DESY: Calls for Proposals
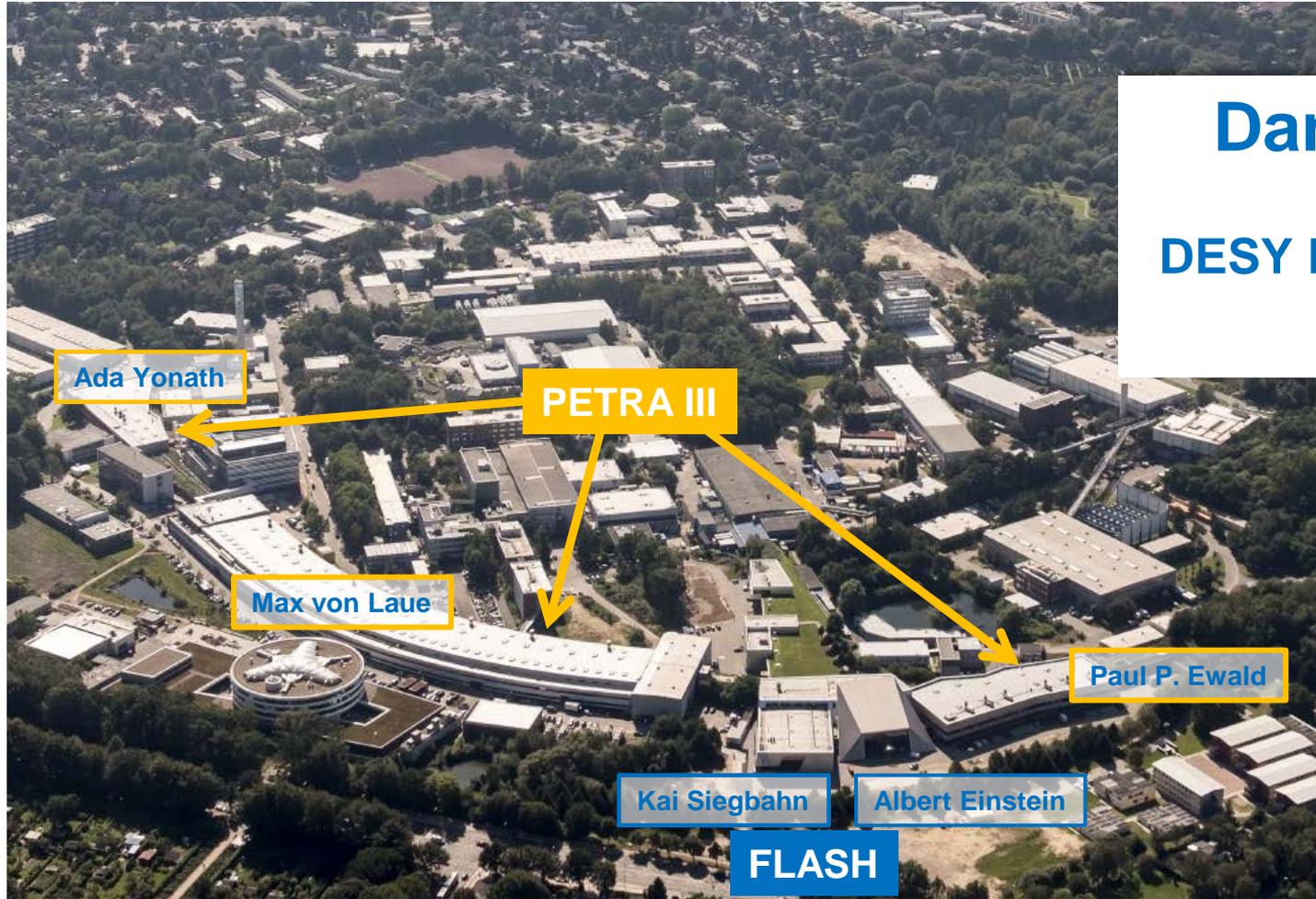
Daniela Unger

**DESY Photon Science
User Office**

Ada Yonath

PETRA III

Max von Laue

Paul P. Ewald

Kai Siegbahn

Albert Einstein

FLASH

HELMHOLTZ | ASSOCIATION

Outline

Call for proposals PETRA III & FLASH

> Preparation

> Coordination

> Proposal evaluation

- Referees

- Feedback for users after proposal acceptance/decline

HELMHOLTZ | ASSOCIATION

DESY

DOOR – DESY Online Office for Research with Photons

> whole procedure from call to beamtime is executed in DOOR

> everybody involved has to be registered in DOOR

> depending on tasks different roles are assigned

- User

- User Office

- PRP secretary (coordinates review within one panel)

- Reviewer (internal & external)

- Beamline manager/scientists

→each role gives access to

related information and features

DOOR
DESY Online Office for Research with Photons

HELMHOLTZ | ASSOCIATION

Timeline: Call for Proposals → Beamtime

> FLASH

next call

next call

Jan	Feb	Mrz	Apr	Mai	Jun	Jul	Aug	Sep	Okt	Nov	Dez	Jan	Feb	Mrz	Apr	Mai	Jun	Jul

call period	IR	ER	LR	spec	schedule		beamtime

PRP meeting

two notifictions
Y/N   **date**

~ one year

> PETRA III

next call

next call

Jan	Feb	Mrz	Apr	Mai	Jun	Jul	Aug	Sep	Okt	Nov	Dez	Jan	Feb	Mrz	Apr	Mai	Jun	Jul

call	IR	ER		sche dule	beamtime

PRP meeting

one notifiction
Y/N & date

~ 6 month

HELMHOLTZ | ASSOCIATION

DESY
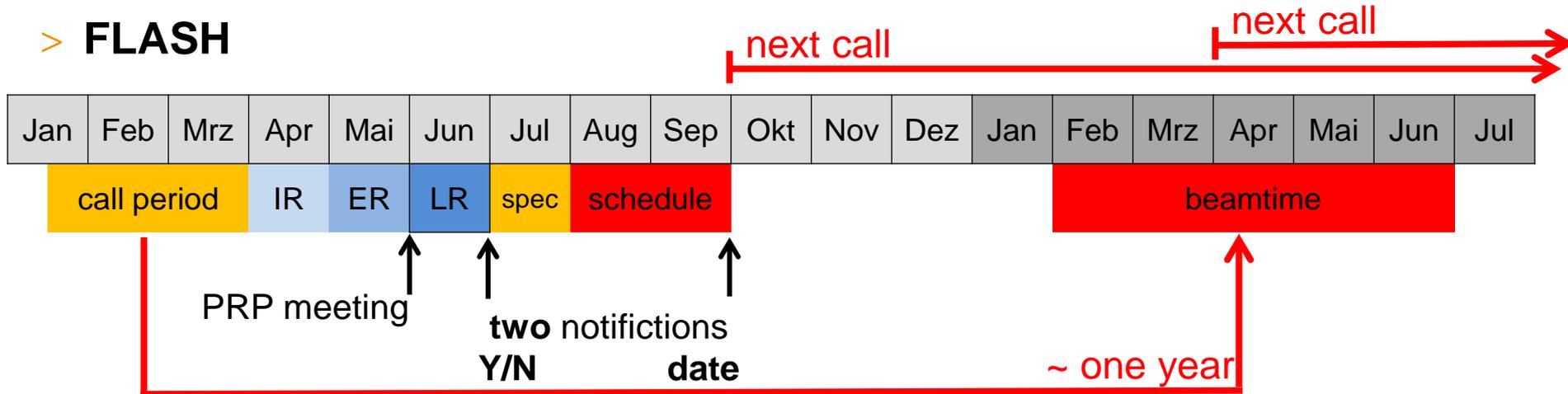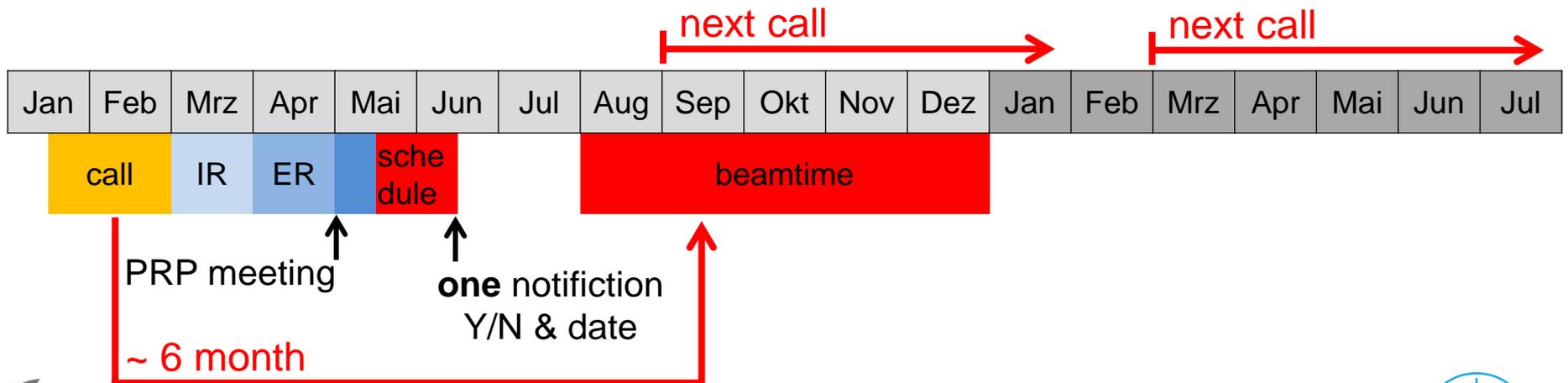
Type of call: fixed vs rolling

> **Fixed calls**

- all proposals at once →select best ones
- best if overbooked, allows completion of whole schedule
- >2 deadlines possible (NFFA) → shorten intervals of whole procedure **or** overlap of procedure of 2 calls
- reviewers should convene

> **Rolling procedure**

- review intervals? Critical mass of proposals?
- reviewers will have to review on relatively short notice
- allows faster or even rapid access
- no (?) panel meeting → remote discussion? Average individual ratings?

> **Combined approach (e.g. EMBL beamlines @PETRA)**

- one call to select first proposals (percentage of total available beamtime?)
- leave slots for rolling procedure
- what if not sufficient / not sufficiently good proposals are submitted?

Before and during Call for Proposals

> **Implement new selectable beamlines/instruments in DOOR**

  - Prepare together with BL managers

> **Update DOOR „beamtime specification"** (instruments, parameters …)

> **Open call** (PETRA: ~6 weeks, FLASH: ~10 weeks)

  - update template for proposals if neccesary
  - update information on webpages (both on call and on facilities & beamlines)
  - open DOOR for proposal submission
  - inform users of call by e-mail and **wait for proposals** …
  - send reminders

> **Support registration of new users** (especially close to the end of …

  - add institutes to DOOR database
  - → only registered users can participate in proposal

find panel members!

HELMHOLTZ | ASSOCIATION

DESY

After deadline, 1-2 days

> **Check status of proposals in the system**

- Check for dublicates: check with users, delete dublicates
- Check for complete but not submitted proposals: contact users
- Check for proposals that are not complete: delete

> **Assist users**

- Add proposers, exchange proposal description etc.
- very rarely: allow submission of proposals on first day after deadline
- PETRA deadline never on weekends to provide better support during day of deadline
- FLASH less proposals, fixed deadline dates: also during weekends

> **Prepare internal review**

- update list of internal reviewers and assign role in DOOR
- distribute description of workflow
- inform internal reviewers of start

Internal review (approx. 4 weeks)

> **Automatic assignment of internal reviewers by UO via DOOR**

- BL managers for all proposals at BL

- BL scientists (engineers) for specific instrument or set-up

- At least 1 internal review

- In addition: DESY NanoLab scientists for proposals with NanoLab request

  → additional internal reviewers can be assigned by PRP secretary

> **Internal reviewers check for**

- technical feasibility → contact users for clarification

- potential safety problems → contact users, clarify with safety

- compliance with DESY mission (peacefulness) and clarify with UO/management

- **written comments are visible to PRP members (external reviewers)**

  → In rare cases proposal will be declined

HELMHOLTZ | ASSOCIATION

DESY

Scientific Review: Project Review Panels (PRP)

PETRA III

> PRPs are field-specific, not beamline-specific
> at present ~70 reviewers for approx. 450 - 500 proposals
> proposal length: 2 pages
> 3 reviewers per proposal: approx. 20-25 proposals per reviewer
> each PRP coordinated by DESY/HZG secretary

- VUV- and Soft X-ray (5)
- X-ray Spectroscopy (11)
- High Pressure and Extreme Conditions (6)
- Engineering Materials Science (8) *HZG Panel with DESY participation*
- Soft Condensed Matter: Bulk (5)
- Soft Condensed Matter: Surfaces and Interfaces (5)
- Imaging (full-field, scanning, coherent) (10) *with HZG participation*
- Methods and Instrumentation (4)
- Hard Condensed Matter: Surface and Coherent Scattering (8)
- Hard Condensed Matter: Bulk (diffraction and scattering) (8)
- *PEC: EMBL Panel for beamlines P12-P14 and biocrystallography at P11 (12)*

HELMHOLTZ | ASSOCIATION

DESY

Scientific Review: Project Review Panels (PRP)

FLASH

> one PRP for all proposals
> at present 10 reviewers for approx. 30-50 proposals
> proposal length: max 6 pages
> 3-4 reviewers per proposal: approx. 10-15 proposals per reviewer
> for each proposal one lead reviewer (prepares discussion; final comment)

HELMHOLTZ | ASSOCIATION

DESY

External (scientific) review (4-6 weeks)

> **Reviewers are provided**

- with proposal
- **with internal review results**
- with earlier experimental reports submitted by leader and PI of the proposal

- no link between DOOR and DESY publication data base: we cannot provide reviewers with user publications registered in the data base, they rely on list provided in the proposal by user

> **Reviewers are requested**

- to select from a list of comments
- to give additional, more specific comments (especially if not present during meeting)
- to give ratings from 1-5, normally distributed
- to consider mainly scientific case, but also expected output (publications) → not only high risk proposals should be promoted, also standard proposals from groups with good publication record

HELMHOLTZ | ASSOCIATION

DESY

External (scientific) review (4-6 weeks)

> **Reviewer's comments**

- helps to identify general differences in rating
- prepare discussion during meeting

	YOUR COMMENTS
Scientific case (*)	○ very innovative scientific question/topic opening new perspectives ○ useful continuation of previous work ○ interesting problem to be resolved ○ project is of average scientific interest ○ project is of minor scientific interest ○ scientific relevance not obvious ○ basically a resubmission of a former proposal without added value
Expected impact (*)	○ high impact ○ relevant impact ○ minor impact
Proposal (*)	○ clearly written, to the point ○ lacks sufficient information on the experiments and/or data analysis ○ lacks sufficient description of motivation/background ○ lacks sufficient presentation of expected results and relevance ○ lacks sufficient description of scientific case
Experiment (*)	○ is innovative/original ○ is well justified with a high chance of success ○ is standard ○ needs further discussion
Requested no. of shifts (12 shifts have been requested) (*)	○ adequate ○ cannot judge ○ suggest different number of shifts

Normalization of ratings @PETRA

> **Normal distribution of ratings with average of 2.5**

- required because most beamlines receive proposals from more than one PRP
- Ratings from several PRPs have to be combined

PRP MEMBER RATINGS

RANGE	YOUR RATINGS [%]	SUGGESTION [%]
1.0 - 1.5	0	≤ 5
1.6 - 2.1	0	18
2.2 - 2.7	0	50
2.8 - 3.3	0	18
3.4 - 3.9	0	7
4.0 - 5.0	0	< 5
not yet rated	100	-
Average rating:		
Suggestion: 2.5		

HELMHOLTZ | ASSOCIATION

DESY
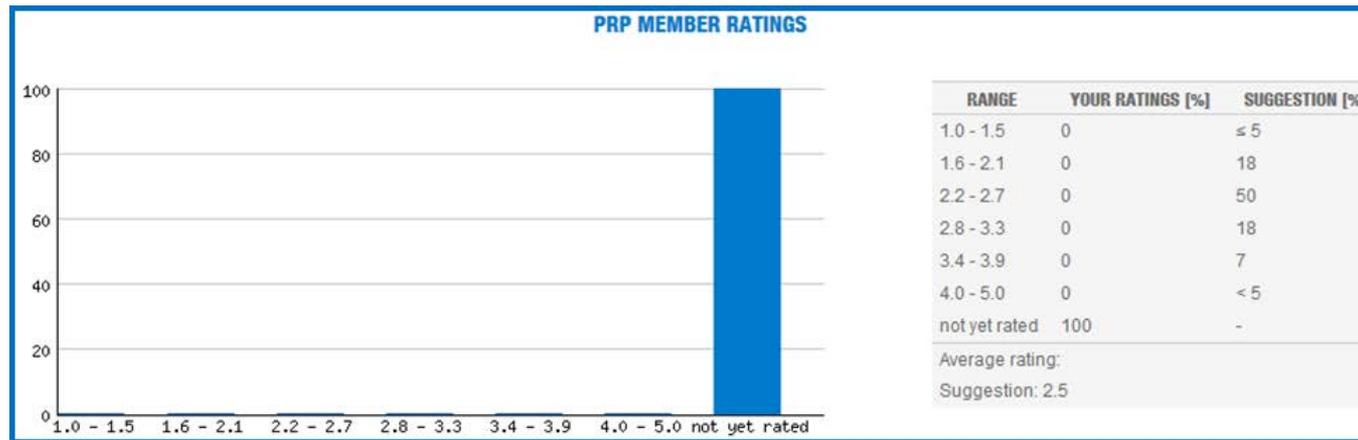
Role of PRP secretary

> **assign proposals to reviewers**

- according to expertise
- **avoiding involvement of reviewer in proposal**
- limit no. of proposals per reviewer (max. 30)
- technically at least 2 reviewers, normally 3-4 reviewers per proposal

> **@ PETRA: prepare review meeting discussion**

- check for inconsistent/diverging ratings and comments
- select proposals to be discussed during meeting

> **meeting**

- discuss proposals and agree on rating
- **reviewers leave the room during discussion of own proposal. They do not see ratings on their proposals in DOOR. Works well.**
- @PETRA: agree on a feedback to users with reviewers (especially for proposals with shortcomings)
- @FLASH: lead reviewer prepares discussion and summarizes feedback

HELMHOLTZ | ASSOCIATION

DESY

Feedback to users @ PETRAIII

> **Review panel and secretary are requested to agree on short comment on proposal (if applicable)**

> **Users are not informed about absolute ratings (no numbers)**

> **Feedback is given not before finalization of scheduling**

- users with successful proposal receive an e-mail with information on scheduled shifts, local contact and necessary steps to be completed before experiment
- users without beamtime receive an e-mail with standard sentence and comment by PRP if any criticism has been identified

> **Our experience with feedback**

- useful feedback is very welcome by users, also helps to improve proposals
- feedback might give rise to lengthy discussion
- missing feedback might also give rise to lengthy discussion

HELMHOLTZ | ASSOCIATION

DESY

Feedback to users @ FLASH

> **For each FLASH proposal a lead reviewer is selected**

> **After PRP meeting, lead reviewer summarizes discussion on proposal, co-reviewers may comment**

> **Feedback comprises up to 1000 characters: more elaborated and detailed than @PETRA**

> **Our experience with feedback**

- feedback@FLASH is very welcome by users, also helps to improve proposals, hardly any discussion (at least not via UO)

HELMHOLTZ | ASSOCIATION

DESY

Thank you….

Photo: courtesy Ralf Röhlsberger

… for your attention and questions!

HELMHOLTZ | ASSOCIATION

DESY