Announcement of Opportunity

AO GT1: Policies and Procedures

Herschel/HSC/DOC/1623

25 February 2010

1. Introduction

The present document serves as the Policies and Procedures document for AO GT1. It supersedes in part the 'full' Policies and Procedures document as issued for the AO KP (Herschel/HSC/DOC/0888) hereafter referred to as the KPPP. The KPPP will be updated and reissued for the AO OT1 part, but not for the current AO GT1 part, however, as indicated below the information provided in certain areas is still valid.

The KPPP is available on the HSC website under the 'Latest AO' tab for reference. The present document has the same chapter structure, and in some areas makes direct reference to the KPPP.

2. AO GT1 package

The AO GT1 package consists of this document, additional documentation as specified below, and a set of tools.

The various Observers' Manuals and Guides listed in KPPP section 2.1 (available on the HSC website under the 'Latest AO' tab) will not be updated in time for this call, however, importantly, on the HSC website there is a set of 'AOT Release Notes' that provide the latest information regarding instruments, and are considered part of this call.

The tools, all available under the HSC website 'Tools' tab, to support the AO GT1 call, are the following:

- HerschelFORM PDFLaTeX package: This package has been updated and made available for the AO GT1 call. For the present AO there is the concept of 'small' and 'large' observing programmes, the boundary between the two is 100 hours. Given the limited amount of observing time available for the GT1 part of the present call no 'large' proposals are expected. The maximum page limits ('small'/'large') will be the following:

  – Science rationale: 3/4 pages
  – Technical implementation (including robustness): 1/2 pages
  – Data processing and archive: 1 page
  – Management plan and outreach: 1 page
  – List of proposers: name, affiliation, seniority and role (required for 'large' programmes)
  – Source list separate (as needed)
  – Proposal sum: 6/8 pages + people + source lists

  The current (AO GT1) version of the HerschelFORM PDFLaTeX package must be used to respond to this call.

- Herschel Reserved Observations Search Tool (HROST): By using this java-based web tool

developed at the HSC it is possible to search the 'Reserved Observations List' (ROL). This is a list consisting of those observations already planned by KP proposers, which must not be duplicated by AO GT1 proposals. Potential duplication is addressed in the Herschel duplication policies document.

Given the nature of the current situation, since it will be attempted to keep the ROL as accurate as possible, it (i) may be changing slightly in the course of time during the call, and (ii) may not be entirely accurate. These changes are expected to be minor and 'known' to GT proposers.

- HSpot: A dedicated version of the HSpot observing planning tool has been issued for the AO GT1 call. This version is HSpot v4.4.4 and this is the only version that can be used, and consequently must be used to respond to the call.

- The associated Herschel Background Estimator and the Herschel Confusion Noise Estimator (HCNE) tools are available, but have not been updated for the AO GT1.

3. AO GT1 schedule

The AO GT1 schedule is as follows:

- 25 February 2010:   The AO GT1 call is released at 12:00 hours UT.

- 31 March 2010:   The deadline for AO GT1 proposal submission is at 12:00 hours UT.

- 29 April 2010:   Deadline for delivery of updated (phase 2, see below section 8) AORs.

4. Observing time

The following amounts of GT are available for use in AO GT1 for each of the GT holders, note that these numbers already take into account that the PI consortia can only use up to max 50% of their available time in this call (see SMP section 5.4.4).

- PACS PI: 239.0 hr
- SPIRE PI: 104.6 hr
- HIFI PI: 57.3 hr
- HSC/PS: 181.3 hr
- MS Peter Barthel: 38.0 hr
- MS Pepe Cernicharo: 16.5 hr
- MS Pierre Encrenaz: 21.5 hr
- MS Paul Harvey: 36.0 hr
- MS Martin Harwit: 2.5 hr
- HOSS Jacqueline Fischer: 0.0 hr

5. N.A.

6. Proposal submission

Except for the dates and page amounts this section is largely valid. However, there are no particular

requirements for the delivery of data products by the AO GT1 observers with 'small' (less than 100 hours) programmes.

7. Proposal evaluation

The proposals will be sent to the HOTAC for evaluation. Given the very limited amount of guaranteed time still available it has been agreed that the HOTAC procedure will be 'light'. Proposals that have been prepared with adequate and proper care from both scientific and technical points of view can be expected to be approved.

8. Phase 2 data entry

If the HOTAC requests changes in a proposal and/or changes to e.g. observing modes are introduced post the GT1 call deadline there can be a need to update the AORs supplied at the 31 March 2010 deadline (referred to as 'phase 1' AORs).

Should this be the case, then the deadline for the provision of suitable updated AORs (referred to as 'phase 2' AORs) will be 29 April 2010.

The 'phase 2' delivery of AORs will also be used to update the 'Reserved Observations List' for the AO OT1 part of the call.

9. Post-call modifications

While it is not foreseen that post-call (post 'phase 2') modifications will be necessary, should this prove wrong the procedure for performing modifications will be handled on a case-by-case basis.

If an observer decides modifications are necessary, a request should be made by raising a Helpdesk ticket, explaining what needs to be modified and on what grounds. If the HSC decides modifications are necessary, the observer will be contacted.

10. Further calls for proposals

AO OT1 will be released on 20 May 2010 with a proposal submission deadline of 22 July 2010, in both cases at 12:00 hours UT. The subsequent AO GT2/OT2 process will take place approximately one year after the present cycle, the exact dates are not yet available.

11. Data products and proprietary rights

The short description provided in the KPPP is generally applicable. There are no particular requirements for the delivery of data products by the AO GT1 observers with 'small' (less than 100 hours) programmes.

Note that (see SMP section 5.6) observations executed after the first year of RSP will have less than 12 months proprietary time, but never less than 6 months.