



CHEOPS Proposal Handling Tool Phase 2 (PHT2) Guidelines (v_1.2)

Prepared by Nicolas BILLOT on behalf of the CHEOPS **S**cience **O**perations **C**entre



URL: <u>https://cheops.unige.ch/pht2/</u>

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Please consult the CHEOPS Observers Manual for details on how to observe with CHEOPS





Please login

with username and password received from SOC

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Proposal Handling Tool Phase II PHT2 Guidelines

Your accepted "Programmes"

PHT2 programme = CHEOPS Proposal submitted to ESA

List of *accepted* GO and DDT programmes on which *you are the PI or the additional Co-I*

Pre-filled information ingested from Phase-1 stage (e.g. title)

You see only proposals for which you are either the PI or the additional co-I as noted in the Phase I Proposal Handling Tool web inputs



Proposal Handling Tool Phase II PHT2 Guidelines

Your accepted "Programmes"

Explore Programme summary Accepted targets Accepted telescope time ESA-assigned Science priority

Programme-level information cannot be edited

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Proposal Handling Tool Phase II PHT2 Guidelines

Your accepted "Programmes"

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Proposal Handling Tool Phase II PHT2 Guidelines

Create an Observation Request

Click this icon to view / create observation requests

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Proposal Handling Tool Phase II PHT2 Guidelines

Create an Observation Request

The PI owns the programme and can create / edit / delete observation requests.

Co-Is can only consult observation requests, not edit them.





Proposal Handling Tool Phase II PHT2 Guidelines

Create an Observation Request

Take the following example of 3 targets, each with 30 accepted orbits.

Click the observation request icon to create one.





Create an Observation Request

List of Observation Request is empty at this stage

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Proposal Handling Tool Phase II

PHT2 Guidelines



Proposal Handling Tool Phase II PHT2 Guidelines

Create an Observation Request

Select the observation category:

• Time-Critical:

Observation associated with a transit (more generally any periodic event)

• Non-Time-Critical:

Observation not associated with a periodic event, typically for phase curves or other filler programmes

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Fill in the Observation Request

- Define the parameters of your observation
- Some parameters are mandatory (indicated with a *)

Proposal Handling Tool Phase II PHT2 Guidelines

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Fill in the Observation Request

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Proposal Handling Tool Phase II



Proposal Handling Tool Phase II PHT2 Guidelines

Fill in the Observation Request

Target coordinates are pre-filled with user-defined values from PHT-1

Priority field is pre-filled with the ESA-assigned priority for this target

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Proposal Handling Tool Phase II PHT2 Guidelines

Fill in the Observation Request

Click on the "*Show help*" button to view additional information that will guide you to fill in individual fields.

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Fill in the Observation Request

- *Comment* field may be useful for your own record, or for describing the observing strategy to the SOC / Mission planner

- Fill in the missing target information:
 - GAIA ID is critical for on-board target identification. Field must start with "DR2 xxxxxxx". GAIA ID can be fetched from the <u>GAIA Archive</u>
 - Proper motion may be critical for on-board target identification. Can be fetched from <u>SIMBAD</u>
 - Magnitude may also be critical for on-board target identification. Can be fetched from <u>SIMBAD</u>







Fill in the Observation Request

 Observing efficiency is a critical element for the schedulability of your observation.
 Expected observing efficiency can be checked with the Science Feasibility Checker (Phase-1).

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Notes from the template observationRequest file that you have used for preparing the Phase-1 (feasibility check):

This</th <th>parameter defines the minimum on-source time relative to the visit duration</th> <th>></th>	parameter defines the minimum on-source time relative to the visit duration	>
</td <td>(excluding interruptions due to the SAA, Earth Occultations, and straylight constraints)</td> <td>></td>	(excluding interruptions due to the SAA, Earth Occultations, and straylight constraints)	>
NOTE:</td <td>For visits with scheduling flexibility, especially those shorter than 3 orbits, the effective</td> <td>></td>	For visits with scheduling flexibility, especially those shorter than 3 orbits, the effective	>
</td <td>observing efficiency may end up to be lower than the requested value by up to \sim 15%.</td> <td>></td>	observing efficiency may end up to be lower than the requested value by up to \sim 15%.	>
</td <td>This may happen under special circumstances, typically when the scheduleSolver algorithm adjusts</td> <td>></td>	This may happen under special circumstances, typically when the scheduleSolver algorithm adjusts	>
</td <td>the visit start time to optimise the overall schedule, which may result in a visit being shifted</td> <td>></td>	the visit start time to optimise the overall schedule, which may result in a visit being shifted	>
</td <td>toward the SAA, Earth occultations or straylight regions.</td> <td>></td>	toward the SAA, Earth occultations or straylight regions.	>

As the observing efficiency is mainly driven by the target location in the sky, it is highly *recommended* to set the requested observing efficiency to a rather low value, *typically 50%*, for all targets, except if the science case requires very high observing efficiency (assuming this efficiency is reachable for at least one visit)





Fill in the Observation Request

- Use **time bracketing** to constrain the scheduling dates of your observations.

This might be useful for "catching" specific transits, typically for TTVs. This parameter is optional.

Visit Duration		Number Of Visits*	Minimum Observi	ing		
[CHEOPS orbit]*	~	1	Efficiency [%]*			
30			50			
Earliest Start Date		Latest End Date	AN CONTRACTOR			
[BJD_TDB]		[BJD_TDB]				
2459053.845		2459083.845				
muscit Time [BJD_TDB]*		Trancit Period (day)*	Earliest Start Pha	15.e *	Latest Start Phase*	
	THE CONTRACTOR	129 9459	0.991	ļ	0.993	





Fill in the Observation Request

Visit Duration [CHEOPS orbit]*	Number Of Visits*	Minimum Observing Efficiency (%)*	
30		50	
Earliest Start Date	Latest End Date		
[BJD_TDB]	[BJD_TDB]		
		4	
2455053.845	2459083.845		Sec.
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2455053.845 Transit Time (BJD_TDB)* 2454944.8450	2459083.845 Transit Period (day)* 129.9459	Eartlest Start Phace* Latest Start Phace*	
2455053.845 Transit Time (BJD_TDB)* 2454944.8450	2459083.845 Transit Period (day)* 129.9459	Earliest Start Phase* Latest Start Phase*	

- **Earliest/Latest_start_phase** parameters are used to define the allowed start time of *time-critical* visits.

Notes from the template observationRequest file that you have used for preparing the Phase-1 (feasibility check):

</th <th>This parameter defines the flexibility of a visit start time in units of planetary orbital phase.</th> <th>></th>	This parameter defines the flexibility of a visit start time in units of planetary orbital phase.	>
</td <td>Two values are defined to bound the allowed start time of the visit.</td> <td>></td>	Two values are defined to bound the allowed start time of the visit.	>
</td <td>NOTE: Leaving no slack for the observation start time reduces the chance of being scheduled</td> <td>></td>	NOTE: Leaving no slack for the observation start time reduces the chance of being scheduled	>
</td <td>NOTE: Requesting flexibility on the start time implies that the effective observing efficiency may in some rare cases</td> <td>></td>	NOTE: Requesting flexibility on the start time implies that the effective observing efficiency may in some rare cases	>
</td <td>be lower than the requested value (see comment above in <minimum_effective_duration>)</minimum_effective_duration></td> <td>></td>	be lower than the requested value (see comment above in <minimum_effective_duration>)</minimum_effective_duration>	>

The start_phase slack allows for some scheduling flexibility. Be careful however that the slack is commensurate with the visit duration, i.e. that the visit covers the intended time period, typically the transit, for any start time during the start_phase slack.





Fill in the Observation Request

Valid and invalid entries are identified as such in the form.

1 ÷ Visit Duration [CHEOPS orbit]*		Number Of Visits*	Minimum Observing Efficiency [%]*		4		tion cal
30		<u> </u>	50	Ĩ			cal
Earliest Start Date [BJD_TDB] -	1	Latest End Date [BJD_TD8] 5 Please enter a value between 2458000 and 2460000					cal 2
Transit Time [BJD_TDB]*		Transit Period [day]*	Earliest Start Phase*		Latest Start Phase*		2
2454944.8450	7	129.9459	0.591	₹	0.993	ł	
List of Phase Ranges							Pre





Fill in the Observation Request

For *time-critical* observations only, you may define *critical phase ranges*, i.e. specific time periods within the visit with an increased requested observing efficiency.





As those put stringent constraints on the schedulability of your observations, they should be used *only* if justified by the science case.

Notes from the template observationRequest file that you have used for preparing the Phase-1 (feasibility check):

</th <th>The set of parameters below is used to define specific (orbital) phase ranges</th> <th>></th>	The set of parameters below is used to define specific (orbital) phase ranges	>
</td <td>within which the observing efficiency may be increased to a specific value</td> <td>></td>	within which the observing efficiency may be increased to a specific value	>
</td <td>Convention is that the transit is at phase=0 (or equivalently 1)</td> <td>></td>	Convention is that the transit is at phase=0 (or equivalently 1)	>
</td <td>This can be seen as a local requirement on the observing efficiency (e.g. egresses)</td> <td>></td>	This can be seen as a local requirement on the observing efficiency (e.g. egresses)	>
</td <td>NOTE: Requiring critical phase ranges is an additional constraint that will result in lower chances of being scheduled</td> <td>></td>	NOTE: Requiring critical phase ranges is an additional constraint that will result in lower chances of being scheduled	>

When two phase ranges are specified, you may decide to request that both, or only one, phase ranges are observed. This is equivalent to the logical AND / OR, respectively.

Proposal Handling Tool Phase II PHT2 Guidelines

Fill in the Observation Request

- **Exposure Time** is critical for the technical validity of your observations.

Exposu	re Time		
[second	(*		
60		1	
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0261 204

Please consult the <u>CHEOPS Observers Manual</u> to understand the impact of the exposure time on the on-board image stacking strategy.

of the duty cycle, calcular exposure times of 1 s and	ted as 5 = t _{aw} / 11.05 ±	(floor + 1, 1 s). :	See Table 1 lordelaite. N	lind the gap induly ry
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0.1≤ i _{esc} < 0.15	39	3	45.8 ≤ f < 48.8	8.3≤d<12
01544 < 0.2	30	3	45 4 / < 40.9	12 4 / < 154

120 < 1 < 10

Please follow the guidelines from the Exposure Time Calculator to set up the exposure time.

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Exposure Time Calculator			
input: Farminators	HALV	MINIMUM ENFOSURE TIME [5]	PARIMUN EXPOSURE TIME
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	124	16.02	47.00

The suggested maximum exactore time for a non-solurated image corresponds to the time in seconds needed to FU 99% of the full well capabily at the highest peak of the PSR. No suggest that for bright stars the exposure time is chosen does (or equal) to the maximum suggested exposure time. The standard maximum possible exposure time is 60 vectors.



 $154 \le d \le 103$



Fill in the Observation Request

Options on *data downlink* are not editable for nominal science users.

Radio buttons indicate whether data recorded on-board during SAA crossings or during Earth constraints (hard occultation and high-levels of straylight) will be downlinked.

Their current default value for nominal science is False, i.e. data taken during SAA and Earth constraints will NOT be downlinked.

Exposure Time			
[second]*			
Send Data Taken During Earth Constraints	Send Data Taken During SAA		
		Cancel Clear Add	



Proposal Handling Tool Phase II PHT2 Guidelines

Finalise the Observation Request

Once your observation request is complete, please:

Click "Add"

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Finalise the Observation Request

The new Observation Request now appears in the list

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Complete your programme

Your newly created Observation Request now appears in the list

You can E	dit		, Delete	ŵ	,
or Clone	ĥ	γοι	ur observa	ation	
requests					





Proposal Handling Tool Phase II PHT2 Guidelines

Complete your programme

Cloning an observation request creates a new observation request (new ID) with fields pre-filled with values from the parent request. This may be used to speed up the creation of observation requests if only a few parameters change with respect to existing requests.

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Proposal Handling Tool Phase II PHT2 Guidelines

Complete your programme

Every new Observation Request appears in the list of observations in your programme.

The total time required to execute all observation requests in a given programme must remain within the time allocated by the ESA TAC

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Complete your programme

You cannot exceed the number of accepted orbits for a given target.

This example is for a target with only 10 orbits left to be allocated.











Submit your programme

Programmes that you own can be submitted with the icon.

	Search Res	erved Ta	rgets Exposure Time Calculator	Programmes My profile (Fritz Zwich	ky) Log O	ut		1		
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Proposal Handling Tool Phase II PHT2 Guidelines

Submit your programme

Programmes that you own can be submitted with the con.

Only submit your programme if it is complete.

You cannot modify your programme or observation requests after it is submitted!

Date of submission is recorded. Status changes to "Submitted".

Programmes	Programmes	Searc	Reserved T	Do you really want to submit this program If you do, you will no longer be able to edit Project Science Office, at which point you quests what ever the programmestatus is	me ? submitted observation requests until they have will be able to stop the running observation requ	beer validated wets. You can de	by the CHLOP meobraniatio	5 m m	1.		
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Submit your programme

Observation requests are in status "submitted". They cannot be edited anymore.

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You will be notified by email if/when your targets are scheduled for observations, typically a few days before the actual observations are executed.

You will receive another email when your data are available on the CHEOPS archive for you to download.

