

# Phase I Proposal Handling Tool (PHT1)

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# Proposal Submission and Evaluation

- Proposal submission:
  - Two step process:
    - Phase I – science case, technical justification, target list justification/request for time, reserved target list check.
    - Phase II – submission of detailed observation requests after the announcement of the award of CHEOPS observing time by PIs of successful proposals only.
- Proposal evaluation:
  - Peer-reviewed by CHEOPS Time Allocation Committee (CTAC), appointed by ESA in consultation with the CHEOPS PI.
  - Proposals selected on scientific merit and on the suitability of CHEOPS for the proposed observations.
- Further details on proposal submission and evaluation criteria given in the call documentation, in particular in the AO-1 Policies&Procedure document available from the AO-1 webpage: <https://cosmos.esa.int/web/cheops-guest-observers-programme/ao-1>

# Phase I

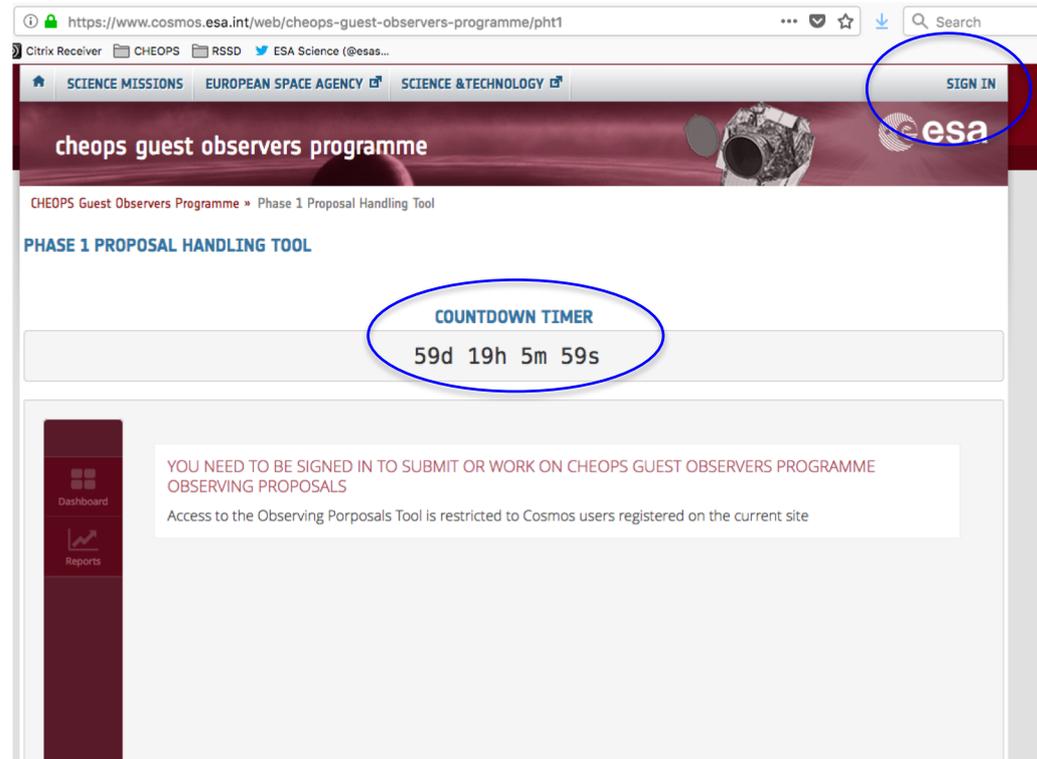
- Web-based tool to be used for proposal submission:
  - Sole/only mechanism for submitting proposals.
  - Referred to as the Phase I Proposal Handling Tool (PHT1).
  - Available at:  
<https://cosmos.esa.int/web/cheops-guest-observers-programme/pht1>
- Inputs:
  - Details of all inputs required provided in the AO-1 Policies & Procedures Document
  - Selected inputs from successful proposals - including target coordinates, time awarded, target priority level - will be sent to the Science Operations Centre (SOC) as input for the Phase II Proposal Handling Tool.
  - Technical justifications of successful proposals will also be sent to the SOC for checking.
- Confidentiality:
  - Science cases remains with ESA and the CTAC, and will not be shared with any members of, or entity, within the CHEOPS Consortium.
  - All CTAC members are required to sign confidentiality agreements.
  - All members of the Project Science Office (Consortium entity) or the SOC who are handling any aspect of the GO programme are required to sign confidentiality agreement.

# Signing in - I

- You need to be a registered member of the CHEOPS Guest Observers Programme, and signed in to the call webpages as such, to use PHT1:
  - Allows editing/resubmission of proposals up until the time of the close of the AO;
  - Same registration provides access to webpages with information needed to download the Scheduling Feasibility Checker software as well as simulated CHEOPS data together with corresponding data products.
  
- Two-step registration process, with the tool and instructions on use available at:
  - <https://www.cosmos.esa.int/web/cheops-guest-observers-programme/register>

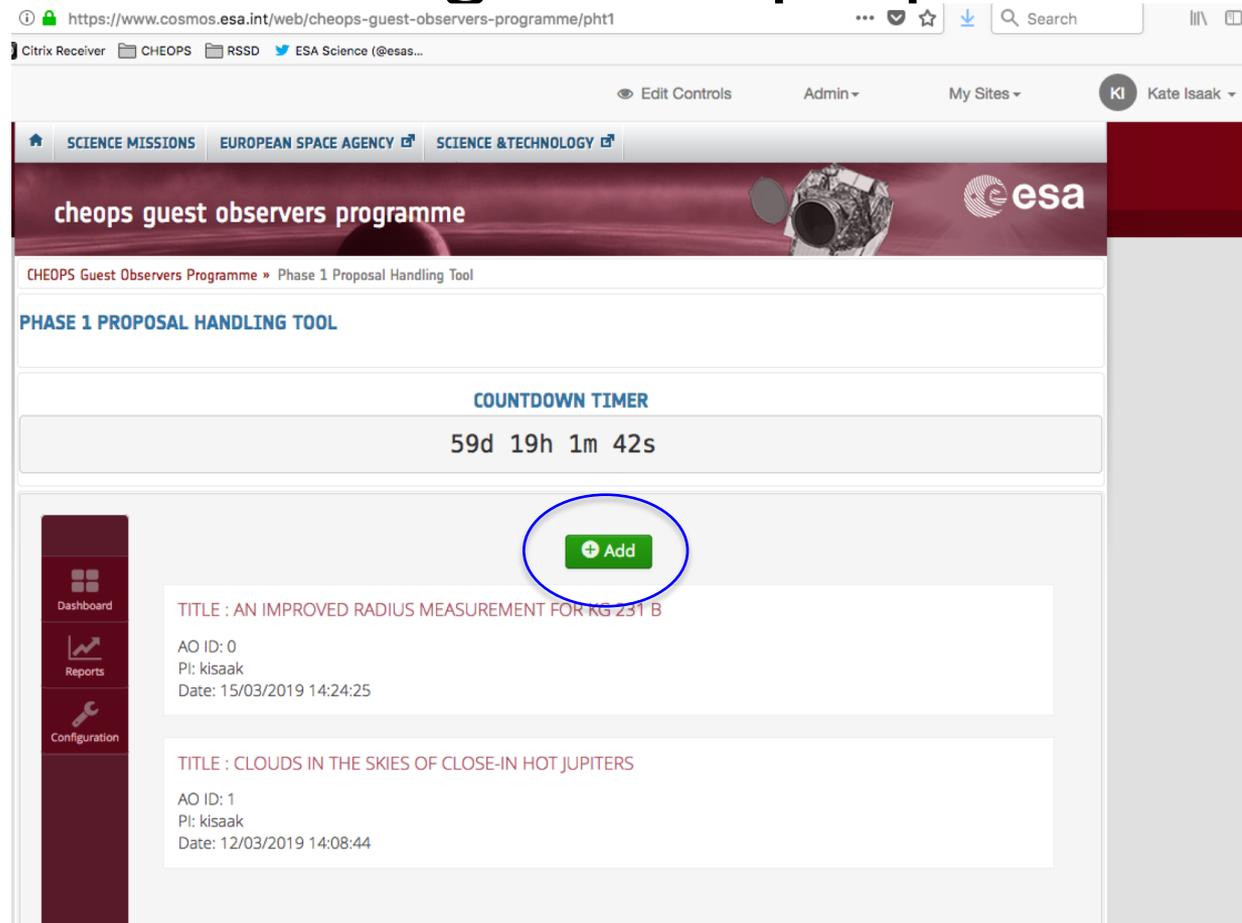
# Signing in - II

- Sign-in (top right hand corner of the webpage) to create, update or delete proposals will be possible up to the time that the call closes at 14:00 (CEST)/ 12:00 (GMT) on Thursday 16 May 2019.
- The countdown clock indicates the time left until the call closes.



The screenshot shows a web browser window with the URL <https://www.cosmos.esa.int/web/cheops-guest-observers-programme/pht1>. The page title is "cheops guest observers programme". The main content area is titled "PHASE 1 PROPOSAL HANDLING TOOL". A "COUNTDOWN TIMER" is displayed, showing "59d 19h 5m 59s". A message box states: "YOU NEED TO BE SIGNED IN TO SUBMIT OR WORK ON CHEOPS GUEST OBSERVERS PROGRAMME OBSERVING PROPOSALS. Access to the Observing Porposals Tool is restricted to Cosmos users registered on the current site". The "SIGN IN" button is located in the top right corner of the page.

# Creating a new proposal



https://www.cosmos.esa.int/web/cheops-guest-observers-programme/pht1

Citrix Receiver | CHEOPS | RSSD | ESA Science (@esas...)

Edit Controls | Admin | My Sites | KI Kate Isaak

SCIENCE MISSIONS | EUROPEAN SPACE AGENCY | SCIENCE & TECHNOLOGY

cheops guest observers programme

CHEOPS Guest Observers Programme » Phase 1 Proposal Handling Tool

PHASE 1 PROPOSAL HANDLING TOOL

COUNTDOWN TIMER

59d 19h 1m 42s

+ Add

TITLE : AN IMPROVED RADIUS MEASUREMENT FOR KG 231 B

AO ID: 0  
PI: kisaak  
Date: 15/03/2019 14:24:25

TITLE : CLOUDS IN THE SKIES OF CLOSE-IN HOT JUPITERS

AO ID: 1  
PI: kisaak  
Date: 12/03/2019 14:08:44

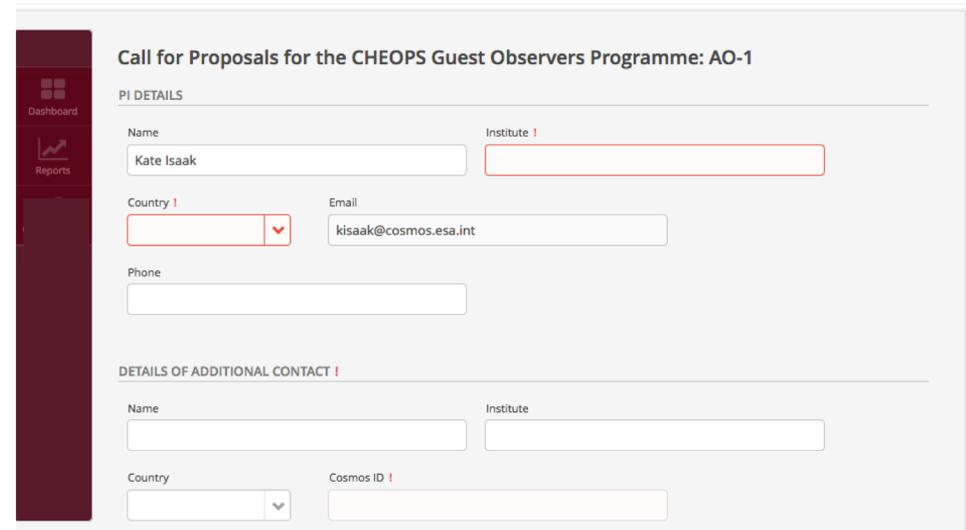
- Click on the + Add button to create a new proposal template.

# Proposal/Contact Details - I

- Selected information on the Principal Investigator (PI) will be pre-populated based on sign-in credentials.
  - To change email address you will need to update your Cosmos user account;
  - Done by editing your profile, which is accessed by clicking on the arrow next to your user name in top righthand corner of webpage, and selecting My Account.
- An additional contact should be provided:
  - Useful incase the PI cannot be reached for some reason; cosmos ID also required.

Note: PI and the additional contact will be the only people who can:

- submit Phase II input;
- access the CHEOPS archive to retrieve data within the proprietary period.



- Boxes calling for mandatory information are highlighted in red → proposals cannot be saved if these are incomplete.
- Comments on the required inputs appear when one hovers over the relevant input box.

# Proposal Details - II

- **Title:**
  - Concise, plain text, maximum 200 characters.
- **Science category:**
  - Exoplanet Science, Stellar Physics, Other.
- **Abstract:**
  - Plain text, maximum 1500 characters.
- Total number of orbits requested and total number of targets will be filled using inputs that are provided in the target tabs.

PROPOSAL DETAILS

Title (max. 200 characters) Science Category

Clouds in the skies of close-in hot jupiters Exoplanet Science ▾

Abstract (max. 1500 characters)

Abstract appropriate to the science we plan to address in the proposal

Total number of orbits requested Total Number of Targets

72.0 4

Scientific Justification

Science case (pdf - max. 50 MB) !

[Preview](#) [Delete](#)

Technical Justification and implementation

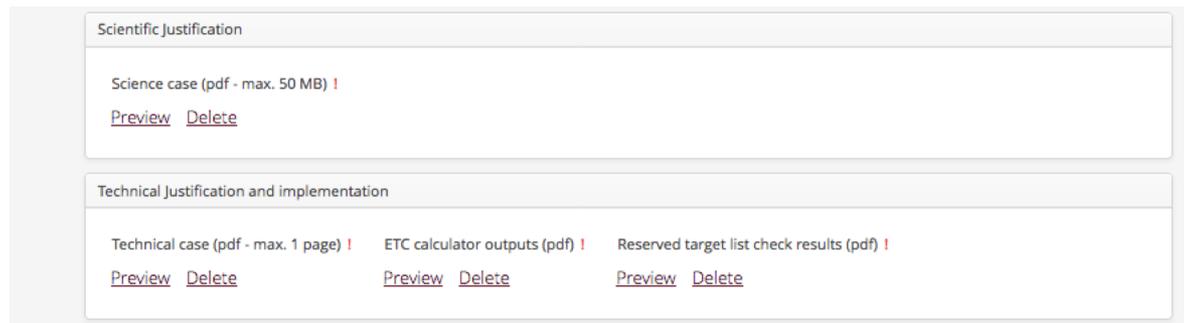
Technical case (pdf - max. 1 page) ! ETC calculator outputs (pdf) ! Reserved target list check results (pdf) !

[Preview](#) [Delete](#) [Preview](#) [Delete](#) [Preview](#) [Delete](#)

- Fill in title and abstract as text, drop-down menu for science category.

# Proposal Details - III

- **Science justification/case:**
  - See section 4 of the AO-1 Policies and Procedures document for detailed content.
  - To include list of co-Is and data analysis plan,
- **Technical justification:**
  - See section 4 of the AO-1 Policies and Procedures document for detailed content.
  - To include list of targets and justification for time requested.
- **ETC output:**
  - See section 1.3 of the CHEOPS Observers' Manual for a brief description of how to use the tool. A more detailed description is provided in the manual.
  - A single pdf comprising the outputs of the ETC for each target in the proposal is required.
- **Reserved Target List check:**
  - A single pdf containing individual screenshots with the results of the search in the reserved target list for each target in a proposal is required.
- All inputs can be previewed after upload, and can be updated until the close of the call.



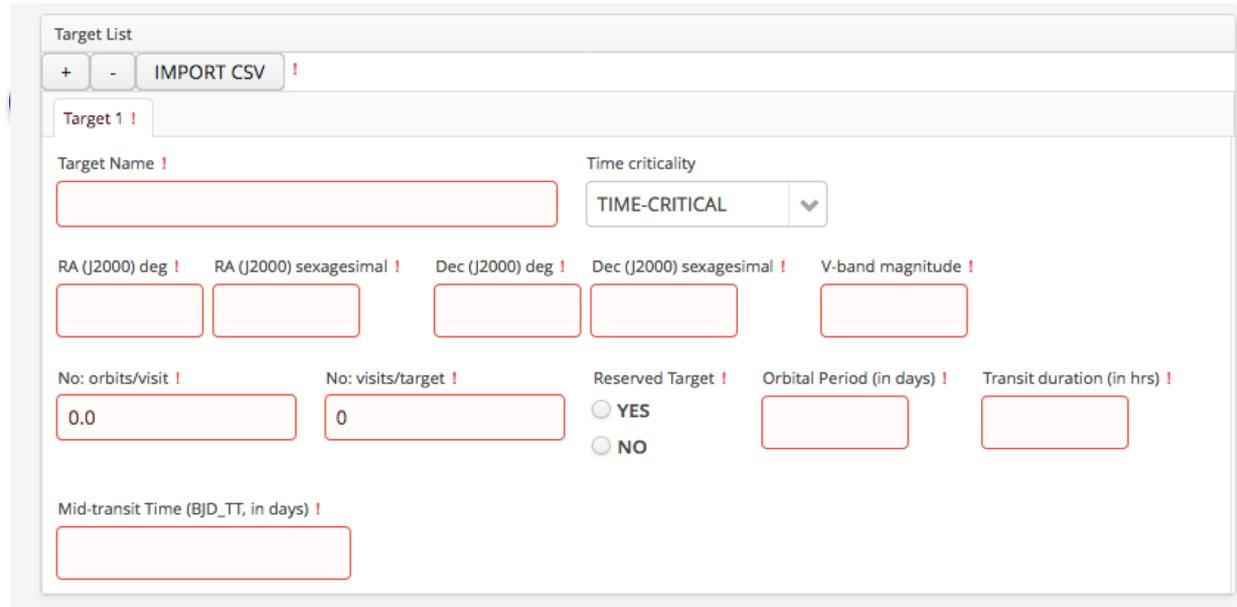
- All documents must be written in English, in 10 pt or larger font, 1.5 line spacing and A4 page format.
- All documents must include the content (meeting specified page limits), detailed in the AO-1 Policies and Procedures document.
- Only pdfs can be uploaded as attachments—maximum 50 MB per document.
- A proposal can be saved without including attachments.

# Target Entry

- Details of targets can be provided either individually via the tabs (+ to enter a new target), or by using the csv file available at:
  - <https://www.cosmos.esa.int/web/cheops-guest-observers-programme/ao-1>
  - **Entry via csv file is by decimal degrees only. DO NOT TRY TO ENTER COORDINATES IN SEXAGESIMAL FORMAT AS THEY WILL NOT BE STORED CORRECTLY.**
  - Ensure that you click on and cycle through all target tabs before submitting your proposal. This will ensure that the coordinate information is correctly filled in.
  - Checking of target coordinates is the responsibility of the proposal PI.
- Coordinates of targets entered via the tab can be provided in either decimal degrees (J2000) or sexagesimal (J2000): all coordinate information within CHEOPS is stored and transferred in decimal degrees.
- Users are responsible for checking coordinates – there will be no further opportunity to update coordinates.
- Coordinates, v-band mag., number of orbits (minimum 1 orbit) per visit, number of visits per target (integer) are mandatory, as is confirmation that the target is not reserved (via drop-down menu).
- Observers are requested to provide the orbital period [days], transit duration [hrs] and mid-transit time [BJD, days] in case of transiting objects to aid in assessment of target schedulability. Information may be omitted by entering NA into the boxes.

# Target Entry: Target Tabs

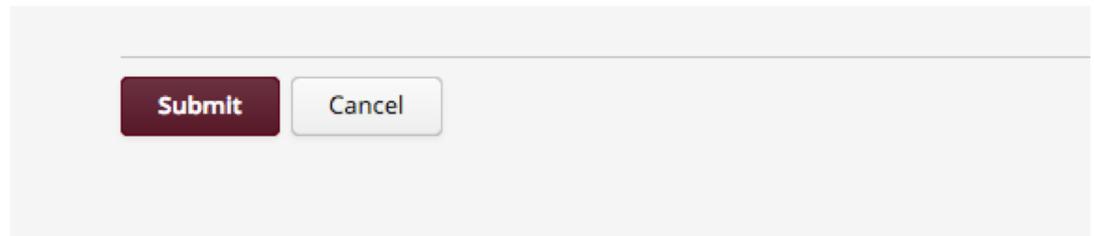
- Click on “+” to add a new target.
- Number of orbits per visit (no: orbits/visit) and number of visits per target (no: visits/target) will be used to calculate the total time requested for the proposal (min 1 orbit, max 100 orbits)
- Click on “-” to delete the target tab that is currently being viewed.
- Click on “IMPORT CSV” to upload a csv-formatted file containing a list of targets.
- Tick YES to confirm that the target is not on the Reserved Target List.



- Details on limits/format can be found by hovering over individual boxes.
- Values for orbital period, transit duration and mid-transit time are requested where relevant (transiting objects) to aid scheduling – NA can also be entered.
- All boxes will be black in outline when correct input is provided.

# Proposal Submission and Review - I

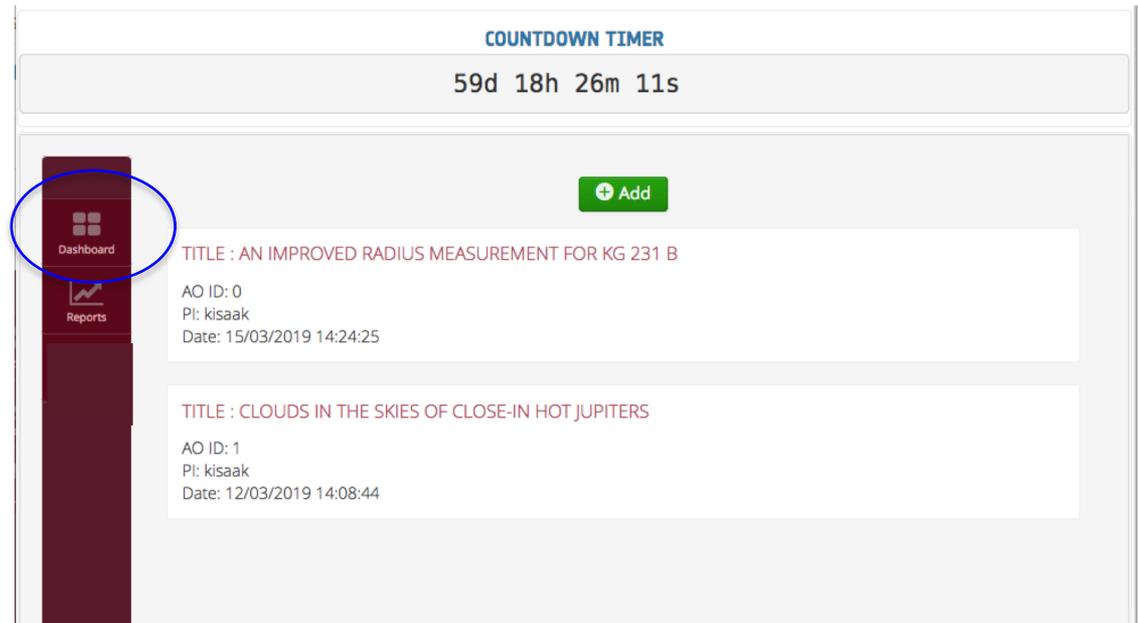
- **Hit submit:**
  - You will receive an email informing you that your proposal has been submitted.
  - The email will include a proposal number which you will need to use in the naming of attachments that need to be submitted as part of the proposal.
  
- **Dashboard:**
  - List of submitted proposals/work in progress
  
- **Reports:**
  - Overview of key information for each proposal submitted, including names of pdfs
  - Can be exported as csv file



- **Note:** a proposal can be updated after initial submission. It can be saved without attachments.

# Proposal Submission and Review - II

- **Hit submit:**
  - You will receive an email informing you that your proposal has been submitted.
  - The email will include a proposal number which you will need to use in the naming of attachments that need to be submitted as part of the proposal.
  
- **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



**COUNTDOWN TIMER**  
59d 18h 26m 11s

**+ Add**

**Dashboard**

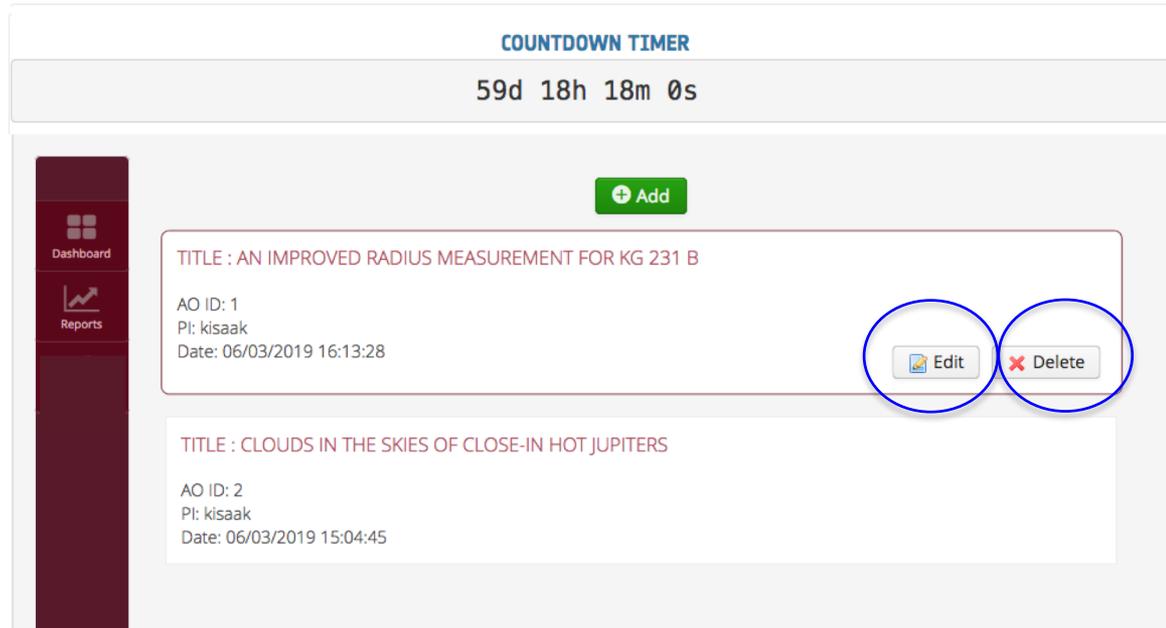
**Reports**

**TITLE : AN IMPROVED RADIUS MEASUREMENT FOR KG 231 B**  
AO ID: 0  
PI: kisaak  
Date: 15/03/2019 14:24:25

**TITLE : CLOUDS IN THE SKIES OF CLOSE-IN HOT JUPITERS**  
AO ID: 1  
PI: kisaak  
Date: 12/03/2019 14:08:44

# Editing/Deleting Existing Proposals

- **Hit submit:**
  - You will receive an email informing you that your proposal has been submitted.
  - The email will include a proposal number which you will need to use in the naming of attachments that need to be submitted as part of the proposal.
  
- **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



- To edit an existing proposal click on Edit button; once you have completed your edits, click “Update” within template
- To delete an existing proposal click on the “Delete” button (proposal cannot be recovered).
- PI will receive an email following each proposal update/deletion.
- To return to the Dashboard from within a proposal, click on either “Update”, “Cancel” or “Submit”.

# Reports

- **Hit submit:**
  - You will receive an email informing you that your proposal has been submitted.
  - The email will include a proposal number which you will need to use in the naming of attachments that need to be submitted as part of the proposal.
- **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

**COUNTDOWN TIMER**

59d 18h 12m 30s

Dashboard

Reports

Export CSV

Observation Proposals

	Observation ...	Proposal ...	User	Email	Date
<input type="checkbox"/>	2000690	0	kisaak	kisaak@cosmos.esa.int	15/03/2019 14:24:...
<input type="checkbox"/>	2000707	1	kisaak	kisaak@cosmos.esa.int	12/03/2019 14:08:...

# Checklist

- Are all PI/additional contact details complete?
- Have all attachments been included (final versions)?
  - Minimum 10 pt font, 1.5 line spacing, A4 pdf format, written in English, respecting page limits detailed in the P&P document;
    - Science case;
    - Technical justification and implementation;
    - Single pdf containing ETC front pages for each target in your proposal;
    - Single pdf containing RTL checks for each target in your proposal.
- Is the minimum number of orbits per visit requested greater than or equal to 1?
- Is the total number of orbits in your proposal less than or equal to 100?
- Have careful checks been made of all target coordinates?

# Proposal Submission and Review - III

- Proposals can be edited/updated up until the close of the AO:
  - AO-1 will at 14:00 (CEST)/ 12:00 (GMT) on Thursday 16 May 2019.
- Changes will not be accepted after this date.
- Time remaining until the AO closes is displayed at the top of the PHT1 webpage.