

# Phase I Proposal Handling Tool

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# Proposal Submission and Evaluation

- Two-stage proposal submission process:
  - Phase I: science case, technical justification, target list justification/request for time, reserved target list check
    - Phase I Proposal Handling Tool (PHT1)
  - Phase II – submission of detailed observing templates by PIs of successful proposals
    - Phase II Proposal Handling Tool (see talk by D. Ehrenreich)
- Proposal evaluation:
  - Phase I input peer-reviewed by Time Allocation Committee, appointed by ESA in consultation with the CMC PI
  - Proposals to be observed by CHEOPS will be selected on scientific merit

# Phase I

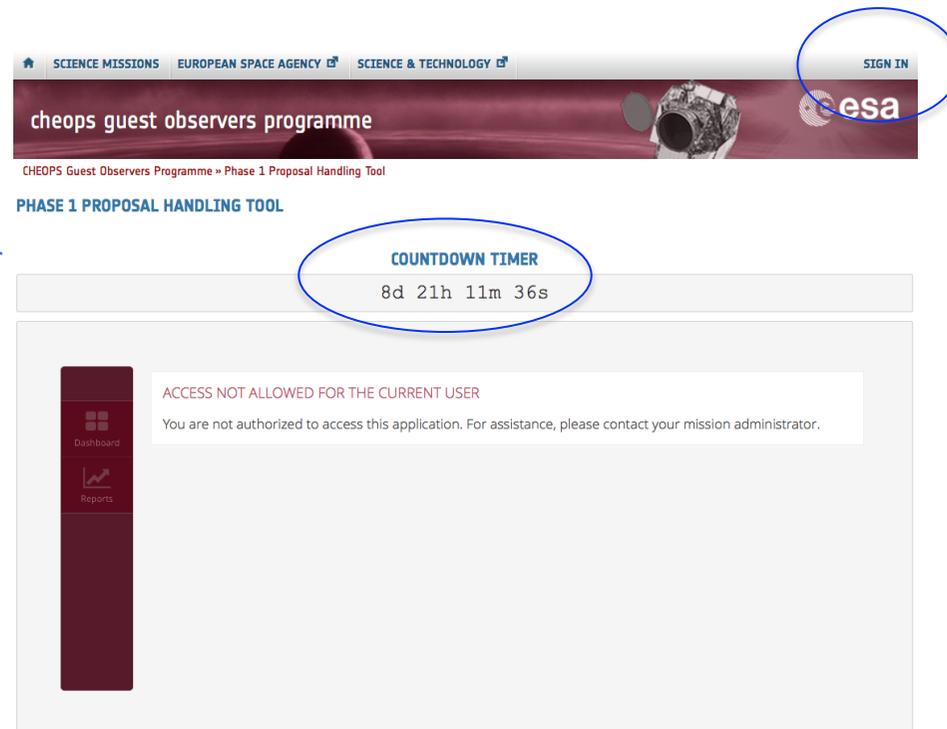
- Web-based tool:
  - Same tool for annual AOs and also for request for DDT.
- Inputs:
  - Used by ESA/TAC as part of the proposal evaluation
  - Selected inputs eg. target coordinates, time awarded, of successful proposals used as input for the Phase II Proposal Handling Tool
- Confidentiality:
  - Science cases remains with ESA/TAC
  - Details of targets (+ time requests) of proposals awarded time ONLY sent to SOC

## Logging on

- User credentials required → need to be requested through:

<https://www.cosmos.esa.int/web/cheops-guest-observers-programme/register>

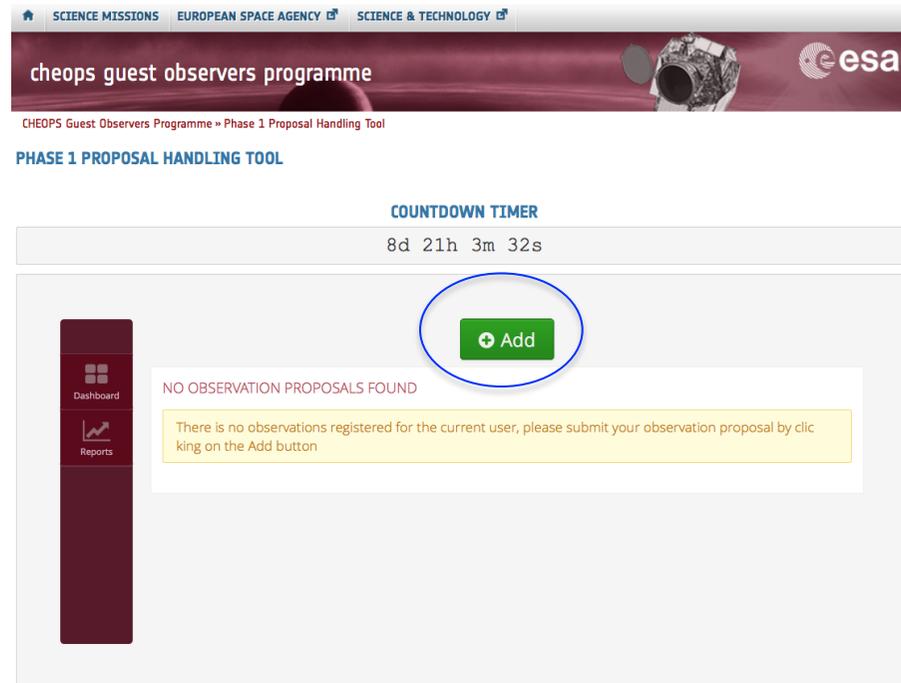
- Log-in to create and update proposals will be possible up to the time that the call closes



- Navigate to the PHT1 website:  
<https://www.cosmos.esa.int/web/cheops-guest-observers-programme/pht1>

# Creating a new proposal

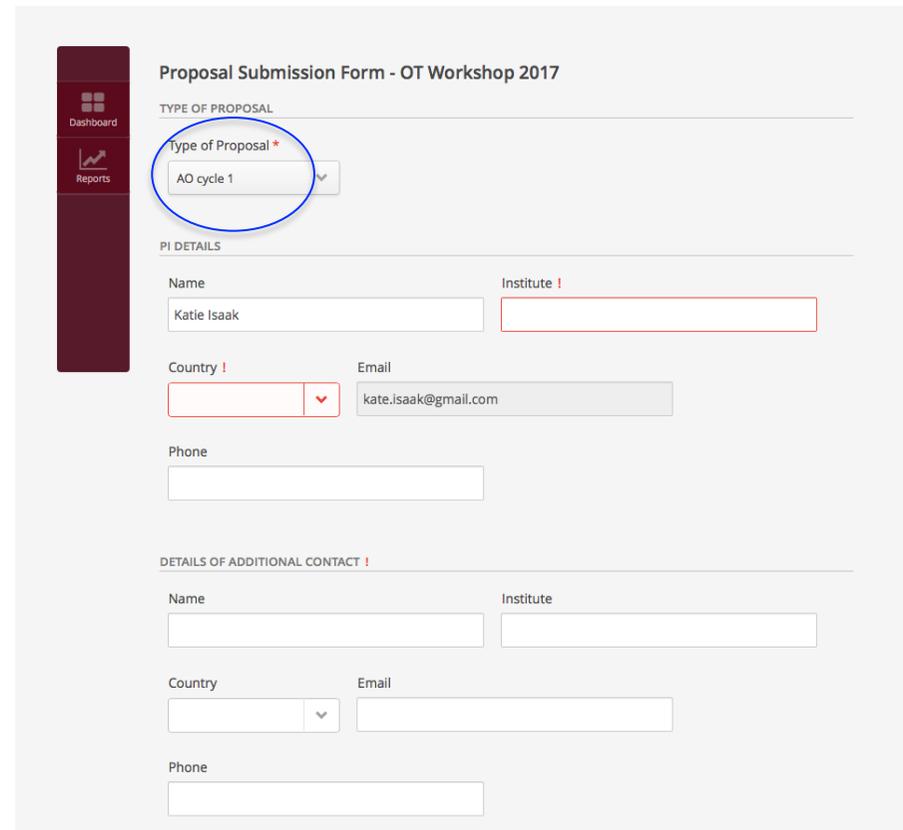
- Boxes calling for mandatory information – boxes are highlighted in red → proposal submission not possible if incomplete.
- Basic help function – hover over box to get info,
- Information/help will be available on the Guest Observers Webpage/part of the documentation for the Calls.



- Click on the + Add button to create a new proposal template.

# Proposal/Contact Details - I

- Type of proposal:
  - Will be AO-NN for an AO submission, otherwise DDT-NN
- Pre-populated based on your login credentials
  - To change your email address you will need to update your Cosmos user account
- Co-I details
  - Details of co-I to be contacted incase PI cannot be reached
  - Full list of co-Is should be provided in the proposal itself.



**Proposal Submission Form - OT Workshop 2017**

**TYPE OF PROPOSAL**

Type of Proposal \*  
 AO cycle 1

**PI DETAILS**

Name: Katie Isaak  
 Institute:

Country:   
 Email: kate.isaak@gmail.com

Phone:

**DETAILS OF ADDITIONAL CONTACT**

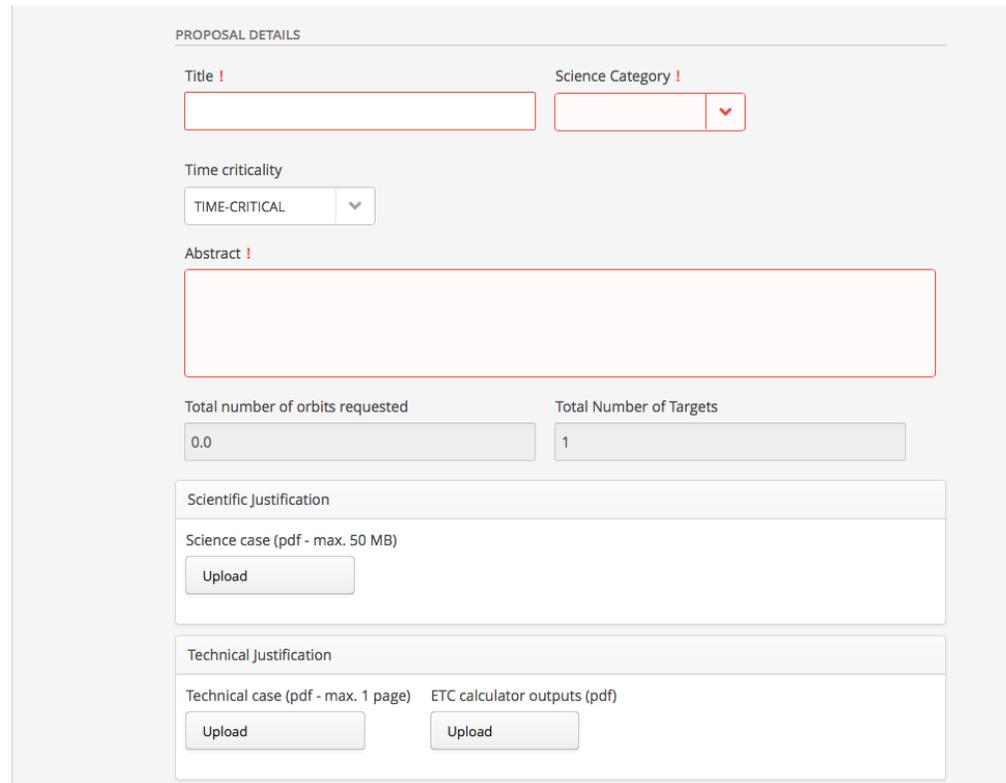
Name:   
 Institute:

Country:   
 Email:

Phone:

# Proposal Details - II

- Title:
  - Concise/to-the point, plain text
- Science category:
  - Used to allocate proposals to TAC members
  - Currently Exoplanet Science, Stellar Physics, Other.
  - Will be linked to information requested in target tab
- Time critical/non-time critical:
  - Used in planning
- Abstract:
  - Free text
- No: targets/no: orbits requests
  - Fields filled automatically using inputs provided in target tabs
  - Total number of orbits = #targets\*#orbits/target



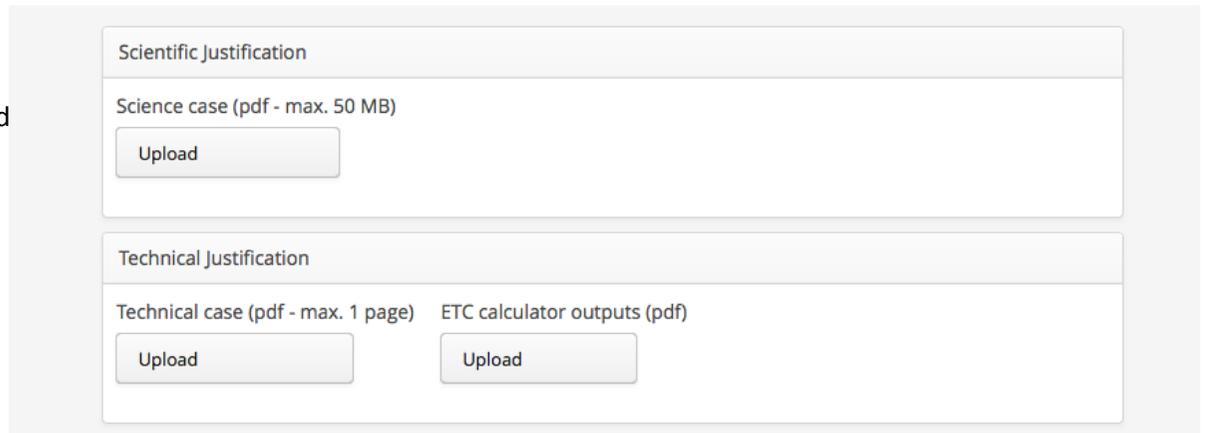
The screenshot shows a web form titled "PROPOSAL DETAILS". It contains several input fields and sections:

- Title !**: A text input field.
- Science Category !**: A dropdown menu.
- Time criticality**: A dropdown menu with "TIME-CRITICAL" selected.
- Abstract !**: A large text area for entering the abstract.
- Total number of orbits requested**: A text input field with "0.0" entered.
- Total Number of Targets**: A text input field with "1" entered.
- Scientific Justification**: A section containing a "Science case (pdf - max. 50 MB)" label and an "Upload" button.
- Technical Justification**: A section containing "Technical case (pdf - max. 1 page)" and "ETC calculator outputs (pdf)" labels, each with an "Upload" button.

- Fill in title, science category, and abstract as text, drop-down menu for time-criticality of observations

# Scientific and Technical Justification

- Meat of a submitted proposal.
- Science justification/case:
  - Context and case
  - Target list
  - Screenshots of checks of Reserved Target List (see N. Billot's presentation)
- Technical justification:
  - Instrument set-up
  - Justification for time request
- ETC outputs (pdf).
- All three components required for proposal to be valid.
- Can be updated until the close of the call.



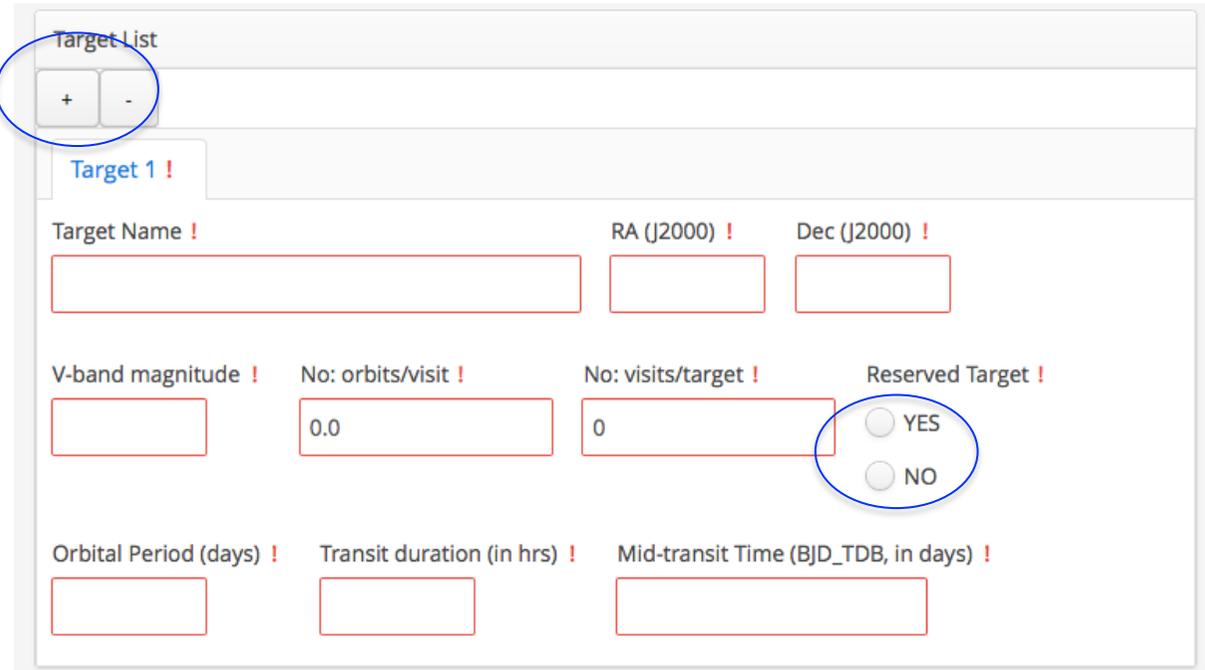
The screenshot shows a web interface for uploading justification documents. It is divided into two main sections:

- Scientific Justification:** Contains a text input field for "Science case (pdf - max. 50 MB)" and an "Upload" button below it.
- Technical Justification:** Contains two text input fields: "Technical case (pdf - max. 1 page)" and "ETC calculator outputs (pdf)". Each field has an "Upload" button directly below it.

- pdf uploads – can save/submit proposal without attachments, warning will be given in future version

# Target Tabs

- Currently individual, manual input only
  - Will be possible to bulk upload targets via text/csv file.
- Presently geared towards definition of transiting targets
  - Other types of observation will be possible.
- All red boxes must be completed
- No: orbits/visit and no: visit/target used to calculate proposal time request
- Hit (+) to add another target
  - Currently (-) deletes last target added, for call will delete current edit.



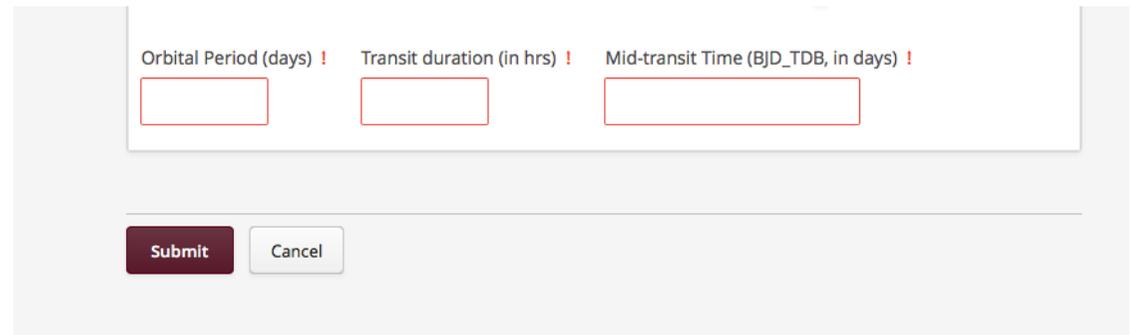
- Key target information – all red boxes are mandatory, details on limits/format can be found by hovering over the box.

# Proposal Submission and Review

- Hit submit
  - Will receive email informing you of proposal submission

- Dashboard:
  - List of submitted proposals/ work in progress

- Reports:
  - Overview of key information for each proposal submitted, including names of pdfs
  - Can be exported as csv file



The screenshot shows a web form for proposal submission. It contains three input fields with red outlines and red exclamation marks indicating required fields:

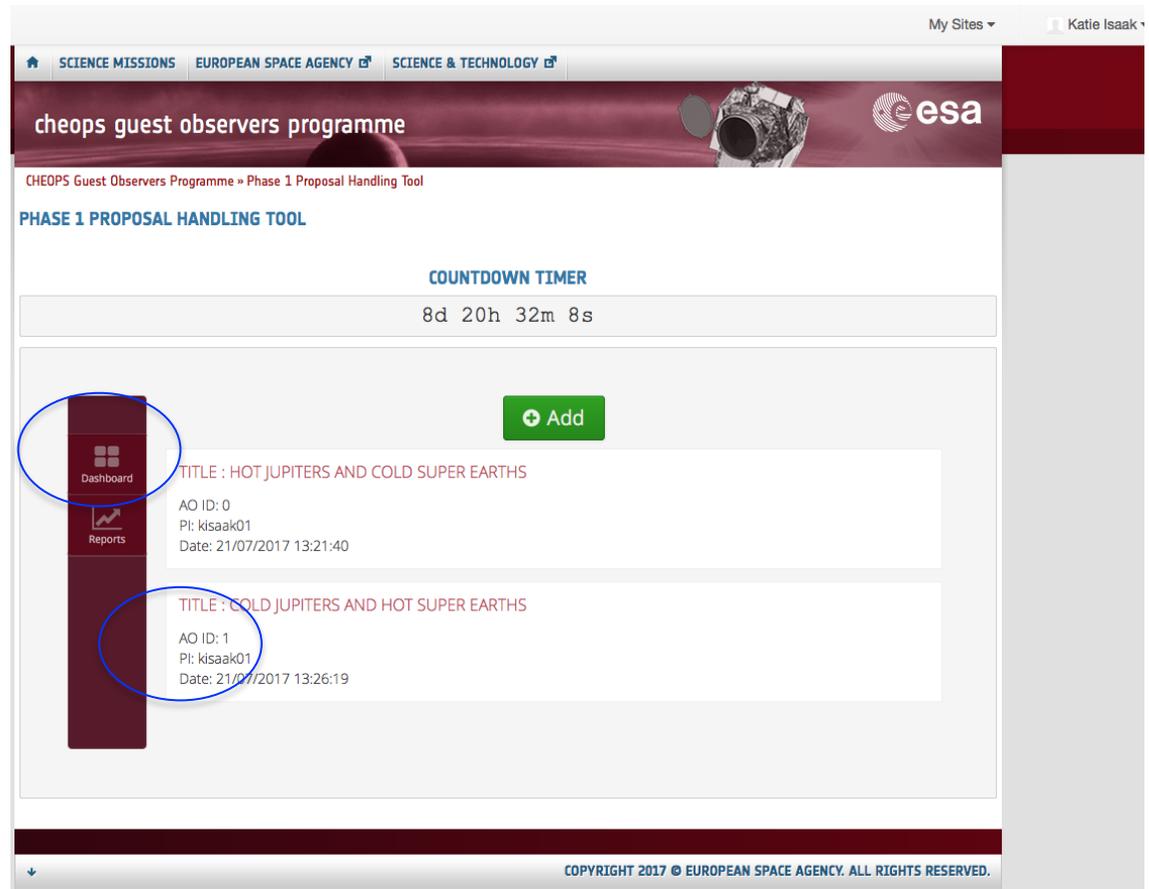
- Orbital Period (days) !
- Transit duration (in hrs) !
- Mid-transit Time (BJD\_TDB, in days) !

Below the input fields are two buttons: a dark red "Submit" button and a light grey "Cancel" button.

- All boxes should be black in outline.

# Overview of Submitted Proposals

- Hit submit
  - Receive email informing you of submission
- Dashboard:
  - List of submitted proposals/work in progress
- Reports:
  - Overview of key information for each proposal submitted, including names of pdfs
  - Can be exported as csv file



My Sites ▾ Katie Isaak ▾

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cheops guest observers programme

CHEOPS Guest Observers Programme » Phase 1 Proposal Handling Tool

PHASE 1 PROPOSAL HANDLING TOOL

COUNTDOWN TIMER

8d 20h 32m 8s

+ Add

Dashboard

Reports

TITLE : HOT JUPITERS AND COLD SUPER EARTHS

AO ID: 0

PI: kisaak01

Date: 21/07/2017 13:21:40

TITLE : COLD JUPITERS AND HOT SUPER EARTHS

AO ID: 1

PI: kisaak01

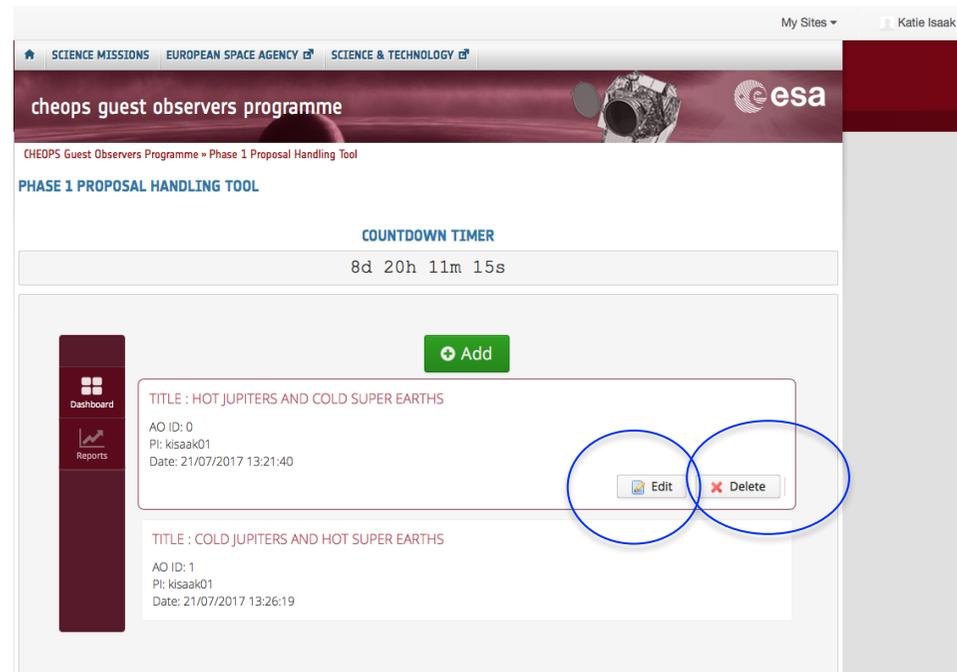
Date: 21/07/2017 13:26:19

↓

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# Editing/Deleting Existing Proposals

- Hit submit
  - Receive email informing you of submission
- Dashboard view:
  - List of submitted proposals/work in progress
- Reports:
  - Overview of key information for each proposal submitted, including names of pdfs
  - Can be exported as csv file



- To edit an existing proposal click on Edit button; once edit complete click “update” within template
- To delete an existing proposal click on the Delete button (proposal cannot be recovered).
- Will receive an email following any update/proposal deletion.

# Reports

- Hit submit
  - Receive email informing you of submission
- Dashboard view:
  - List of submitted proposals/work in progress
- Reports:
  - Overview of key information for each proposal submitted, including names of pdfs
  - Can be exported as csv file

CHEOPS Guest Observers Programme » Phase 1 Proposal Handling Tool

**PHASE 1 PROPOSAL HANDLING TOOL**

**COUNTDOWN TIMER**  
8d 20h 25m 55s

Observation Proposals

<input type="checkbox"/>	Observation ID	Proposal ID	User	Email	Date
<input type="checkbox"/>	1,438,000	0	kisaak01	kate.isaak@gmail.com	21-Jul-2017 13:
<input type="checkbox"/>	1,438,003	1	kisaak01	kate.isaak@gmail.com	21-Jul-2017 13:

# What next?

- TAC:
  - Evaluation of proposals
  - Ranking of proposals → award of time.
  - Time requests can be modified by TAC → time allocation.
  - Targets assigned a priority (see N. Billot's presentation on Mission Planning).
- Selected details inc. coordinates, time allocations (no: orbits/visit), priority for each target for proposals awarded time are sent to SOC
  - Used to pre-populate Observation Requests to be completed by PIs of proposals awarded observing time (see talk by D. Ehrenreich on PHT2)
  - Coordinates, time allocations, target priority cannot be changed by observers
    - Check coordinates carefully

## Hands-on session

Immediately before lunch today – need Cosmos Site credentials to use (still time to get them....)