

Deliverables

Deliverable Number	D2.5
Deliverable Title	Version 2.0 of Standardized Proposal Format released
Lead Beneficiary	ELETTRA
Type	Websites, patents filling, etc.
Dissemination Level	Public
Due date of delivery	Month 18 (October 2018)
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Background:

The standardization effort among the European synchrotrons and free electron lasers started under the FP7 project CALIPSO, when common datasheets for facilities and beamlines were first designed. In addition to this, a first pilot Standardized Proposal Format (hereinafter SPF) was implemented on wayforlight.eu and offered to users through a 2-step submission.

However, the IT workload and the internal workflow adjustments required to ensure a smooth workflow at the different facilities was too high and at the first CALIPSOplus annual meeting in May 2018 it was decided to drop the 2-step submission scheme. Instead, the consortium committed to shift the standardization to the level of each participating facility, by agreeing on a common subset of labels inside the project proposal forms. For more information, see also deliverable D2.3.

Procedure followed:

At the annual meeting in Barcelona in May 2018 it was decided with a GA resolution to abandon the 2-step submission previously tested on wayforlight. Consequently, a new list of proposal format fields was proposed, the so-called “scenario 0”, as a starting point for further discussions.

The new “SPF 2.0” includes a *significant perspective change*: without the need to fill a set of parameters on a common portal, the proposal format would be adapted at each facility, for *all types of standard proposals*. This increased impact, as well as the reduced IT resources and interfacing required by each facility to implement such a scheme, might have favored the increased proactivity of several beneficiaries, which was welcomed by all participants and encouraged additional exchange of opinions.

During June and July 2018 there were numerous one-to-one email exchanges and phonecalls between the NA1 leader and the project partners.

Overall three general teleconferences involving the majority of participants took place, in July, August and September 2018,. The “scenario 0” was continuously refined and we rapidly moved onto “version 0.12”.

The last two versions (0.13 and 0.14) were polished with the help of several beamline scientists at different facilities, with the aim to converge on a common set of labels across the different proposal templates.

Two significant changes towards the final result are worth mention:

- 1) the splitting between “Mandatory” and “Not Mandatory” fields;
- 2) the agreement to keep, for all fields, each facility’s chosen position in the form as well as length (characters including spaces) constraints.

Some fields were already part of some facilities’ proposal formats, but it turned out that it would not have been possible to include them into the forms of all facilities. One example is the question on “alternative beamline requested”, another one concerns the questions about equipment and detailed information on samples and security which, in some cases, are not asked until the proposal has been approved for scheduling. Therefore it was proposed and agreed to split the SPF 2.0 between “Mandatory” and “not Mandatory” fields. The vote of the CALIPSOplus General Assembly members would then be cast based only on the “Mandatory” fields, while the “Not Mandatory” ones would remain on a voluntary basis. Again as an example, those facilities already asking their users to classify their proposals according to the Horizon 2020 “Societal Challenges” will obviously continue to do so, without forcing all other beneficiaries to follow.

Although they share a common nucleus of fields, proposal formats show small differences in the position of the various questions inside the proposal. Our aim is to help users (and reviewers and beamline scientists), not to quench all proposal forms down to a single sheet looking the same at each facility, and possibly inducing users to write a generic proposal not well-targeted for the facility and beamline(s) requested. Users shall perceive standardization on one side through the observation of common questions and explanations phrased in an identical way, but shall still feel at-ease with the forms they were used to: *we think that the SPF 2.0 is the best compromise between these two driving forces.*

Therefore we are not committing to move a specific field from one section to another, nor to force users to fill all the sections in the “Project description section”: **the idea is more to provide a common template**, as already happens at most facilities, which would obviously include the common SPF 2.0 fields.

Although it was agreed to keep different constraints for the same field, an effort was made towards agreeing on some explanatory texts, in particular (see next section and attachment) in the industry-related question and the “Abstract” definition. We think it is useful for a user to get the same or similar expectation from a field that has the same name (label).

The list of Disciplines and Specific Disciplines (see excel file in the Annexes) was discussed and modified through numerous iterations; we started from the list provided in Framework Programme FP6 by the European Commission and used until now for Transnational Access reporting. In Horizon2020 the classification is only based on Disciplines, i.e. Specific Disciplines are not mandatory; however, some facilities decided to keep these categories within their project proposal forms. Moreover, this same list is being used to classify beamlines on the wayforlight.eu catalogue: it will be consequently be updated immediately after submission of this deliverable. It must be remarked that Disciplines are not part of the “Mandatory” fields; those facilities which will not include them in their proposal forms will, if applicable, have to manually trace back their CALIPSOplus TNA funded projects into these categories, for the sake of project reporting to the EC.

Results:

The final result, that is designated “Scenario 0.15”, is provided in the Annexes as well as in Figure 1; Mandatory and Not-Mandatory fields are highlighted in light orange and light green, respectively.

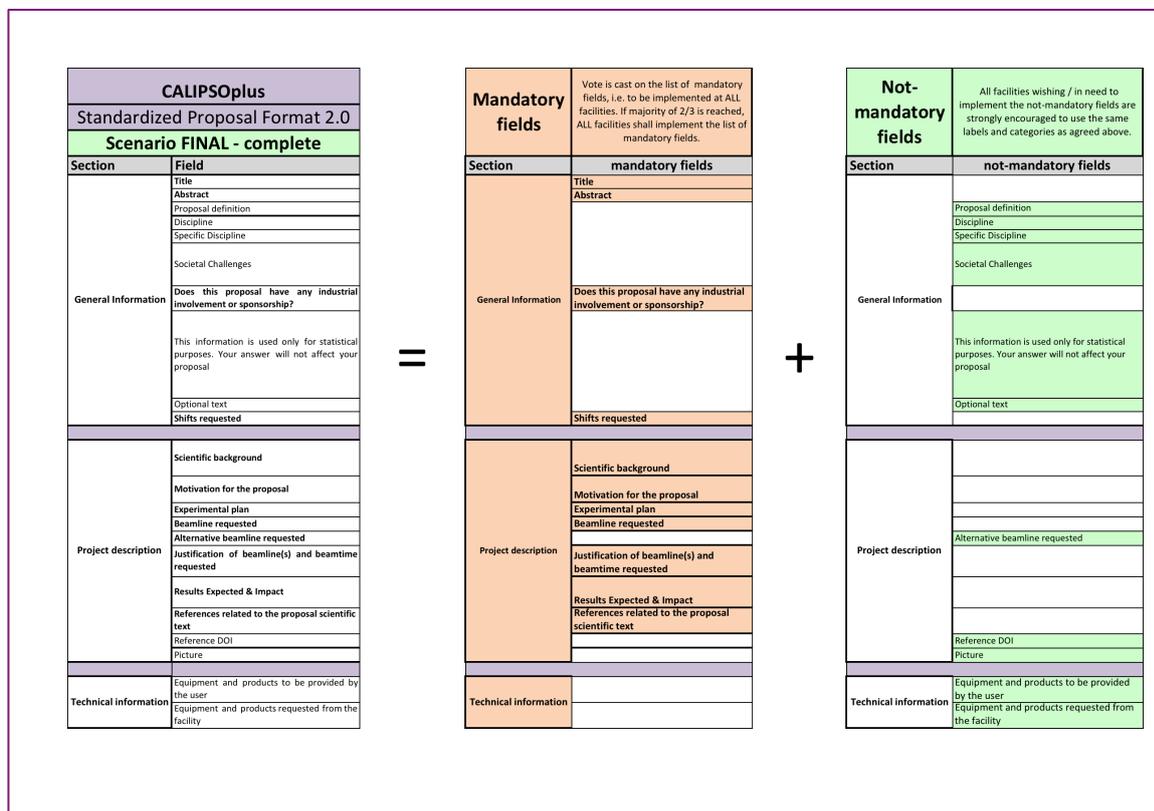


Figure 1: The Final SPF as sent for approval to the CALIPSOplus General Assembly members.

A remote vote (via email) was cast by the Project Coordinator, according to the Consortium Agreement, from October 10th until October 25th, 2018. Since the SPF 2.0 implementation is an issue having an impact on the budget of the single beneficiaries, a majority of 2/3 of the votes is required for approval.

The vote results were as follows: 21 favorable votes and 3 abstentions. After many years of pilot forms and discussions, this represents one of the most significant standardization efforts of the whole synchrotrons and FELs consortium.

Next steps:

The next step after submission will be to create an overview of the subsequent SPF 2.0 implementation timescale at the different facilities; the status will be regularly monitored and reported by the NA1 leader at every Executive Board and General Assembly meetings.

According to the periodic calls for proposals, we expect the SPF 2.0 to be implemented at all facilities during the year 2019, i.e. between CALIPSOplus project month 20 and month 32.

In some cases, like the DAFNE-L facility in Italy and the ASTRID2 one in Denmark, the SPF 2.0 is already in place at the time of this writing. The next facility to release the new form will be the Elettra storage ring, whose next call for proposals opens in January 2019.

In parallel to all the actions above, extensive dissemination will be of utmost importance at the following levels:

- facility level, to raise awareness in beamline scientists submitting their own proposals as well as assisting their users in preparing them
- user level, via facility websites, mailing lists, users' meetings and the European Synchrotron and FEL User Organisation activities
- dissemination tools on wayforlight.eu, such as video tutorials and a set of FAQs
- facility review panel levels, to close the loop and ease the single reviewers' work.

Conclusions:

This deliverable describes the latest steps of a process started in 2011. It is the result of a **collective effort**, taking into account on one side the multi-faceted facility needs (scientists, external reviewers, IT engineers) and on the other side the users' requests and feedback.

Together with the design of the standardized facility and beamline datasheets published on wayforlight.eu, **the agreement on a common Standardized Proposal Format** to be adopted at every facility – and for every type of standard proposal, not only the Horizon2020 funded ones – **is a keystone of the consortium contribution to the European Research Area.**

We enter now an exciting implementation phase, and extensive dissemination will be needed to spread the news among all worldwide users of European lightsources.

Annex: Excel file "FINAL" with SPF 2.0 and Disciplines sheets:

<https://drive.elettra.eu/f/38353b1ebcfb46618471/?dl=1>