

# ***Notes for Last Minute Question/Answers for HST Cycle 31 Review***

## ***PSS SPIRIT Task Walk-Thru***

### ***Actions for triaged proposals***

- For those proposals that are indeed triaged, no further action will be required, except for notification comments, which is the responsibility of the Primary Reviewer to pull together. However, for any proposals that the panel resurrects off the triage list, and decides to discuss in full, you can uncheck the Triage status and it will then be available for Grading and Ranking.

### ***Actions for each proposal***

- Check/Announce for conflicts. All Conflicts get placed into the BlueJeans Breakout Room; Utilize Slack, Text, Email to have them reconnect once proposal discussion is over if they have left the Breakout Room (*30 minute limit if only 1 person in Breakout Room is a BlueJeans Limit*).

- Only bring up Technical Comments in the Notes Tab after discussion if proposal appears to be favorable. Very few Proposals will have Technical Comments (Few entered by BSB so far this cycle). Use this area if you ask for a Technical Review of INS or OPS.

- Administrative Notes Tab. These should be such things as: SPG staff came in to comment on policy X; Instrument Scientist came in to explain Y; SCOPE staff came in to discuss scheduling; who has left the room for conflicts. You do not need to record the Observers that come in and out, as BlueJeans will track that for us. **Please remember that no proposal can be rejected on technical grounds without having STScI discussion of the issue.** *You do not need to take detailed discussion Notes, but Remind the Chair to do so for the Ranking Phase.*

- Review Resources for Proposals for non-Standard Requests:

- *GO proposals*: Explain any differences from Requested # of Orbits in the Administrative Notes vs what is being recommended.

- *JOINT proposals*: Explain any differences for time request. **Can only recommend the Joint time, if they are recommending the HST time.**

- *Other Resources* (long-term status, ToO time, coordinated parallels, or observations marked as duplications other Special Requirements): **Please make sure panel discusses all of these issues: otherwise the time will not be awarded.**

- **GRADING**: Go to the Final Grading (Under Views), to watch as the grading takes place. Please alert any reviewers that their grades haven't made it. Once discussion of the next proposal begins and all previous grades have been entered, "LOCK" the Grade. If anyone wants to change their grade, they then need to alert you so that you can "UNLOCK" it for a valid reason. Don't let them just change their grade after discussion of another proposal because they are comparing the 2.

### **Actions after discussion and voting on all proposals has been completed**

- Conflict Rules apply to Ranking same as they do for Grading, it can only be a Pair-Wise Comparison to minimize Conflicts.

- Go to the Final Ranking View and then click on the Actions and Rank Panel Proposals. This will automatically Rank the panel based on Final Voted Normalized Grades and display that ranked list. Everyone will have access in SPIRIT to see the Ranked List, however only admins will have Ranking and Update privileges.

- If anyone would like, you can generate the Final Ranking Excel Report back under Panel Administration/Reports.

- Change the ranks clicking on the proposal to move and update the rank as instructed by the panel of those proposals in question. The panel CAN'T change any grades during the ranking phase you can only change the ranks. The end result should be 1 merged ranked list with all proposals before the panel.

### **Special Actions:**

- For **Regular Small GO** proposals, the panel should determine where their Allocation line is and they should carefully rank about twice the panel allocation. They should also set a DO NOT Support line. This line should be conveyed to Brett Blacker, via email. The 1N and 2N Lines will be displayed in SPIRIT for your panel.

- For **Medium GO** Proposals, the panel should determine where their Allocation line is and if any Medium proposals are above that line. SPIRIT has a separate Allocation for Medium Proposals so will do the checks/calculations for you. Each Panel has been allocated a set of Medium Orbits from the pool, if they go over their allocation, it comes out of the "regular, small" orbit pool. (If and only if the panel has mediums above their 1N Line, as that will show the allocation with the Medium Proposal above the line. *Don't let them arbitrarily move a Medium above the line, just to get a Medium in even if they have orbits left over as the Mediums are a cross-panel resource, it must be scientifically justified to be in the list.*

- To **Reject a Duplicate Proposal** that is being recommended, set the Rank to 999 as that will notify us of this reason, ie it was highly ranked, but another of the same was liked better. If rejecting only a subset of the proposal because of duplicate observations with another proposal, adjust the allocation accordingly. Make sure that SPG is aware of this duplication issue and by adding a note of the reason in the Administrative Notes.

- Verify the reviewers have entered the comments into the Web-Reviewer System. Make sure if there are any relevant technical notes that they are provided as feedback, as those won't be automatically forwarded to the Proposers. They actually have until August 7<sup>th</sup> to finalize and Chairs have until the 11<sup>th</sup>.

### ***Actions for the Executive Committee proposals being reviewed by your panel***

Your panel will review some Executive Committee proposals, including some or all of the following: Treasury, Legacy, Large, Survey, and Pure Parallel proposals. These proposals are not entered into the panel's SPIRIT view, they have a copy of them in their download. When these proposals are discussed in your panel, you should check, for each one, the conflicts of interest and, in the case of conflict, follow the same rules as the panel proposals. Conflicts were sent to the PSS, Chair and Vice Chair on July 14<sup>th</sup> via a Slack DM. The Chairs will decide how this review will take place.

Take notes on the conflict actions on the Executive Committee proposals (if there are no conflicts, please make a note that the proposal presented no conflicts), and give send the final summary of the conflict of interest notes for the Executive Committee proposals to Brett Blacker at the end of the meetings via a Slack DM.