# Guidelines

The goal of the PAC refereeing process is to classify all projects into three categories A, B or C. The three categories shall be based on merit, both the scientific merit (first item of the questionnaire) and the performance of the JINR  group (the rest of the questionnaire).

Definition of the three categories:

-Category A: excellent project. Should be fully funded with adequate resources and encouraged to continue and expand their impact.

-Category B: very good project. There are some weaknesses. Should be funded together with a strong recommendation on where improvement is needed.

-Category C: good projects.  Relatively low performance.

In a first step, the assigned referee should assess whether the PI has properly answered all questions. If changes or additional information are needed, the relevant PI will be informed with the request to present this additional information at the meeting.

In a second step, each referee should summarize his evaluation in a written report (mentioning the missing information if any), outlining strengths and weaknesses of the project, both on the scientific aspects of the project as well as on the performance of the JINR group. The report should include recommendations for improvement if any. The final assignment of the project into category A, B or C shall be done after hearing the referee’s opinion and subsequent discussion of the project at the PAC session.

**Questionnaire (for projects seeking continuation):**

**A. Scientific merit**

1.   Goals of the experiment:

1a. Give a short description of the goals of the experiment  -

1b. Explain what the project adds to the international scenario:

**B. Achievements**

2.   Contributions of the JINR group:

2a. List of the specific contributions of the JINR group in hardware (including use of JINR computing resources for the project), software development and physics analyses.

2b. List of the responsibilities of JINR group members within the management structure of the collaboration, if any, giving the name of the JINR member, the managerial role and the appointment period.

3.   Publications:

List the papers published in the refereed literature (no conference proceedings) in which the JINR group had a major contribution (e.g. author of the analysis, promoter of the experiment, corresponding author, realization of a key equipment etc.). Give title of paper, reference and describe in 1-2 sentences the JINR contribution. Only papers published since the last approval of the project should be listed.

Mention the total number of papers published by the project in the same time period.

4.   PhD theses:

List the PhD theses completed within the last 3 years, or expected to be completed within one year, by JINR students within the project, giving the student name, thesis title and graduation year.

5.   Talks:

5a. List the invited plenary talks given by members of the JINR group at international conferences, workshops… since the last approval of the project: give name and date of the Conference,  title of talk and speaker name.

5b. Give a similar list for parallel talks.

**C. Plans and requests**

6.   Plans

Describe the plans of the JINR group within the project, in physics analysis, data taking, software development. detector R&D, detector operation and maintenance, upgrade activities… for the period of time of the requested extension.

7.   Group size, composition and budget.

7a. List the JINR personnel involved in the project, including name, status (e.g. PI, researcher, post-doc, student, engineer, technician…) and  FTE. Mention the total number of people in the collaboration.

7b. Present the JINR group budget for the period of time of the requested extension, specifying the main budget items (equipment, computing, salaries, common funds, travel…)

7c. Indicate the use or needs of JINR computing resources for the group and for the project if any.

**Questionnaire (for new projects):**

**A. Scientific merit**

1.   Goals of the experiment:

1a. Give a short description of the goals of the experiment

1b. Explain what the project adds to the international scenario.

**C. Plans and requests**

2.   Plans

Describe the plans of the JINR group within the project, in physics analysis, data taking, software development. detector R&D, detector operation and maintenance, upgrade activities… for the requested period of time of the project.

3.   Group size, composition and budget.

3a. List the JINR personnel involved in the project, including name, status (e.g. PI, researcher, post-doc, student, engineer, technician…) and  FTE. Mention the total number of people in the collaboration.

3b. Present the JINR group budget for the requested period of time of the project, specifying the main budget items (equipment, computing, salaries, common funds, travel…)

3c. Indicate the use or needs of JINR computing resources for the group and for the project if any.