



The proposal submission cycle: Policies & Procedures

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Herschel Community Support Group @ HSC**

Most important....



Cycle 1 Open Time Proposal Submission Deadline:

22 July 2010 -- 12:00 UT (= 14:00 CEST)

(http://http://herschel.esac.esa.int/AO_HowTo.shtml)

What is required?



Consult the STEP-BY-STEP GUIDE http://herschel.esac.esa.int/AO_HowTo.shtml

- You MUST register as Herschel User
<http://herschel.esac.esa.int/registration.shtml>
- Download the CORRECT VERSION of the HERSCHEL PDFLaTeX PACKAGE (one for normal”=up to 100hrs, one for “large”=100 hrs or more)
<http://herschel.esac.esa.int/Tools.shtml#HerschelFORM>
- WRITE PROPOSAL AND PLAN OBSERVATIONS WITH HSPOT (Check for Duplications) It is mandatory to supply a complete set of AORs
- Submit the proposal via HSpot 5.0. YOU MUST BE A REGISTERED USER TO DO THIS. Proposal can only be submitted by PI first, and then by authorised co-users
- The PI (or co-user) can update the proposal as many times as they like up to the proposal deadline. Submit early – submit often!!

- **Mission lifetime 3.5-4 years**
 - Routine science phase duration 3-3.5 years (2/3 is OT)
 - About 6600 hours science time per year
- **Key Programmes**
 - Allocated ~11000 hours or ~1.7 years
- **Time available to be allocated**
 - Total RSP – KP allocated = ~1.3-1.8 years
 - Reasonable to have 2 AOs
- **Timing for Cycle 1 AO**
 - Existing KPs cover – ‘in one block’ (unrealistic) – to mid-2011
 - Want many available AORs to ensure efficient scheduling
 - HIFI experience shows you need to be robust against instrument temporarily out of action

⇒ **need AO-1 AORs by late 2010, AO issued early 2010**



- **GT1 process completed**

- Phase 1 - Opened 20 Feb 2010 – Closed 31 March 2010
- Phase 2 – 31 March 2010 - 14 May 2010
- About 550 hours allocated
- Information sent to successful PIs on 6 May 2010

- **OT1 process on-going**

- Offered 1 year of observations (~6600 hours)
- Release: 20 May 2010 (large and 'normal' proposals)
- Submission deadline: 22 July 2010
- Technical checking: until end September 2010
- HOTAC meetings: mid-October 2010
- Final AOR updating by successful proposers: November 2010
- OT1 AORs available for scheduling from mid-November 2010

- **GT2 & OT2**

- About a year later – exact dates (TBD)



AO documentation:

- Herschel OT-1 Announcement of Opportunity
- Executive Summary
- Policies and Procedures
- Herschel Observers' Manual
- HIFI Observers' Manual
- PACS Observers' Manual
- SPIRE Observers' Manual
- SPIRE/PACS Parallel Mode Observers' Manual

AO tools:

- HerschelFORM PDFLaTeX package – *also allows joint application for XMM time.*
- Reserved Observations Search Tool & duplications policy
- HSpot Observing Planning Tool

Plus:

- ESLAB presentations & A&A papers (more than 100 already on astro/ph)!



More details in:

<http://herschel.esac.esa.int/Docs/Herschel/pdf/observatory.pdf>