

# The Cyprus Institute

## Cyclone

## HPC Access

## Guide for applicants

July 2022

This document outlines the procedures and processes relating to the submission, review and allocation of computing resources available through Cyclone Calls for Proposals for Production Access to HPC Resources.

# Cyclone - HPC Access

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## 1 Introduction

Cyclone Calls for Proposals for Production Access to HPC Resources allows Principal Investigators from academic and non-academic institutions in Cyprus to apply for time on the Cyprus national supercomputer “Cyclone” which is hosted at The Cyprus Institute.

These applications undergo a peer review process for the award and allocation of computational resources.

Calls for Proposals for Production Access to HPC Resources are issued regularly and have strict closing dates.

Cyclone is the Cyprus national supercomputer hosted at the Cyprus Institute. It consists of 17 compute nodes and 16 GPU nodes with a theoretical peak performance of 600 TFlop/s.

Cyclone’s allocation is currently reserved for Cypriot based Principal Investigators (and their research team). Collaboration among organisations based in Cyprus from academia, industry and government, as well as organisations based in countries from the region and worldwide is encouraged.

The amount of computational resources available for Production calls each year is approximately 2. 1 million core hours and 200,000 GPU hours and these will be allocated as follows:

	CPU Hours	GPU Hours
For projects within The Cyprus Institute's academic and research priority areas and/or Cyprus’s Smart Specialization Strategy*	1,680,000	160,000
For all other Projects	420,000	40,000
Total	2,100,000	200,000

\* At least 80% of the total resources will be allocated for projects within Cyprus Institute's academic and/or research priority areas and Cyprus’s Smart Specialization Strategy.

You can visit the [online application tool](#) to apply for computational resources. Please consult these guidelines in case you have questions when applying for HPC resources.

The capability and current software installed on the HPC systems can also be found on The Cyprus Institute’s [HPC Facility website](#).

For more information on the peer review process, for queries regarding the calls and these guidelines please contact: [hpc.support@cyi.ac.cy](mailto:hpc.support@cyi.ac.cy).

The remainder of this document is organised as follows:

- Section 2 describes the principles on which the Peer Review process is based
- Section 3 explains Production access proposals
- Section 4 covers the whole peer review process from application and assessment to allocation. This section also includes the review and assessment criteria

- Section 5 gives information on the system available through the calls
- Section 6 contains information for successful applicants
- Section 7 provides information for reviewers. This information is not directly relevant for applicants, but knowledge of the process can be useful to understand the conditions under which the review is conducted.

## 2 Principles of Peer Review

Calls for Proposals for Production Access to HPC Resources abide by a peer review process which is based on the following principles:

- **Transparency**  
This ensures the peer review process is open and clear to all participants, by way of everybody involved in assessment and allocation.
- **Scientific Merit**  
This is an important principle which allows calls to support projects of scientific merit and to promote academic development in Cyprus. This ultimately means that the most important review and assessment criteria for proposals requesting to access HPC resources is scientific excellence.
- **Single peer review system**  
All applications undergo the same peer review process. This ensures that the peer review process is trusted and seen to have integrity by all users - building on the experiences and best practices already used by national and international institutions.
- **Managing interests**  
This ensures that conflicts of interest from applicants, reviewers and allocation makers are identified and managed.
- **Fairness**  
This ensures that all applications are treated equally and fairly in the peer review and allocation process.
- **Expert assessment**  
Means that expert peer reviewers will be used to review and assess the individual merit of all proposals against the published criteria.
- **Confidentiality**  
Ensures that proposals will be treated in confidence by the peer review process. The identities of all reviewers shall remain anonymous.
- **Right to reply**  
This allows applicants to reply to the reviewers' written reviews prior to proposals being prioritised. Right to reply can also apply to allocation, if the applicant deems it necessary.
- **Prioritisation**  
This is applied during the final part of assessment and as such will be visible in the

outcome of allocation. Proposals will be prioritised for access by assessing the merit of each proposal against that of others and the criteria for assessment.

### 3 Types of Proposals

Production access is intended for production-ready projects where high amounts of computing resources are required.

Proposals are assessed by technical review on the suitability and compatibility of the project with the requested computing resources. Proposals also undergo project peer review where they are evaluated on their scientific soundness.

Success in such a call will be based on the applicant providing a substantiated proposal for effectively using the requested resources and especially on the scientific excellence of the project.

Calls for Production access will be held regularly. The allocation time is 1 year. A final report is required which will be both technical and scientific.

#### 3.1 Eligibility

The Principal Investigator of an application should be a senior researcher (must have 3 years of research experience beyond the PhD title) and submit just one application per call. The employment contract of the project Principal Investigator with a research organisation or company based in Cyprus must be valid for at least 3 months after the end of the allocation period.

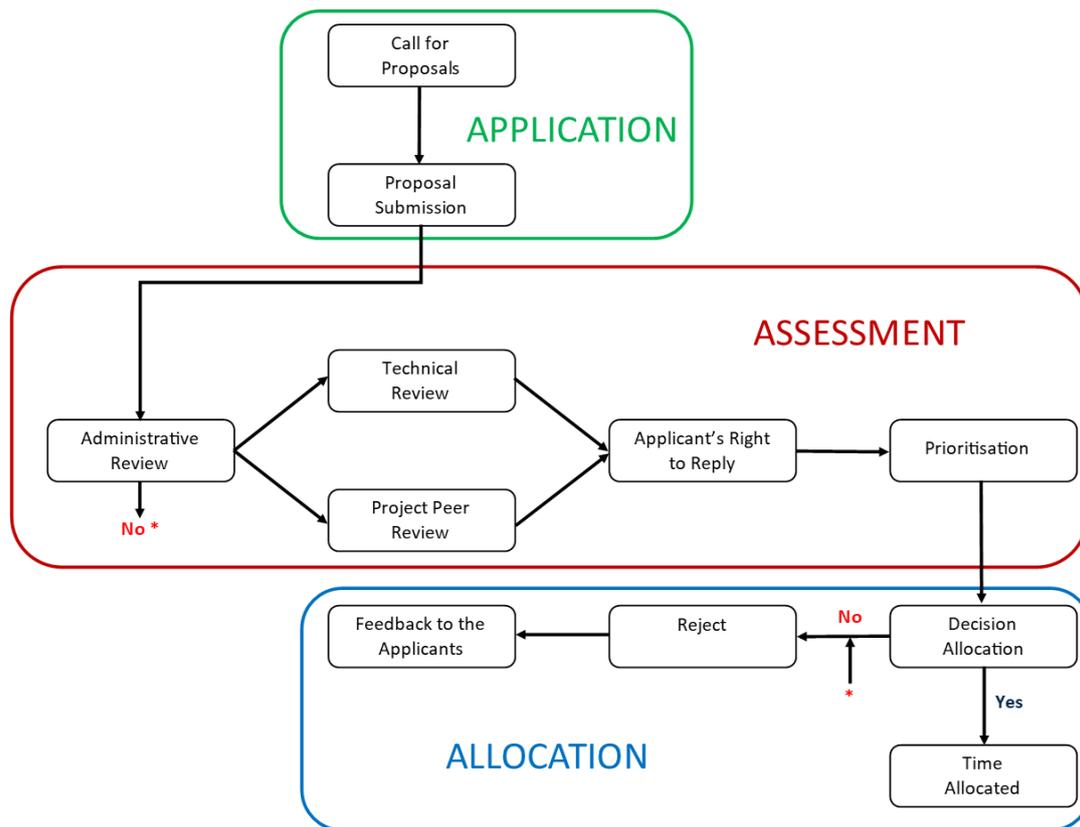
Collaboration among organisations based in Cyprus from academia, industry and government, as well as organisations based in countries from the region and worldwide is encouraged.

### 4 Peer Review Process

The Peer review process is divided into three main steps:

- Application
- Assessment
- Allocation.

The following work flow chart illustrates the three main steps of the peer review process:



## 4.1 Application Procedure

When Calls for Proposals for Production Access to HPC Resources open, applications must be received by the published closing date. These calls are intended for production-ready projects where high amounts of computing resources are required.

Applicants can apply for computational resources upon Cyclone - The Cyprus Institute's National HPC system. The scope of the call and the available resources will be included in the call announcement.

These calls are therefore not intended for code development. For these purposes, users must apply for preparatory access.

### 4.1.1 Who can Apply

Calls for Proposals for Production Access to HPC Resources are open for applications from Principal Investigators from academic and non-academic in Cyprus.

The Principal Investigator of an application should be a senior researcher (must have 3 years of research experience beyond the PhD title) and submit just one application per call. The employment contract of the project Principal Investigator with a research organisation or company based in Cyprus must be valid for at least 3 months after the end of the allocation period.

It is important to note that for free access to the infrastructure and computational resources, that all scientific results of projects must be made publicly available.

The research team of the Principal Investigator can include collaboration among organisations based in Cyprus from academia, industry and government, as well as organisations based in countries from the region and worldwide.

#### 4.1.2 How to Apply

Applicants interested in applying to Calls for Proposals for Production Access to HPC Resources need to complete an [online application form found via this link](#).

Details on completing an application can be found in Section 4.1.7.

All applications must be submitted before the call deadline as the on-line system will close at the time of the call deadline and it will not be possible to submit any post-deadline applications.

#### 4.1.3 Nominating Reviewers

For each Production Access to HPC Resources proposal submitted by an applicant, they are able to nominate up to 3 reviewers. The peer review process may use one of these reviewers to review a proposal.

Applicants should suggest experts who are in the research field of the proposal and who are able to judge the value of the work proposed to the advancement of the research field.

It is important that conflicts of interest are avoided. Therefore, reviewers nominated by applicants should not be based at the same institutions, be current collaborators or have any personal relationship to the proposal Principal Investigator or any of the proposal collaborators. The nominated reviewers should also not have any financial or personal connections with the organisations involved in the proposal.

#### 4.1.4 What to include in the Detailed Description document

In addition to correctly completing the details of the application form, applicants must also upload a "Project Detailed Description" document (in pdf format).

In order to produce this document, applicants must fill in the template, which can be downloaded from the application form. Use of this template is mandatory and the final pdf document must not be longer than 8 pages. The mandatory information that must be addressed in the final pdf document are as follows:

- A description of the research project. This should include discussion of the scientific questions to be addressed and the goals, novelty, impact and timeliness of the proposal
- How the resources and staff will be managed
- The numerical methods and algorithms the proposal will be using
- The need for the proposed project to run on a HPC system
- A description of why the HPC system and the requested time is suitable for the proposed project and how it will enable the goals and objectives presented

- The Principal Investigator's (and their collaborators) experience of using HPC resources in the past and how the applicant will manage using the allocated HPC system and resources
- A justification of the necessary number of core-hours.  
If the applicant is unsure of the resources that will be needed, then the applicant should contact [hpc.support@cyi.ac.cy](mailto:hpc.support@cyi.ac.cy).

More details on what is necessary to include for each of these points and the maximum length for each part can be found in the document template. Applicants should not exceed the page limits for each part of the template.

Applications may be rejected due to administrative reasons if the page limits are exceeded or sections of the template are incomplete or inconsistencies between the application form and detailed description template exist. Use of the template, which can be downloaded from the application form, is mandatory.

#### 4.1.5 Collaborative Working

Applicants for calls are encouraged to work collaboratively. If a proposal is a collaborative proposal, involving researchers from different institutions, only one application form should be completed for all the participants, with one lead applicant – a Principal Investigator, chosen for this proposal. The Principal Investigator should be a senior researcher (must have 3 years of research experience beyond the PhD title) and submit just one application per call. The employment contract of the project Principal Investigator with an organisation based in Cyprus must be valid for at least 3 months after the end of the allocation period.

All collaborators of a project need to be listed under <Add collaborators> and all mandatory fields need to be filled in for each collaborator. Please note that only collaborators listed in the application form will be allowed to access HPC resources.

Applicants from organisations which are not eligible to apply for available resources can access the HPC systems in collaboration with a Principal Investigator from an eligible organization – thus one based in Cyprus.

#### 4.1.6 Confidentiality

The abstract of a successful proposal may be published on relevant websites. If applicants do not want the abstract to be published during the 1-year period of computational access, then they need to highlight this in the application form by marking the project as confidential. Applicants will have to provide an acceptable reason for the details of the project being kept confidential.

Please note that once access to resources ends, this confidentiality period ends and the abstract will be published online. This is because access to resources is free in order to promote publishable science.

#### 4.1.7 Guidelines for the on-line Application System

We strongly advise applicants to read this section before beginning to fill out the on-line application form.

If you are a first time user of the peer review system, you will need to register on the on-line system by filling out all mandatory fields of the registration form. After sending in your registration, you will receive an e-mail with your password. You can then re-enter the on-line system and begin to fill in the application form. After the form has been saved, you can continue to access it and update it before finally submitting it. After submission, you will not be able to make any changes to the application unless you un-submit the proposal. After un-submitting the proposal, you can make all necessary changes. Then you will have to save your changes, and submit the proposal again. Please note that only submitted proposals will be put forward for peer review.

The on-line application system is simple to use if it is used methodically. Nevertheless, we advise you to read the following guidelines, before submitting a proposal.

##### 1. Registration

If you have not previously registered, this is the first step. To register you will need to fill in the registration data which consists of personal data (e.g. name, affiliation, etc.) and contact details. The system will use your e-mail address as identification (username) and you will receive an e-mail with your password. Each time you wish to start preparing a new proposal or edit a proposal already saved in the on-line system, you will need to identify yourself with the username (your e-mail address) and the password.

If you have forgotten your password or you need to change your password, please click on the <<Forgot Password?>> link. After filling out the requested information, you will receive an e-mail with the password.

**Warning:** Your password should remain confidential and not be made accessible to third parties. This is because it preserves the integrity and security of your proposal. If you suspect that your password may have been misused, please immediately contact the system administrator using the e-mail address at the bottom of the application screen or contact [hpc.support@cyi.ac.cy](mailto:hpc.support@cyi.ac.cy).

##### 2. Creating a new proposal or editing an existing one

First you need to select the type of proposal you wish to make or edit. In the top left hand corner of the screen, there is a drop-down menu from which you can select “**Cyclone Calls**”. Once selected, if you have no existing proposals you will be taken directly to the application form for the call. If you have existing proposals, you will see an overview of these.

##### 3. Writing the proposal

This step is relatively straightforward, especially if you have submitted a proposal in the past. If you are a new user, it is recommended that you print the form first in order to see what information is needed. The application form is divided into the following main parts:

- An application form that needs to be filled in on-line and only supports text (no graphics or tables)
- Information on all collaborators. Please note that you need to give information of all collaborators on the project, otherwise they may not be able to access the system
- Information that needs to be uploaded in the form of a pdf file (this may include graphics and tables). Most of the requested information is mandatory, because it will give the experts who will review your application as much information about the proposed project as possible. When preparing the document which will be uploaded in pdf format, you need to use the template that can be downloaded from the application form. Usage of this template is mandatory. Each section has a length limitation and you should not exceed the page limits indicated. Please try to be as complete and concise as possible when providing details of this document.

#### **4. Editing your proposal**

You do not need to fill out the entire application form immediately, you can fill it in at your own pace. You can thus re-enter the on-line system with your username and password to add information before final submission.

Each time you re-enter the system you will be able to see all your proposals following the procedure described in Step 2. Simply select the “update” link to be directed to the chosen proposal. You can simply enter new information or correct existing information and then save your proposal(s). Please remember if you have made changes/additions to the application form you will need to save it (‘Save as Draft’ button at the end of the screen) before closing the website. If you forget to save, you will lose all the changes you made during that session.

Please remember to fill out the all 3 parts of the proposal as these have earlier been described.

#### **5. Attaching/uploading additional documents**

It is mandatory to upload a “Project Detailed Description” document, which can be downloaded from the application form.

This template includes questions which applicants need to provide more detail with regards to their project. It is mandatory to use this template and applicants can include graphics, figures and tables.

Applicants need to fill in the template as completely and concisely as possible, convert it to a pdf file and upload it in the relevant section of the application form. The pdf document should not exceed 8 pages and applicants should not exceed the page limits for the sections of the template. Maintaining the 8-page maximum limit is important to ensure the completion of the reviews. Proposals may be rejected for administrative reasons without being put forward to technical and scientific peer review should the page limit be exceeded.

If you have already uploaded the template in pdf format and wish to make changes, you can insert changes in the template, create a new pdf document and upload this new document. The old document will be replaced by the new document.

## **6. Final submission of a proposal**

This step is very important. When a proposal application is complete, applicants will need to submit it by selecting “Submit as Completed”.

If you have not filled up all of the compulsory fields, your submission cannot be accepted and you will receive a list of the compulsory fields not yet filled in. After completing these fields, you will need to submit your proposal again. Your proposal will only be submitted if you receive an email indicating this.

Once you have submitted the proposal, the peer review office will be informed by an automatic message that your application is complete and ready to go out to reviewers. Once your proposal is submitted, it will become read only.

Nevertheless, if you find you need to make some changes, you can un-submit the proposal, make the necessary changes, and submit it again. In this case you will receive an e-mail when you un-submit the proposal and another one when you submit it again. This will allow you to follow the status (un-submitted or submitted) of your proposal.

It is important to note, that when the application period closes, only submitted proposals will undergo peer review.

## **7. Further information**

If you cannot find the answers to your questions here, please contact [hpc.support@cyi.ac.cy](mailto:hpc.support@cyi.ac.cy).

### **4.2 Assessment Process**

Applications to Production Access calls undergo both technical and project peer review which are carried out separately and independently.

The technical reviewers must be technical experts in computer architectures and in software for HPC. Technical reviewers will provide a report on the technical quality (code, methodology, etc.) of the proposal and on the suitability of the project for the available system and its architecture.

Project peer reviewers will provide a report on the novelty and quality of the science proposed and on the applicant’s ability to carry it out. They will also assess the proposal based on its relevance to any pre-defined criteria for a particular call. These reviewers will be chosen from researchers with expertise in the field of the proposal. If possible, one of the reviewers used will be one who has been nominated by the applicant. The peer review process will endeavour to obtain a selection of reviewers who between them can provide an expert view on the presented proposal.

Once all reviews are completed, applicants will receive the review reports of their proposal. They will then have the right to reply to the comments of the reviewers (if necessary).

More information on the assessment review procedures can be found in the following sections.

#### 4.2.1 Administrative Review

All proposals undergo an initial administrative review to ensure that:

- All fields of the application form are filled in correctly
- The detailed description document template was used
- That all aspects of the detailed description document template are filled in
- Information common to the application form and the application detailed document are the same
- The application meets the requirements of Production call applications.

It should be noted, that if an application is found to be lacking required details, is poorly written/prepared and in general is found to clearly lack the quality and requirements of production call applications as outlined above, it may be administratively rejected and not proceed for further reviews or assessment.

All proposals, that meet the minimal technical requirements and are deemed eligible, undergo technical review and project peer review.

#### 4.2.2 Technical Review

All proposal which pass the administrative review undergo an initial check to ensure they meet the minimal technical requirements and fulfil all the eligibility criteria. If the technical requirements and criteria are not met, such proposals are rejected and do not proceed for further reviews or assessment.

During these reviews, an increase or decrease in the requested amount of allocation time can be suggested. This advice will be considered by The Cyprus Institute's Program Advisory Committee and their decision is final.

#### **Criteria for technical review**

Proposals should conform to the following technical criteria:

- Proposals should prove the need to run on the available system
- The codes necessary for the project should be available on the system requested and/or, in case of community codes or codes developed by the applicants, they should have been sufficiently tested for efficiency, scalability and suitability (either via proposals for preparatory access or on similar HPC systems)
  - In case of codes which require a licence, it is important that the applicants are able to provide a valid licence to the HPC center which will allow them to run upon the requested resources

- The project proposed should be suitable to run on the available HPC architecture. The technical review may redirect projects to a more appropriate machine which can be accessed by applicants via other calls
- The number of core hours requested must be justified with a detailed work plan. Not doing so may result in decreasing the amount of core hours or even in rejection of the proposal
- It should be shown that the amount of core hours requested can be used up with the job sizes proposed and the number of jobs which can be run simultaneously
- All data must be removed from the execution system a month after the end of the project. Please state clearly in your proposal the amount of data which needs to be transferred after the end of your project to your local system. Missing information may lead to rejection of the proposal.  
Special arrangements for data transfer can be discussed with the HPC centre directly
- The project should be able to start immediately and is expected to use the resources continuously (a maximum of 1 month at the beginning of the project for fine tuning of the parameters or the application must not be exceeded). Please state clearly in your proposal if you need such fine tuning and the length of time which will be required.

### **Resource Utilisation**

Continuous usage monitoring will be implemented by the centre and delays in resource consumption may lead to partial loss of allocated computational quota. Furthermore, if a project is awarded a computational allocation and after the first six months achieves less than 10% of its expected usage (without just cause), the project may be penalised 80% of their whole allocation which can either be released back into the allocation pool of the next production call or be reassigned to other high utilisation projects.

#### **4.2.3 Project Peer Review**

Project peer review is carried out by internationally recognised experts in the field of the proposal.

During these reviews, an increase or decrease in the requested amount of allocation time can be suggested. This advice will be considered by The Cyprus Institute's Program Advisory Committee and their decision is final.

### **Criteria for project peer review**

Proposals must fulfil the following criteria:

- The research proposed in the project must demonstrate scientific excellence and a potential for high impact
- Proposals should be novel, well integrated in the context of the call and timely
- The project should aim to develop an important topic of major relevance to research and innovation, describe possible transformative aspects, and expected advances

- The methodology used should be described and appropriate to achieve the goals of the project
- It is advisable that within the project, appropriate methods, channels and resources for dissemination and knowledge exchange are identified and described
- There must be a solid management structure which will ensure that the project will be successfully completed
- The applicant and the collaborators should include a list of recent publications relevant to the project in the application form.

These criteria should be fully addressed in your application for time on the available system. Reviewers and panels will assess proposals against these criteria.

#### 4.2.4 Applicant Right to Reply

Once all reviews are completed, reviewers' reports will be anonymised and will then be available to the applicants. Applicants will then be able to respond, correcting any factual inaccuracies or providing any further necessary information in response to issues that the reviewers may have raised.

Applicants will be given a deadline to respond to the reviewers' comments, and their responses along with the reviewer's reports will be sent to The Cyprus Institute's Program Advisory Committee.

#### 4.2.5 Prioritisation of Proposals

After the Applicant's Right to Reply, proposals will be prioritised (ranked) by The Cyprus Institute's Program Advisory Committee and they will be required to assess the merits of the proposals, based on the reviewers' reports provided, and determine a fair distribution of resources.

Committee members will analyse the reports of the reviewers together with the applicants' responses in order to produce a list of all the proposals with the highest quality towards the top and the lowest towards the bottom. The Committee will also take into account the advice of reviewers regarding the allocation time requested, and a final decision will be taken on the amount of resources to be allocated to each proposal.

### 4.3 Allocation

Computational resources will be allocated to proposals based on the decisions of The Cyprus Institute's Program Advisory Committee. The applicants will be promptly informed if their proposal has been successful and the resources allocated to their application. After signing the user agreement, applicants will receive a username and instructions in order to access the awarded computer resources.

#### 4.3.1 Changes and Extensions to Proposals

Applicants must inform The Cyprus Institute's Program Advisory Committee promptly of any

changes to a successful proposal, either regarding the amount of resources needed or the usage time distribution. Requests for the extension of allocation time need to be fully justified and will be analysed on a case by case basis. The maximum extension period cannot exceed 3 months for a Production Access project and the awarded resources cannot be increased.

All notifications of changes or requests for extensions should be sent to [hpc.support@cyi.ac.cy](mailto:hpc.support@cyi.ac.cy).

#### 4.3.2 Applicant Right to Appeal

All Production access allocation/rejection decisions are final. Nevertheless, applicants who are concerned about the review of their applications should first contact [hpc.support@cyi.ac.cy](mailto:hpc.support@cyi.ac.cy).

A member of the team will then be available for clarifying points about the peer review process and the final decision on resource allocation.

Please contact only if it is not clear to you, from the reviewers' comments, where the flaws in your proposal were. Remember that your proposal is in competition with many other high quality proposals and that there is only a limited amount of computer time available.

If, following discussion with Peer Review, the applicant still has concerns about procedural aspects of the review, they should submit a formal letter of appeal - specifying the perceived flaws in the review.

It is The Cyprus Institute's Program Advisory Committee responsibility to handle the appeal. Full reasons must be sent to [hpc.support@cyi.ac.cy](mailto:hpc.support@cyi.ac.cy) not later than one month after receiving the allocation/rejection decision for the proposal. Each case will then be analysed and a formal reply to the applicant will be sent within one month of receiving the complaint.

## 5. Computational Resources Available

### Cyclone, The Cyprus Institute

<b>Peak/Sustained Performance</b>	~600 TFlop/s
<b>Number of Nodes</b>	17 forty-core CPU nodes 16 forty-core <b>compute</b> nodes, each with 4 NVidia V100 GPUs
<b>Processors/node</b>	2 twenty-core sockets per node, each is Intel Xeon Gold 6248
<b>Memory/node</b>	96 GB memory per CPU node 192 GB memory per compute node
<b>Scratch disk storage</b>	135 TB NVMe Storage

<b>Disk storage</b>	3.2 PB Storage
<b>Node-node interconnect</b>	HDR 100 - 100 Gb/s InfiniBand connectivity
<b>Accelerators</b>	4 NVidia V100 GPUs per GPU node
<b>Operating System</b>	OS, Compute Node: CentOS OS, Front End & Service Nodes: CentOS

Quota for \$HOME Directory: User-based 20GB

Quota for \$WORK Directory: 1-10TB

Data transfer times assume 50% peak performance

## 6. Information for Successful Projects

### 6.1 Final Report

All proposals require a final report to be submitted at the end of the project. This report needs to be submitted, using the standard template (which will be sent to applicants prior to the end of your project's allocation period), within 2 months of the end of the project's allocation time.

If the final report is not submitted this may result in consequences for submission of future proposals by the same research group.

Parts of the final report may be published on relevant websites or used for relevant publications unless the applicants have declared that their proposal includes confidential information or is covered by copyright.

### 6.2 Confidentiality Issues

The abstract of successfully awarded proposals, as well as parts of final reports may be published in relevant websites or publications. Information will not be published during the 1-year access period if the applicants have declared that their proposal includes confidential information or is covered by copyright.

Applicants should identify in their application of any confidentiality issues and provide a valid justification for the reason that confidentiality is necessary.

### 6.3 Acknowledgement of Resource Usage

Applicants must acknowledge the HPC resource used in all publications which results from production call allocations. The text for the acknowledgement should not differ significantly from the text which can be found below:

### 6.3.1 Acknowledgement of use of Cyclone Resources

“This work was supported by computing time awarded on the Cyclone supercomputer of the High Performance Computing Facility of The Cyprus Institute under project ID **PROJECTID.**”

### 6.3.2 Acknowledgement of use of Technical Assistance

Where technical support has been received the following additional text can also be used:

The assistance of [name of person/people] from [organisation name], [country] in achieving the technical requirements is gratefully acknowledged.

## 7. Information for Reviewers

Proposals are subject to both technical and project peer review. These will be carried out by experts in both the technical and field of the proposal.

Technical reviews will be carried by the Technical Committee which will be made up from staff who work on the available system and experts in technical support for HPC systems. This committee will consider each proposal received and determine whether it is appropriate to run it on the HPC system. They will also provide advice on whether the amount of resources requested is appropriate and whether the system that has been chosen by the applicant is the most appropriate for them or whether they should use a different system available via a different call. These recommendations will be used by The Cyprus Institute’s Program Advisory Committee to determine the final allocation.

Project peer reviews will be carried out by experts who can comment on the aims and impact of the proposal. One of these may have been nominated by the applicant. Reviewers work independently from each other and their comments are submitted to The Cyprus Institute’s Program Advisory Committee who will decide how to rank the proposal, based on the reviewers’ comments and the applicant’s response to them.

Reviewers’ input is the most important element in the assessment process and therefore comments should be timely, objective, fair and informed. It is essential that, as a reviewer, you provide constructive criticism with evidence and information to support your statements.

All reviews should be submitted in English.

### 7.1 Introduction to Reviewing

When a proposal is received, a copy will be sent to reviewers. This may include one of the reviewers nominated by the applicant. The reviewers need to fill out a form giving their assessment on the proposal based on the criteria of the call and the overall quality, impact and planning on the proposal.

## 7.2 Conflicts of Interest

If you feel unable to review a proposal due to a conflict of interest, you should inform the Peer Review office at [hpc.support@cyi.ac.cy](mailto:hpc.support@cyi.ac.cy). A conflict of interest is defined as something which when examined by a member of the general public would not be seen as a fair and impartial relationship.

## 7.3 Confidentiality

Reviewers are asked to treat the proposals that they review in confidence both during and after the review process. This maintains the integrity of the peer review process.

## 7.4 Anonymity of Reviewers

To maintain anonymity when the reviewers' comments are passed back to applicants, reviewers' names do not appear on the form. Reviewers' names will also not be revealed to The Cyprus Institute's Program Advisory Committee.

## 7.5 Feedback to Applicants

Applicants of proposals undergoing both technical and project peer review, will be given the chance to respond in writing to any factual inaccuracies or questions raised by the reviewers. Their response will also be sent to The Cyprus Institute's Program Advisory Committee and will be used by the Committee to help determine the ranking of the proposal.

## 7.6 How to Submit your Reviews

Reviewers can access the proposals assigned to them through the on-line system for peer review and must fill out the review form on-line. Reviewers can return to the review form to make changes and additions. When the review is in its final form, reviewers need to submit the review. The peer review office will see the review has been marked as submitted and will manage the distribution of it to the applicant and The Cyprus Institute's Program Advisory Committee.

Reviewers are asked to answer all of the questions and provide reasoning and evidence to back up the conclusions they have come to.

If you are unable to comment within the indicated timescale, you should let the peer review office know as soon as possible, so that an alternative reviewer can be contacted or the deadline for your review extended. In addition, you should also let the peer review office know if you do not feel qualified to comment on the proposal.

The process is an open one and the assessment procedure can only accommodate confidential comments that will be withheld from the applicants in exceptional circumstances.