



STScI | SPACE TELESCOPE
SCIENCE INSTITUTE

EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

HST Cycle 32 Executive Committee Orientation

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

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on behalf of the HST Science Policies Group

May 20, 2024



Today's Orientation

Executive Committee Orientation

- Overview
- What is happening before the panels meet
- Tips on how to run a smooth panel meeting
- What will happen during (and after) the panel meetings
 - Grading
 - Ranking
 - Discussion of EC proposals
 - Finalizing proposal comments
- What to expect during the EC meeting

Q&A



Executive Committee Roster

Name	Institution	Panel	Role
Hanson, Margaret	University of Cincinnati	EC	TAC Chair
Kneib, Jean-Paul	Ecole Polytechnique Lausanne	EC	At-Large
Schneider, Evan	University of Pittsburgh	EC	At-Large
Trilling, David E.	Northern Arizona University	Solar System	Chair
Madhusudhan, Nikku	University of Cambridge	Planets	Chair
Schwarz, Kamber	MPIA	Planets	Vice-Chair
Vink, Jorick	Armagh Observatory and Planetarium	Stellar Physics	Chair
Dupuy, Trent	University of Edinburgh	Stellar Physics	Vice-Chair
Crowther, Paul A.	University of Sheffield	Transients	Chair
Crocker, Alison F.	Reed College	Stellar Populations	Chair
Zurek, David R.	American Museum of Natural History	Stellar Populations	Vice-Chair
Stark, Daniel P.	University of Arizona	Galaxies	Chair
Danieli, Shany	Princeton University	Galaxies	Vice-Chair
Borthakur, Sanchayeeta	Arizona State University	IGM/CGM	Chair
Oestlin, Goeran	Stockholm University	IGM/CGM	Vice-Chair
Sarajedini, Vicki	Florida Atlantic University	SMBH	Chair
Villforth, Carolin	University of Bath	SMBH	Vice-Chair
Mahler, Guillaume	Universite de Liege	Large-Scale Structure	Chair



Cycle 32 Proposal Review Schedule

Date	Milestone
March 26, 2024	Cycle 32 Proposal Deadline
April 10, 2024	Orientation meeting for Virtual Panelists
April 11, 2024	Orientation meeting for External Panelists
April 11, 2024	STScI releases proposals to panelists for review
May 14, 2024	Deadline for Discussion panelists to submit preliminary grades for their assigned proposals
May 15, 2024	STScI sends each Virtual Panelist the list of proposals to be discussed by their panel
May 17, 2024	Deadline for EC to submit preliminary grades for Large, Treasury and AR Legacy proposals
May 20, 2024	Orientation meeting for Executive Committee Members
May 22, 2024	STScI releases list of proposals to be discussed during the EC meeting
May 28 – 31, 2024	Virtual panels meet
June 3 – 5, 2024	Executive Committee meets
June 7, 2024	Deadline for Panel Chairs to submit final consensus reports (including finalizing comments)
Mid-June, 2024	STScI releases the Cycle 32 Science Program



The Review Process:
before the panels meet



Where we are right now ...

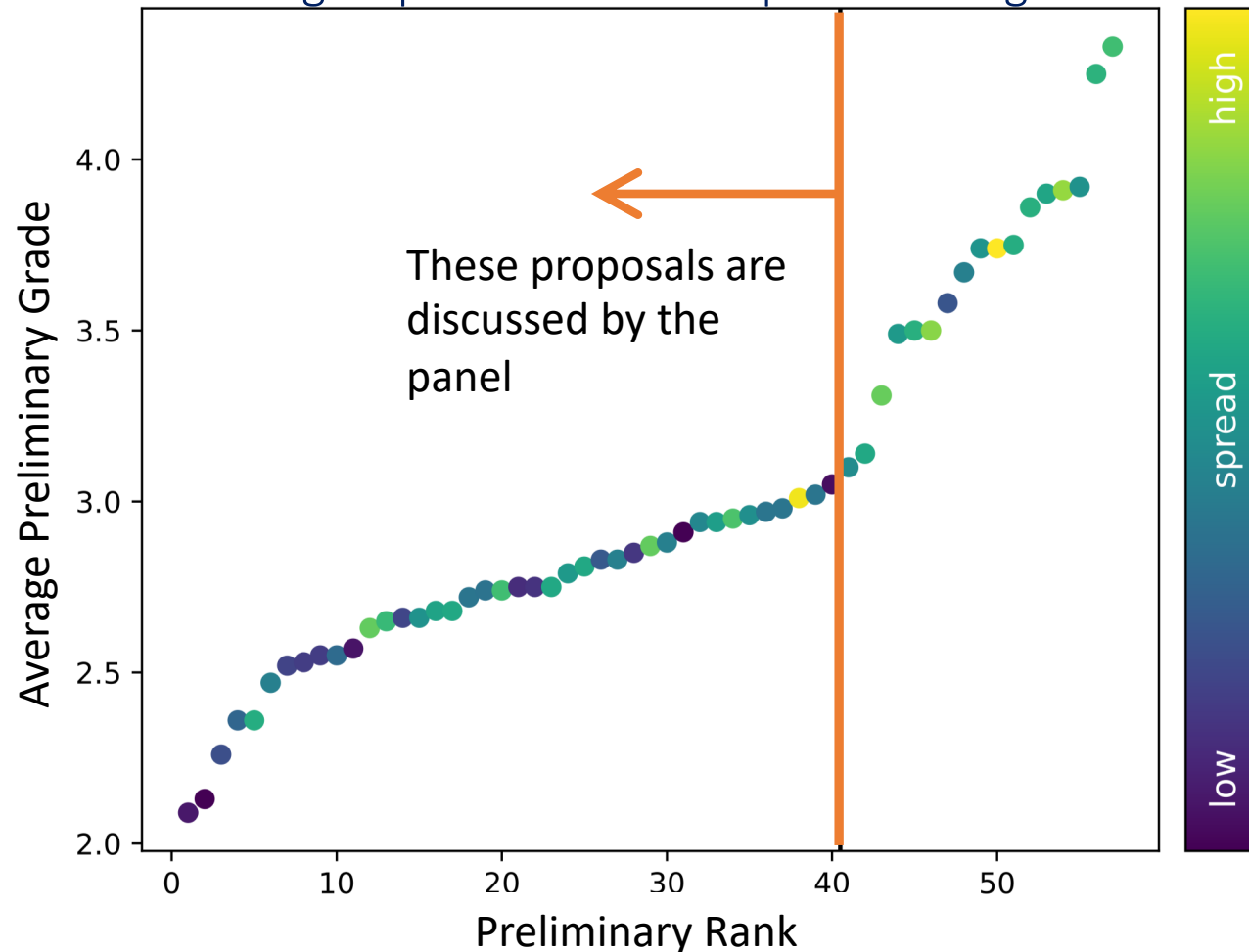
- The panels have their lists of proposals to discuss during the meeting.
- Externally reviewed proposals are finished being graded. STScI will provide Chairs with proposals likely to be recommended for approval from this pool.
- Expert reviews for the EC proposals are coming in. They can be accessed in Spirit as download files in single proposal view. Most are already there, but some may take longer. We post them as they come in.
- EC grades are in.



Preliminary ranking determines which proposals will be discussed

STScI averages grades & advance the higher ranked proposals for discussion.

- Preliminary grades and specific ranks are not circulated to the panels; proposals to be discussed should be reviewed as a group without bias of prior ranking.





Proposals for Review

- Discussion lists have been distributed last week. Your panelists will need to **review all surviving proposals** so they can contribute to the discussion.
- Each non-conflicted panelist may suggest one (1) proposal from the triage for inclusion in the review. A strong justification must be provided. It is *extremely* rare for triaged proposals to be awarded time.
- Panelists must let Chairs know if they would like to suggest a proposal to raise from triage; **as Chair, you can set a deadline for this to give all of your panelists time to review the proposal.**
- The process is necessary in order to limit the number of proposals for discussion
 - Spend time discussing the best proposals
 - Avoid discussing proposals that are less likely to be approved



The Review Process:
preparing for the panel meetings



The Panel Meetings

The subject panels will meet virtually via Webex **Tuesday, May 28 through Friday, May 31** (next week!).

Panelists have been told to be available from **10am to 4pm Eastern Daylight Time each day**: That's 7am–1pm on the US west coast, 4am–10am in Hawaii, 3pm–9pm in the British Isles, 4pm–10pm Central European Time, and 6pm–12am in UAE.

Panel Chairs will set the schedule; breaks will be scheduled throughout the day.



Panel Schedules: **Plan them now**

- Plan to spend no more than 15 minutes discussing each proposal.
- Build in breaks that are long enough for panelists to get meals, stretch their legs, *and* use the bathroom.
- Keep time zones in mind!
- Plan ahead of time what order to review proposals in. Some popular options:
 - Numerical. Easy to keep track of, but may introduce bias w.r.t. when proposals submitted
 - Sorted by topic. Provides less “whiplash” but also provides strong temptation to compare proposals during the discussions
 - Random!
 - Some combo of the above
- Consider primary+secondary reviewers when setting the discussion order. Do not want small subset of people to dominate the conversation for extended periods while others “check out”.
- Consider conflicts – can consolidate individual’s conflicts, especially at beginning / end of day for those with hardest to accommodate time zones.



Panel Schedules: Plan them now

- Popular technique is to set up a shared google spreadsheet with the schedule in it so panelists can see it ahead of time. This can also be used to keep track of conflicts and reviewers – and where comments are after the ranking is finalized.

Start Time	Duration		Proposal	Primary	Secondary	Conflicts
10:00	0:20	Introductions, Set Up				
10:20	0:10	Proposal	1234	Hubble	Tinsley	Rubin
10:30	0:10	Proposal	2345	Rubin	Hubble	
10:40	0:10	Proposal	3456	Tinsley	Rubin	
10:50	0:10	Proposal	4567	Leavitt	Rubin	Tinsley, Herschel
11:00	0:10	Proposal	5678	Herschel	Leavitt	

- Introductions are important! Don't spend too much time here, but don't skip. Where are people located, what's their area of expertise, what's their time zone? Remember also the STScI support staff.



Set up your panel schedules now

Day One			
Start Time	Duration		Suggested Work
10:00	0:20	Introductions, Set Up	
10:20	1:00	Work	(4 proposals)
11:20	0:20	Break	
11:40	1:00	Work	(4 proposals)
12:40	0:40	Break	
13:20	1:15	Work	(5 proposals)
14:35	0:20	Break	
14:55	1:00	Work	
15:55	0:05	Wrap Up	
16:00		Adjourn	

Day Two			
Start Time	Duration		Suggested Work
10:00	0:05	Set Up	
10:05	1:15	Work	(5 proposals)
11:20	0:20	Break	
11:40	1:00	Work	(4 proposals)
12:40	0:40	Break	
13:20	1:15	Work	(5 proposals)
14:35	0:20	Break	
14:55	1:00	Work	(4 proposals)
15:55	0:05	Wrap Up	
16:00		Adjourn	

Day Three			
Start Time	Duration		Suggested Work
10:00	0:05	Set Up	
10:05	1:15	Work	(5 proposals)
11:20	0:20	Break	
11:40	1:00	Work	Ranking
12:40	0:40	Break	
13:20	1:15	Work	Ranking
14:35	0:20	Break	
14:55	1:00	Work	Large Proposals
15:55	0:05	Wrap Up	
16:00		Adjourn	

See Slack for template schedule spreadsheet you can edit and share with your panels!



The Review Process:
during the panel meetings



Roles and Responsibilities

- **Panel Chair**, supported by the **Vice-Chair** runs the meeting
 - Panelists should follow the code of conduct
- **At-Large members** may join any panel as needed, e.g., for providing expertise or serving as Chair in case of conflicts
- **Panel Support Scientist (PSS)** maintains database, produces ranked lists, answers questions, or summons STScI staff experts, as needed. They also serve as **Leveler** has the authority to stop the discussion if the discussion strays away from proposal criteria strengths and weaknesses
- Space Telescope Science Institute (STScI) staff
 - Science Policy Group (SPG) answers questions on policy issues
 - Instruments Division (INS) answers technical questions on instrument capabilities and performance
 - Scheduling Group answers questions on the execution of observing programs

- **Observers**

Representatives from NASA Headquarters, the HST Project at Goddard Space Flight Center, ESA, the STScI Director and Deputy Director, STScI HST Mission Office



Code of Conduct

In addition to the code of conduct for panelists, we expect Chairs and Vice Chairs to:

- Lead by example in creating the appropriate environment for free and professional discussion
- Lead the panel in an inclusive and welcoming way and respond immediately to any abusive, bullying or unprofessional behavior
- Proactively encourage participation of reviewers who may be less experienced at panel reviews
- Proactively solicit input from each panel member in the discussion of each proposal; ensure that the discussion is not dominated by a few reviewers – an “I concur” is OK, but don’t take silence for no opinion. It helps to change up the panelist discussion order.
- Keep the discussion moving and end on time to allow for sufficient time and discussion for all the proposals in the panel
- Keep the discussion focused on the strengths and weaknesses of the proposal, and no other tangential topics
- **At any time, please feel free to talk to (message) STScI staff if you have any concerns.**



Tools for a virtual meeting

- By now, you should have joined the **Hubble TAC Slack Team**. The desktop app is vastly superior to using it in a browser window. **Slack is the easiest way to get in touch** with STScI staff, your Panelists, and the other EC members.
- **Each panel will have its own channel in Webex**. Connection information will both be emailed to you and posted to Slack.
 - Your PSS will organize a Webex check for your Panel in advance of the meeting. *Please* join if you can, even if you have used Webex before. Also, a chance to say hi!
 - There exists a Webex app for phones and tablets, and international call-in numbers in case of loss of connectivity. Best to be prepared...
- Do not discuss individual proposals within the channels in Slack.
- Read through <https://hst-docs.stsci.edu/hsp/hubble-space-telescope-science-policies-group-and-peer-review-information/blue-jeans-and-slack-guidelines> in advance of the meeting



Tools for a virtual meeting: Slack

You may find yourself in a Slack Channel, and you may ask yourself, how did I get here?

- **#hst32-[topicalpanel]** – the channel for each topical panel. Panelists, Chairs, Vice Chairs, non-conflicted SPG members and At Large Members
- **#hst32-executivecommittee** – the whole Executive Committee, plus the SPG. This will serve as the “topical” panel slack channel for the EC
- **#hst32-tacchair-atlarge-smo** – as it says, just the TAC Chair, At Large Members, and members of the Science Policies Group; largely for use during the topical panel meetings
- **#hst32-tac-post-to-all** – absolutely everyone; for major announcements from STScI

Each channel has a pinned post saying who is in it. If you're confused which channel should be used for what, just ask.



The Panel Meeting -- Overview

1. Panels discuss and re-grade each proposal.
2. Once the grading is complete, the ranked list is compiled.
3. Panels can re-rank proposals within this list to allow for science balance, etc.
4. Once the ranking is complete, panelists can review the Team Expertise for the top proposals.
5. Panelists provide written consensus reports for *every* proposal.
6. Panelists comment on a subset of the Executive Committee (Large, Treasury, AR Legacy) proposals to assist the Chair and Vice Chair in their reviews.



Selection Criteria

- **Impact within the sub-field:** The scientific merit of the program and its contribution to advancement of knowledge.
 - The immediate sub-field of the proposal is the niche area of the program, not the whole broad science area of the topical panel to which it was assigned.
- **Out-of-field impact:** The program's impact for astronomy in general. Are there implications for other science areas and/or insights into larger-scale questions?
 - The proposal does not have to impact all of astronomy, but should ideally impact a number of other sub-fields or provide significant impacts in at least one other sub-field.
- **Suitability:** The necessity for HST observations or relevance to HST science. For observing programs, this means a demonstration that the unique capabilities of HST are required to achieve the science goals; how much of a scientific advantage does HST data offer over other facilities?

The evaluation should be based on what is written in the proposal, not on the reviewer's broader knowledge.

Reviewers must ensure that the comments address some or all of these primary criteria.

<https://hst-docs.stsci.edu/hsp/hubble-space-telescope-science-policies-group-and-peer-review-information/reviews-grades-comments/selection-criteria-and-scoring-system>



We use a “Stellar Magnitude” Scoring System: 1 is BEST

Grade	Impact within the sub-field	Out-of-field impact	Suitability
1	Potential for transformative results	Transformative implications for one or more other sub-fields	Science goals can only be achieved with HST
2	Potential for major advancement	Major implications for one or more other sub-fields	Major advantages in using HST over other facilities
3	Potential for moderate advancement	Some implications for one or more other sub-fields	Some advantages in using HST over other facilities
4	Potential for minor advancement	Minor impacts on other sub-fields	Minor advantages in using HST over other facilities
5	Limited potential for advancing the field	Little or no impact for other sub-fields	HST offers little or no advantage over other facilities or the advantages of using HST are unclear.

Longer descriptions, more details, and examples at:

<https://hst-docs.stsci.edu/hsp/hubble-space-telescope-science-policies-group-and-peer-review-information/reviews-grades-comments/selection-criteria-and-scoring-system>



Panel Chair Conflicts

Panel Chairs may be conflicted on some proposals. In case of a conflict, you may

- Ask the Vice-Chair to act as the Panel Chair during the discussion of the proposal for which you are conflicted
- Ask one of the At-Large TAC members to act as the Panel Chair during the discussion of the proposal for which you are conflicted. (This option may be particularly helpful for the discussion of the Large, Treasury, and Archival Legacy proposals)
- Let relevant folks know ahead of time when you will have to step out because of Conflicts – having proposal discussion order set ahead of time will help with this.



Detailed Proposal Discussion Procedures

1. Panelists with conflicts disconnect from the virtual meeting room or are moved to a separate “breakout room”. This includes STScI staff and Observers.
2. The Chairs and Vice-Chairs manage the process and may participate in the discussion, but do not grade.
3. The primary reviewer summarizes and reviews proposal. The secondary reviewer adds supplementary comments.
4. The panelists discuss the proposal, *without comparisons to any other proposals*.
5. The discussion should include the resource allocation: primary orbits, coordinated or pure parallel, exclusive access period, duplication justification, special requirements.
6. The panel submits final grades on the proposal via SPIRIT. **Everyone not conflicted except the panel chair and vice chair must grade--NO abstentions!!**
7. The primary reviewer is responsible for collating all relevant comments, and recording those comments in SPIRIT.



SPiRiT for Proposal Discussions: All Proposals

Proposal
view

STScI HST Cycle 32 Review

MBH Panel

Grading & Review Final Ranking

Review Status
Review

Panel Grading
Grading is closed.

Reviews
Due 06/05/2024 05:00 PM EDT
0 of 82 submitted or complete

Administrators
Claus Leitherer
Laura L. Watkins
I. Neill Reid
Molly Peeples
Andrew S. Fruchter
Tricia Royle

Proposals

Number	Title	Grading	Review
04976	A New Window on Feedback from Active Galactic Nuclei	Triaged	In Progress
04984	A Spatially Resolved Study of Ionized Outflows in a Quasar with Molecular Outflows Driven by an Accretion Disk Wind	Needs Grades	In Progress
04985	What types of active galaxies host ultra-fast outflows?	Triaged	In Progress
04995	NEPTAA: North Ecliptic Pole Time Analysis of AGN	Triaged	In Progress
05002	Unveiling the Nature of Nearly Identical Quasars at Cosmic Noon	Needs Grades	Not started
05043	Tomographic mapping of a super-luminous quasar in the Epoch of Reionization	Needs Grades	Not started
05056	Hunting for overmassive dwarf AGNs at $z < 1$: a critical test of SMBH-galaxy coevolution in the low-mass regime	Needs Grades	In Progress
05070	A single dwarf as a factory of intermediate massive black holes?	Triaged	In Progress
05072	Establishing quasar-host scaling relations with strong gravitational lensing	Needs Grades	In Progress
05098	Positive Black Hole Feedback and Shocked Gas in the Dwarf Galaxy Henize 2-10	Needs Grades	Not started
05102	To Find Ultra-Massive Black Holes, Select BCGs With the Largest Cores	Triaged	In Progress
05114	What drives supermassive black hole growth? Resolving the gas transport mechanism in the luminous AGN NGC 4593 down to the black ...	Needs Grades	Not started

Panel Resources

- Panel Details ...
- Download Panel Files ...



SPIRIT for Proposal Discussions: Proposal Discussion Status

STSC CUR HST Cycle 32 Review 1 Sign Out

MBH Panel Grading & Review Final Ranking

[← Back to Panel Overview](#) 04984 [« Prev](#) [Next »](#)

04984 GO	Reviewing 2 Reviewers	SIZE SMALL	TIME REQUEST 12 Orbits	PROPOSAL GRADE n/a	GRADE COUNT 0 of 13	REMARKS 0
		CATEGORY Supermassive Black Holes and Active Galaxies	ALLOCATION 12 Orbits		REVIEW STATUS 1 of 2 complete	NOTES

[Proposal Info](#) [Discussion Status](#) [Shared Remarks](#) [Panelist Reviews](#) [Final Review](#)

04984 Reviewers

- Nahum Arav
- Clive N. Tadhunter (Primary)

04984 Conflicts

- Steven Kraemer
- Claus Leitherer
- Henrique Schmitt

04984 Grades

Grading is not currently active.

Reviewers and Conflicts



Proposal Ranking: Procedures

1. Each panel has an allocation of N orbits for Small proposals and M orbits for Medium proposals.
 - All proposals must be graded and ranked on the same scale.
 - If your panel has Archival, Snapshot, or Calibration proposals, they do not count toward the orbit allocation. (There are separate total Snapshot and Calibration orbit pools across all panels.)
2. Once all proposals have been graded, the Panel Support Staff generates an initial ranked list.
3. The panel then discusses and agrees on **a final ranked list of programs** that encompasses at least $2 \times N$ orbits.
 - Any changes to the initial ranked list must be done by sequential pairwise comparisons and changes, being mindful of any conflicts of interest
 - Some panels don't change their initial ranked list at all; others make many many changes.



Medium Proposals

- Medium proposals are reviewed solely in their assigned panel.
- **Each panel grades and ranks the Medium proposals together with all other proposals.**
- Medium proposals may be recommended for acceptance if they are above the 1N line.
Panels should not artificially move a Medium proposal above the line.
- Each panel is allocated M orbits for Medium proposals based on the relative orbit pressure among the Medium proposals across all panels.
- Medium proposals above the 1N line have no orbit charge until the Medium orbit allocation M is reached going from the highest to the lowest ranked Medium proposal above the 1N line.
- Thereafter, Medium orbits of additional Medium proposals above the 1N line **must** come out of the Small orbit pool.
- If the Medium proposals above the 1N line do not fully use the Medium orbit allocation, those Medium orbits will be returned to the communal pool; the panel **cannot** allocate them to Small programs.
- A summary of the recommended Medium proposals will be provided by the Chairs at the beginning of the Executive Committee meeting.



Ranking - Example with Smalls only

**General
Pool

140**

Rank	Size	Requested	General Pool Used	Notes
1	Small	20	20	Approved
2	Small	25	45	Approved
3	Small	30	75	Approved
4	Small	25	100	Approved
5	Small	20	120	Approved
6	Small	25	145	1N line, status TBD
7	Small	30	175	Not Approved

Result: 5 Small proposals approved, +1 Small on the line pending.



Ranking - Example with Smalls and Mediums; unused Mediums

General Pool	Medium Pool
140	80

Rank	Size	Orbits Requested	General Pool Allocation	Medium Pool Allocation	Notes
1	Small	20	20	0	Approved
2	Medium	50	20	50	Approved
3	Small	30	50	50	Approved
4	Small	25	75	50	Approved
5	Small	20	95	50	Approved
6	Small	25	120	50	Approved
7	Small	30	150	50	1N line, status TBD
8	Small	20	170	50	Not Approved

Result: 5 Small proposals approved, +1 Small on the line pending. 1 Mediums approved, 30 Medium orbits return to the float.



Ranking - Example with Smalls and Mediums; Mediums exceeded

General Pool	Medium Pool
140	80

Rank	Size	Orbits Requested	General Pool Allocation	Medium Pool Allocation	Notes
1	Small	20	20	0	Approved
2	Medium	50	20	50	Approved
3	Small	30	50	50	Approved
4	Small	25	75	50	Approved
5	Medium	50	95	80	Approved, using 30 medium orbits and 20 small orbits
6	Small	25	120	80	Approved
7	Small	30	150	80	1N line, status TBD
8	Small	20	170	80	Not Approved

Result: 4 Small proposals approved, +1 Small on the line pending. 2 Mediums approved, Medium pool exhausted.



Ranking – Example with Smalls and Mediums; no Mediums approved

General Pool	Medium Pool
140	80

Rank	Size	Orbits Requested	General Pool Used	Medium Pool Used	Notes
1	Small	20	20	0	Approved
2	Small	25	45	0	Approved
3	Small	30	75	0	Approved
4	Small	25	100	0	Approved
5	Small	20	120	0	Approved
6	Small	25	145	0	1N line, status TBD
7	Small	30	175	0	Not Approved
8	Medium	50	195	/	Not Approved

Result: 5 Small proposals approved, +1 Small on the line pending. No Mediums approved. 80 Medium orbits return to float.



How to get to Ranking View in Spirit

Views >
Final
Ranking

STScI HST Cycle 31 Review


Views Discussion / SolarSystem / Panel Administration

Panel Administration
Panel Settings
Panel Assignments
Panel Conflicts
Preliminary Grading
Complexity Grading
Final Grading
Triaged
Final Ranking
Panel Setup/Config
Panel Resources

13 Proposals 7 Panelists Admins Downloads ... Reports Panel Chair: Alan Fitzsimmons

Panel Status Remarks (1) Instructions (0) Review Technical Notes (1) Administrator Notes (30)

Key: Triaged Anonymized Review High Deviation Technical Notes Instructions Admin Notes Admin Technical Notes

Review Status	Last Modified	Type	Size	Panelist Reviews	Conflicted Panelists	Prelim Grading	Final Grading	Remarks	Notes
Complete	2023-08-09 13:12:34 EDT	AR	n/a	2 / 2	1	6 / 6	n/a	0	
Complete	2023-08-09 13:13:52 EDT	GO	SMALL	2 / 2	3	6 / 6	8 / 8	0	A
03943 Complete	2023-08-09 13:15:33 EDT	GO	SMALL	2 / 2	0	6 / 6	11 / 11	0	A
03944 Complete	2023-08-12 20:07:15 EDT	GO	SMALL	2 / 2	1	6 / 6	11 / 11	0	A
03945  Complete	2023-08-09 13:25:16 EDT	GO	SMALL	2 / 2	0	6 / 6	n/a	0	
03946 Complete	2023-08-09 13:26:21 EDT	GO	SMALL	2 / 2	0	6 / 6	11 / 11	0	A
03947 Complete	2023-08-12 18:11:21 EDT	AR	n/a	2 / 2	0	6 / 6	12 / 12	0	A



Ranking View

Views ▾

Discussion / Galaxies / Final Ranking

Galaxies Final Ranking

Actions ▾

59 Proposals

59 GOs

0 SNAPs

0 ARs

Small Pool

145 General Allocation

Medium Pool

106 Medium-Proposal Allocation

1305 Requested Orbits

1305 Awarded Orbits

Final ranking is locked. You can unlock it via the Actions menu above if necessary.

Key: 48 Triaged Proposal +N Over Allocation (N x allocation) Enter text and press Return to filter table

Show/hide columns

De-anonymize selected proposals ...

Re-anonymize all proposals

Rank	ID	Normalized Grade	Normalized Panelist Deviation	Category	Type	Size	Title	Request	Req Ttl	Award	General Awd Ttl	Medium Awd Ttl	
1		1.81	0.44	Galaxies	GO	SMALL		19	19	19	19	0	
2		2.00	0.47	Galaxies	GO	MEDIUM		74	93	74	19	74	
3		2.18	0.57	Galaxies	GO	SMALL		23	116	23	42	74	
4		2.38	0.72	Galaxies	GO	SMALL		33	149	33	75	74	
5		2.44	0.58	Galaxies	GO	SMALL		21	170	21	96	74	
6		2.54	0.49	Galaxies	GO	MEDIUM		40	210	40	104	106	
7		2.54	0.58	Galaxies	GO	SMALL		25	235	25	129	106	
8		2.56	0.55	Galaxies	GO	SMALL		20	255	20	149 +1	106	
9		2.60	0.48	Galaxies	GO	SMALL		23	278	23	172 +1	106	
10		2.61	0.79	Galaxies	GO	MEDIUM		55	333	55	227 +1	106	
11		2.65	0.60	Galaxies	GO	SMALL		20	353	20	247 +1	106	
12		2.66	0.84	Galaxies	GO	SMALL		18	371	18	265 +1	106	
13		2.68	0.40	Galaxies	GO	SMALL		26	397	26	291 +2	106	
14		2.68	0.73	Galaxies	GO	MEDIUM		40	437	40	331 +2	106	
15		2.74	0.70	Galaxies	GO	MEDIUM		40	477	40	371 +2	106	
16		2.79	0.61	Galaxies	GO	SMALL		34	511	34	405 +2	106	

1N line +1

2N line +2



Proposal Ranking Guidelines

- **Decide ahead of time how you will go about running the ranking stage.**
- Proposals above the $1N$ line will be recommended for execution; proposals between $1N$ and $2N$ are in reserve; proposals straddling the line may be executed, depending on the EC's and Director's recommendation. Look at ranking for science balance and duplication of science/target issues (don't forget externally-reviewed proposals!)
- Top ranked proposals are very unlikely to drop below the $1N$ Allocation line: only discuss if there are very serious reservations. Similarly, proposals near the $2N$ line generally do not require extensive discussion unless there are strong concerns that they should be higher
- **The Panel Chair writes 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 panel's conclusions in sufficient detail so that it can be recalled and understood later by the STScI Director and/or the Executive Committee



Proposal Ranking Do's

- **Decide ahead of time how you will go about running the ranking stage.**
- Panels may decide which proposals should be discussed with all panelists present. If a proposal is raised for discussion, panelists can re-rank that proposal in a pairwise fashion, i.e., against proposals immediately above or below; only panelists who are unconflicted on both proposals can participate in that discussion
- Have the primaries quickly summarize the strengths and weaknesses from the discussion
- Have a general panel discussion and then all unconflicted panelists vote whether to swap the positions of the proposals
- Repeat until everyone is in agreement on the ranked list down to 2x your panel's allocation



... and Proposal Ranking Don'ts

- Don't compare more than two proposals at a time
- ARs are *not* Free Resources --- don't artificially move them all above the Allocation Line (not all Discussion Panels have ARs)
- Don't cut proposals to get more "above the line"
- Don't try to artificially move up a smaller proposals to make it fit around the line, make sure there is full consensus for a scientific move
- Mediums are a shared resource across all panels; don't arbitrarily move them up if you haven't "used" all of your panel's allocated medium orbits



Duplication Checking

- Target Duplications: not permitted
 - STScI software will check for duplications and communicate to the Chairs
- Science Duplications: evaluate on a case by case basis
 - Chairs and the Panels need to consider duplications within the Panel and with External (Very Small proposals) and EC proposals
- Details on the process can be found at <https://hst-docs.stsci.edu/hsp/hubble-space-telescope-science-policies-group-and-peer-review-information/general-info-getting-started/hst-duplication-policies-for-the-tac>



Proposal De-anonymization and Team Expertise Review

- After the ranking has been finalized and is frozen, the proposals above the 1 N line are de-anonymized and panels will review the Team Expertise description for each recommended proposal.
- If necessary, the panel may express concerns about insufficient expertise, which will be recorded and communicated with the Director.
- **Any concerns will not change the ranking of the proposals** in the panel but may affect the Director's decision to accept a particular proposal.
- Even if no concerns are raised, this process is in place to alleviate community anxieties about the dual anonymous review process.



Topical Panel Review of Executive Committee Proposals

- You can solicit feedback from your panel on the subset of EC proposals you have been given to review. This process allows more scope for community input and specialist commentary, informing your opinions and aiding discussion in the Executive Committee meeting.
- **Decide how you wish to solicit feedback, and include it in your panel schedule.** Chairs and Vice Chairs should work together on this. Often, this feedback is a group discussion amongst the panel members, but you can also solicit written feedback. You can ask all panelists to review all proposals, or assign specific proposals to specific panelists.
- The same rules apply for conflict of interest as with panel proposals.
- **Do not let panelists know which proposals have been triaged, or not.** You may want extra feedback on proposals you will want to “advocate” for at the EC level, but negative feedback on triaged proposals will remain useful for writing your comments.



The Review Process:
finalizing comments to proposers



Proposal Comments

- Comments are required for all proposals (including triaged proposals).
- Final comments may be entered after the meeting finishes; expect to spend time after other work has completed to work on the comments as a group.
- **The deadline for panel members to enter comments is June 3, 2024 and for Chairs to review and approve comments is June 7, 2024.**
- 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. Use *Mandatory* comments only to exclude targets [e.g. duplications] or to reduce observing time allocation. All other comments are *advisory*.
- **BE THOUGHTFUL.** People put a lot of effort into writing these proposals, and you have put a lot of effort into reviewing them. Let your comments reflect that effort.



Proposal Comments: Practical Instructions

4567 Review Comments

Save Review Review Completed

- Strengths
- Weaknesses
- Resources
- Comments
- Technical Notes
- Instructions

Strengths and Weakness are Mandatory

Other categories are optional and rarely used. Most of what you think should go here can probably be listed as a “strength” or a “weakness”.

If any duplications are not well-justified, “Resources” is a good place to note this. “Technical notes” and “Instructions” should be used only to document conversation with STScI technical staff—we will tell you if something should go there!

Enter review comments related to the strengths of the proposal.



Proposal Comments: Detailed Instructions

- Proposal feedback comments should be concise.
- Please avoid asking questions in the comments.
- The reports should focus on the scientific content and not the reviewer.
- **Comments that may be perceived as derogatory or insulting must be avoided.**
- Reviewers cannot be sure at the time of writing feedback comments whether the proposal will be accepted (even if it is “above the line”). The **comments should be phrased in such a way that they are sensible and meaningful regardless of the final outcome.**
- Reviewers should **avoid statements that create the impression that the low ranking of a proposal is due to a minor mistake.** Many proposals do not have obvious weaknesses but are just less compelling than others: in such cases, acknowledge that the considered proposal is good and refer back to which parts of the rubric it did not score as highly on as more highly-ranked proposals.
- **Never include in the report an explicit reference to another proposal, such as the proposal ID.**
- Whenever possible, make suggestions for possible improvements, but avoid giving the impression that following those suggestions guarantees that the proposal will be more successful in next cycle.

For more information: <https://hst-docs.stsci.edu/hsp/hubble-space-telescope-science-policies-group-and-peer-review-information/proposal-feedback-comments>



Workflow for Finalizing Feedback Comments

<https://hst-docs.stsci.edu/hsp/hubble-space-telescope-science-policies-group-and-peer-review-information/reviews-grades-comments/proposal-feedback-comments> has detailed instructions – we will point you here again at the appropriate time.

Both the Chair and the PSS will proofread the reviews. The PSS will look for the following, among other things:

- grammatical errors and typos
- anything contradicting the previously posted guidelines
- personal remarks about proposers
- explicit identifications of other Cycle 32 proposals or proposers, reviewers, or STScI staff
- comments that contain only insubstantial or superficial remarks
- remarks that do not make sense because the reviewers expected the proposal to be approved, while in the end it was not

Once the PSS/Panel Chair is happy with the final review they should click the Review Signoff button. This will change the review status of the proposal to “Complete.”

Proposal Comments

- Comments are required for all proposals (including triaged proposals).
- Final comments may be entered after the meeting finishes.
- The deadline for panel members to enter comments is June 3, 2024 and for Chairs to review and approve comments is June 7, 2024. The deadline for the approval of EC proposal comments is June 7, 2024 as well.
- 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.
- Be particularly careful near the allocation boundaries---you won't know for sure if these proposals will be accepted, or not.

The background of the slide is a deep blue and purple starry night sky. A large, wispy nebula with shades of blue, purple, and brown is visible on the left side. Numerous bright stars of various colors (blue, white, yellow) are scattered across the dark sky. A thin, horizontal orange line is positioned below the first line of text.

The Review Process: the Executive Committee Meeting



The Executive Committee Panel Meeting

- For the most part, proposal discussion and ranking will work the same as in the topical panels, but with the Panel Chairs, Vice-Chairs, and At-Large Members acting as the Panelists
- Panel Chairs, Vice-Chairs and At-Large Members have identical roles during the EC meeting
- We expect to circulate the Discussion / non-Discussion lists this week
 - Each panelist may resurrect one proposal – tell the TAC Chair as soon as possible if you would like to do so.
- Special consideration will be taken at the ranking stage for programmatic balance including the recommendations from the topical panels. This will most likely affect limited resources (e.g., activations for targets of opportunity) or potential duplications



The Executive Committee Panel Meeting

Take into account the expert reviews! You can find these in Spirit under “Documents”

Ready
SIZE LARGE
TIME REQUEST 0 Orbits
CONFLICTS 0
PRELIM GRADE (C. DEV) 0.00 (0.00)
GRADE COUNT 0 of 8

2 Reviewers
CATEGORY Intergalactic Medium and the Circumgalactic Medium
ALLOCATION 0 Orbits
REMARKS 0
PRELIM RANK n/a
NOTES

[Primary Reviewer...](#)
[Set Review Status...](#)
[Actions](#)

[Proposal Info](#)
[Assignments](#)
[Conflicts](#)
[Grades](#)
[Remarks](#)
[Notes](#)



[Abstract](#)
[Documents](#)
[Investigators](#)
[HST Observation Details](#)

Document	View	Download
.tac.pdf	View	Download
.ExternalReview1.pdf	View	Download
.ExternalReview2.pdf	View	Download

A deep space photograph featuring a large, multi-colored nebula (likely the Carina Nebula) on the left side, with shades of blue, purple, and brown. The rest of the image is filled with a dense field of stars, many of which are bright blue. The text "Orbit Allocations" is centered in white, with a thin orange horizontal line extending across the width of the page below it.

Orbit Allocations



Cycle 32 Orbit Allocation

- Cycle 32 will be two months longer than Cycle 31. Therefore the orbit allocation is larger than in Cycle 31.
- The total allocation for Cycle 32 will be announced prior to the meeting.
- The total allocation will be split among Small, Medium and Large/Treasury proposals according to orbit pressure.

The background is a deep blue and purple nebula with numerous bright stars of varying colors, including blue, white, and yellow. A thin, horizontal orange line spans the width of the image, positioned just below the 'Thank you!' text.

Thank you!

The HST TAC would not be possible without your critical support and contributions!