STScI | SPACE TELESCOPE SCIENCE INSTITUTE

EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

HST Cycle 31 Panel Support

Brett Blacker, Claus Leitherer and Laura Watkins
for the Science Policies Group, Science Mission Office

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Summary

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- Roles
- Process Overview
- Activities
- Backup Materials

https://hst-docs.stsci.edu/hsp/hubble-space-telescope-science-policies-group-and-peer-review-information

Schedule

Review Schedule

Date	Milestone
May 24, 2023	Cycle 31 Proposal Deadline
June 5, 2023	STScI releases proposals to panelists for review
June 12, 2023	Orientation meeting for Discussion panelists
June 14, 2023	Orientation meeting for External panelists
June 19, 2023	Deadline for panelists to identify conflicts of interest
July 12, 2023	Orientation meeting for Panel Chairs
July 14, 2023	Deadline for Discussion panelists to submit preliminary grades for their assigned proposals
July 14, 2023	Deadline for External panelists to submit grades for their assigned proposals
July 17, 2023	STScI sends each Discussion panelist the list of proposals to be discussed by their panel
July 21, 2023	Deadline for EC to submit preliminary grades for Large, Treasury and AR Legacy proposals
July 24, 2023	STScI releases list of proposals to be discussed during the EC meeting
August 1 – 4, 2023	Discussion panels meet
August 7 – 9, 2023	Executive Committee meets
August 12, 2023	Deadline for Panel Chairs to submit final consensus reports
August 21, 2023	STScI releases the Cycle 31 Science Program

Roles

Who's Who in the Process

- The HST Science Policies Group of the Science Mission Office
  - Is responsible for planning and implementing the peer review process.
    - Will be "floating" in and out of all of the meetings, except where conflicts of interest occur
    - Will respond to any policy or process questions
  - Claus Leitherer (Lead) and Laura Watkins (SMO Deputy)
  - Alessandra Aloisi (SMO Mission Head) and Elena Sabbi (SMO Deputy)
  - Neill Reid (Associate Director for Science)
  - Katey Alatalo, Christine Chen, Andy Fruchter, Amaya Moro-Martin, Linda Smith, and Jamila Pegues
  - Brett Blacker (Myself, Technical Manager) and Crystal Mannfolk (SCOPE)
  - Shemiah Smith and Sherita Hanna EPG and Jean-Baptiste and Holly Reedy for ESA – Meeting Logistics

Others supporting the peer review process

- As observers only:
  - Directors Office
  - HST Mission Office
  - ESA Office
  - NASA HQ
  - GSFC HST Project

- SCOPE for Scheduling Questions

- INS for Instrument and Calibration Questions

- WASABI SPIRIT system Questions/Isssues

- ITSD (behind the scenes)

What is the PSS Role in the Process

- As Panel Support Staff (PSS), you provide support before and during the actual panel meetings to the review panels and SPG.

- You are intermediaries between the external reviewers and the STScI

- Your Main Tasks are to:
  - Answer Questions
  - Ensure Panel Meetings run smoothly
  - Monitor the results of the panel discussions
  - Bring any critical issues to the attention of SPG

- You perform a vital function representing STScI

- 1 PSS is assigned to each panel

What is the Leveler Role in the Process

- As a Leveler, you support during the actual panel meetings
- Your Main Tasks are to:
  - Listen to the Discussion
  - Stop and refocus the Discussion if it ever deviates into the Proposing Team(s)
  - Bring any critical issues to the attention of SPG
- 1 Leveler is assigned to each panel

What is the INS and SCOPE Role in the Process

- You provide support before, during and possibly after the meetings

- Your Main Tasks are to:
  - Respond to any ServiceNow tickets submitted by reviewers prior to the meeting
    - If the proposal is required, please request that from Brett Blacker, blacker@stsci.edu
  - Respond to questions from the review meeting
    - Darlene will request contact information from those supporting review and provide that to the Panels, both primary and secondary contacts
    - The PSS will send you the question and the proposal (if required)
    - Verify there are no conflicts of interest
    - Reply via email or join the BlueJeans session as necessary
  - Respond to any post-review technical questions prior to notifications that might arise from SMO, DO or HSTMO

Observers

- Panel Observers are Institute and external personnel who are charged with monitoring the panel deliberations. In addition to members of the STScI Science Policy Group, observers include
    - Representatives from NASA Headquarters and the HST Project at Goddard Space Flight Center
    - Representatives of the European Space Agency
    - the STScI Director and Deputy Director
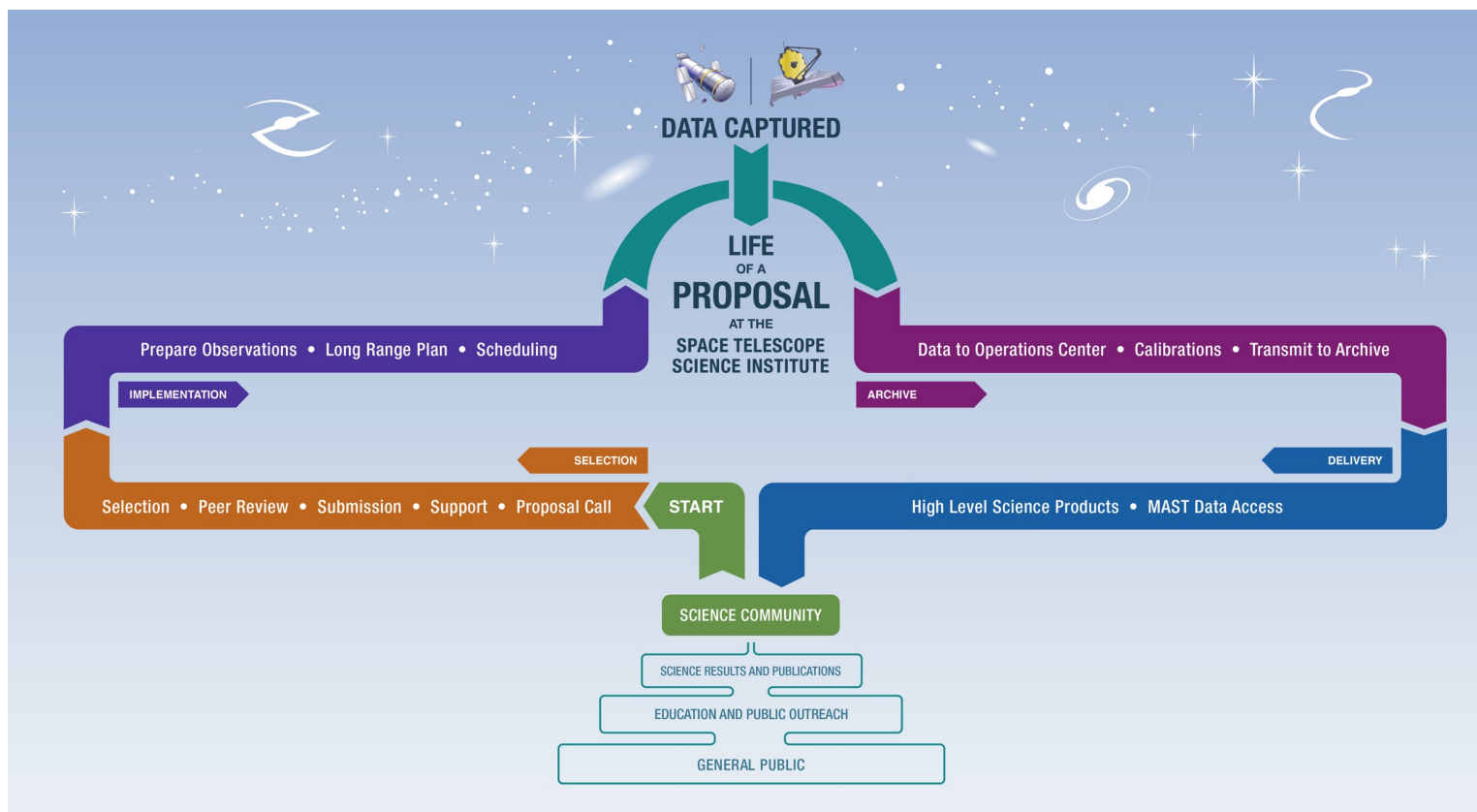   - Members of the ESA Office at STScI
    - Members of the HST Mission Office at STScI

Process Overview

Scale of the Process

- >1000 proposals submitted, with ~1 in 5 success rate
  - 965 Proposals for 18650 orbits will be ~1 in 7

- Invitations to ~650 astronomers to recruit ~80 onsite and ~190 external reviewers for 8 panels in 5 broad subject area (reference: ~1100 full-time employed PhDs in AAS
  - Recruitment process started last fall using the TAC Panel Selection tool (TPS)
  - Reviewers register via the updated person registry system (ProPer)

- Annually award ~30 million dollars in grant support for successful proposals

Proposal Selection Process

- The HST proposal selection process is an activity of high importance for the astronomical community.

- Proposing for HST and our joint missions, consists of requesting observing time and/or archival research funding.

  - This step is called Phase I, where the scientific merit of a proposal is considered by a community based peer-review process after proposal preparation and submission.

    - Scientists proposed for General Observer (GO) Hours or Archive Research (AR) funding using the Astronomers Proposal Tool (APT), prior to the Cycle 30 Deadline of March 25, 2022.

    - These proposals once submitted are received on our secure submission server and processed using our Submission Tool

    - Taking the proposals, along with our reviewers and their science expertise and conflicts of interest, we process the proposals using our Review Assignment s/w and create the proposal to panel to reviewer assignments.

    - We then load that information into our Reviewer Tool (SPIRIT), www.spirit.stsci.edu, and release the products to the reviewers

  - Accepted proposals then proceed thru Phase II, where the observations are specified in sufficient detail to enable scheduling on the telescope.

Panel Process

- Hybrid approach: dividing proposals between external panels and virtual panels meeting by video-conference.

- External panelists provide the assessment and grading of a subset of Small GO proposals (1 – 15 orbits) including Snapshot and Archival proposals for most panels.
  - These proposals are ranked using the grades of the panelists.

- Virtual panels review the remaining Small GO, Medium, Archival Legacy, Large and Treasury proposals. Virtual panelists interact virtually by video-conference.
  - These proposals are ranked after the discussion and grading in the virtual panels.

- Exceptions:
  - All Solar System proposals will be reviewed by the virtual panel (due to the small proposal pool).
  - All Target of Opportunity proposals will be reviewed by their corresponding virtual panels in order to review them in context.
  - CGMIGM and LSS will review all GO and Snap proposals (externals will review AR only)

In the Virtual Room

- For various reasons, we will be once again hosting the review as a virtual meeting
- We will be utilizing BlueJeans for the meetings and Slack Channels for communications
  - Each Panel will have it's own BlueJeans session as well as Slack Channel
  - All Support staff will also be invited to these platforms
  - Only persons supporting the review will be provided with the connection information
- Observers
- Support staff
  - PSS
  - Levelers
  - INS and SCOPE
  - ITSD and WASABI

Reviewer Steps

- Read Documentation

- Check for Conflicts of Interest and Declare (if any)

- Review proposals based on Selection Criterion as spelled forth in the Call for Proposals and our guidelines
  - Primary Review Assignments
  - Secondary Review Assignments
  - Preliminary Grading Proposal Review Assignments

- Submit Preliminary Grades

- Review Discussion List

- Read any proposals still in contention; not already read

- Prepare for Remote meeting

How does the Panel Operate

- Discuss and grade all proposals in top tiers
  - Each proposal is assigned 1 primary and 1 secondary Reviewer
  - Declare and verify any conflicts of interest
  - Primary reviewer leads discussion and secondary reviewer adds any additional comments
  - General discussion and vote

- Rank Proposals

- Finalize Notification Comments

Conflicts of Interest both Panelist and Support

- All Conflicts are being treated as Major conflicts
  - Personal involvement (PI or Co-I)
    - Direct gain from proposal success
  - Recent former advisor/student of PI or Co-I
    - Indirect gain from proposal success
  - Involvement in closely competing proposal (same targets or science)
    - Direct gain from proposal failure
  - Close personal ties (family, etc.) with PI or Co-I
    - Indirect gain from proposal success
  - Close collaborator on the proposal
  - Any other reason for discomfort

- Conflicts leave the Bluejeans session

- We will attempt to ensure Panel Support don't have any proposals with conflicts before their panels

- PSS will communicate when they can rejoin the session utilizing BlueJeans Breakout Rooms

Activities

Reviewer pre-Meeting Activity

- Preliminary Grades:
    - For all panels, 6 reviewers have been assigned to each proposal to submit preliminary grades
- Preliminary Comments are required for their Primary and Secondary Reviews only, but are highly encouraged to submit prior to the meeting
- Web-based Review system for Preliminary grades, meeting grades and comments

What's Next after Proposal Distribution

- Read the abstract catalog to become familiar with content of your panel

- Reviewers respond to PSS with any additional conflicts

  - PSSs swap conflicts to other panelists
  - Try to maintain proposal load balance

- Ask Reviewers to enter their conflicts into SPIRIT this will automatically de-assign the proposal and will send you a notification that it has occurred

- Deadline is Friday June 16th.

Introduction to SPIRIT (Web Reviewer Tool)

- Handles proposal download entire set or proposal by proposal

- Used for preliminary and discussion grade submission

- Used for reviewer comments and ranking of proposals

- We have loaded all assignments and conflicts into the system that have been identified by the s/w, and you and the reviewers will enter others identified during review.

  - https://spirit.stsci.edu/

- **Will be scheduled for mid June**

Panel Schedule

- Virtual Panels will meet Tuesday 8/1 – Friday 8/4

- The Executive Committee will meet Monday 8/7 – Wednesday 8/9

- The Panels will nominally meet from 10AM to 4PM EST
  - Panel Chairs might shift by ~15-30 minutes to accommodate time zone issues
    - We will assist the Chair and PSS to set a schedule per panel
  - Lunch (Breakfast/Dinner) and other breaks will be factored in
  - Detailed agenda will be set and distributed by the Chairs

Materials

- All Materials are confidential

- You will receive from SPIRIT
    - All proposals in your panel as PDFs
    - Abstract book from your panel
    - Spreadsheets

- Panel Guidelines:
    - https://hst-docs.stsci.edu/display/HSP/Hubble+Space+Telescope+Science+Policies+Group+and+Peer+Review+Information

WBS and other information

- Science Program Selection
  - P0005.05.03

- Please remember the Review is Confidential
  - Panel Membership until published in the newsletter
  - All Discussions
  - All Materials

- Thanks for Supporting this important activity

- QUESTIONS?

THANKS
for Supporting the HST Cycle Peer Review