

Application Guidance for embedded CSE

<Updated on 8 September 2020>

Please follow this guidance to help prepare your application for an eCSE call. Proposals should be submitted on-line using the eCSE Funding Calls section within the SAFE (<https://www.archer.ac.uk/safe/>). If you are not a registered SAFE user, please register there first to begin a proposal. Each call has its own technical evaluation form, proposal form and guidance (this document) and applicants must use the forms associated with the relevant call. Proposals will not be accepted if incorrect forms are used.

If your eCSE proposal is selected for funding, you will be provided with an award letter and will be asked to agree to the eCSE Terms. Please view these here

https://www.archer2.ac.uk/ecse/Terms/ARCHER2_eCSE_Terms.pdf

in advance of submitting your eCSE proposal and please get in touch if you have any questions.

I. Important Information for eCSE Applicants

Please note that the application process for ARCHER2 eCSE calls has changed since the ARCHER service. In particular, applying is now a 2-stage process. Please consider both stages from the outset:

1. Firstly a technical evaluation of the code must be carried out. For this eCSE call, this document needs to be submitted to the ARCHER2 service desk by **16:00 on 6 October 2020** and the completed assessment will be returned to you as a PDF in time for you to add this to your full eCSE proposal submission. The technical evaluation form can be found on the eCSE web pages. Before submitting your technical evaluation form, you should start a proposal in the SAFE with a title, subject area and remit. This is needed to register that you are intending to submit a proposal.
2. To be considered for this call, the entire proposal must be submitted in the SAFE by **16:00 on 27 October 2020**. As well as the completed on-line form, this submission should include PDFs of the completed technical evaluation form, the main proposal document, any costing documents (see below) and letters of support (optional). In addition any participants in the project (PI, Co-I(s), or technical staff) must have been invited and have accepted the invitation to join the project within the SAFE. Technical staff should also add a CV. **You will not be able to submit the form if the technical staff have not accepted the invitation.**

Immediately following the closing of the call on 27 October 2020, proposals will be passed on for review by the eCSE Panel and any missing documents or team members will not be considered to be part of the submission. Costing documents are required for all members of technical staff and must be submitted when the proposal is submitted.

II. *Initiating an eCSE Proposal*

First log in to the ARCHER2 SAFE and click on “Funding Calls” under the “eCSE Funding” heading at the top. At the bottom of the page you should see a “New Funding Application” button. Click on this to begin the process of creating an eCSE application. To start an application you should give the project title. You should also choose the subject area of the proposal and choose the research area. Please note that for this call, only software which results in research which is within the remit of EPSRC or NERC is eligible for funding for this call.

Descriptions of the EPSRC and NERC remits are given here:

<https://epsrc.ukri.org/funding/applicationprocess/basics/remit/>

<https://nerc.ukri.org/research/portfolio/remit/>

Starting a proposal in this way must be done before submitting your technical evaluation form. Instructions for completing the technical evaluation form can be found within the technical evaluation form itself.

III. *On-line submission for eCSE application*

The information in this section is aimed at guiding you through filling in the on-line form in the ARCHER2 SAFE. This all needs to be complete by the final submission deadline, but only the title, subject area and research council remit are needed before submitting the technical evaluation. Once an eCSE proposal has been started, you can find the proposal listed in the eCSE Funding menu at the top in the SAFE. You can then edit the various sections of the form and add staff and documents as required.

Successful projects will be given an allocation of resources on ARCHER2 when it becomes available. The size of this allocation will be determined when the system itself becomes available. If larger resources are needed such resources will need to be applied for via other ARCHER2 access mechanisms:

<https://www.archer2.ac.uk/support-access/access.html>

Applicants should provide all the information requested in the eCSE application form. The panel reserves the right to reject applications with missing information.

Project Information

- Project Title

This is the title of your eCSE project.

- Subject Area <select from the given list>

Please select the most relevant subject area. If none of the subject areas on the list are relevant, please select “Other” and give the subject area in the box given at the bottom.

- Research Area <select from the given list>

Please select the relevant research council for your work (EPSRC, NERC, or both EPSRC and NERC). Please note that for this call, only software from within the EPSRC or NERC remit is eligible (see above links for EPSRC and NERC remits).

- Short project summary (max 300 words)

Please give a short summary of your project. This should include enough background description to justify the research council remit(s) selected above.

Project Details

- Is this work relevant to any particular consortium? <select consortium>

If the work is relevant and/or associated with a particular consortium, please select this here. If your work is relevant to multiple consortia, please select the most relevant.

Principal Investigator

Co-Investigators

Members

In these sections, additional project members can be added to the project team by invitation whereupon their roles can be assigned. All roles have permission to edit the proposal. Allowed roles are:

- PI (leader of the project)
- Co-I (other members of the team who will help to lead or advise on the project)
- Technical Staff (the person or people who will be funded to work on the project)
- Contact (someone working on behalf of the PI who should receive any correspondence – note PIs, Co-Is and technical staff will all receive correspondence automatically so there is no need to give them the Contact role)
- Member (no specific role but can see and edit the proposal)

It is possible to select more than one role for a person and roles can be changed later. **When inviting another team member, please use the email address that this person uses as their SAFE login** if they have a SAFE account, or the one that they would prefer to use when they sign up for the SAFE if they don't yet have an account. To find this out, you will need to get in touch with the person in question. If you accidentally use an email address for them which they do not use in the SAFE, please just repeat the invitation with the correct email address. Invitations expire after 20 days anyway so there is no need to delete the incorrect invitation. If an invitation is received

by someone without a SAFE account, they will receive a link to accept the invitation. However, this link will only work after that person registers in the SAFE.

In line with EPSRC eligibility criteria, PIs must be employees of an eligible organisation and must be resident in the UK. A description of eligible institutions is given here:

<http://www.epsrc.ac.uk/funding/howtoapply/fundingguide/eligibility/organisations/>

Individuals may be named as a Co-I on more than one proposal. However, individuals may only be named as PI on one proposal for any given call.

After accepting the invitation to join the project, all project members should provide a short description of what they will bring to the project which can include a short track record of previous involvement in technical projects, expertise with the code or scientific area, etc. **In addition, technical staff should submit a CV** (see next section). A CV is not required for PIs and Co-Is and neither a CV nor any description of role is needed for project members who are not PIs, Co-Is or technical staff (e.g. for people with the role of Contact). This section is to ensure the team members have the appropriate skills, expertise and experience to carry out a successful project and should concentrate on the skills of HPC, software engineering and management, as appropriate, rather than be based only on the general scientific background of the team. The description should include the person's role within the eCSE project. Other things you may want to include:

- A short summary of the outcomes recent work in related HPC projects/research.
- Your specific experience including any familiarity with the specific code(s) involved in the project.
- Previous relevant work / collaborations with other beneficiaries.
- Any experience of similar projects or other relevant experience. When referring to any previous eCSE project work, links to the relevant section in (<http://www.archer.ac.uk/community/eCSE/>) should be given.

This section has a limit of 250 words for each team member and text can be added by the team member him/herself (or anyone who can edit the proposal) once the person in question has accepted the invitation to join the proposal. The text and CVs can be added by going to the person in the relevant section (e.g. "Co-Investigators" or "Proposed Technical Staff Details") and clicking "edit".

Proposed Technical Staff Details

Please provide details of all the proposed technical staff. If there is more than one, each staff member should be added separately. If the proposal requires support / technical contribution from the ARCHER2 CSE team, we encourage you to contact the ARCHER2 service desk before your proposal submission. Consideration of the skills of the technical staff are an integral part of the review process so we encourage PIs to name and invite technical staff to the proposal. In the case that the proposed technical staff cannot be confirmed before the application submission, please use the "Add Generic Technical Staff" form and list the appropriate skills required for the candidate(s) to carry out the proposed project within section 3 (Project Overview, Technical Information and Workplan) of the proposal form. If technical staff are

unnamed and not members of the ARCHER2 CSE team, please also explain in that section what plans there are for recruitment if this member of staff is not in place. Unless the member of staff is an existing member of the ARCHER2 CSE team, you will need to arrange employment at the PI's or a third party institution. Where one or more of the proposed technical staff is/are employed by a different institution from the PI, the PI should arrange the transfer of relevant costs to the relevant institution(s).

The eCSE programme exists to enhance the ARCHER2 and wider UK skills base. During the course of an eCSE project we therefore expect technical staff to be employed at a UK institution (costed using the FEC model – see below) and to engage with the ARCHER2 user community (e.g. to attend relevant online training, virtual tutorials and webinars). If your situation varies from this please get in touch with the ARCHER2 service desk to discuss this in advance of your submission.

For each of the proposed technical staff, please provide a number for the technical effort level in person months (PMs), e.g. 6 PMs. In the case where the project includes some effort to be undertaken by the ARCHER2 CSE team, please include an entry for this effort and click the “EPCC Staff member” button when doing so. For this call projects can request between 3 and 12 PMs of effort in total.

Each member of technical staff should upload a copy of his/her CV along with a track record summary. Note that after you first invite technical staff to join your proposal you will not be able to edit their details or add a CV until they accept the invitation to join.

- Costing information

Please provide the total 100% Full Economic Costing (FEC) for each named member of technical staff in the proposal. The system will then work out the 80% FEC which is what would be paid if the project is funded. The costing should include direct and indirect costs. However, this should not include costs for the PI/Co-Is or for additional costs such as travel given separately in the travel section. Please ensure that the figure given in the SAFE form is the total figure and not just the salary costs. The figure here should include all the eligible direct and indirect costs and should match the total cost given in any supplied costing document. As noted above, after you first invite technical staff to join your proposal you will not be able to edit their details (including costs) until they accept the invitation to join.

You should carry out a costing within your university using the same process you would use for an EPSRC research grant and provide us with this costing. Most institutions can provide a breakdown of costs using Worktribe or an equivalent tool. This should be attached as a PDF when you submit your proposal. If the project has multiple technical staff and the technical staff are from more than one institution, please provide separate costings for each institution. Please note, for successful applications, the fee payable to individual researchers in the project team is 80% of FEC. We strongly advise you to identify staff before the proposal is submitted where possible.

We anticipate the majority of eCSE proposals will be costed using the standard FEC model. For the small number of proposals that aren't appropriate for FEC (e.g. if a

freelance consultant will be providing a service) then you should provide a fully inclusive costing which should contain all possible costs including, if applicable, VAT.

All proposals will undergo a value for money assessment against other proposals received.

Please provide details of any existing funding for the proposed technical staff where the staff will work on projects that will overlap with the eCSE work. E.g. for a postdoctoral researcher, please list the funding organisation, funding length, start- and end-date, etc. Please indicate the level of effort that will be required to carry out that work alongside any eCSE work.

Project Schedule

- Proposed start date

Please indicate the proposed start date for the project. Successful eCSE projects are expected to start between 2-6 months after a call closes. However, as projects are designed to improve software on ARCHER2, hardware projects will not usually be able to start until ARCHER2 hardware is available. When submitting your proposal, please consider that start dates may have to be delayed in case of any further hardware delays.

- Proposed duration (in months)

Please indicate the overall duration of the project in months. There is no specific limit on the duration of a project, but technical staff are expected to focus enough of their time to the project to ensure that it will be completed efficiently and that any resulting software released in a timely manner to maximise the benefit to the ARCHER2 community.

Proposal Code(s)

- Main application codes this project will work on:

Please list the main application codes involved in the project. These codes should be included in the technical evaluation. There is a set of questions related to the codes:

- Current number of users of the code on ARCHER and/or ARCHER2? This number can be approximate
- Current number of users of the code worldwide? This number can be approximate
- Please explain how you derived the number of ARCHER and/or ARCHER2 users
- Please explain how you derived the number of global users
- What percentage of the above ARCHER and/or ARCHER2 users of the code are expected to benefit from these improvements?

It is essential that the eCSE programme can demonstrate an overall benefit to ARCHER2 users and the wider community. The above questions are about usage of the code on ARCHER or ARCHER2 and overall global usage and the expected benefit of the improvements of the code. Please answer these questions as accurately as you can. In the case where these figures are estimated, please explain how the estimate was reached. ARCHER usage of the more commonly used codes is available here:

<http://www.archer.ac.uk/status/codes/>

If your project involves multiple codes then please provide figures for all the codes combined (if the improvements benefit all the codes) or if, for example, the project involves the interfacing of two codes, please provide figures for the two codes in use together. If you have any questions about this, please contact the service desk.

- Existing funding for code(s) (200 words)

It is important that the Panel understand how the work to be carried out in the eCSE project differs from that funded by other sources for the code(s) in question. Please provide a clear and concise summary of any existing funding and how that differs or overlaps with the work planned for the eCSE project.

Area of work

- Is this project focussing on performance improvements?
- Is this project focussing on usability and maintainability of software?
- Is this project focussing on additional functionality that increases/broadens science and/or the user base?
- Is this project focussing on something else (please explain in the other field)?
- If you selected that the project focus is 'other' please explain what the focus is here

If the focus of the improvements to the code(s) will be split between more than one type of improvement, please select as many as apply here.

Training and Support

- Training/Support Required from ARCHER2 CSE Team:

Please list any training and/or support requirements you need from the ARCHER2 CSE team.

Travel

- Travel plan
- Travel Cost Estimate (in Pounds)

During the lifetime of an eCSE project, we will fund reasonable travel expenses for collaboration meetings between partners. The travel money that can be requested

as part of your eCSE proposal should **not** include travel to or from destinations outside of the UK, nor should it include travel to attend workshops, conferences, or to visit users/developers of a code outside of the project. In addition there is a separate fund to allow travel to carry out activities that showcase the outcome of eCSE work, for example presentation at a UK conference. If you are interested please contact the ARCHER2 service desk at the appropriate time.

Reasonable travel expenses will be funded for members of an eCSE project team for travel within the UK to meetings with other partners and to appropriate meetings required to carry out the eCSE project. Please briefly list the travel plan, e.g. travel purpose, destination, etc. with a breakdown of the costs. An estimate of the overall travel cost should be provided as well. In the case where there is more than one member of your eCSE project team travelling please further breakdown the cost per person.

The funding which can be requested in this proposal can be used to fund travel to meet with colleagues on the same project, e.g. PIs, Co-Is or named technical staff. As a guide, for every 4 person months of effort awarded, we would expect approximately 1 single-day visit for any individual project team member. For example, for a project with 12 person months of effort awarded, this may be one 3-day meeting with a single person travelling to this meeting, or may be one single day meeting with 3 people travelling across the whole project.

IV. Project Proposal

All files must be submitted in PDF format: Please note we need to be able to combine documents sent to us into one file during the reviewing process. Please ensure that all documents are submitted as PDFs and that any PDF documents uploaded are not locked in such a way that prohibits either copying information from them or combining them into larger documents.

The project proposal for eCSE calls should consist of the following 4 sections. The guidance for the limits for each section is given below.

1. Project Title

Please use the same title as in the SAFE form.

2. Project Objectives and success metrics (max. 1 page / 4-5 objectives)

Please state the intended objectives of your project, in order of priority. In addition to forming part of the proposal assessment criteria, should your proposal be accepted you will be asked to report against these objectives. These will be used to assess the final success of your project and will also be taken into account when assessing your proposal. In particular, the assessment process will prioritise funding projects with objectives that complement, support and enable research in the existing EPSRC or NERC portfolios, or the strategic priorities for the councils and their associated communities.

Examples of objectives include but are not limited to:

- The enablement of the scientific community to perform novel and previously untenable simulations;
- A quantifiable improvement in performance or scaling of a code;
- The integration of new algorithms/functionality into a code;
- Measurable outcomes leading to wider accessibility in the user community;
- Project outcomes of specific importance to the ARCHER2 community.
- Supporting existing EPSRC or NERC funded projects using ARCHER2 to better achieve their aims. (This will be used to prioritise the NERC projects).
- Migrating codes with a significant user base in EPSRC or NERC communities to next generation hardware. (This will be used to prioritise the NERC projects).

For each objective, applicants should provide an associated set of success metrics, metrics that are specific and measurable and can be used to assess whether the objective has been met at the end of the project.

Applicants are encouraged to list their objectives and success metrics, for example as a table or bulleted list.

3. Project Overview, Technical Information and Workplan (max. 2 pages)

This section should give a general description of the proposed project. This section should also provide the technical background for the proposed project and demonstrate a good knowledge and understanding of previous and current work in the related area. The technical information provided may include but is not limited to:

- The major algorithms and functional updates related to the code to be used in the proposed project.
- The important prerequisites for the proposed project, e.g. the key algorithms, libraries, software to be installed, etc.
- If there are multiple codes available which have similar functionality to the code you are proposing to work on, please justify your choice of code.

This section should also give a Gantt chart (or equivalent) of the workplan of the proposed project, including the implementation plan of the technical work within the given time schedule, the specific milestones to be completed and the personnel efforts required for the eCSE project (in person months).

Any potential risks should be identified and stated clearly together with their likelihood of occurring and any possible solutions.

Note that this section can refer back to the technical evaluation document (which will also be seen by reviewers) and there is no need to repeat information in this section which was given in the technical evaluation document.

4. Impact and Benefits (max. 1 page)

Applicants should describe the potential Impact of the science enabled by this work. Any scientific advancements which will be facilitated/enabled by the completion of the proposed project are expected to be included in this section. This section should also describe how the applicants plan to achieve this impact (likely after the end of the project) and the anticipated timescales.

Applicants should identify and describe both the computational and scientific benefits considering the following aspects:

- Why the proposed project is needed and what outcomes/benefits are to be expected.
- Who will be the beneficiaries for this proposed project (the applicants' own research, other research groups, science/computational communities, other disciplines, etc.) and how will the achievement impact the beneficiaries.
- The section should also explain how the outcome(s) of the proposed project will benefit the user community of ARCHER2 explicitly.
- Explain how the proposed work complements, supports and enables research in the existing EPSRC or NERC portfolios and the strategic priorities of the councils.
- Please provide details of how the code and the specific outcomes of this work will be sustained beyond the project. This should include details of the code(s) availability and licensing.

V. Supporting Documents

Various documents should be included with your proposal as PDFs:

- **Proposal Document.** Your submission must include a completed Proposal Document
- **Technical Review Document.** Your submission must include a technical evaluation document with the completed evaluation section included.
- **CVs.** CVs of each technical staff member should be added within the "Proposed Technical Staff Details" section.
- **Costing documents:** For each named technical staff member, who are not part of the ARCHER CSE team, costings should be provided within the "Proposed Technical Staff Details" section together with supporting costing document(s) (see above). Please provide at least one document per institution. Staff within one institution may be combined and if this is the case, the one document should be added to one of the staff members covered by the document.
- **Letters of support:** Supporting letters from UK research groups which give details of the scientific justification, or from code maintainers supporting improvements to their codes, are also encouraged to be uploaded in the "Supporting Files" section near the bottom of the on-line form.

VI. Evaluation Process and Notification of Decisions

Applicants will receive an acknowledgement of submission when a proposal has been received by the ARCHER2 eCSE team.

The review of each eCSE application consists of two stages with two separate deadlines for submission: firstly there is a Technical Evaluation of the codes to be used, and secondly the eCSE Panel Review of the proposal itself (where reviewers also see the technical evaluation).

Feedback from the technical evaluation will appear on the Technical Evaluation form itself which will be sent back to applicants as a PDF.

The application will then be reviewed by the eCSE Review Panel who will rank each of the proposals and make decisions on which projects to award funding to. The panel will be made up of experts in the scientific and technical areas. The panel will consider the proposal, the technical evaluations, and recommend funding it in full, funding it at a reduced effort level, or rejecting the proposal.

At the end of the eCSE Panel Review process, which makes final decisions on funding, the Panel decisions will be sent to applicants along with any comments made by the panel.

The applications will be reviewed based on the following assessment criteria:

Project team Applicants

The proposal should provide track records of the proposed team members who will carry out the work in the proposed project, and demonstrate that they are able to deliver a successful project.

Project Objectives and success metrics

Clear and concise objectives with appropriate success metrics (quantifiable where appropriate) should be provided. The number of objectives and success metrics should be appropriate for length of the project. The extent to which the objectives complement, support and enable research in the existing EPSRC or NERC portfolios, or the strategic priorities for the councils and their associated communities (reviewers may also wish to refer to Impact and Benefits section of the application form).

Project Overview, Technical Information and Workplan

The proposal should include sufficient technical information to provide confidence that the proposed project will be successfully delivered with an appropriate plan for the technical work, management and required resources.

Impact and Benefits

The proposal should explain why the proposed project is needed and what the expected computational and scientific benefits will be as well as the specific benefits to the ARCHER2 community. The proposal should identify and describe the impact activities to be undertaken to ensure the project's potential benefits are achieved. Please also consider the sustainability of the software beyond the end of the project.

The final decisions of the eCSE Review Panel will be sent to applicants including the feedback provided by the Panel. Each successful proposal will be provided with a named contact within the CSE team. All unsuccessful applicants will be provided with

constructive feedback.

VII. Further Information and Assistance from ARCHER2 service desk

Please see the eCSE page for the general information about the eCSE call and support. If you have any queries or require assistance regarding the eCSE application, please contact the ARCHER2 service desk: support@archer2.ac.uk.