

HerschelFORM PDF_{La}T_EX PACKAGE
USERS' MANUAL

Herschel Space Observatory
GT2 and OT2 Proposals

Version 3.0

(GT2 AO Version)

31 March 2011

DEADLINE FOR PROPOSAL SUBMISSION IS:
12 May 2011, 12:00 UT
for GT2 (Guaranteed Time) Proposals
and
15 September 2011, 12:00 UT
for OT2 (Open Time) Proposals

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Table 1: Astronomical L^AT_EX Symbols

<code>\micron</code>	μm	<code>90\deg</code>	90°	
<code>\jhk</code>	JHK	<code>16\sqdeg</code>	16deg^2	
<code>\jh</code>	$J-H$	<code>28\arcmin</code>	$28'$	
<code>\hk</code>	$H-K$	<code>11\arcsec</code>	$11''$	
<code>\jk</code>	$J-K$	<code>5\fd4</code>	$5^{\text{d}}4$	
<code>\sq</code>	\square	<code>8\fh2</code>	$8^{\text{h}}2$	
<code>\mv</code>	m_V	<code>2\fm56</code>	$2^{\text{m}}56$	
<code>\Mv</code>	M_V	<code>10\fs08</code>	$10^{\text{s}}08$	
<code>\onehalf</code>	$\frac{1}{2}$	<code>23\fdg12</code>	$23^\circ12$	
<code>\onethird</code>	$\frac{1}{3}$	<code>3\farcm6</code>	$3'6$	
<code>\twothirds</code>	$\frac{2}{3}$	<code>0\farcs27</code>	$0'27$	
<code>\threequarters</code>	$\frac{3}{4}$	<code>\slantfrac{{22}}{{7}}</code>	$\frac{22}{7}$	(braces unless one character)
<code>\onequarter</code>	$\frac{1}{4}$	<code>\squig\$</code>	\sim	(math mode only)
<code>25\kms</code>	25 km s^{-1}	<code>\lesssim\$</code>	\lesssim	(math mode only)
<code>\peryr</code>	yr^{-1}	<code>\gtrsim\$</code>	\gtrsim	(math mode only)
<code>M\subsun</code>	M_\odot	<code>\la\$</code>	\lesssim	(math mode only)
<code>\sun</code>	\odot	<code>\ga\$</code>	\gtrsim	(math mode only)
<code>\earth</code>	\oplus	<code>\nodata</code>	\dots	(tables only)

1 Getting started

1.1 Introduction

The HerschelFORM pdfL^AT_EX package has been created to provide a standard mandatory template for Herschel proposers.

The manual describes the use of the HerschelFORM package, which is composed of the macros that are defined in the HerschelFORM class and style files and the `templatelarge.tex` template file. The macros allow the computer controlled typesetting of applications for observing time with the Herschel Space Observatory. If you are already familiar with T_EX or L^AT_EX, you will probably have no difficulty using the macros provided. You should follow the instructions given below and keep in mind that all of your input must conform to the standard L^AT_EX rules.

The HerschelFORM pdfL^AT_EX package has been built by adapting the ESO ESOForm package¹. It has been prepared with the following version of pdfL^AT_EX: pdfT_EX, Version 3.141592 (Web2C 7.5.5). If you encounter any serious pdfT_EX or pdfL^AT_EX problem, please contact Helpdesk at <http://herschel.esac.esa.int/esupport/>, describing the problem and indicating which version of pdfL^AT_EX you are using.

For ease of use, we have adopted (and already included in the `herschelformnormal.cls` class files a number of L^AT_EX definitions of commonly used astronomical symbols (the most relevant are listed in Table 1).

For every call, the application template has and will be updated according to the nature and characteristics of the call. *Please note that **only** proposals prepared using the **latest** version of HerschelFORM will be valid and accepted by the Herschel Space Observatory.*

1.2 How to Obtain the HerschelFORM Proposal Package

The HerschelFORM Proposal Package may be obtained over the web via the URL:

<http://herschel.esac.esa.int/Tools.shtml>

¹This Users' Manual is maintained by the Herschel Science Centre Community Support Team. The Herschel Space Observatory HerschelFORM Users' Manual and the whole HerschelFORM Package are adapted, with permission, from the ESO ESOFORM manual and the ESOFORM package, which is maintained by the ESO Visiting Astronomers Department (VISAS), while the background software for ESOFORM was provided by the ESO User Support System (USS) Department.

1.3 Description of the Content of the HerschelFORM Proposal Package

The HerschelFORM package consists of:

- A L^AT_EX class file (`herschelformnormal.cls`) that, together with the style file `common2esnormal.sty` and `config.sty`, defines all the macros required to generate the application form for observing proposals;
- The template proposal (`templatennormal.tex`), which the users may edit directly in order to create a new proposal;
- This Users' Manual (`usersmanual.tex`), which contains all the information required to fill the templates, as well as instructions on the electronic submission of proposals (via the HSpot proposal submission interface);
- A short README file.

You can view your proposal or the blank template file at any point by compiling the modified template and opening the PDF file that is generated. To compile it, simply type:

```
pdflatex myproposal.tex
```

Where `myproposal.tex` is the name that you have given to the file.

The file `myproposal.pdf` will be generated. Open this with any program that will read PDF format.

1.4 Getting help

Should you need assistance from the Herschel Science Centre (HSC) to prepare your proposal, please contact Helpdesk at the address <http://herschel.esac.esa.int/esupport/> for questions related to the HerschelFORM package as well as for more general questions about instrument performance, Observatory policies, etc. Note that this is a web-only interface with no e-mail question submission.

2 HOW TO FILL IN THE TEMPLATE

2.1 General warnings and guidelines

For proposal generation and submission it is mandatory to use the Herschel Science Centre provided HerschelFORM pdfL^AT_EXtemplate and associated package. Proposals must conform strictly to the standard format. Proposals that do not conform will be rejected without explanation.

For the 2011 Call there is no separate Large Proposal. All proposals, whether 1 hour or 1000 hours, should use the Normal Proposal template (`templatennormal.tex`) for this Call. With the changes in the template the Normal Proposal template has been reduced to a maximum of 6 pages.

You should fill in the appropriate template file (`templatennormal.tex`) with your favourite editor. The easiest way to write a proposal is to modify the file `templatennormal.tex` by following the examples therein and the detailed instructions given in the present manual. Input in the template is allowed **only within the arguments of the provided HerschelFORM macros**.

The template format tolerates the use of L^AT_EX commands such as `item` within the `itemize` environment, but may in some cases give unsatisfactory output. This is a feature of L^AT_EX, not a bug in the HerschelFORM package. In particular, to control the line length and ensure that they do not run off the edge of the page, lines in the `itemize` environment and similar environments *can* be cut by hand in the editor to ensure that L^AT_EX respects the desired line length, but a more reliable solution is to use the `itemize` environment as described below. However, as detailed below, some L^AT_EX commands and environments such as `begintable` and `beginfigure` do not work within the HerschelFORM pdfL^AT_EXtemplate and associated package; again, these are features, not bugs and are not under our control.

Please note that **it is the responsibility of the applicants to stay within the box and page limits** and to eliminate potential overflow/overwrite problems. Proposers should be as concise as possible, but must remember that the requirements of a space observatory that will carry out observations automatically, with every detail of the observations defined weeks in advance, require much greater care with the definition of the details of the observations than those made under direct, real time astronomer control in a ground-based observatory.

Any text not fitting within the allocated pages will be ignored by the pdfL^AT_EX compiler and will not appear in your PDF file. It is the responsibility of the proposers to check that their proposal description does not exceed the maximum acceptable length and is thus cut-off in compilation. To this effect, proposers should carry out a careful visual inspection of a print-out of their proposal prior to submitting it. Please note that when the proposal is compiled with pdfL^AT_EX, the length of the text is checked, and a warning message is issued if the page limit for any section is exceeded, but compilation is NOT interrupted. These warnings may easily be overlooked in the real-time terminal window from which pdfL^AT_EX is run because of the continued scrolling resulting from other output, but it is recorded in the logfile generated by L^AT_EX. Users are thus strongly encouraged to check this log file, or to scroll the screen back to check for warning messages .

The P.I. *must* check the generated pdf file carefully, before submission, to ensure that all sections have been correctly filled in.

2.2 Description of the Proposed Programme: BOX 1 - Maximum 3 pages total

This is the first of the four sections that comprise your proposal description and scientific justification. All these sections are subject to a strict page limit. These sections of scientific justification will sum a maximum of no more than 6 pages, with individual maxima of 3, 1, 1 and 1 respectively. Please note that you are not permitted to use extra pages for one section because you saved on another. You should not modify the page limits, style, or the font sizes in any way; HOTAC may reject any such modified proposals without explanation.

These sections are each activated by different macros.

Please check the Herschel Space Observatory Policies and Procedures document:

<http://herschel.esac.esa.int/Docs/Herschel/policy/html/policy.html>

for further details of the required content for each section.

For this first section - the description of the proposed programme - you have a limit of a total of 3 pages (including figures), that must be distributed between the following three sub-sections and, of course, the references:

```
\ScientificGoals{}
\ExploitationPlan{}
\OtherFacilities{}
```

Section 1.1) Scientific goals: scientific background of the project, including the pertinent references; clear statement of the problem to be solved and how Herschel will resolve it; the need to have particular Herschel Space Observatory data for the present proposal. HOTAC will weight very highly in its deliberations the capacity of a programme to exploit the unique benefits and advantages of Herschel for carrying out the programme over alternative, particularly ground-based, facilities and will reject proposals that it believes could be reasonably carried out elsewhere than with Herschel. Proposals that request large amounts of time should additionally demonstrate that their proposal provides a unique heritage commensurable with the amount of time (and thus helium cryogen) requested.

This section must include a brief summary of the data to be collected and justification the total observing time requested. Proposals should demonstrate that they are efficient in telescope use and that the requested time is fully justified. The content of this section should be placed between the curly braces of the macro `\ScientificGoals{}`.

Section 1.2) A brief, clear description of how the proposer plans to exploit the data scientifically after the observations are made. This description should be as non-technical as possible so that it is clearly understandable even to non-experts in the proposed field. The content of this section should be placed between the curly braces of the macro `\ExploitationPlan{}`.

Section 1.3) An explanation of what other facilities (ground-based or satellite) will be combined with the requested Herschel Space Observatory observations to obtain the desired results. A description of whether these observations are already available, are being requested simultaneously, or will be requested in the future. Planned follow-up to Herschel Space Observatory observations should be detailed, as should the dependence of Herschel Space Observatory data reduction on the future availability of observations from other facilities.

Please state if the current proposal is linked to any others that are currently being submitted. The content of this section should be placed between the curly braces of the macro `\OtherFacilities{}`.

2.2.1 References: BOX 1 (cont'd)

The references should be included within the 3 pages of description. They should be listed in alphabetical order, **one per line** and preferably use the simplified abbreviations used in *Astronomy & Astrophysics*. They should ideally be separated by the L^AT_EX command `\smallskip`. The template file contains an example of how to fill in this section so that space is saved between the lines and making the `itemize` environment give satisfactory output. It is the proposer's responsibility to ensure that enough space is left for this information and that it is germane, concise and legible.

This section is not obligatory and only appears if it has content. The list of references should appear in the curly braces of `\References{}`.

2.2.2 Figures: BOX 1 (cont'd)

The pages of the description of the proposed programme can include the required number of figures provided that the total does not exceed maximum number of pages for the proposal type. This material can be included using the macros `\MakePicture{}` and `\MakeCaption{}`.

NOTE THAT POSTSCRIPT IMAGES ARE NOT VALID. Since the proposals are compiled using the pdfL^AT_EX package, only JPEG and PDF file formats are accepted by the package (i.e. this is not our decision, but is a feature of pdfL^AT_EX itself). Images in other formats should be converted into one of the accepted formats using appropriate tools (such as ps2pdf, convert, or gimp). In order to reduce the size of the file, **we strongly suggest using the PDF format for simple plots and graphs that have a monochrome background, and JPEG for large figures (such as astronomical images) with many levels of grey or colours.**

The figure macro `\MakePicture{}` must be used. It has two arguments: the name of the file of the picture, and a list of optional keywords specifying formatting parameters of the image (as defined in the `graphicx` package). For example:

```
\MakePicture{MyPic1.pdf}{width=15cm,height=8.0cm,angle=90}
\MakePicture{MyPic2.jpg}{width=12cm}
```

The filename should have a `.jpg` or `.jpeg` extension for JPEG files, and a `.pdf` extension for PDF files; other extensions are not accepted by the package.

If you need to produce double figures with two (or more) images side-by-side across the page this must be done in the `tabular` environment. Various examples are given in the template file, for example:

```
\begin{center}
\begin{tabular}{ll}
\includegraphics{galaxy.pdf} & \includegraphics{galaxy.pdf} \\
\includegraphics{galaxy.pdf} & \includegraphics{galaxy.pdf} \\
\end{tabular}
\end{center}
```

This produces a 2×2 matrix of images. However, this method does not allow a caption to be defined; your caption must be written as text outside the `tabular` environment.

The caption macro `\MakeCaption{}` takes one single argument, which should contain any L^AT_EX caption. For example:

```
\MakeCaption{Write whatever caption you need, using \LaTeX\, unless you have defined
a matrix of figures as in the second example above, in which case this command will not work
and you should use the alternative method that is outlined above.}
```

These figures will be printed immediately following the scientific description. You must check the pdf output generated by pdfL^AT_EX before submitting your proposal to make sure that the attachments are properly included. In particular, colour figures should still be **readable if printed in black and white**.

It is **your responsibility** to check that your attachments **fit within the allocated pages**. Please note that when the proposal is compiled with pdfL^AT_EX the space required by the attachments is checked.

2.2.3 Environments that do not work in pdfL^AT_EX and their alternatives

The following environments *do not* work in pdfL^AT_EX:

```
\begin{figure} \end{figure}
```

Instead you *must* use:

```
\includegraphics{}
```

And:

```
\begin{table} \end{table}
```

In this case you *must* use:

```
\begin{tabular} \end{tabular}
```

2.3 Technical Implementation: BOX 2 - Maximum 1 page total

The main criterion in the award of Herschel Space Observatory time is “helium into science”; in this section you must demonstrate that you will generate efficiently the observations from which you produce science. All proposals receive a detailed technical assessment that is carefully considered by HOTAC. Bear in mind that the call is likely to be considerably oversubscribed and that HOTAC may reject your proposal if the proposed technical implementation is not convincing.

There are four sections to fill in:

```
\ObsStrategy{}
```

```
\TimeRequirements{}
```

```
\TimeConstraints{}
```

```
\Duplications{}
```

Section 2.1) This section is to justify the technical aspects of your proposal: how you plan to make the observations, target selection and the AOTs selected for the observations. This information is critical to proposal assessment. HOTAC may request extra technical details, or may even reject completely, without warning, any project or sub-project completely if insufficient, unclear, or unconvincing technical information is given.

The content of this section should be placed between the curly braces of the macro `\ObsStrategy{}`.

Section 2.2) Here is where you must justify the total amount of observing time that you have requested. This calculation must be completely transparent and consistent with the time shown in HSpot.

The content of this section should be placed between the curly braces of the macro `\TimeRequirements{}`.

Section 2.3) A key part of the technical implementation is to justify any constraints on your observations, be they timing, chopper orientation, or the scan or the array orientation on the sky. Constraints usually make observations less efficient, particularly for scheduling, but may be essential to make the observations possible, or to obtain the science that is required. All constraints should be declared and justified in the proposal; new constraints cannot be added later unless the need for them is declared in advance and dummy constraints are submitted initially.

The content of this section should be placed between the curly braces of the macro `\TimeConstraints{}`.

Users should state in this section of the proposal template if part (or all) of the proposal is under ToO conditions and which are the triggering conditions and required reaction times. ToO observations are of four types depending on the required reaction time. The faster the required reaction, the stronger the justification should be, as an urgent re-planning of an already planned Observing Day may be necessary, which is not lightly approved given Herschel’s normal operational turnaround cycle.

* ToO Critical, means that observations should be made without delay, even if this means changing the instrument active on the telescope for the next schedulable OD. This requires considerable effort both at HSC and MOC and should only be contemplated in the most exceptional cases.

* ToO Hard, means that a maximum of 7 days should elapse between triggering and the carrying out of the observation. Again, this will imply an urgent re-planning of an already prepared Observing Day.

* ToO Soft, means that up to 3 weeks may elapse between triggering and carrying out the observation. Re-planning of an already planned Observing Day may be necessary, but much greater scheduling flexibility is available to the HSC Mission Planners and to MOC.

* ToO Slow, means that the ToO observation will normally be carried out more than 3 weeks later. This is the easiest option to schedule and may be appropriate for events with a relatively long lead-up time.

Section 2.4) Here you should give a description of your findings of analysis of your target list with the HROST (Herschel Reserved Observations Search Tool). As a minimum there should be a clear statement that you have checked your AORs list against the Herschel Reserved Observations List and are satisfied that there are no potential duplications.

Any potential duplications with approved observations that you find must be detailed and justified as being permissible within the rules on duplications. Details of what constitutes a duplication of existing observations can be found in the Policies and Procedures Document for the OT2 Call. HOTAC will not approve proposals that duplicate already approved science.

The content of this section should be placed between the curly braces of the macro `\Duplications{}`.

Section 2.5) Herschel is a consumables-limited mission and there is, inevitably, some uncertainty as to exactly when the cryogen will end. Sky visibility considerations may make it impossible to terminate some programmes and no guarantee can be offered that any programme approved in the 2011 Call will be completed before the end of mission. Bearing in mind this limitation, here you should demonstrate that your programme is robust against a potential early end of cryogen that could lead to it not having been completed at the end of the mission.

Proposers should demonstrate the capability of their programme to produce valid and reliable results even if only partially executed. Open Time programmes that are deemed by HOTAC to be high risk in the sense of requiring completeness, or a very high execution level for their results to be considered useful or valid may be rejected.

The content of this section should be placed between the curly braces of the macro `\Robustness{}`.

2.3.1 Including figures in your technical implementation plan

You may include figures if these are required to explain details of the technical implementation of your project, however, these must be included in your 1 page space allowance according to proposal type; no extra pages may be added to include figures.

To do this, two commands have been defined:

`\MakeTechPicture{}`

To place the figure within the Technical Implementation section, and:

`\MakeTechCaption{}`

To add the figure caption.

It is important to use this command rather than `\MakePicture{}` as this latter command will, by definition, place the figures in the "Description of the Proposed Programme section".

2.4 Data processing plans: BOX 3 - Maximum 1 page total for all the sub-sections

This consists of two individual sections. The length of the sections can be variable according to the project's needs, but the sum must be less than 1 page. The aim of this section is to demonstrate that the team has the tools and the capability to deal with the quantity of data that will be generated by their project and that the time dedicated to the proposal will be converted into data of lasting value to the community. In most cases it will not be necessary to include extensive details, particularly if HIPE is to be used for reduction. However, the proposer does need to demonstrate an awareness of the options and requirements for processing Herschel data and where special reduction and/or analysis techniques are required, to give sufficient detail that HOTAC can be confident that the data can be processed adequately.

The text should be entered as arguments of the following three macros:

`\DataProcessing{}`
`\ProductGen{}`

Section 3.1) This section should provide a brief explanation of the strategy for data reduction and analysis with a description of available hardware, software, and manpower available to do the job in a timely fashion.

The content of this section should be placed between the curly braces of the macro: `\DataProcessing{}`

Section 3.2) Here you should describe any special software that you plan to use in analysing your data other than the Herschel Space Observatory Pipeline. In the case that you *do* plan to use own software, this should be described in enough detail that the steps and processes involved are fully understandable.

In this section you should describe the software, the programming language(s) used, the algorithms used and the assumptions behind them and the documentation that will be supplied (note that it is obligatory to supply adequate documentation). It must be shown that the results generated from your own software can be reproduced and independently verified, if necessary.

Note that users are strongly encouraged to use HCSS-compatible software unless there is a good reason not to.

The content of this section should be placed between the curly braces of the macro: `\ProductGen{}`

2.5 Management and outreach plan: BOX 4 - maximum 1 page total

This comprises of two sections that should total no more than one page.

The macro `\ManagementRemark` must be used to provide a brief report on how the team's work will be organised, what makes it suitable for a project of this kind, the particular talents and abilities that it brings to bear and the resources that the team has committed to the project. You should demonstrate that you have the resources to manage and process efficiently the quantity of data that will be received if your proposal is accepted. The larger the time request, the clearer this section will need to be in order to convince HOTAC that your team is capable of using its data efficiently and effectively.

The macro `\Outreach` should be used to describe how project results could be publicised and spread beyond the specialist Herschel community, especially to the general public and what special impact they might have in the media (e.g. do you expect to produce spectacular images, or unusual or high-impact results, or a newsworthy discovery?).

2.6 List of team members, roles and relevant experience:

This section has now been suppressed. The information will be extracted directly from the cover sheet of your proposal.

3 Observation summary table

3.1 Information about the different Astronomical Observing Templates (AOTs) requested in your proposal

This section has now been suppressed. The information will be extracted directly from the list of AORs submitted with your proposal.

4 SUBMISSION OF THE APPLICATION

Once you have prepared your proposal you must submit it formally

Proposals must be prepared as \LaTeX source files, making use of the **HerschelFORM** pdf \LaTeX package. Proposals received in any other format, or with modified HerschelFORM macros, will be rejected.

When the \LaTeX source file of your application is complete, **please process it with pdf \LaTeX** so as to identify any possible \LaTeX format errors. In particular, we **strongly** recommend that you

- review the log file generated by \LaTeX so as to check for the presence of warning messages issued by the HerschelFORM macros. Such messages report, among others, instances in which a text field is too long, so that your input is truncated in the pdf file that is generated, and part of the information that you submit will not be communicated to HOTAC;

- carefully inspect a printed copy of the output to make sure that all parts of the application are duly completed, and that their formatting is appropriate.

Please note that while a significant number of checks are performed by the HerschelFORM package when running pdfL^AT_EX, a successful outcome of this process **does not guarantee** that a proposal is fully compliant.

Proposals must be submitted via the HSpot Proposal Submission Tool. You should upload the pdf file of your proposal, following the instructions in HSpot.

You will be requested to finalise the submission by clicking on the corresponding button in the HSpot proposal submission tool. **It is essential that you execute this final step:** your proposal will not be submitted until this is done, even though you have uploaded all the necessary files!

Upon submission of a correctly completed proposal, the Herschel proposal validation software will return, first, a pop-up message on the screen to confirm that the proposal has been successfully sent to the Proposal Handling System at the Herschel Science Centre; note that this pop-up does not guarantee that the proposal has been received, nor that it has been processed correctly. Later, after the proposal has been processed successfully in the Proposal Handling System, you will receive, by email, a confirmation message and an identifier assigned to the valid proposal. This identifier and the email that contains it, represent the official confirmation that the proposal successfully entered the Proposal Handling System and was processed correctly. We recommend strongly that you save this email with the identifier as the identifier will be required if you wish to download and/or update the submitted proposal later.

Submission Problems

The pop-up message should be returned by HSpot within seconds of submission. If after a minute this pop-up has not appeared, you should abort the submission and repeat it.

The proposal submission acknowledgment email is normally received within a few minutes of completion of a submission. However, during the last few hours before the submission deadline, the system may be slowed down by the high load, and the acknowledgment process may take tens of minutes or, in extreme cases, even hours for very Large Proposals. Please **be patient**: even though it may seem as if “nothing is happening”, the system most likely is actually busy processing a queue of proposals and many thousands of AORs. Please **do not** make a new attempt to submit the same proposal: this will only increase the load on the system and make it even slower, quite apart from causing the Proposal Handling System to believe that the resubmission is a new proposal.

If you have not succeeded in obtaining the pop-up confirmation of your submission by the deadline, please contact the Herschel Science Centre via Helpdesk (<http://herschel.esac.esa.int/esupport/>) labelling your query as “critical”.

Once you have uploaded the PDF of your proposal, your attempt, and the time at which you initiated it, are recorded in the Herschel system, so that anomalous delays due to the proposal reception system will be duly identified; this system is closely monitored at closure and Herschel Science Centre staff will usually be aware of any unusual problems with the system in real time, often before the users are.

Be aware that if you experience difficulties due to the proposal reception system, you most likely are not the only user that is suffering from them, and the various problem reports must be handled sequentially, so it may be a few minutes before you receive feedback from the Herschel Science Centre.

A safe way to avoid submission problems (often related to heavy system load during the last few hours before the deadline, or with internet problems) is to submit your proposal early. We strongly encourage you to send in draft(s) of your application(s) and all attachments several days before the deadline. The system allows you to submit and update the proposal as many times as is necessary before the deadline, so it is always a good idea to submit an early version of the proposal as a safety precaution, well before the deadline and then fine-tune it (this also means that if you suffer a disk crash, or local system problems, your proposal is not lost). As you cannot update a proposal without having received the confirmation e-mail first, getting your proposal in the system early avoids the danger that you are still waiting for the confirmation e-mail to arrive to be able to update as the deadline approaches: getting in an early draft may save you from a lot of stress on deadline day. HOTAC does not receive information on the number of iterations that your proposal has experienced before

deadline!

All proposals and their attachments must reach the Herschel Science Centre servers via the HSpot interface BEFORE 12:00 UT on the date of the deadline. Responsibility for verifying that the Herschel Science Centre has correctly received your proposal before the proposal submission deadline rests entirely with the P.I. Provided that the proposal has been successfully received before the deadline, the submission will be accepted, processed, and acknowledged, even if this processing continues well after the deadline has passed.

Revisions, corrections, and/or modifications submitted after the deadline will not be accepted unless specifically requested by Herschel Science Centre staff.

IMPORTANT NOTICE

Electronic proposal submission does not allow applicants to sign their proposals. Therefore the Herschel Science Centre assumes that P.I.'s take full responsibility for the contents of the proposal, in particular in regard to the names of co-investigators and the agreement to act according to and abide by ESA rules should observing time be granted.