the Peer-Review office.

STEP 2. Technical assessment

The Hosting Entities evaluate the technical feasibility of the proposals submitted to their systems. The proposals can be technically accepted, conditionally accepted or rejected. In case the proposal has been rejected, it will still proceed to the further steps of the evaluation.

STEP 3. Rapporteur reporting

Proposals are distributed according to their research topics to the respective Domain Panels. The Domain Panel Chair assigns proposals to 2 panel members (Rapporteurs) to evaluate the proposals per 3 set criteria: Excellence, Innovation and Impact, Quality and Efficiency of the Implementation.

STEP 4. Domain Panel meeting

Every Domain Panel involved in a cut-off will discuss separately proposals in their domain and provide: a consolidated scoring per proposal according to the mentioned criteria, a ranking of the proposals and a resources recommendation per proposal.

STEP 5. Super Panel meeting

All proposals are discussed irrespective of their domains. The meeting outputs are: a final scoring per proposal according to the mentioned criteria, an overall ranking of the proposals and a resources recommendation per proposal.

STEP 6. Resource Allocation Panel (RAP) meeting

Taking into consideration the provided ranking of all proposals and the resources recommendation, the HPC resources are officially distributed to proposals. The proposals will be awarded resources according to the recommendations and their respective positions in the ranking list provided by the Access Resource Committee during the Super Panel Meeting. The proposals may be moved to other suitable systems or not be awarded in case the resources have been exhausted on the selected system.

STEP 7. EuroHPC JU Governing Board list adoption

The final resources distribution list is forwarded to the EuroHPC JU Governing Board who approves the allocations.

STEP 8. Communication of results

The Peer-Review office will communicate the final results to all applicants. They will receive an email with the final decision regarding their proposal; the same outcome can also be seen in the Peer-Review Platform.

STEP 9. Award acceptance

The applicants should, if awarded resources, accept the award in the Peer-Review platform. This action will trigger a notification to the Hosting Entities to officially contact the applicants regarding the access to their systems.

Figure 3 depicts the workflow used to implement the Regular Access Evaluation process. Figure 4 provides a logic diagram of the process indicating the actors involved in every step and the information exchanged. Finally, Table 2 details the steps required to be provided by the platform to enable the implementation of the evaluation workflow.

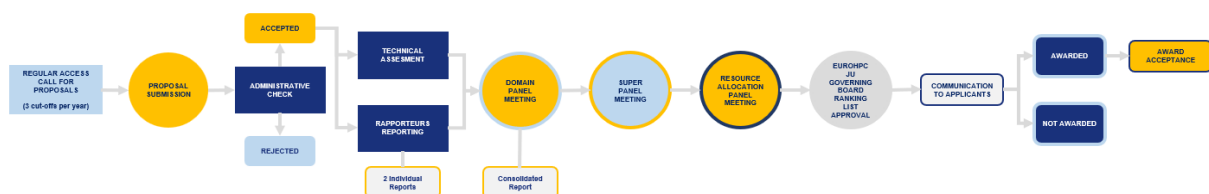


Figure 3 - Regular Access Evaluation Workflow

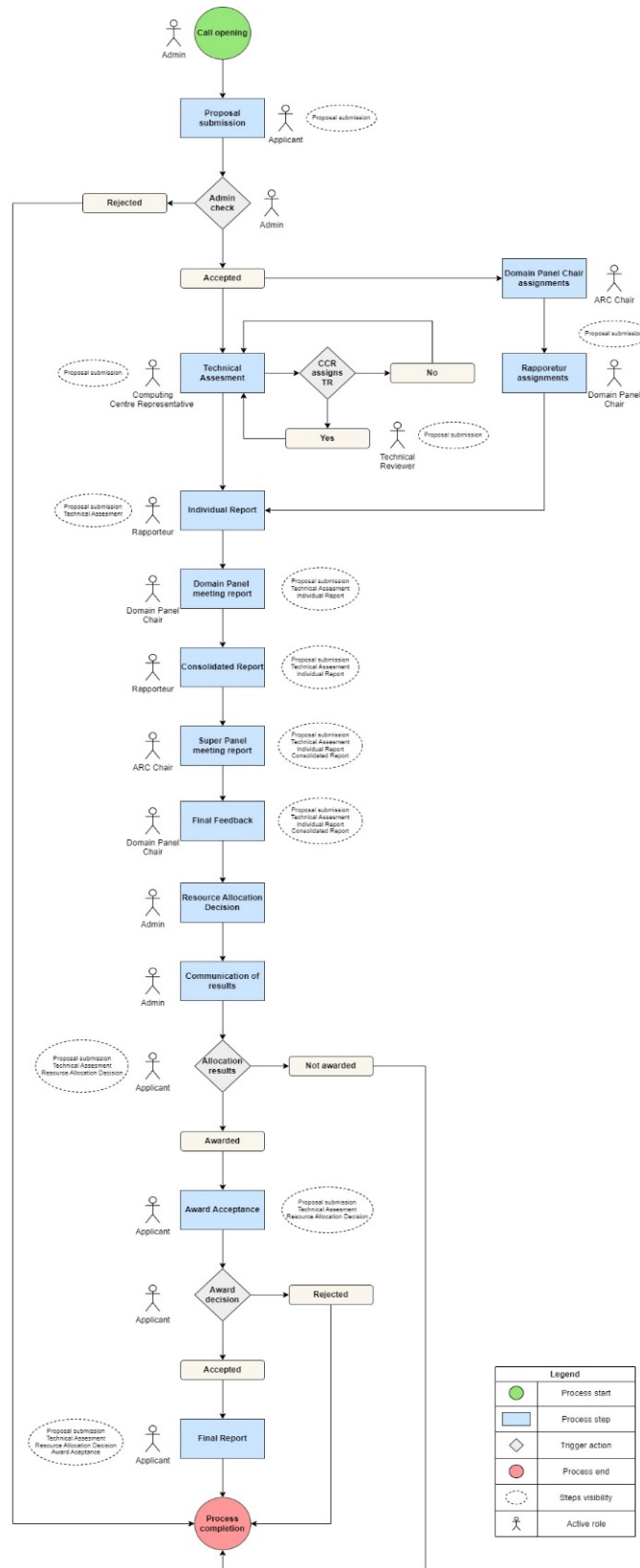


Figure 4 - Regular Access Logic Diagram

Table 2 - Regular Access implementation steps

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
16	Proposal submission	The applicants submit a proposal via the user portal	Provide different tabs and forms needed to write and upload necessary information about the project. Ability to link and match existing profiles with the Team Members listed in the proposal. Provide access to the proposal (with optional editing) to those Team Members.	Notification email to the Applicant upon submission of proposal, with the Principal Investigator and the Contact person in Cc.	Applicant	Applicant, Admin	Applicant preparing a proposal - Draft Applicant submitted a proposal - Submitted	Applicant: - preparing a proposal - Draft - submitted a proposal - Submitted
17	Administrative Check	The office executes the admin check of all proposals submitted - only the proposals that have been accepted proceed to further steps of the evaluation	Ability to review the proposal and write the results of the review: - Accept - this action triggers the proposal to be assigned to the Technical Assessment step - Reject - this action gives the status Admin rejected and does not proceed to	Notification email to the Applicant about the outcome of the Admin check (accepted, rejected or requested changes), with the Principal Investigator, and the Contact person in Cc. Admin accepted proposals are assigned	Admin, Applicant	Applicant & Admin can see all proposals ARC Chair can see Admin accepted proposals	Accepted proposals - N/A since they immediately proceed to the Technical Assessment Rejected proposals - Administratively Rejected	Applicant: - Accepted proposals - Under evaluation - Rejected proposals - Administratively Rejected - Requested changes - Changes requested

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
			<p>further steps of the evaluation</p> <p>- Request changes - this action opens the proposal for the Applicant to be able to edit a specific field(s) that the office unlocks</p> <p>The Admin Check review has to be possible numerous times on the same proposal.</p>	to the Technical Assessment step.			Requested changes - Changes requested	
18	Technical Assessment	The proposal is assigned to a Computing Centre Representative (CCR) by the selected HPC system indicated in the Proposal. The CCR is able to write an assessment or is able to assign the proposal to a Technical Reviewer (TR) to write the assessment.	<p>The platform should automatically assign a CCR according to the system partition(s) selected in the proposal form. In case the applicants selected several partitions, the CCR should be assigned per partition selected. The CCR role can evaluate the proposal or can assign a TR from their centre to complete the evaluation. The visibility of the proposal is granted</p>	<p>1. For the Administratively approved proposals, notification email to the Computing Centre Representative (CCR) based on the HPC system selected in the Proposal, should be triggered. If more than 1 partition was chosen in a proposal (in the same system or different systems), separate email notifications should be triggered for each partition, to the respective CCRs.</p>	CCR, TR, Admin	CCR, TR, Admin	<p>Assigned to the step - Under Technical Assessment</p> <p>Evaluation submitted - Technical Assessment Submitted</p>	<p>CCR & TR:</p> <p>- Assigned to the step - Under Technical Assessment</p> <p>- Evaluation submitted - Technical Assessment Submitted</p>

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
			once the assignment is accepted. The Admin can also request changes on the submitted forms.	2. All actions- acceptance of a proposal by a CCR, rejection of a proposal by a CCR, assignment of a proposal to TR by the CCR, submission of a review by CCR or TR, Admin request for changes on a technical assessment- should trigger email notifications.				
19	Domain Panel Chair assignments	The proposals are assigned by the ARC chair to the Domain Panel Chairs	The permission to do the assignments should be given to the ARC chair and to the Admin Prior to accepting the assignment - the Domain Panel Chairs need to confirm the absence of any Conflict-of-interest: - functionality to provide a pop-up window with a CoI description that the Rapporteurs need to confirm - only then they can accept the assignment. - the CoI text should be able to be	1. Assignment to each proposal should trigger notification email to the respective Domain Panel Chairs. 2. Acceptance of assignment and rejection of assignment by each Domain Panel Chair should trigger notification emails.	Admin, ARC Chair, Domain Panel Chair	The Domain Panel Chairs gain visibility once they are assigned to the following steps: - Proposal submission - Technical Assessment	Double status: - From the technical assessment step: *Assigned to the step - Under Technical Assessment *Evaluation submitted - Technical Assessment Submitted - From this step: *Before assigning: Pending DPC assignment *After assigning: DPC assigned	ARC Chair: - Before assigning: Pending DPC assignment - After assigning: DPC assigned

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
			modified by the Admins at any point in time					
20	Rapporteurs assignments	The proposals are assigned by the Domain Panel Chair to the Rapporteurs	<p>The permission to do the assignments should be given to the Domain Panel chair and to the Admin.</p> <p>Prior to accepting the assignment - the Rapporteurs need to confirm the absence of any Conflict-of-interest:</p> <ul style="list-style-type: none"> - functionality to provide a pop-up window with a CoI description that the Rapporteurs need to confirm - only then they can accept the assignment. - the CoI text should be able to be modified by the Admins at any point in time 	<ol style="list-style-type: none"> 1. Assignment to each proposal should trigger notification email to the respective Rapporteurs. 2. Acceptance of assignment and rejection of assignment by each Rapporteur should trigger notification emails. 	Admin, Domain Panel Chair, Rapporteurs	<p>The Rapporteurs gain visibility once they are assigned to the following steps:</p> <ul style="list-style-type: none"> - Proposal submission - Technical Assessment 	<p>Double status:</p> <ul style="list-style-type: none"> - From the technical assessment step: <ul style="list-style-type: none"> *Assigned to the step - Under Technical Assessment *Evaluation submitted - Technical Assessment Submitted - From this step: <ul style="list-style-type: none"> *Before assigning: Pending Rapporteur assignment *After assigning: goes to the Individual Report step - so status from the next step should be active 	<p>DP Chair:</p> <ul style="list-style-type: none"> - Before assigning: Pending Rapporteur assignment - After assigning: Rapporteur assigned

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
21	Individual Report	The Rapporteurs submit write and submit their Individual Reports	The Rapporteurs are assigned by the Domain Panel Chairs or by the Admin.	Submission of each Individual Report triggers a notification email to the respective Rapporteur.	Rapporteur, Admin, Domain Panel Chair	Domain Panel chairs, Rapporteurs, Admin, ARC Chair	<p>After the assignments are created: Pending No of IR Individual Reports, e.g. Pending 2 Individual Reports</p> <p>After submission: No of IR Individual Report submitted, e.g. 2 Individual Reports submitted</p>	<p>Rapporteur: - Before submitting: Pending Individual Report - After submitting: Individual Report submitted</p> <p>DP Chair, ARC Chair: - After the assignments are created: Pending No of IR Individual Reports, e.g. Pending 2 Individual Reports - After submission: No of IR Individual Report submitted, e.g. 2 Individual Reports submitted</p>
22	Domain Panel Meeting Report	The Panel Chair writes comments connected to the Domain Panel meeting outcome - step on a cut-off basis not per proposal	The step should be unlocked by Admin. We currently have 5 domains active so 5 assignments should be defined on a cut-off basis	<p>1. A notification email is triggered to each Domain Panel Chair upon unlocking of this step, mentioning the deadline.</p> <p>2. Submission of a Report by each Domain Panel Chair</p>	Panel Chair, Admin	Panel Chair, Admin, Rapporteurs	<p>Not per proposal but per cut-off:</p> <p>Assigned: Pending DP Chair overview When both are submitted: DP</p>	<p>DP Chair: - Not per proposal but per cut-off: *Assigned: Pending DP Chair overview *When submitted: DP Chair</p>

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
				triggers a notification email.			Chair overview submitted	overview submitted
23	Consolidated Report	Either a Rapporteur or a Domain Panel Chair writes a Consolidated Report based on the domain Panel meeting outcome per proposal	An automatic assignment should be created for the Domain Panel Chair; they are then able to assign Rapporteurs or complete the report by themselves. The Admin can also assign Rapporteurs or Domain Panel Chairs as a fallback option.	A notification email is triggered upon assignment of the Consolidated Report to the Lead Rapporteur and another one upon submission.	Panel Chair, Rapporteurs, Admin	Panel Chair, Admin, Rapporteurs	When the step is unlocked: Pending Consolidated Report When the report is submitted: Consolidated Report submitted	Rapporteur, DP Chair, ARC Chair: - Before submitting: Pending Consolidated Report - After submitting: Consolidated Report submitted
24	Super Panel meeting feedback	Ther ARC Chair writes comments connected to the Super Panel meeting outcome - step on a cut-off basis not per proposal	The step should be unlocked by Admin. Since we have a Chair and a Vice-chair, we need 2 assignments here.	1. A notification email is triggered to the ARC Chair upon unlocking of this step, mentioning the deadline and another email upon submission of the report.	ARC Chair, Admin	ARC Chair, Admin, Rapporteurs, Domain Panel Chairs	Not per proposal but per cut-off: Assigned: Pending ARC Chair overview When both are submitted: ARC Chair overview submitted	ARC Chair: - Not per proposal but per cut-off: *Assigned: Pending ARC Chair overview *When both are submitted: ARC Chair overview submitted
25	Final feedback	The Panel Chair writes feedback per proposal after the ARC meeting	The step should be unlocked by Admin. After unlocking, the Domain Panel Chair is assigned to the step. The feedback should be duplicated in the designated area in the Resources	Upon unlocking of the step, each Lead Rapporteur gets notification email and another notification email is generated upon submission of the Final feedback.	Domain Panel Chair, Admin	ARC Chair, Admin, Domain Panel Chair, Rapporteurs	Step unlocked: Pending Final Feedback Form submitted: Final Feedback submitted	DP Chair, ARC Chair: - Step unlocked: Pending Final Feedback - Form submitted: Final Feedback submitted

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
			Allocation step (a connection between the fields)					
26	Resources Allocation Decision	The Admins enter the results and allocation decision per proposal	These forms are filled in by the Admin, The Admin should be automatically assigned to this step for every administratively accepted proposal. The Applicants whose proposals were awarded are assigned to next steps. Those who were not awarded, this becomes their last assignment once the Admin submits the results.	Submission of the results by the Admin should trigger different notification emails based on the outcome - awarded or not awarded.	Admin, Applicant	Admin, Applicants - the applicants gain visibility to this step without seeing who submitted the step. ARC Chair, Rapporteurs, CCRs defined in both the Application form and in the Resources Allocation Form	Proposal awarded - Awarded (tentative) Proposal not awarded - Not awarded	Applicant, ARC Chair, DP Chair, CCR/TR, Rapp: - Proposal awarded - Awarded (tentative) - Proposal not awarded - Not awarded
27	Response to Allocation	This step is applicable only to the awarded applicants. The Applicants formally accept/reject the award.	Only awarded applicants defined in the Resources Allocation Decision step are assigned. They should be automatically assigned as the previous step form is submitted. Admins should be able to	Applicant's response to allocation (accepted or rejected) should trigger a notification email accordingly. Accepted projects are automatically assigned to the Extension Request and Final Report steps. The visibility becomes	Admin, Applicant	Applicants, Admins, ARC Chair, Domain Panel chair, Rapporteurs, CCRs defined in the Resources Allocation Decision form	Applicant accepts - Awarded Applicant rejects - Rejected award	Applicant, ARC Chair, DP Chair, CCR/TR, Rapp: - Applicant accepts - Awarded - Applicant rejects - Rejected award

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
			assign the applicants as a fallback option.	available once the admin unlocks.				
28	Extension Request	This step is applicable only to the awarded applicants. This step enables the Applicants to request an extension to the existing running project.	The step should be available to only awarded projects. The request needs to be forwarded to the CCR defined in the Resources Allocation Decision step.	A notification email thanking the PI for submission of the request should be triggered by this action and a separate notification email should go to the CCR letting them know about the request, along with a deadline to act on it.	Applicant, Admin, CCR	Applicants, Admins, CCRs	Applicant requests an extension: Extension request submitted CCR approves: Project extended CCR doesn't approve - reverts to: Awarded	Applicant, ARC Chair, DP Chair, CCR/TR, Rapp: - Applicant requests an extension: Extension request submitted - CCR approves: Project extended - CCR doesn't approve - reverts to: Awarded
29	Final Report	This step is applicable only to the awarded applicants. This step enables the Applicants to submit the Final Report of the project.	The step should be available to only awarded projects. The step should be unlocked at the end of the allocation period defined per proposal.	A notification email should be triggered once the applicant submits the Final Report.	Applicant, Admin	Applicant, Admin	Step unlocked: Pending Final Report Form submitted: Final Report submitted Admin approves Final Report: Project completed	Applicant, ARC Chair, DP Chair, CCR/TR, Rapp: - Step unlocked: Pending Final Report - Form submitted: Final Report submitted - Admin approves Final Report: Project completed

3.2.3. Benchmark Access

The purpose of the EuroHPC JU Benchmark Access calls is to support researchers and HPC application developers by giving them the opportunity to test or benchmark their applications on the upcoming/available EuroHPC Pre-exascale and/or Petascale system prior to applying for an Extreme Scale and/or Regular Access. The EuroHPC Benchmark call is designed for code scalability tests or for test of AI applications and the outcome of which is to be included in the proposal in a future EuroHPC Extreme Scale and Regular Access call

The calls for proposals for EuroHPC JU Benchmark Access are continuously open, with pre-defined cut-off dates fixed every month that will trigger the evaluation of the proposals submitted up to this date. The maximum time-to-resources-access is up to 2-3 weeks after the date of submission.

Various systems are available in each cut-off for the Benchmark Access mode. The exact amount of available node hours is subject to the EuroHPC systems participating in each call and will be announced prior to the cut-off dates.

The Peer-Review process for proposals submitted to the Benchmark Access call follows the next workflow:

STEP 1. Administrative check

The Peer-Review office checks the online submission form. The proposals are assessed for any administrative inconsistency. The proposals must pass the administrative check in order to proceed to the technical assessment step. Proposals that have been administratively rejected will not proceed further and are advised to be resubmitted to another cut-off taking into consideration any comments provided by the Peer-Review office.

STEP 2. Technical assessment

The Hosting Entities evaluate the technical feasibility of the proposals submitted to their systems. The proposals can be technically accepted or rejected. In case the proposal has been rejected, it will not be awarded.

STEP 3. Communication of results

The final results are communicated automatically to all applicants after the submission of technical assessment results. They will receive an email with the final decision regarding their proposal; the same outcome can also be seen in the Peer-Review Platform.

Figure 5Figure 1 depicts the workflow used to implement the Regular Access Evaluation process. Figure 6 provides a logic diagram of the process indicating the actors involved in every step and the information exchanged. Finally, Table 3 details the steps required to be provided by the platform to enable the implementation of the evaluation workflow.

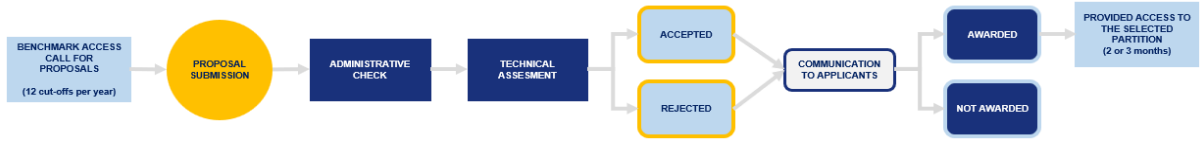


Figure 5 - Benchmark and Development Access Evaluation Workflow

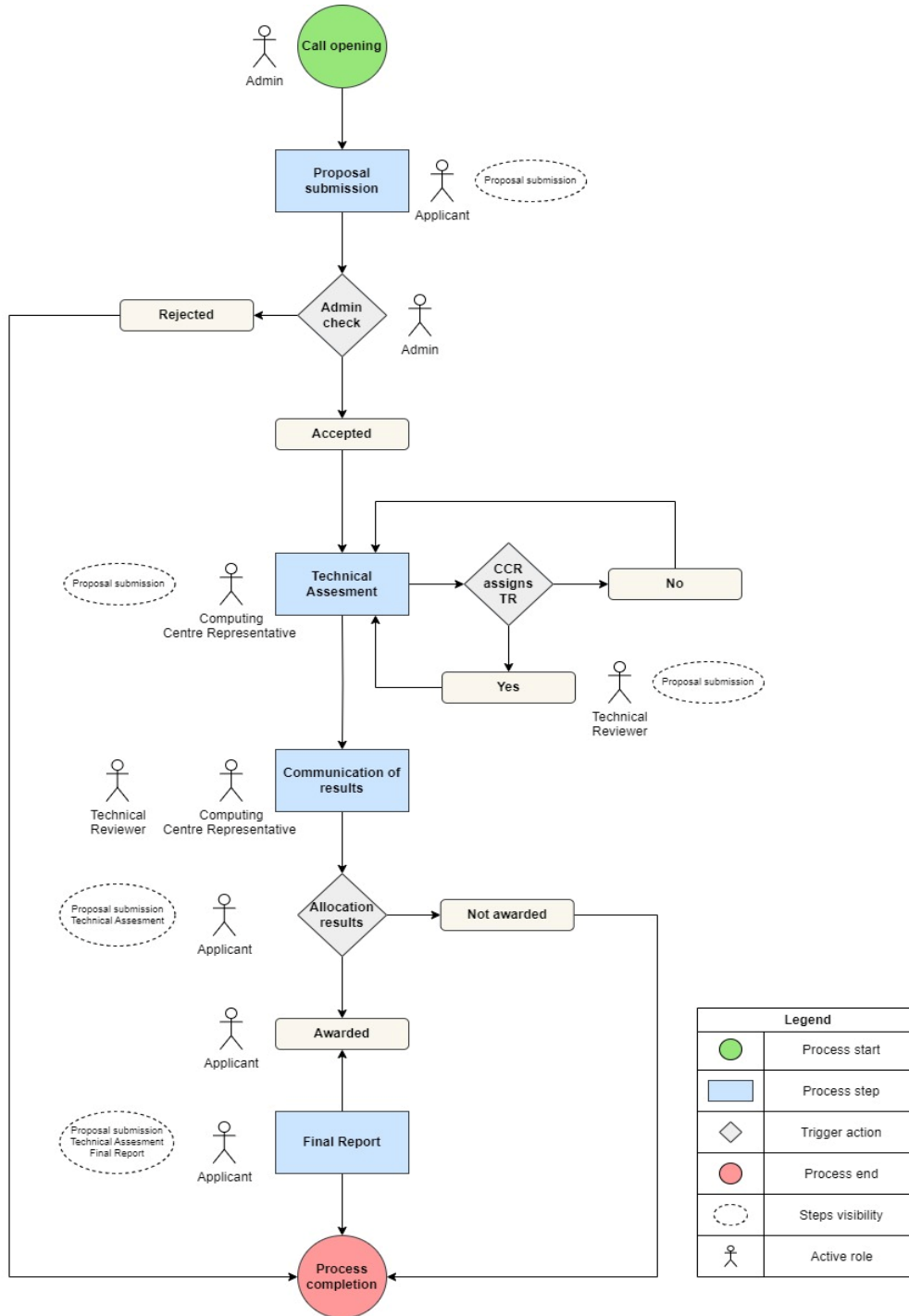


Figure 6 - Benchmark and Development Access Logic Diagram

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
30	Proposal submission	The applicants submit a proposal via the user portal	Provide different tabs and forms needed to write and upload necessary information about the project. Ability to link and match existing profiles with the Team Members listed in the proposal. Provide access to the proposal (with optional editing) to those Team Members.	Notification email to the Applicant upon submission of proposal, with the Principal Investigator and the Contact person in Cc.	Applicant	Applicant, Admin	Applicant preparing a proposal - Draft Applicant submitted a proposal - Submitted	Applicant: - preparing a proposal - Draft - submitted a proposal - Submitted
31	Administrative Check	The office executes the admin check of all proposals submitted - only the proposals that have been accepted proceed to further steps of the evaluation	Ability to review the proposal and write the results of the review: - Accept - this action triggers the proposal to be assigned to the Technical Assessment step - Reject - this action gives the status Admin rejected and does not proceed to further steps of the evaluation - Request changes - this action opens the proposal for the Applicant to be able to edit a specific field(s) that the office unlocks The Admin Check review has to be possible numerous times on the same proposal.	Notification email to the Applicant about the outcome of the Admin check (accepted, rejected or requested changes), with the Principal Investigator, and the Contact person in Cc. Admin accepted proposals are assigned to the Technical Assessment step.	Admin, Applicant	Applicant & Admin can see all proposals	Accepted proposals - N/A since they immediately proceed to the Technical Assessment Rejected proposals - Administratively Rejected Requested changes - Changes requested	Applicant: - Accepted proposals - Under evaluation - Rejected proposals - Administratively Rejected - Requested changes - Changes requested

32	Technical Assessment	<p>The proposal is assigned to a Computing Centre Representative (CCR) by the selected HPC system indicated in the Proposal. The CCR is able to write an assessment or is able to assign the proposal to a Technical Reviewer (TR) to write the assessment.</p>	<p>The platform should automatically assign a CCR according to the system partition(s) selected in the proposal form. In case the applicants selected several partitions, the CCR should be assigned per partition selected. The CCR role can evaluate the proposal or can assign a TR from their centre to complete the evaluation. The visibility of the proposal is granted once the assignment is accepted. The Admin can also request changes on the submitted forms.</p>	<p>1. For the Administratively approved proposals, notification email to the Computing Centre Representative (CCR) based on the HPC system selected in the Proposal, should be triggered. If more than 1 partition was chosen in a proposal (in the same system or different systems), separate email notifications should be triggered for each partition, to the respective CCRs.</p> <p>2. All actions- acceptance of a proposal by a CCR, rejection of a proposal by a CCR, assignment of a proposal to TR by the CCR, submission of a review by CCR or TR, Admin request for changes on a technical assessment- should trigger email notifications.</p> <p>Accepted projects are automatically assigned to the Final Report step. The visibility becomes available once the admin unlocks.</p>	CCR, TR, Admin	CCR, TR, Admin	<p>Assigned to the step - Under Technical Assessment</p> <p>Assessment submitted: - Proposal awarded - Awarded - Proposal not awarded - Not awarded</p>	<p>CCR & TR: - Assigned to the step - Under Technical Assessment - Assessment submitted: *Proposal awarded - Awarded *Proposal not awarded - Not awarded</p>
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33	Final Report	This step is applicable only to the awarded applicants. This step enables the Applicants to submit the Final Report of the project.	The step should be available to only awarded projects. The step should be unlocked at the end of the allocation period defined per proposal.	A notification email should be triggered once the applicant submits the Final Report.	Applicant, Admin	Applicant, Admin	Step unlocked: Pending Final Report Form submitted: Final Report submitted Admin approves Final Report: Project completed	Applicant, CCR/TR: - Step unlocked: Pending Final Report - Form submitted: Final Report submitted - Admin approves Final Report: Project completed
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Table 3 - Benchmark and Development Access implementation steps

3.2.4. Development Access

The purpose of the EuroHPC JU Development Access calls is to support researchers and HPC application developers by giving them the opportunity to develop, test and optimise their applications on the upcoming/available EuroHPC Pre-exascale and/or Petascale system prior to applying for an Extreme Scale and/or Regular Access.

The EuroHPC Development call is designed for projects focusing on code and algorithm development and optimisation, as well as development of AI application methods. This can be in the context of research projects from academia or industry, or as part of large public or private funded initiatives as for instance Centres of Excellence or Competence Centres. Users will typically be allocated a small number of node hours; the allocation period is one year.

The calls for proposals for EuroHPC JU Development Access are continuously open, with pre-defined cut-off dates fixed every month that trigger the evaluation of the proposals submitted up to this date.

The maximum time-to-resources-access is up to **2-3 weeks** after the date of submission.

The processes, workflow and logic diagram of the Development Access evaluation is identical to the one from Benchmark Access. The two calls differentiate in the amount of resources allocated (higher for Development Access) and the period of allocation (1 year for Development Access vs 3 months for Benchmark Access).

3.2.5. Access for AI and Data Intensive applications

The call is designed to serve industry organisations, small to medium enterprises (SMEs), startups, as well as public sector entities, requiring access to supercomputing resources to perform artificial intelligence and data intensive activities. The call aims to support ethical artificial intelligence, machine learning, and in general, data-intensive applications, with a particular focus on foundation models and generative AI (e.g. large language models). Finally, the call is intended to serve industry organisations, small to medium enterprises (SMEs), startups, as well as public sector entities, requiring access to supercomputing resources to perform artificial intelligence and data-intensive activities.

The call is continuously open, with pre-defined cut-off dates that will trigger the evaluation of the proposals submitted up to this date.

The maximum time-to-resources-access is **one (1) month** after the date of cut-off. The allocations are granted for **one (1) year**.

The evaluation is based on the technical review and expert peer-review of all proposals. Award decisions follow a **first-arrived-first-served** order and are assessed according to three criteria of: excellence, innovation and impact, and quality of implementation.

The Peer-Review process for proposals submitted to the AI and Data-Intensive Applications Access call follows the next workflow:

STEP 1. Administrative check

The Peer-Review office checks the proposals in two parts: the online submission form and the Project Scope and Plan document. The proposals are assessed for any administrative inconsistency. The proposals must pass the administrative check in order to proceed to next evaluation steps. Proposals that have been administratively rejected will not proceed further and are advised to be resubmitted to another cut-off taking into consideration any comments provided by the Peer-Review office.

STEP 2. Technical assessment

The Hosting Entities evaluate the technical feasibility of the proposals submitted to their systems. The proposals can be technically accepted or rejected. In case the proposal has been rejected, it will not be awarded.

STEP 3. Experts evaluation

Each proposal is peer-reviewed by 2 recognized independent experts against the 3 set criteria: Excellence, Innovation and Impact, Quality and Efficiency of the Implementation. Proposals ranked under the quality cut-off threshold will not be awarded, even if there are resources available on the systems.

STEP 4. Resources distribution list

Proposals will be granted access on a first-come-first-served basis until the allocated resources for the specific cut-off have been depleted, provided the peer-review process is passed successfully.

STEP 5. Communication of results

The Peer-Review office will communicate the final results to all applicants. They will receive an email with the final decision regarding their proposal; the same outcome can also be seen in the Peer-Review Platform.

STEP 6. Award acceptance

The applicants should, if awarded resources, accept the award in the Peer-Review platform. This action will trigger a notification to the Hosting Entities to officially contact the applicants regarding the access to their systems.

Figure 7Figure 1 depicts the workflow used to implement the Regular Access Evaluation process. Figure 8 provides a logic diagram of the process indicating the actors involved in every step and the information exchanged. Finally, Table 4 details the steps required to be provided by the platform to enable the implementation of the evaluation workflow.

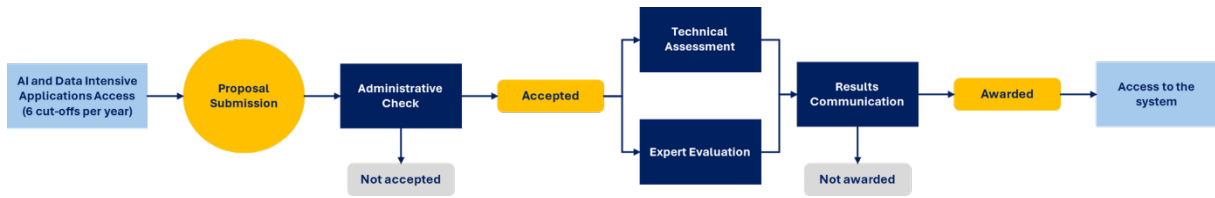


Figure 7 - Access for AI and Data Intensive Applications Evaluation Workflow

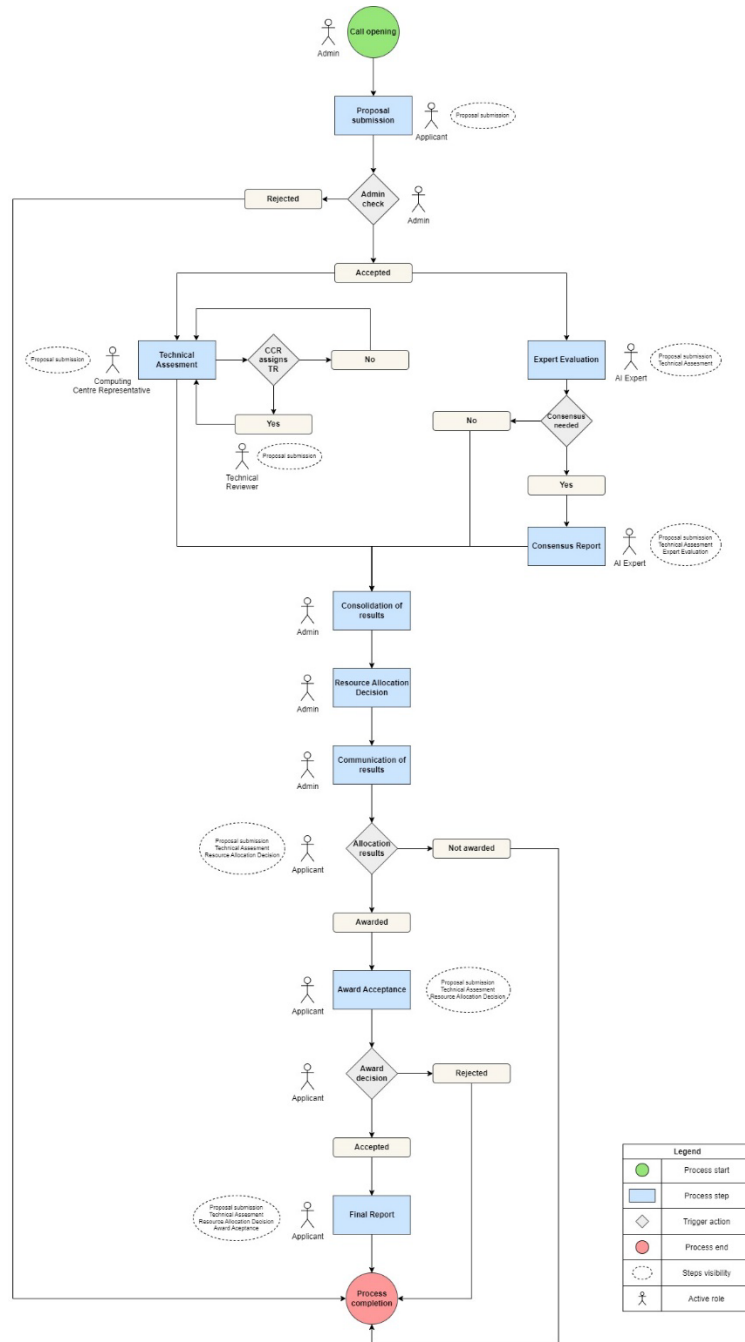


Figure 8 - Access for AI and Data Intensive applications Logic Diagram

Table 4 - AI and Data Intensive application access implementation steps

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
34	Proposal submission	The applicants fill and submit a proposal via the user portal	Provide different tabs and forms needed to write and upload necessary information about the project. Ability to link and match existing profiles with the Team Members listed in the proposal. Provide access to the proposal (with optional editing) to those Team Members.	Notification email to the Applicant upon submission of proposal, with the Principal Investigator and the Contact person in Cc.	Applicant	Applicant, Admin	Applicant preparing a proposal - Draft Applicant submitted a proposal - Submitted	Applicant: - preparing a proposal - Draft - submitted a proposal - Submitted
35	Administrative Check	The office executes the admin check of all proposals submitted - only the proposals that have been accepted proceed to further steps of the evaluation	Ability to review the proposal and write the results of the review: - Accept - this action triggers the proposal to be assigned to the Technical Assessment step - Reject - this action gives the status Admin rejected and does not proceed to further steps of the evaluation - Request changes - this action opens the proposal for the Applicant to be able to edit a specific field(s) that the office unlocks The Admin Check review has to be possible numerous times on the same proposal.	Notification email to the Applicant about the outcome of the Admin check (accepted, rejected or requested changes), with the Principal Investigator, and the Contact person in Cc. Admin accepted proposals are assigned to the Technical Assessment step.	Admin, Applicant	Applicant & Admin can see all proposals	Accepted proposals - N/A since they immediately proceed to the Technical Assessment Rejected proposals - Administratively Rejected Requested changes - Changes requested	Applicant: - Accepted proposals - Under evaluation - Rejected proposals - Administratively Rejected - Requested changes - Changes requested

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
36	Technical Assessment	The proposal is assigned to a Computing Centre Representative (CCR) by the selected HPC system indicated in the Proposal. The CCR is able to write an assessment or is able to assign the proposal to a Technical Reviewer (TR) to write the assessment.	<p>The platform should automatically assign a CCR according to the system partition(s) selected in the proposal form. In case the applicants selected several partitions, the CCR should be assigned per partition selected. The CCR role can evaluate the proposal or can assign a TR from their centre to complete the evaluation.</p> <p>The visibility of the proposal is granted once the assignment is accepted.</p> <p>The Admin can also request changes on the submitted forms.</p>	<p>1. For the Administratively approved proposals, notification email to the Computing Centre Representative (CCR) based on the HPC system selected in the Proposal, should be triggered. If more than 1 partition was chosen in a proposal (in the same system or different systems), separate email notifications should be triggered for each partition, to the respective CCRs.</p> <p>2. All actions- acceptance of a proposal by a CCR, rejection of a proposal by a CCR, assignment of a proposal to TR by the CCR, submission of a review by CCR or TR, Admin request for changes on a technical assessment- should trigger email notifications.</p>	CCR, TR, Admin	CCR, TR, Admin	<p>Assigned to the step - Under Technical Assessment</p> <p>Evaluation submitted - Technical Assessment Submitted</p>	<p>CCR & TR:</p> <p>- Assigned to the step - Under Technical Assessment</p> <p>- Evaluation submitted - Technical Assessment Submitted</p>

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
37	Expert Assessment	The Admins assign Experts who submit the Expert Evaluation form - 2 per proposal	The Admins are able to assign and invite the Experts on this step. The step should be able to handle multiple assignments. Multiple forms and scoring system implemented on this step. The CoI functionality should also be implemented on this step.	Assignment of proposals to the Experts (upon accepting the Invitation), acceptance or rejection of the assigned proposal by the Expert (based on COI) and submission of each evaluation should trigger email notifications.	Scientific Reviewers, Admins	The Experts are able to gain visibility to the following steps once accepting the assignment: - Proposal submission The reviewers are not able to see each other's forms.	Can display all 4 at the same time: Main status - Under Expert Evaluation , details: *Assigned/invited a reviewer: No of experts invited , e.g. 2 Reviewers invited *Reviewer accepted: No of experts accepted , e.g. 2 Reviewers accepted *Reviewer declined: No of experts rejected , e.g. 1 Reviewer rejected *Reviewer submitted: No of experts submitted , e.g. 2 reviews submitted	Expert/Scientific Reviewer: - Before accepting the assignment: Pending acceptance - After accepting the assignment: Pending expert evaluation - After submitting the form: Expert evaluation submitted - After rejecting the assignment: Expert evaluation assignment rejected

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
38	Consensus Report	In case the scores from the experts have discrepancies, the Admins may wish to open a Consensus Report step. In this step the Admins assign an Expert to consolidate the two submitted assessments.	The Admins are able to assign and invite the Experts on this step. The step should be able to handle multiple assignments. Multiple forms and scoring system implemented on this step. The CoI functionality should also be implemented on this step.	Assignment of proposals to the Experts (upon accepting the Invitation), acceptance or rejection of the assigned proposal by the Expert (based on COI) and submission of each evaluation should trigger email notifications.	Scientific Reviewers, Admins	The Experts are able to gain visibility to the following steps once accepting the assignment: - Proposal submission - Expert Assessments	Can display all 4 at the same time: Main status - Under Expert Evaluation , details: *Assigned/invited a reviewer *Reviewer accepted *Reviewer declined *Reviewer submitted	Expert/Scientific Reviewer: - Before accepting the assignment: Pending acceptance - After accepting the assignment: Pending Consensus Report - After submitting the form: Consensus Report submitted - After rejecting the assignment: Assignment rejected
39	Resources Allocation Decision	The Admins enter the results and allocation decision per proposal	These forms are filled in by the Admin, The Admin should be automatically assigned to this step for every administratively accepted proposal. The Applicants whose proposals were awarded are assigned to next steps. Those who were not awarded, this becomes their last assignment once the Admin submits the results.	Submission of the results by the Admin should trigger different notification emails based on the outcome - awarded or not awarded. The step is unlocked by Admin.	Admin, Applicant	Admin, Applicants - the applicants gain visibility to this step without seeing who submitted the step. CCRs defined in both the Application	Proposal awarded - Awarded (tentative) Proposal not awarded - Not awarded	Applicant, CCR/TR - Proposal awarded - Awarded (tentative) - Proposal not awarded - Not awarded

Ref no	Step	Step description	Required Platform functionality	Required Platform Actions	Active roles	Roles Visibility	Step status displayed on the Dashboard table - Admin portal	Step status displayed on the Dashboard table - User portal
						form and in the Resources Allocation Form		
40	Response to Allocation	This step is applicable only to the awarded applicants. The Applicants formally accept/reject the award.	Only awarded applicants defined in the Resources Allocation Decision step are assigned. They should be automatically assigned as the previous step form is submitted. Admins should be able to assign the applicants as a fallback option.	Applicant's response to allocation (accepted or rejected) should trigger a notification email accordingly. Accepted projects are automatically assigned to the Final Report step. The visibility becomes available once the admin unlocks.	Admin, Applicant	Applicants, Admins, CCRs defined in the Resources Allocation Decision form	Applicant accepts - Awarded Applicant rejects - Rejected award	Applicant, CCR/TR: - Applicant accepts - Awarded - Applicant rejects - Rejected award
41	Final Report	This step is applicable only to the awarded applicants. This step enables the Applicants to submit the Final Report of the project.	The step should be available to only awarded projects. The step should be unlocked at the end of the allocation period defined per proposal.	A notification email should be triggered once the applicant submits the Final Report.	Applicant, Admin	Applicant, Admin	Step unlocked: Pending Final Report Form submitted: Final Report submitted Admin approves Final Report: Project completed	Applicant, CCR/TR: - Step unlocked: Pending Final Report - Form submitted: Final Report submitted - Admin approves Final Report: Project completed

4. QUALITY OF PLATFORM IMPLEMENTATION

4.1. Peer-review Processes Implementation

For the above access processes (access modes), the platform should allow the implementation of the following features:

Req. No.	Priority	Description
PI1	Mandatory	Configuration of the Peer-Review Portal to support the corresponding call and review processes. The platform should implement the processes described in sections 3.2.1 to 3.2.5
PI2	Very High	Configuration of the Peer-Review Portal to support additional peer-review processes.
PI3	Mandatory	The platform should offer separate instances of an administration and user portal. The portals should be accessible from different URLs.
PI4	Mandatory	Full hosting, operation and provisioning of the portals ensuring continuous uptime.
PI5	Mandatory	Ensure access to the portal by all actors involved in the peer-review process.
PI6	Mandatory	Upon delivery of the user portal, it should be pre-configured with all necessary forms to allow proposal submission for the different calls.
PI7	Very High	The portal should offer the possibility to customise forms and call texts per call and per cut-off

4.2. Core platform functionality

Upon project initiation the software should be able to comply and satisfy a certain number of mandatory requirements to be further detailed in the following sections. In brief the portal should implement at least the following features:

- Calls management
- Evaluations management
- Statistics management
- Exports and downloads management
- Resources and systems management
- Reporting & notifications management
- Access, user and multi-role management
- Multitenancy
- Dynamic dashboard to allow administration, configuration and overview of the above- mentioned management features

- User support ticketing system
- Creation and management of customised document templates (e.g. emails, reports)

In providing the above services the platform should ensure the implementation of necessary cybersecurity features that will safeguard data protection (GDPR), prohibiting among others unauthorized access to platform features and information.

The following features comprise core functionality to be implemented by the platform:

Req. No.	Priority	Description
CF1	Mandatory	The platform should offer separate instances of an administration and user portal. The portals should be accessible from different URLs.
CF2	Mandatory	Full hosting, operation and provisioning of the portals ensuring continuous uptime.
CF3	Mandatory	Ensure access to the portal by all actors involved in the peer-review process.
CF4	Mandatory	Upon delivery of the user portal, it should be pre-configured with all necessary forms to allow proposal submission for the different calls listed in 3.2.
CF5	Very High	The portal should offer the possibility to customise forms and call texts per call and per cut-off
CF6	Mandatory	Both portals (admin and user) should provide uniform EuroHPC branding adhering to common colour schemes and using approved logos provided by EuroHPC.
CF7	Mandatory	Platform should be available from URLs under the EuroHPC domain.
CF8	Mandatory	Platform should be hosted in a European cloud domain. It should be hosted in at least two remote locations in different countries in Europe offering failover and continuous uptime capabilities.
CF9	Very High	The platform should provide a dashboard and monitoring functionality allowing the possibility to have a quick overview of the status of each call cut-off (submitted and not-submitted assignments, number of proposals, etc) allowing also bulk actions (assignments, admin check, final results communications, etc)

4.2.1. Platform supported features

The platform should provide the following features and respective functionality. The candidates should describe the exact mechanism and the framework of implementation.

Ref no	Priority	Feature	Functionality	Description	Affected Portal	Affected User Roles	Editable by
F1	Very High	SYSTEMS, PARTITONS & RESOURCES MANAGER	<p>Management of systems and partitions offered in the calls; management of resources offered per partition/per call and per cut-off.</p> <p>Management of HPC centres connected to the offered systems.</p>	<p>This feature should enable the Admins to input the HPC systems and define in which calls and cut-offs they are active. Per indicated partition, the Admins define the offered resources, resources requests minimums or whether the resources request should be predefined and the referred amounts.</p> <p>Anything that is defined in this feature needs to be connected to the application forms.</p> <p>The Partition manager should provide ability to manage the HPC centres connected to the offered systems. It should present an overview, emails and accounts connected to the CCRs and TRs per centre and provide an ability to update their information.</p>	Admin	Admin	Admin
F2	Very High	DOCUMENTATION MANAGER	Uploading documentation to published calls	<p>Enables the Admins to add relevant documentation to published calls that is visible on the user portal. The Admins should be able to select which user roles see which documents.</p> <p>The users should be able to download the documentation.</p> <p>Should support PDF and MSO files.</p>	Admin	All roles	Admin

Ref no	Priority	Feature	Functionality	Description	Affected Portal	Affected User Roles	Editable by
				<p>The Admins are able to add documentation and comments per proposal, which should be visible only on the Admin portal.</p> <p>The documentation shared can be added independently of the calls, but call also be related to the call/cut-off.</p>			
F3	Very High	CALLS MANAGER	Management of all calls for proposals - ability to create calls and to update existing calls	<p>The Admins should be able to create the calls:</p> <ul style="list-style-type: none"> - creation of application and evaluation forms - creation of the process workflow - different steps of the peer-review process - definition of trigger actions between steps - definition of deadlines for each step - definition of cut-off dates - defining the user roles connected to the evaluation 	Admin	Admin	Admin
F4	Very High	EVALUATIONS MANAGER	Management of the evaluation procedure – including evaluations monitoring and meeting management options	<p>The Admins are able to create a customized table views selecting a specific cut-off period - the file is connected to the call/cut-off. The table views can be shared or be used by the creator.</p> <p>The Admins are able to customize the view by adding already encoded information in the platform as well as creating additional columns for various purposes. With this admins are able to add customized statuses and enter custom information per proposal/call/cut-off.</p>	Admin	Admin	Admin

Ref no	Priority	Feature	Functionality	Description	Affected Portal	Affected User Roles	Editable by
				<p>The data encoded on the database shouldn't be limited to only information submitted on the forms but as well include assignments made and statuses of these assignments, overall proposal statuses, deadlines and reminders.</p> <p>Smart options to detect duplicate values and pre-fill options, colour codes, filtering, etc. would be needed.</p> <p>There should be options to encode information recorded on the customized table on specific steps where the Admins are assigned.</p> <p>The Evaluations manager should enable actions on proposals from these custom views – e.g. allowing assignments or launching reminders from the table itself instead of accessing proposal per proposal, including the bulk action options.</p>			
F5	Very High	REPORTING & NOTIFICATION MANAGER	Ability to remind and send specific requests for reporting purposes	<p>The Admins should be able to send reminders based on specifically defined conditions per user/per cut-off/per call. The notifications can be done in bulk actions as well as separately per user. There should be an option to trigger certain actions like unlocking forms once the notification is launched. There should also be an option to define</p>	Admin, User	Admin, CCR, Applicant	Admin

Ref no	Priority	Feature	Functionality	Description	Affected Portal	Affected User Roles	Editable by
				users/groups of users to receive certain notifications like newsletter. Reporting manager can also be related to the partition manager for specific reports concerning the HEs. Connected to the Evaluation Manager if related to specific proposals.			
F6	Very High	EXPORTS AND DOWNLOADS MANAGER	Ability to extract data from the platform - to export different data per call/cut-off/proposal/users database/user	<p>The Admins are able to customize the exports that are required - define the data that they want to download.</p> <p>The Admins are able to export:</p> <ul style="list-style-type: none"> - full call/cut-off data - all proposal details entered in the platform - user database - download all documentation related to a call/cut-off <p>The users are able to export:</p> <ul style="list-style-type: none"> - full data of the proposals worked on - based on a specific user role visibility - specific export for CCR - JSON 	Admin, User	All roles	Admin
F7	Very High	PERMISSIONS & VISIBILITY MANAGER	Ability to define specific permissions and visibility conditions on a call/cut-off basis	<p>The Admins are able to define specific permissions to a call's steps and forms per user roles involved in the process.</p> <p>These permissions enable or disable visibility of certain steps and also define the visibility conditions for e.g.:</p> <ul style="list-style-type: none"> - a certain step is visible in a workflow but the contents are visible only after a certain action. - visibility options without assignments 	Admin	Admin	Admin

Ref no	Priority	Feature	Functionality	Description	Affected Portal	Affected User Roles	Editable by
F8	Very High	USER DASHBOARD	Landing page summarizing the activities per user: - Overview of the proposals status in a table view - defined per different calls - Notifications - Tasks	The Dashboard should contain: - A table view of the proposals (connected to the evaluations manager – simplified view of the call/cut-off highlights) with possibility to dynamically change the fields appearing. The table should contain filters for easier navigation throughout proposals. The table should contain specific status per proposal depending on the status of the evaluation. - it should have a preview and ability to write tasks - automatic notifications should be visible in the Dashboard - relate to reminders or steps unlocked or approaching deadlines.	Admin, User	All roles	Admin
F9	Very High	EMAIL TEMPLATE MANAGER	Ability to create email templates per call/cut-off + designing emails for the reporting manager	The email template manager should provide a possibility to write emails using variables and conditionals per call/cut-off/specific user or user group. Some variables should be predefined and others can be created by the Admin. The variables would be taken from the information entered in the platform: user profile, call forms. The template manager should enable using conditionals IF/THEN that can be defined by the Admin.	Admin	Admin	Admin
F10	Very High	NOTIFICATIONS FEATURE	Ability to send email notifications when triggered by a specific action within a step in the evaluation	This provides the ability to send email notifications to users when a specific action happened. The Admins can additionally specify specific office emails that they want to cc the emails to.	Admin	Admin	Admin

Ref no	Priority	Feature	Functionality	Description	Affected Portal	Affected User Roles	Editable by
F11	Very High	INVITATION FEATURE	Invites and assigns a user to a certain step; Creates a temporary account for users that do not have an account in the platform	Intended for users that do not have an account in the platform. The use case is during the Scientific Evaluation step of the Extreme Scale Access call - the suggestions can come from external sources. The Admin is the only role who can assign these users. The account created can be accessed by resetting the password or by sending a verification code to the user's email. Once the user logs in for the first time, the account becomes a normal account.	Admin, User	All roles	Admin
F12	Very High	USER PROFILES	All users should have user profiles where they can enter personal data.	The user profiles should contain personal information; information regarding affiliations, specific research domains, etc. On each user profile, the active roles should be indicated. This information is visible to the Admins and the admins can add specific notes to the user profiles and give special tags.	Admin, User	All roles	Admin, User
F13	Very High	MULTI-ROLE MANAGER	Ability to create user roles and attribute permissions to them. Ability to define role connections and permissions per user and globally per call or cut-off	Creating roles and defining the specific permissions per user role. This functionality should work on global basis per call or cut-off basis but also per specific user. This feature should allow users to have multiple roles connected on their profile. Can be incorporated within the Multitenancy feature.	Admin, User	All roles except for the CCR	Admin

Ref no	Priority	Feature	Functionality	Description	Affected Portal	Affected User Roles	Editable by
F14	Very High	PROPOSAL ID GENERATOR	Ability to define the proposal ID logic per call	<p>The feature enables the admin to define the logic of IDs per call.</p> <p>There should be 2 types of IDs to identify :</p> <ol style="list-style-type: none"> 1. Proposals in draft 2. Submitted proposals <p>As soon as a new draft is created, a proposal ID to the application is assigned. The final ID should be assigned to the proposal depending on when the application is submitted (by linking to the most recent active cut-off).</p>	Admin, User	All roles	Admin
F15	Very High	PROPOSAL STATUS GENERATOR	Displays dynamic statuses per proposal/per role/per call	The status generator should enable to define the logic between different steps; define the triggers and specific status that will display per role/per call.	Admin, User	All roles	Admin
F16	High	ELIGIBILITY CHECK OF APPLICANTS AND EXPERTS	The tool alerts in case an application or an expert is not eligible to access the EuroHPC clusters	Admin can define eligibility criteria, such as European affiliation. Using the predefined set of conditions, the tool identifies potential ineligibility.	Admin, User	applicant	
F17	High	CONFLICT OF INTEREST CHECK	The tool alerts if the proposal – expert combo has conflict of interest	Admin can define what is considered conflict of interest, such as working in the same institution or co-authoring a paper. Using the predefined set of conditions, the tool identifies potential CoIs	Admin, User		

Ref no	Priority	Feature	Functionality	Description	Affected Portal	Affected User Roles	Editable by
F18	High	STATISTICS MANAGER	Generating and presenting statistics throughout the data managed by the platform.	<p>This feature should have separate functions:</p> <ul style="list-style-type: none"> - backend option for extracting and downloading data - frontend option for all users that enables to view and preview certain statistics that they are interested in (custom view or predefined by the backend option) - this part is different per user type and it should be connected to their involvement in the calls. <p>The statistics manager should be able to gather data on:</p> <ul style="list-style-type: none"> - different calls/cut-offs - information about all proposals; information about the PIs and TMs; resources offered and requested, etc. - different user types - information regarding users involved in the calls; connection to the user database for generating statistic related to all registered users. 	Admin, User	All roles	Admin
F19	High	NEWSFEED MANAGER	Provides updates on the platform regarding the calls and announcements.	Enables the Admins to add news to the user portal and allows to highlight which user roles will be able to see which news.	Admin, User	All roles	Admin
F20	High	USER DATABASE MANAGER	Ability to manage a user database	<p>The user database should be in table view being able to customize the fields and add filters for easier navigation.</p> <p>It should be exportable (covered by the Export Manager).</p> <p>The Admins are able to update the user roles and block/unblock accounts.</p>	Admin	Admin	Admin

Ref no	Priority	Feature	Functionality	Description	Affected Portal	Affected User Roles	Editable by
F21	High	USER SUPPORT TICKETING SYSTEM	Ability for the users to have technical support when encountering platform issues	The ticketing system should be available to both Admins and Users and should contain a form where the user is able to describe the issue encountered. The form should be able to provide a possibility to upload documents (picture and pdf formats). The requests should be forwarded to the development team.	Admin, User	All roles	N/A
F22	High	USER EMAIL ADDRESS UPDATE FEATURE	Ability for the users to change their primary email address	The feature should enable the users to enter 3 different email addresses on the user account - the registering one being the primary. There should be an option to select one of the alternative email addresses as a primary address. These changes should be recorded in user history.	User	All roles	User
F23	High	TRACKING CHANGES FEATURE	Ability to present real-time activities of Admins in the Admin portal	When several Admins are simultaneously working on the Admin portal, there should be a possibility to see the activities and changes made by other Admins.	Admin	Admin	N/A
F24	High	MULTITENANCY	Ability to separate sectors/organizations in separate machines while using the same platform	This feature should enable defining different organizational structures within the portal and defining specific permissions per organization type. Even though the portal would be the same, it can be considered as a separate platform per organization.	Admin	Admin	Admin
F25	High	USER HISTORY RECORDER	Ability to record and display user history	Records user history within the user database. - Enables the Admins to immediately see the proposals connected to the user and with	Admin	Admin	Admin

Ref no	Priority	Feature	Functionality	Description	Affected Portal	Affected User Roles	Editable by
				which role by entering a specific user profile. - Provides a more detailed history - activity of the user which can be viewed by selecting an option to display more details on the user profile.			
F26	High	COMMENT/COMMUNICATION FEATURE	Provides opportunity for users to add comments to their forms	This enables the users to provide comments in the forms – before or after submission of the form. Provides options to highlight to whom the comment is directed to (the office, another evaluator, to themselves)	Admin, User	All roles	Admin, User
F27	High	FORM VALIDATION FEATURE	Provides possibility to the users to validate submitted and draft reports	Enables users to validate other user’s forms either in draft or submitted. This can be used by admins to validate reviewer reports as well as reviewers to validate each other’s evaluations in specific cases. There should be an option to add this validation as an action that triggers other actions.	Admin, User	All roles except the Applicant	Admin, User
F28	High	MEETING ORGANIZATION MANAGER	Provides option to easily organize evaluation meetings with users having platform accounts	Ability to create meetings with a calendar function. Provides ability to draft agendas and minutes and upload additional documentation. Ability to invite participants with time slots selection options.	Admin	All roles	Admin

4.2.2. Supported form field datatypes

The platform should allow the submission of proposals through online forms which are designed and tailored to collect relevant information for each call type. The platform should allow design of forms supporting at least the following data types:

Table 5 - Submission Form Datatypes

Ref No	Function	Type	Description
1	Field	Text	Regular text field e.g., for entering personal information like name or surname
2	Field	Textarea	Bigger text field intended for descriptions. Should be expandable.
3	Field	Title	Editable by admin, serves as providing a title within a form to separate contents
4	Field	Email	Field that enables entry of email addresses; should have a verification to detect if the entry is in an email format
5	Field	Instructions	Editable by admin, the Admin writes instructions that should be displayed in the form
6	Field	Blank space	Serves as a divider within the form - provides a blank space between different fields
7	Field	Divider	Serves as a divider within the form - provides a visible separator between different fields
8	Field	Select	Ability for the user to select an option from a dropdown - the dropdown options should be editable by Admin
9	Field	Multi-select	Ability for the user to select multiple options from a dropdown - the dropdown options should be editable by Admin
10	Field	Multi-text	Ability to add several text options within one field
11	Field	Checkbox	Ability to provide a confirmation by ticking the box
12	Field	Toggle	Ability for the applicant to select an option from visible options. Admins should be able to define and edit the options
13	Field	Upload	Field that enables the upload of PDF files
14	Field	Number	Field that enables only number entries. Should have a separator built in
15	Field	Phone number	Field that enables the entry of phone numbers - provides the country calling codes
16	Field	Date	Field that enables selection of dates

17	Field	Select Partition	This select field should be connected to the Partition Manager and partition listings defined there
18	Field	Number field - Resources requests	This select field should be connected to the Partition Manager and resources listings defined there
19	Group field	Multiple types	Admin: able to create groups of fields - include any of the field types User: able to add multiple groups (add button)
20	Conditional	IF/THEN	Options IF: - Equal - Not equal - Required - non empty - length range - greater - lesser - min length - max length Option THEN: - visible - required - valid - editable - sum

Submission form datatypes Requirements:

Req. No.	Priority	Description
UF1	Mandatory	The platform should support the user form fields and datatypes defined in Table 5

4.2.3. User profile fields

New users registering to the platform should be offered with a form to fill in their personal details. The table below lists a minimum set of fields to be offered in the form along indicating the section that they will appear, whether it is mandatory to be provided upon registration and for which portal (user or administrator) is applicable.

Table 6 - User Profile Fields

Ref no	Section	Field Name	Mandatory to be filled in by the user (Y/N)	Portal Affected
1	Personal Information	Gender	Y	User

2	Personal Information	Name	Y	User
3	Personal Information	Surname	Y	User
4	Personal Information	EU Expert ID	N	User
5	Personal Information	Nationality	N	User
6	Personal Information	Address	N	User
7	Personal Information	City	N	User
8	Personal Information	Country	N	User
9	Personal Information	Email - prefilled by the account settings	Y	User
10	Personal Information	Phone number	N	User
11	Personal Information	Website	N	User
12	Organization details	Job title	N	User
13	Organization details	Organization name	N	User
14	Organization details	Organization address	N	User
15	Organization details	Organization country	N	User
16	Organization details	Organization city	N	User
17	Organization details	Organization website	N	User
18	Organization details	Add organization	N	User
19	Research profile	Research field dropdown	N	User
20	Research profile	Add research field	N	User
21	Research profile	Keywords	N	User
22	Research profile	Short biography	N	User
23	Research profile	LinkedIn	N	User
24	Research profile	Google Scholar	N	User
25	Research profile	ResearchGate	N	User
26	Research profile	Scopus	N	User
27	Research profile	Add link	N	User
28	User agreements	Privacy policy and GDPR	Y	User
29	User agreements	Newsletter agreement	Y	User
30	User agreements	Interested in collaborating with EuroHPC as a Scientific Reviewer	Y	User

31	Account settings	Change password option	N/A	User
32	Account settings	Add email address (max 3)	N/A	User
33	Account settings	Close account option	N/A	User
34	Admin overview	User notes	N	Admin
35	Admin overview	User history	N	Admin
36	Admin overview	Upload documents	N	Admin
37	Admin overview	Block user option	N	Admin
38	Admin overview	Blacklist user option	N	Admin

User Profile Fields Requirements:

Req. No.	Priority	Description
UP1	Mandatory	The platform should support the user profile fields defined in Table 6

4.2.4. User roles

The user and admin portals should support a minimum set of user roles to be defined. The following table lists the mandatory roles to be supported by the portal.

Table 7 - User Roles

Ref no	User role	User role abbreviation	Portal	Role description	Related call (currently available)	Multi-role comment
1	Admin	PRO	Admin	The Admin role is reserved only for the EuroHPC JU staff. The Admin is able to create calls, define forms, manage the full workflows. The admins oversee the user database and take care of the resources offered per partition. The Admin role should entail full control of all processes defined in the specifications, including being able to assign and remove assignments of all other user roles.	All	N/A
2	Applicant	APP	User	The Applicant role is a user role that is able to submit proposals to open calls. Other user roles should be able to submit proposals as well, so the Applicant role is a default for all except the CCR.	All	Can share a role with all roles except the CCR

3	Computing Centre Representative	CCR	User	<p>This role entails management of the technical assessments for all open calls. The CCR should be able to assign TRs from their centre (delegating the evaluations) and also be able to submit the evaluations themselves.</p> <p>The CCR role should be connected to a general email from an HPC centre and should be connected to the Partitions indicated in the Partition Manager.</p>	All	N/A
4	Technical Reviewer	TR	User	<p>Technical reviewer role is an user role that provides technical assessments of the open calls. This user role needs to be also connected to the HPC centre and partitions defined in the Partition Manager.</p>	All	Can share a role with APP
5	Access Resource Committee Chair	ARC Chair	User	<p>This role oversees the evaluations of calls that have scientific and rapporteur evaluations. The ARC chair can assign and delete the assignments and can assign DPCs and Rapps to the predefined steps.</p>	Regular Access, Extreme Scale Access	Can share a role with all roles except the CCR
6	Domain Panel Chair	DPC	User	<p>This role oversees the reporting of Rapps. The DPC can assign and delete the assignments of Rapps to the predefined steps.</p>	Regular Access	Can share a role with all roles except the CCR
7	Rapporteur	RAP	User	<p>This role is connected to the evaluations of proposals and are usually assigned either by the ARC chair or by the DPC. Usually are assigned as a Lead Rapporteur and a Second Rapporteur - 2 assignments per proposal.</p>	Regular Access, Extreme Scale Access	Can share a role with all roles except the CCR
8	Scientific Reviewer	SR	User	<p>The Scientific Reviewers evaluate the proposals and are assigned by the Admins. They are either assigned or invited through the platform. Assigned in case they have an existing account and invited in case they don't have an account. The invitation should create a temporary account. Usually 3 Scientific Reviewers are assigned per proposal and</p>	Extreme Scale Access	Can share a role with all roles except the CCR

				they should not see each other's evaluations.		
*even though the same roles are used in different calls; the permissions and visibility should be specified per cut-off/per call						

User role Requirements:

Req. No.	Priority	Description
UR1	Mandatory	The platform should support the roles defined in Table 7
UR2	Very High	The platform should allow the configuration of additional roles, custom defined by the administrator

5. ADVANCED FEATURES AND SOFTWARE EVOLUTION

5.1. Intellectual Property Rights (IPR)

EuroHPC wishes to acquire and evolve the software enabling the provision of the Peer-review Platform (PrP). The intellectual property (IP) of the underlying software of PrP, that is software constituting a self-contained PrP software package, whether developed before the procurement or as part of the procurement should be transferred to the Contracting Authority (i.e., the EuroHPC JU will be the platform software owner). Additionally, the managed services, the infrastructure and solution procured will be owned by the Contracting Authority (i.e., the EuroHPC JU will be the platform owner). In case of underlying open-source software components, a separate fork of codes that support PrP should be generated to assure the completeness, self-consistency, and stability of the PrP solution.

The Contractor should prepare the complete software package including documentation for proper transfer of IP to the Contracting Authority ensuring the completeness and quality of the package.

Req. No.	Priority	Description
SW1	Mandatory	The contractor commits to work together with EuroHPC to evolve the peer-review portal to cover additional features and functionality not available upon the delivery of the system.
SW2	Mandatory	Self-contained, independent PrP code with clear instructions of exploitation (if open-source software is used then components should be forked, if previously developed software is used a dedicated branch to be created).
SW3	Very High	Clear documentation on each aspect of the software package and code specifics including instructions for compilation and further enhancements as well as specifics of application of each platform component.
SW4	Very High	Quality assurance documentation package and test examples with instructions.

5.2. Integration with Federation platform

EuroHPC is deploying a Federation platform (EuroHPC Federation Platform – EFP) that will act as one stop shop service to end users providing user-friendly, unified access to the supercomputing services. Integration between the EFP and the peer-review portal is essential for the successful provision of both services.

Req. No.	Priority	Description
FP1	Very High	The Peer-review platform should be integrated with the EuroHPC federation platform (EFP). The contractor will need to coordinate with the respective contract of the EFP project in order to ensure exchange of information (e.g. regarding APIs) to support the integration process.
FP2	Very High	Integration should offer at least the following capabilities from the user side: <ul style="list-style-type: none"> - Authentication on both portals with same credentials. - Notifications for report submission - Request for project extension - Request for additional resources
FP3	Very High	Integration should offer at least the following capabilities from the administrative side: <ul style="list-style-type: none"> - Authentication on both portals with same credentials. - Monitoring of project consumption per system - Alerting for under/overspending of resources - Notifications for report submission - Management for project extension requests - Management for additional resource requests

5.3. Advanced functionality

The following features are forward looking with the aim to make the platform more integrated with existing organisational tools and implementing current state-of-the-art automation.

Req. No.	Priority	Description
AF1	High	The platform should integrate with existing EuroHPC IT tools allowing the exchange of information and data. These include: <ul style="list-style-type: none"> - Expert management - Payments management - Budget management <p>The selected vendor commits to work closely together with the EuroHPC team in order to seek integration opportunities and</p>

		prioritise features to be implemented throughout the contract duration.
AF2	High	<p>The platform should integrate AI capabilities offering ChatGPT like functionality in various aspects including:</p> <ul style="list-style-type: none"> - Selection of experts and assignment of experts and rapporteurs to evaluation of proposals. - Administrative and eligibility checks of proposals. - Project monitoring and automation of sending of reminders, warning of underspending/overspending of resources (in collaboration with the federation tool). - Generation of reports, statistics and graphs per call and overall. - etc.. <p>The selected vendor commits to work closely together with the EuroHPC team in order to seek integration opportunities and prioritise features to be implemented throughout the contract duration.</p>

6. PROJECT MANAGEMENT AND SERVICES

6.1. Quality of Services

The service provided should conform to the following SLA:

- In case of portal unavailability, the provider should respond within **4 hours** and ensure bringing the service back online within **24 hours**
- In case of software bug, the provider should respond within the **Next Business Day** acknowledging the reception of request for the bug fix. The fix should be applied within **2 days** after notification.
- In case of request of a new feature on the Peer-Review portal, the provider should ensure implementation within **5 working days** after agreement with the EuroHPC JU Peer-Review staff regarding the feature to be implemented.
- For all other cases, the helpdesk should achieve an incident resolution of 80% within 1 day (time between reporting the incident and the time the contractor solves the ticket by a permanent solution or an acceptable temporary workaround).

The contractor should cater for the following service aspects:

Req. No.	Priority	Description
SV1	Mandatory	Hosting of the platform in at least two separate instances (main and backup) in respective number of cloud zones

		located in the European Union ensuring quick failover in case of zone unavailability.
SV2	Mandatory	Provision of staging environments for operational portals allowing pre-production testing of new facilities.
SV3	Mandatory	On-call support to administrator and end-user requests (see “Quality of Services” section below).
SV4	Mandatory	The contractor will bare the responsibility for the migration of data from the existing peer-review portal to the new instances.
SV5	Mandatory	The contractor will support the final handover and migration of the portal to a potential new instance at the end of the contract.
SV6	Mandatory	The portal should safeguard GDPR principles. It should provide functionality to allow users to indicate the level of information they would like to disclose to EuroHPC and that could be reused for other purposes. The platform administrators should be able to customise forms and fields of user forms and submission of proposals to accommodate the GDPR requirements.
SV7	Documentation	Complete documentation of the platform functionality from the administrative point of view.
SV8	Documentation	Detailed documentation should be provided to end users regarding the functionality available including how to create accounts, how to create and submit proposals, how to track the progress of an application; how to request support for administrative issues (from the EuroHPC Peer-review team); how to request support for operational issues (from the contractor use support team).
SV9	High	The contractor should offer periodically online tutorials on how to use the peer-review portal.
SV10	Very High	The contractor should develop online material in the form of pre-recorded video tutorials, covering the core end-user functionality of the platform.

6.2. Project management and quality of the team

The candidate is expected to provide an adequate team able to support the development and operation of the Peer-review Platform throughout the duration of the contract. In particular the following requirements apply:

Req. No.	Priority	Description
PM1	Mandatory	The candidate should describe the team to be involved in the project providing evidence of existing experience in

		developing and provisioning of web-based peer-review platforms. Experience from similar supercomputer access time allocation peer-review services will be valued.
PM2	Very High	<p>The contractor should provide details and CVs of the staff expected to participate in the implementation. Provided CVs should provide evidence of necessary competences needed per role as well as experience relevant to the current procurement.</p> <p>The team is expected to comprise at least the following roles and number of staff.</p> <ul style="list-style-type: none"> - project manager overseeing and ensuring the quality of project implementation and quality of services - backend web developers supporting software evolution and bug fixing - frontend web developer supporting software evolution and bug fixing - web designer focusing on UX and UI designs for both administrative and user portals - system administrators overseeing platform operations, back-end cloud services and testing
PM3	Mandatory	<p>The tender should provide detailed timeline of the platform and lifetime indicating major milestones of the project including:</p> <ul style="list-style-type: none"> - Migration plan, service deployment and expected start of operations - Proposal on how to ensure coordination and communication with the contracting authority during the life of the contract. - Planning of regular software updates and improvements
PM4	Very High	Complete peer-review platform (both user and admin portals) should be operational within 3 months after the contract signing.
PM5	High	<p>The candidate should describe how functional analysis and quality assurance is implemented in the platform.</p> <p>Functional Analysis: Analysing and documenting the system's functional requirements, bridging the gap between stakeholders and the development team to ensure the system aligns with business objectives.</p> <p>Quality Assurance: Conduct thorough testing to identify bugs and ensure the software meets quality standards.</p>

6.3. Acceptance Testing

After the migration and deployment activities finished EuroHPC will run together with the contractor a set of acceptance tests to ensure the proper functionality of the platform. Only after all tests are passed successfully the platform will be considered as delivered and the maintenance and support period will start along with the normal operations of the portal.

Req. No.	Priority	Description
AT1	Mandatory	The candidates should provide a detailed acceptance plan covering all the core functionalities of the platform. Acceptance tests should include at least the following functions: <ul style="list-style-type: none">- Registration of new users with various profiles.- Submission of a proposal for one of the existing EuroHPC Access Calls.- Complete the evaluation workflow starting from the administrative checks up to the final acceptance or rejection of the proposal and submission of results to applicants.- Creation of new calls- Creation of new submission forms for existing calls or new calls.- Extraction of reports and statistics for users, proposals and calls.
AT2	Very High	The candidate should propose additional functionality tests including integration tests with the Federated platform (EFP).

7. DELIVERABLES

The Peer-Review Platform will be validated yearly based on an established set of Key Performance Indicators (KPIs). As a guiding principle, the acceptance by EuroHPC JU of the delivered ranked list of proposals for a given cut-off date in a given access mode will validate the successful delivery of the corresponding service.

The following KPIs shall be provided alongside the ranked list of proposals, for each year:

- Number of call cut-offs supported.
- Number of proposals received and evaluated per call
- Number and average response time of bug fixes applied to the portal
- Number and average response time of improvements applied to the portal in response to EuroHPC JU requests
- Number and average response time of new features introduced in the portal in response to EuroHPC JU requests
- Number of operational incidents received, and percentage resolved.
- Number of user incidents received, and percentage resolved