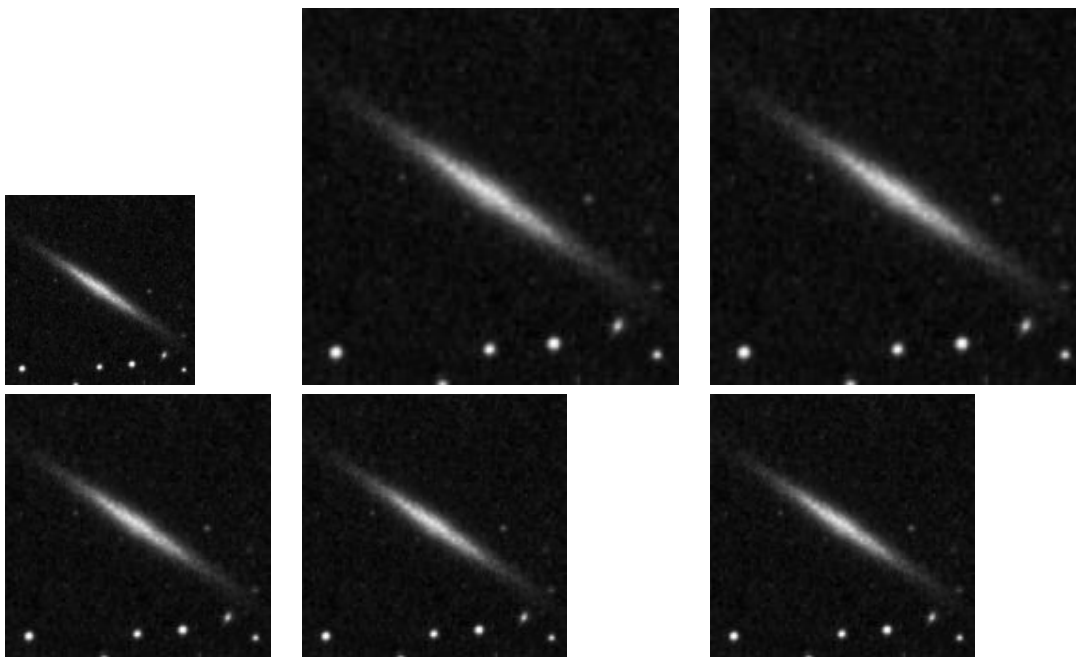


## 1. Description of the proposed programme (max. 3 pages)

**1.1 Scientific Goals:** 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.



**Figure Array:** Use this if you have to include, for example, images of a sample of galaxies as a table rather than just individual figures as shown below.

**1.2 Science Exploitation Plan:** 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.

**1.3 Relation to observations with other facilities:** 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.

### 1.4 References:

- author1, year, reference
- author2, year, reference
- author3, year, reference
- author4, year, reference

1. Description of the proposed programme (cont.)



Fig 1: Standard single figure command. Put the caption of the figure here.

## 2. Technical Implementation (max. 1 page)

**2.1 Observations Strategy:** Justify the observing strategy. This should include a detailed description of the proposed observing modes and observation parameters, target selection, sensitivity, etc... This box is where you show that your observing programme is both feasible and well thought out.

**2.2 Observing Time Requirements:** This box is where you must justify the total amount of time that has been requested. This calculation must be completely transparent; in particular, any difference between the total time for the AORs that is given in HSpot and the total time that you have requested must be justified in detail. It is essential that HOTAC can see clearly how the total time requirement figure is arrived at.

**2.3 Other Special Requirements or Constraints:** 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. 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. Check the HerschelFORM pdf<sub>latex</sub> manual for more details..

**2.4 Duplication analysis:** 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.

**2.5 Robustness against incompleteness:** 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 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.



Fig 2: caption of the figure

### 3. Data Processing Plans (max. 1 page)

**3.1 Data Processing and Analysis Plans:** Give a concise explanation of the strategy for data reduction and analysis with a description of available hardware, software, and manpower.

**3.2 Product Generation Methods:** Provide here a careful description of any special software that you plan to use in analysing your data other than the Herschel Space Observatory Pipeline software (HIPE).

#### 4. Management and Outreach Plans (max. 1 page)

**4.1 Team Resources and Management Plan:** Describe the strengths of your team and its appropriateness for a project of this type (here you should give a summary of the team and resources that are committed to the project). Describe briefly the team management plan and organisational structure and the project schedule and management.

**4.2 Outreach Activities:** Comment how you plan to spread knowledge of your results beyond the Herschel community, in particular the plans that you have to disseminate results to the general public.