

METHODOLOGY

on Open Access at the HiLASE Centre

TEAMING FOR SUCCESS

USER OPEN ACCESS STRATEGY

Prioritization of applications for beam time will be the responsibility of the Facility Access Panel (FAP). The FAP consists of independent researchers from top-ranking institutions in the world.

The FAP seeks the advice of facility operations staff who is considering beam time applications to assess the availability of suitable diagnostics and targets and comment on the operational implications of the Proposals for the beam time (hereinafter “proposal”), including the laser operating levels, damage from back reflections, shrapnel and other emissions from the target, etc. The FAP assess the compliance of each experiment with the facility’s Ethics Policy.

The partnership of new/experienced users with facility staff starts well in advance of the proposal submission as input to the FAP on the feasibility of the experiment is a crucial element of the process. This would normally take the form of a visit to the facility in the case of new users, or possibly a videoconference when users gain experience of using the HiLASE (High average power pulsed LASERs) Centre.

At this early stage, up to one year in advance of the experiment if it is scheduled, the prospective user is provided with detailed information from the facility on the laser performance and the application area capability currently available. This includes, e.g. the pulse energy and duration, the pulse contrast, the beam quality to be expected, application area services, etc.

The user is briefed on any operational issues currently being faced by users and the likely availability of any enhancements relevant to the experiment that might be available in the relevant scheduling period.

SUBMISSION PROCEDURE

The proposal management system plays a vital role in both aspects, capturing the data required and distributing that data as required. Given the number of application areas available within the HiLASE Centre, the anticipated demand for beam time and the geographical spread of the user community, a WEB-based Proposal Management System (WPMS) will be used¹ in order to avoid excessive administrative overhead, to ensure that the information is complete and to maximize the productivity of the RI.

There are regular calls for the beamtime access planned within the RI on a yearly basis since 2017. The beamtime offered within the calls will be related to the current infrastructure of the HiLASE Centre and to the most matured technologies (e.g. LSP, LIDT) available.

It is highly recommended to prepare the abstract and the full proposal text off-line before starting the submission procedure. Applicants should provide all the information requested in the electronic form before finally submitting the proposal. In particular, applicants make sure that correct e-mail address for

automatic notification of the receipt of the proposal and further correspondence was provided. Once the proposal is submitted, however, no more changes can be made.

After electronic submission, applicants will automatically receive an e-mail acknowledgement indicating a link which will allow them to view their proposal and its processing status by using a standard web browser. The proposals will only be properly processed after the generation of these acknowledgements.

The HiLASE Centre collects personal data from users, which will be stored and used for processing users' access application, for statistical and administrative purposes according to the EU/ national funding and reporting obligations as well as for statistical analysis of the HiLASE services and user community. Data collected by the HiLASE Centre on behalf of the EU/ national funding will be forwarded to the fund provider for official use only, and will remain confidential. The HiLASE Centre will not make personal details available to other organizations without the knowledge of the users, unless obliged by law.

Experimental & User Support

Conducting a successful experiment at a large scale facility of the complexity of HiLASE requires a partnership approach with the facility staff, detailed planning of every stage, consideration of the availability and performance of the necessary diagnostics, theoretical and numerical modelling of the laser-sample interaction, a source of suitable samples in sufficient quantity, post-processing capability and the availability of a suitably qualified team available to direct the data taking at the site of the facility.

Each experiment carried out at HiLASE Centre will be managed as a stand-alone project with a financial and shot budget, a project schedule, a resource and a staffing plan, a work breakdown structure, etc. Once an experiment is approved for scheduling, the user will work in partnership with the facility team to develop experiment shot plans, define the diagnostic requirements, manage target/ sample production or procurement, identify and manage the stakeholders of the experiment, etc.

In order to support each experiment carried out at HiLASE Centre, following experimental support services will be provided by the "link scientist". The list is not exhaustive, neither will all the services be required for every experiment:

- Numerical modelling and simulations of the laser/ target interaction
- System and experiment diagnostics including data acquisition
- Target / sample provision and preparation
- Design & manufacturing services

In addition to experimental support, user support will be necessary to ensure the smooth running of experiments and the delivery of a good facility experience, therefore a User Liaison Office is established with the leader – Open Access Manager as a main person responsible for effective use of the facility and ensuring the high quality of services offered to the user community. This office will act as the first point of contact for users and provision of logistics and other support, e.g.:

- A User Liaison Office to act as the first point of contact for users and provision of logistics support

- Assistance with the completion of the beam time application process
- Planning of the experiments according to the results of the beam time application process and business model of the Centre
- Cooperation with the Technical and Scientific teams in order to provide full scientific, technical and logistic support for users
- Travel arrangements to and from the facility for the experiment itself plus planning meetings when video-conferencing is inappropriate
- Accommodation arrangements and daily travel to the facility
- Site familiarization, facility induction and basic safety training
- Office accommodation with a network connection off-site

CRITERIA OF ELIGIBILITY

The ultimate decision about acceptance of users of user groups lies with the respective HiLASE Centre authorities, taking into account the scientific review and selection process which, in turn, is based on the scientific quality of the proposed research and the available resources.

Who is eligible?

User groups, i.e. teams of one or more researchers (users) led by a user group leader, are eligible to benefit from access to the HiLASE Centre, if they fulfill the following conditions:

- The result of measurement is published in open access mode. The HiLASE Centre prefers the green open access mode (the authors published in any magazine subscription-based, and then save author's final version of an article accepted for publication after peer review proceedings in open institutional repository or area. The saved article can be instantly accessed without restrictions or may be subject to embargo publisher; in such a case may be made available to applicants on the basis of individual (automatic) request sent to the author). In all publications and other relevant results of R&D which will be result of experiment made in open access mode has to be stated that result was obtained thanks to the project of the Ministry of Education, Youth and Sports of the Czech Republic (Program Large Research Infrastructure – project no. LM2015086).

EVALUATION PROCEDURE

Incoming proposals will be examined by the Open Access Manager at the HiLASE Centre (Dr. Antonio Lucianetti), who will judge the scientific content of the project, and then forwarded to the FAP together with the judgement of the Open Access Manager. The FAP meets within a 2-day meeting at least once a year, or more frequently if necessary, and will then make a final decision, taking into account the following guidelines:

- Selection will be done on the basis of scientific merit, taking into account the interest of the Community.
- Priority will be given to user groups who have not previously used the infrastructure and who would not normally have access to it.
- Selection will also take into account that the contract is intended to finance primarily short visits to the infrastructure.

The proposal is then returned to the Head of the HiLASE Centre, who will notify the applicant of the decision of the FAP and will take further action. For accepted proposals, the actual duration of the experiment needs to be confirmed taking into account possible budgetary constraints.

Although the HiLASE Centre and the FAP make every effort to keep the period of time for evaluation and selection of proposals as short as possible, applicants should be prepared to face a period of typically four to eight weeks, in exceptional cases even longer, before the evaluation result becomes available. In any case, visits may only be started after positive evaluation by the FAP, of which the applicants will be informed through the HiLASE Centre.

ACCESS POLICY FOR OVERSUBSCRIPTIONS

The HiLASE Centre that accept proposals at any time must be prepared to handle possible oversubscriptions, i.e. situations when too many positively evaluated proposals are aimed for a given period. The HiLASE Centre shall also be prepared to schedule the approved proposals within a limited time interval following the evaluation. The following rules should generally apply.

- The HiLASE Centre shall report once per year to the FAP on the scheduling of all proposals that have been received after positive review by the FAP.
- The scheduled beamtime should, in general, occur no later than 20 months after the SIAC decision.
- In filling up the available beamtime periods the HiLASE Centre should consider the available access budget² and the average rate of incoming proposals. This may lead to the necessity of ranking and scheduling only part of the proposals.
- Ranking is primarily based on the scientific excellence of the proposal. If several proposals are judged of comparable quality, priority should be given to new applicants.
- If scheduling under the above rules appears not possible, the applicant(s) will be immediately informed and the excess proposals will be turned over to the Open Access Manager at the HiLASE Centre for further consideration. The HiLASE Centre shall at this time provide a statement explaining the ranking for the present period and the reasons for not scheduling the proposal. The Open Access Manager is responsible for the approval of this selection and is also responsible for coming to a final decision about the scheduling of the proposal, within 3 months.
- The proposal may then be either rejected by the Open Access Manager³ or be put on a waiting list, from which the applicant may withdraw at any time. The waiting list should be reviewed in regular intervals by the Open Access Manager.
- Rejected proposals or those on the waiting list are open to be accommodated outside the HiLASE Centre open access programme by any volunteering infrastructure at any time.

² No further proposals may be accepted or scheduled after the total access budget of the HiLASE Centre has been spent (taking into account the sum of all completed and scheduled proposals).

³ In rejecting proposals the Open Access Manager acts on behalf of the HiLASE Centre. The Open Access Manager has to make sure that rejection is ultimately based on financial constraints only.