EVITA
EuroHPC Virtual Training Academy

EVITA – EuroHPC Virtual Training Academy

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Guidance for Applicants

Evaluation and Selection of External Reviewers

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1. Introduction

This document provides guidance to applicants applying to the EVITA call for External Reviewers. Its purpose is to explain how reviewer applications will be assessed and to help applicants understand the expectations of the reviewer selection process. The guidance is intended to support the preparation of clear and relevant applications demonstrating expertise, evaluation capacity, and suitability for participation in the EVITA reviewer pool.

All submitted applications will first undergo an administrative and eligibility check to verify compliance with the requirements of the call. Only complete and eligible applications will proceed to the evaluation stage. Eligible applications will then be evaluated by members of the EVITA Cascade Funding Committee using predefined evaluation criteria.

The evaluation is based on four criteria:

- Subject-Matter Expertise (HPC and relevant domains)
- Experience in Training and Education
- Ability to Assess Pedagogical and Technical Quality
- Experience in Evaluation or Peer Review

The following sections explain the purpose of each criterion and the aspects that will be considered during the evaluation process.

1.1. Subject-Matter Expertise (HPC and relevant domains)

This criterion assesses the applicant's expertise in High-Performance Computing (HPC) and related domains relevant to the EVITA Training Platform. The evaluation considers the applicant's technical background, research or professional activities, and familiarity with the topics covered by the EVITA Competence and Qualification Framework (CQF). Applicants are encouraged to clearly demonstrate expertise relevant to the evaluation of modular training materials and practical understanding of the HPC ecosystem and related technologies.

1.2. Experience in Training and Education

This criterion evaluates the applicant's experience in teaching, training delivery, supervision, or development of educational materials. The assessment focuses on the applicant's familiarity with educational activities and practical training approaches relevant to the EVITA training ecosystem. Applicants should describe previous involvement in courses, workshops, training programmes, development of learning materials, or supervision of learners. Experience with practical exercises, modular learning formats, or online training activities is considered particularly relevant.

1.3. Ability to Assess Pedagogical and Technical Quality

This criterion assesses the applicant's ability to evaluate both technical content and pedagogical aspects of submitted proposals. This includes the ability to assess learning outcomes, course structure, instructional design, hands-on exercises, and the overall coherence and quality of proposed training materials. Particular attention will be given to the applicant's ability to provide structured, objective, and substantiated assessments and to evaluate whether the proposed materials effectively support learning and skills development.

1.4. Experience in Evaluation or Peer Review

This criterion evaluates previous experience in proposal evaluation, peer review, quality assurance activities, or similar assessment processes. Applicants should describe any previous reviewing activities, including participation in scientific peer review, funding evaluations, conference committees, editorial boards, or educational quality assurance procedures. While previous evaluation experience is considered beneficial, applicants with limited experience may still be considered eligible provided that they demonstrate strong expertise and sufficient capacity in the other evaluation criteria.

2. Scoring and Thresholds

Each evaluation criterion is scored on a scale from 0 to 5, where:

0 – No evidence / not addressed

1 – Very weak / minimal relevance

2 – Limited / partially relevant

3 – Good / sufficiently relevant

4 – Very good / strong evidence

5 – Excellent / outstanding and highly relevant

The maximum total score is 20 points.

To be considered eligible for inclusion in the reviewer pool, applicants must achieve:

- a minimum total score of 12 points,
- a minimum score of 3 in Subject-Matter Expertise (HPC and relevant domains), Experience in Training and Education, Ability to Assess Pedagogical and Technical Quality,
- and a minimum score of 1 in Experience in Evaluation or Peer Review.

Applications that do not meet these thresholds will not be considered for inclusion in the reviewer pool.

3. Selection Outcome

Applicants who meet the minimum thresholds will be classified as eligible reviewers and included in the proposed reviewer pool, subject to approval by the EVITA General Assembly.

In cases where the number of eligible applicants exceeds the required capacity, the EVITA Cascade Funding Committee may prioritise applicants based on higher total scores and coverage of required expertise areas. The final composition of the reviewer pool may also consider the overall balance of expertise, domains, countries, and educational backgrounds relevant to the EVITA training ecosystem.