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
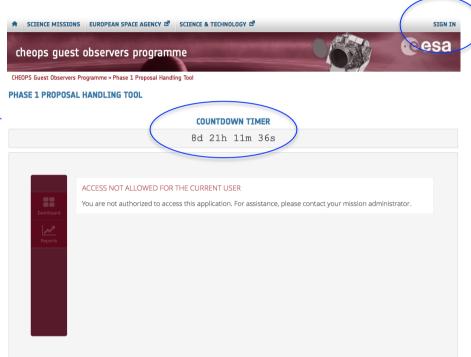 - Details of targets (+ time requests) of proposals awarded time ONLY sent to SOC

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
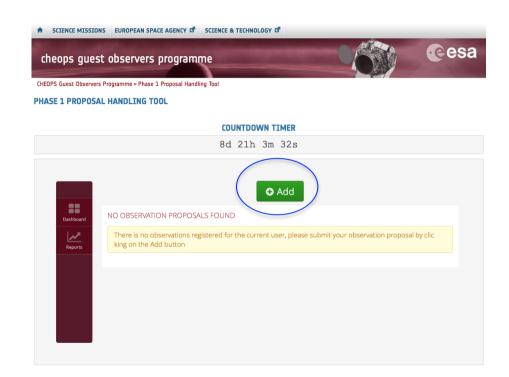
Creating a new proposal

- 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.
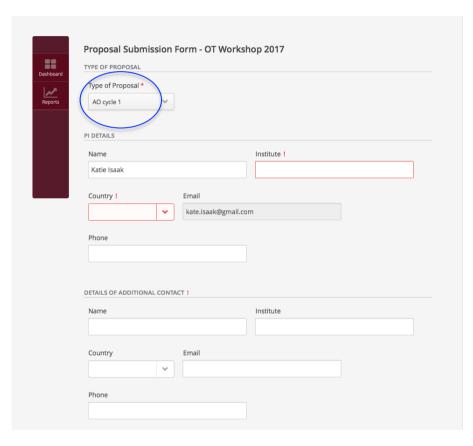
Proposal/Contact Details - I

- 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
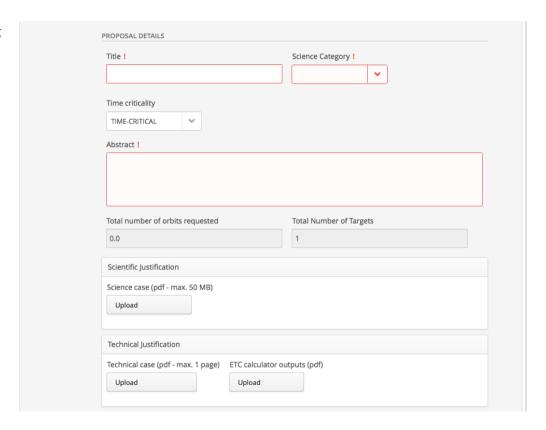 - Full list of co-Is should be provided in the proposal itself.

Proposal 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

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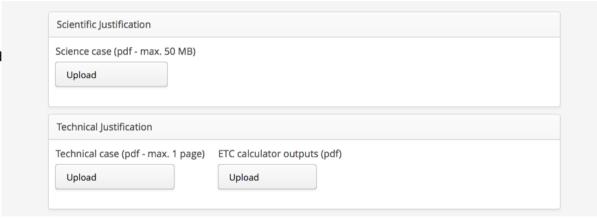
Scientific and Technical Justification

- 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 <u>three components</u> required for proposal to be valid.

- Can be updated until the close of the call.

Scientific Justification

Science case (pdf - max. 50 MB)

[Upload]

Technical Justification

Technical case (pdf - max. 1 page)   ETC calculator outputs (pdf)

[Upload]   [Upload]

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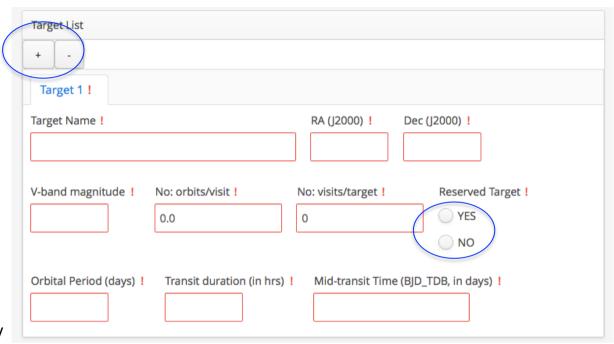
Target Tabs

- 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 observatiion 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.

Target List

+ | -

Target 1 !

Target Name !   RA (J2000) !   Dec (J2000) !

V-band magnitude !   No: orbits/visit !   No: visits/target !   Reserved Target !

0.0   0   ○ YES   ○ NO

Orbital Period (days) !   Transit duration (in hrs) !   Mid-transit Time (BJD_TDB, in days) !

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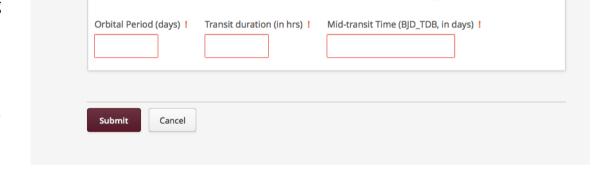
Proposal Submission and Review

- 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

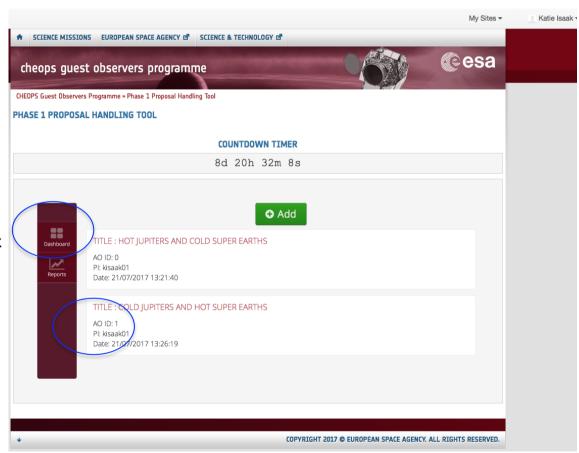- All boxes should be black in outline.

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
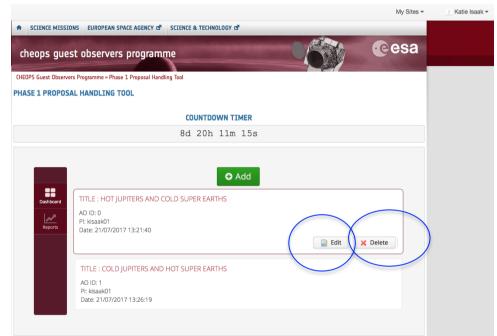 - Can be exported as csv file

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.
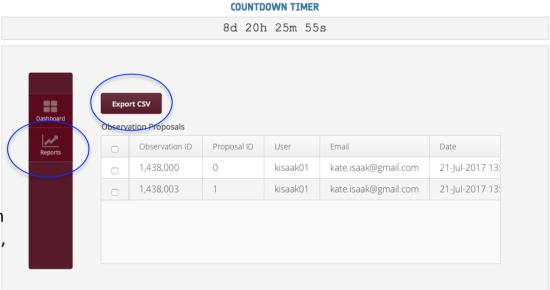
Reports

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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....)