

## Cycle 19 Briefing

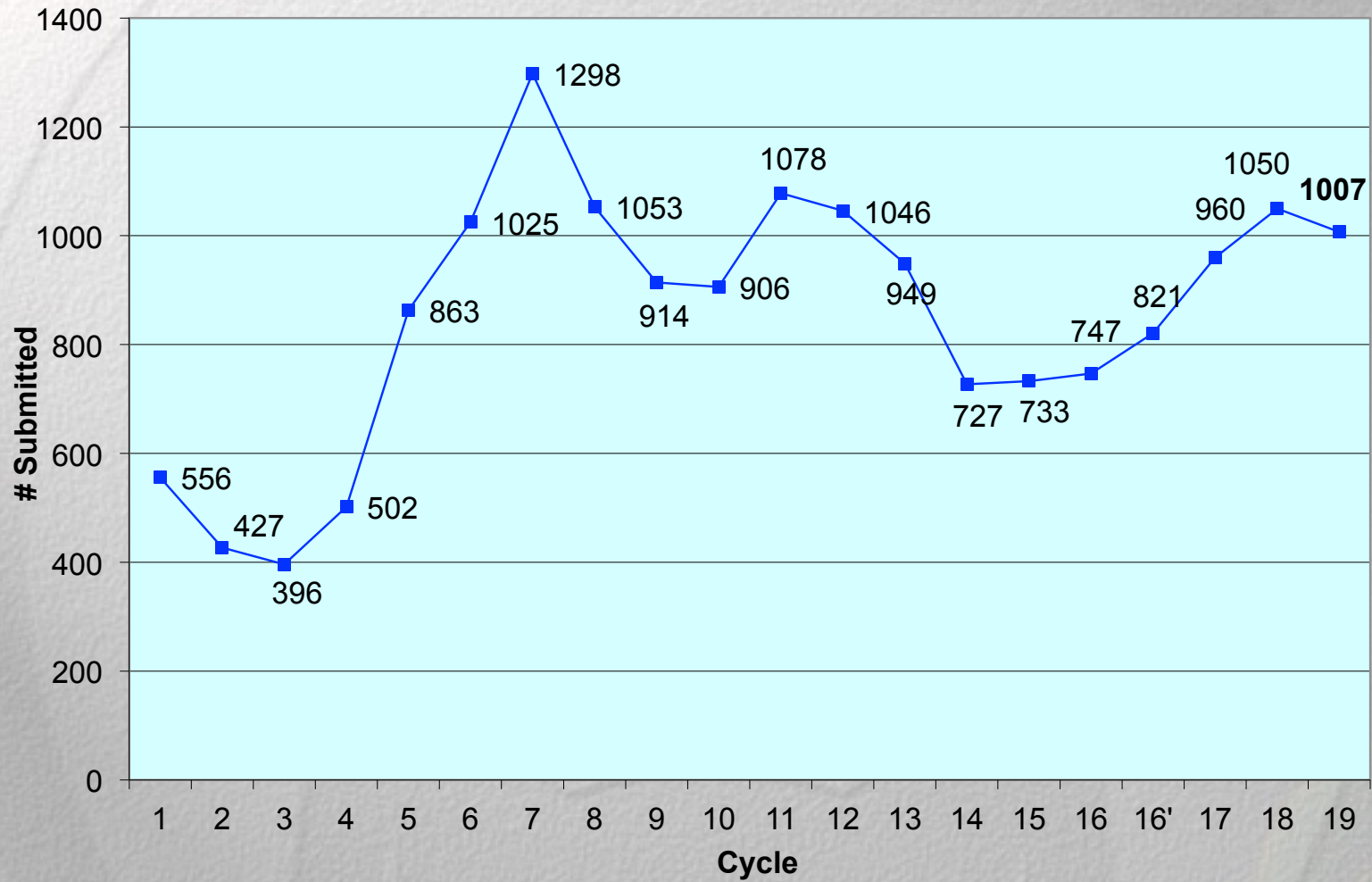
<http://www.stsci.edu/institute/org/spd/panel/cycle19-panel.html?printable=1>

# Phase I Schedule for Cycle 19

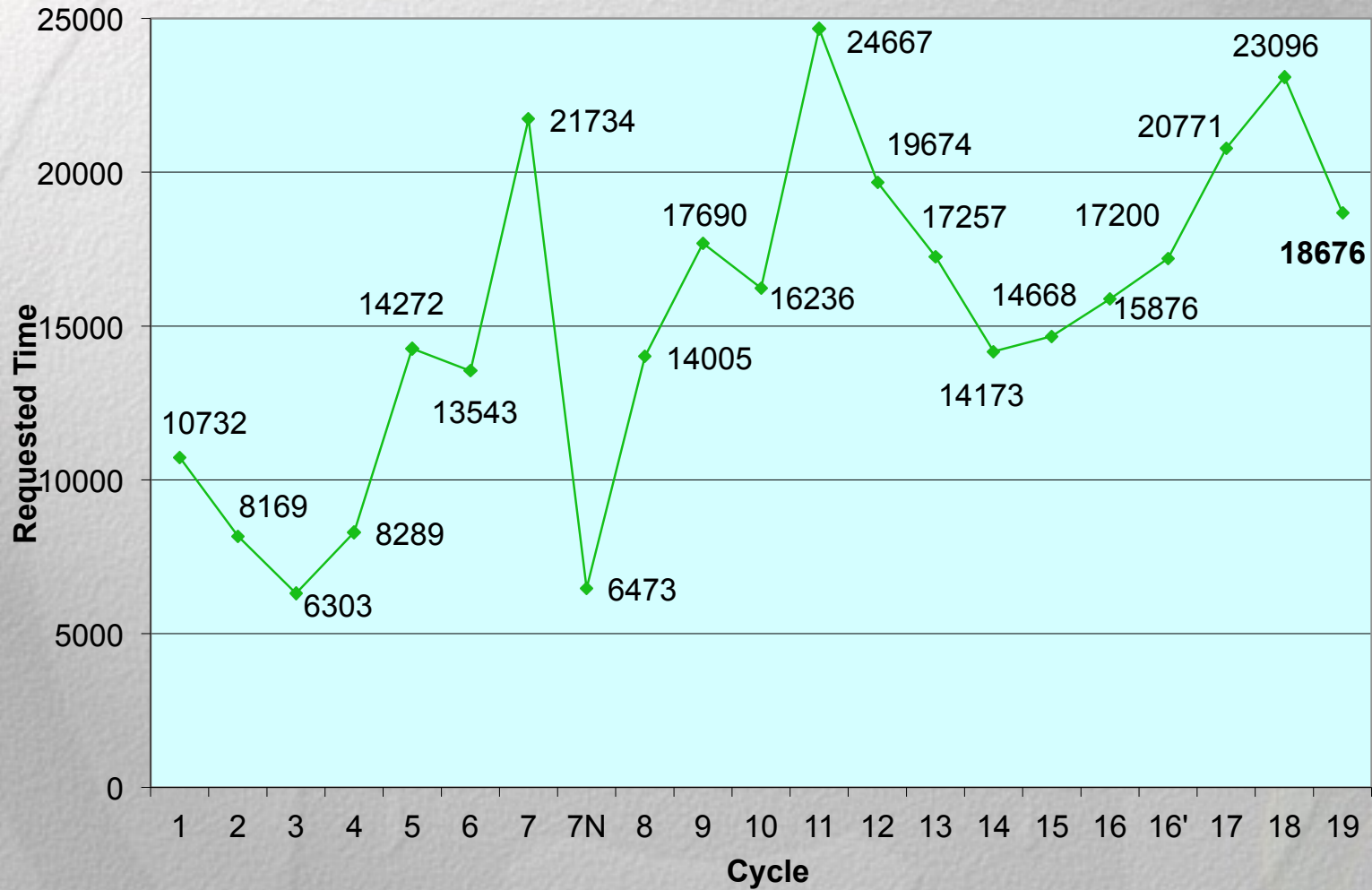
- **Dec 6** CP release
- **Jan 6** APT release
- **February 25** Phase I deadline
- **March 24** Download available for panelists
- **May 11** Preliminary grades
- **May 16 - 18** Panels meet
- **May 18 - 20** TAC meets
- **May 22 - 26** AAS Meeting
- **May 30** Memorial Day
- **May 31** Director's Review
- **June 15** Notifications



# Proposals by Cycle



# Hours by Cycle



# Summary statistics

- 1007 Proposals in Cycle 19 (1051 in Cycle 18)
  - 761 NASA & 200 ESA
- 798 (872) GO for 18,676 (23,096) orbits
  - 11 (12) Treasury for 1582 (1761) orbits
  - 37 (46) Large for 5286 (5738) orbits
- 65 (51) SNAPSHOT proposals for 6072 (4861) targets
- 144 (127) Archival proposals
- 4 Pure Parallel programs for 925 orbits



# Review schedule

- Panels meet Monday morning → ~noon Wednesday
- Panels review broad science areas
- “Mirror” panels minimize conflicts
- Panels review
  - Regular GO proposals (1-99 orbits)
  - SNAPSHOT proposals (<200 targets)
  - Regular Archive & Theory proposals
  - Calibration proposals
- Panelists advise panel chair on Large/Treasury proposals
  - Past Large/Treasury programs are catalogued at <http://archive.stsci.edu/hst/tall.html>
- TAC meets Wednesday afternoon → ~noon Friday
- TAC reviews
  - Large GO (>99 orbits) & Large SNAP proposals
  - Treasury GO proposals
  - AR Legacy Proposals

# Types of Proposals

Standard proposals	
GO	Regular (1-99 orbits); Large ( $\geq 100$ orbits)
SNAP	Targets; no guarantees; <45 mins; 2-year viability
Special categories	
Long-term	TAC can allocate time in Cycles 20, 21 if justified scientifically
ToO	ultra-fast (<2 d) ToO: 1 activation allowed; 2-14 d ToOs: 8 activations allowed; >14 d: no limit
CVZ	no penalty to observer if executed as non-CVZ
Calibrations	Calibrate specific modes of HST observation
HST-Chandra	Up to 400 ksec, 80 ksec time constrained
HST-Spitzer	Up to 60 hours
HST-NOAO	Up to 15-20 nights available on most telescopes



# **Policy Issues**



# Conflict of Interest

Our goal is informed, unbiased discussion of each proposal

- Voting committee members should have neither direct nor indirect interest vested in the outcome of the review
- The subset of the review committee discussing the proposal should have sufficient knowledge to assess the science

We identify two types of conflict:

## Major conflicts

- Personal involvement (PI or Co-I)
- Recent former advisor/student of PI or Co-I
- Involvement in closely competing proposal (same targets or science)
- Close personal ties (family, etc.) with PI or Co-I

## Minor conflicts

- Institutional conflict, i.e. same department/institution as PI or Co-I
- Close collaborator with PI/Co-I on the proposal
- Any other reason for discomfort

# Close collaborators

## Who qualifies as a close collaborator?

- Active collaborator on a current research program (including Cycle19 HST proposals)
- Active co-author on 3 or more papers in last 3 years
  - i.e. more than a participant in a large project (e.g. SDSS)
- Active collaborator on several recent programs
  - At least 3 projects completed in last 3 years

**Key question:** would my personal research benefit (or would there be an *appearance* of benefit) if this proposal is accepted?

If the answer is yes, then there is a conflict



# Conflict of interest

## Procedures

- Panelists sign Conflicts of Interest Disclosure form and return to PSS
- Chair (aided by PSS) is responsible for checking conflicts
- Note conflicts before discussing each proposal
- Minor conflicts (Institutional, Co-I collaborator):
  - Conflicted panelist(s) can choose to participate in the proposal discussion
- Major conflicts (all others):
  - Conflicted panelist(s) leaves the room for proposal discussion and vote

**In all cases, conflicted panelists do not vote**

**If in doubt, ask SMO/SPG for clarification.**

# Duplication policy

- NASA policy protects GTO programs and current GO programs against duplication by later-cycle GO programs; duplicate targets will be disallowed or embargoed
- Duplications are defined as *same target or field, same or similar instrument, similar mode, similar spectral range, similar exposure time. Consult SPG staff if in doubt.*
- The PI is responsible for noting duplications. Panels should approve duplications explicitly (in comments) or observations can be disallowed.
- Same-cycle duplications: avoid duplicate targets within and between panels. No “forced collaborations” allowed.
- Cross-panel duplications resolved by Chairs of “mirror” panels (**@Breakfast meeting, 2<sup>nd</sup>/3<sup>rd</sup> days**).

STScI instrument scientists will check accepted proposals for duplications



# General guidance for Cycle 19

- Panel members should assume that all instruments will be performing nominally in Cycle 19
  - Including NICMOS
- Panel members should not modify proposals unless there is a very strong scientific justification
- Panel members should *not* reject proposals based on technical considerations
  - All proposals are reviewed by STScI after Phase I. If technical questions arise during the panel review, please summon a relevant expert.
- Panel members should *not* take scheduling considerations into account in grading proposals.

**Concentrate on recommending the best science..**

**...but recognize that it may not be possible to schedule some highly ranked programs**

# Panel procedures



# Panel Distribution in Cycle 19

- Cycle 18 had 14 panels:
  - Seven Extragalactic (AGN/QSO, Cosmology, Unresolved stellar pops, Galaxies, IGM)
  - Five Galactic (Resolved stellar populations, Hot stars, ISM, Cool stars, Star formation)
  - Two Solar System/Planets panels
- Cycle 19: 14 panels (no change) with updated science categories:
  - PSF 1/2: local and distant solar systems, exoplanets, star formation
  - Stars 1/2/3: cool+hot stars, late stages, low-mass stars
  - StPops 1/2: resolved stellar populations, ISM
  - Galaxies 1/2/3: stellar content of galaxies, ISM in galaxies, dynamics, galaxy evolution
  - AGN 1/2: AGN, QSO, IGM, QSO absorption lines
  - COS 1/2: cosmology, lensing, GRB, galaxy clusters

# Panel Review: Logistics

- Panel Chair runs meeting
  - Select a Co-Chair to run the meeting if Chair has to leave for conflict and to assist with review of comments on day 3
- PSS maintains database, produces ranked lists, answer questions or summon STScI staff experts, as needed.
- Technical and Policy support is available from STScI staff:
  - SPG (policy)
  - INS (instrument expertise)
  - OED (scheduling and implementation)
- Contact list by phone in each meeting room



# Panel Review: overview

- Each panel has a specific allocation of  $N$  orbits
- Larger proposals receive an orbit-size dependent subsidy
- Snapshot & Archive/Theory allocations are drawn from a central pool
- Calibration proposals are drawn from a separate pool of orbits
- Panelists review and grade the proposals assigned to their panel, and produce a ranked list of programs that encompasses at least  $2 \times N$  orbits
- All proposals receive (polite) comments
- Panelists comment on a subset of the TAC proposals

# Proposals for triage

Lowest 35% of panel/TAC proposals are marked for triage based on preliminary grades from panelists

Why do we do this?

- Time constraints
  - 80 proposals@15 mins = 1200 mins = 20 hours
  - 56 proposals@15 mins = 840 mins = 14 hours
- Optimization & efficiency
  - Spend time discussing the best proposals
  - Oversubscription is ~8:1 for each panel
  - Avoid discussing proposals that are very unlikely to be approved
- Fairness
  - Triaged proposals can be resurrected, but...
  - Only 2 triaged proposals have ever been approved



# Detailed Procedures

1. Panelists with major conflicts of interest leave the room. STScI staff leave if PI or Co-I.
2. Primary reviewer summarizes and reviews proposal. Secondary reviewer adds supplementary comments.
3. Discussion among panelists.
4. Specify resource allocation: primary orbits, coordinated or pure parallel, proprietary period, targets (SNAP) or budget size (AR).
5. Vote on proposal via Web-Reviewer System.  
**Those with minor conflicts may participate in discussion but do not vote.  
EVERYONE ELSE IN THE ROOM MUST VOTE – NO ABSTENTIONS**
6. Primary Reviewer is responsible for collating all relevant comments, and recording those comments via Web-Reviewer System.

# TAC proposals & cross-panel overlap

Panelists are asked to comment on a subset of the TAC proposals

- Proposals are assigned to appropriate sets of mirror panels considering topic and proposal load
- This allows more scope for specialist commentary, informing the chairs and aiding discussion in the TAC meeting
- Consider overlap between TAC and panel programs and consider the ranking relative to the panel proposals
- Same rules apply for conflict of interest as with panel proposals
- Panelists are *not required* to vote on TAC proposals, but may choose to do so, at the panel chair's discretion, as a guide to relative rankings

Cross-panel issues

- Mirror panels can get similar proposals due to in-panel conflicts
- After initial ranking, Chairs meet to identify, discuss and, if necessary, resolve overlapping proposals
- If additional expertise is necessary, Chairs can ask for input from (subsets) of other mirror panels



# Possible panel schedule

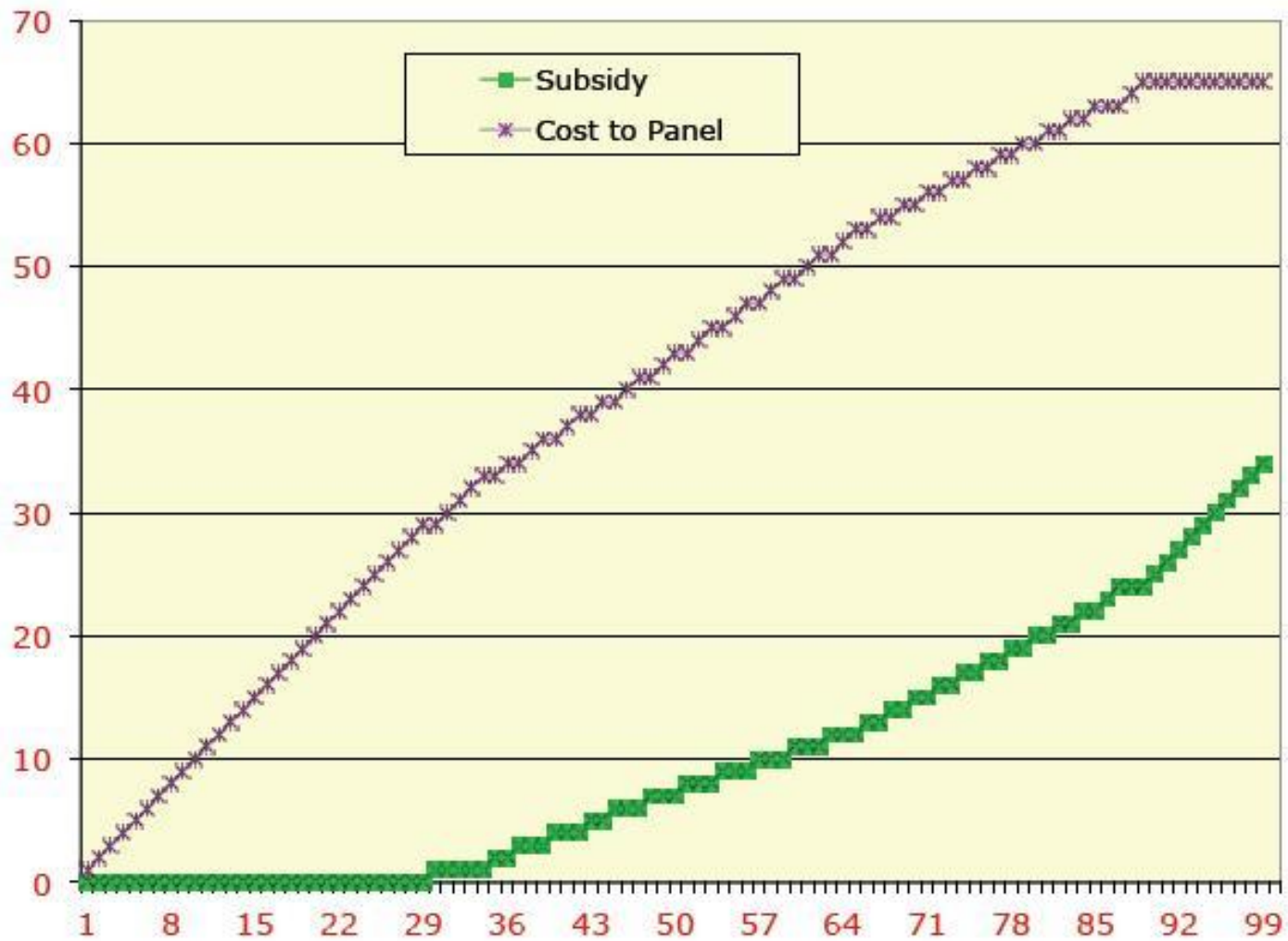
- Panels have ~60-90 proposals to discuss
  - Discuss triage *process* at the outset
    - Flag proposals that could be resurrected
  - Discuss and grade non-triaged proposals (~14 hrs)
  - Discuss and grade any resurrected triage proposals (~1 hr)
    - Some panels prefer to group proposals by subject and intersperse the resurrected proposals
  - Finalize ranking and define “do not award” lower limit
    - Panels should consider the scientific balance
    - Panels re-rank proposals without changing the grades
  - Discuss TAC proposals
  - Write final report and review comments
  - Total ~ 20 hours
- ] ~5 hours

# Orbit Allocation for regular proposals with large orbit requests

- Goal: All proposals should have a similar chance of acceptance, independent of proposal size
- Panels are reluctant to recommend proposals in the ~30 – 99 orbit range.
- In C19 we will again provide a proposal-size dependent subsidy to each panel.
- We will provide 300 orbits of subsidy for all 14 panels combined.
- The subsidy will come out of the total allocation of 2100 orbits for the panels.



# C19 Subsidy



# Proposal Comments

- Comments are required for all proposals (including triaged proposals); these are entered via the Web-Reviewer tool.
- Primary reviewer is responsible for writing the comments; add any comments arising from the discussion to produce a final set of comments for each proposal.
- Don't make up reasons for rejection – if a proposal was good, but just didn't quite make the cut, then say so. Be particularly careful near the allocation boundaries, and remember that highly ranked proposals may not be schedulable.
- Use *Mandatory* comments only to exclude targets [e.g. duplications] or to reduce observing time allocation.
- All other comments are *advisory*.



# **Grading the proposals: some suggestions**

# Grading process & panel responsibilities

- Keep all proposal types (GO, SNAP, AR) together and organize the discussion along science themes
- Maintain one panel score sheet with all proposals included. This ensures that the grading is done in a uniform way
- Produce a final ranked list that combines GO, SNAP, and AR proposals. Use the same grading scale for all three types:
  - Rank at least twice as many proposals as there are above cut-off line
  - Set a “do not award” lower limit
  - No need to rank carefully those proposals that clearly will not get accepted.
- Panel Chair [and Co-Chair] write a short summary, documenting the primary decisions of the panel, the reasoning that went into those decisions and the manner in which contentious issues were resolved .
  - The summary should capture the logic and rationale of the panels' conclusions in sufficient detail so that it can be recalled and understood later by the STSci Director and/or the TAC



# Confidentiality

- Remember that you should not discuss the outcome of the panel evaluations, now or in the future.
- Many panel members (and STScI and JHU staff) are also proposers; don't discuss results during breaks.
- If the panel wants to send a particularly important message to a proposer, use the comments.

# Orbit allocations



# Cycle 19 duration

Cycle 19 will end at 30 September 2012 → Nominal 12 month cycle

Typical past cycles have offered 3,300-3,500 orbits for GO programs

Cycle 19 (like Cycle 18) has less observing time available for Guest Observers responding to this Call for Proposals than earlier cycles. Present liens include:

- MCT Programs: ~750 orbits
- COS GTO programs: ~100 orbits

# Cycle 19 Allocations

- 2,600 orbits for GO (Large+Regular)
  - 1,800 for direct allocation (panels)
  - 300 for subsidy of regular proposals requesting a large number of orbits
  - 500 for Large/Treasury programs (TAC)
  - **TAC may choose to re-balance panel/Large split**
- Orbit oversubscription is  $\sim 8/1$  and  $11/1$  for Panels and TAC, respectively
- SNAP:  $\sim 1000$  targets across panels
  - ( $\sim 1/6$  of targets proposed)
- AR: no budget required in Phase 1



# Orbit Allocation

*based on a combination of orbit and proposal pressure*

Panel	GO props	GO orbits	Allocation
PSF1	55	773	119
PSF2	54	736	115
STARS1	59	669	117
STARS2	55	740	117
STARS3	64	848	135
STPOP1	72	1184	168
STPOP2	65	1072	152
GAL1	49	1043	131
GAL2	46	927	119
GAL3	47	1030	127
QSO1	33	825	96
QSO2	54	1112	141
COS1	47	1036	128
COS2	50	1071	134
TAC	48	5620	500

# Questions????

- Please refer ALL policy questions to SPG staff!!!



# After the TAC

- As usual, we welcome feedback on the TAC process
  - Can we improve it
  - What were the main shortcomings
  - Can we make it “faster”, “cheaper”, “better”?
- We will send email to all TAC and Panel members requesting your views of the process

**THANK YOU!!!!**



# **Personnel & Logistics**

# Key STScI Staff

- Director's Office
  - **Matt Mountain** - Director
  - **John Grunsfeld** - Deputy Director
- Science Mission Office.
  - **Iain Neill Reid** - SMO Head
  - **Claus Leitherer** - Head of Science Policies Group
  - **Rachel Somerville** and **Bob Williams** - SPG Astronomers
  - **Brett Blacker** - SPG Technical Manager
  - **Roz Baxter** - SPG Administrative Staff
  - **Loretta Willers** – ESA Administrative Staff
- Hubble Mission Office
  - **Ken Sembach** - HST Mission Office Head
  - **Helmut Jenkner** - HST Deputy Mission Office Head



# Observers

- **Richard Griffiths** - NASA HQ
- **Ken Carpenter** - NASA GSFC
- **Pat Crouse** – NASA GSFC
- **Jennifer Wiseman** - NASA GSFC
- **Antonella Nota** - ESA

# Panel meeting rooms

• PSF 1	B139
• PSF 2	B235
• Stars 1	B337
• Stars 2	B447
• Stars 3	B462
• StPop 1	401A
• StPop 2	N420
• Gal 1	S322
• Gal 2	B511
• Gal 3	B611
• QSO 1	112
• QSO 2	N201A
• Cos 1	B475
• Cos 2	N310
• STScI Administrative Office	Muller lobby/Bloomberg 4 <sup>th</sup> floor
• TAC/ Chairs' morning meetings	Colonnade – Hubble Solarium
• TAC	Colonnade – Hubble Solarium