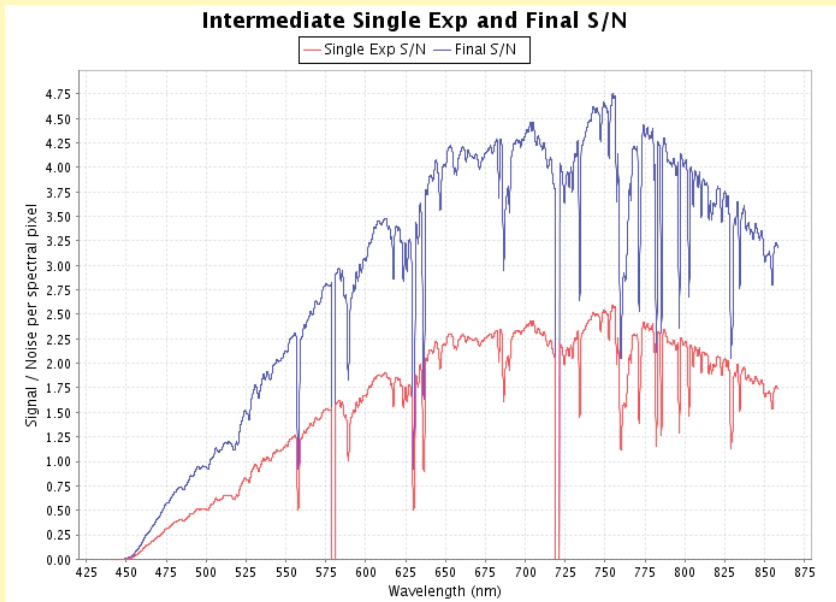
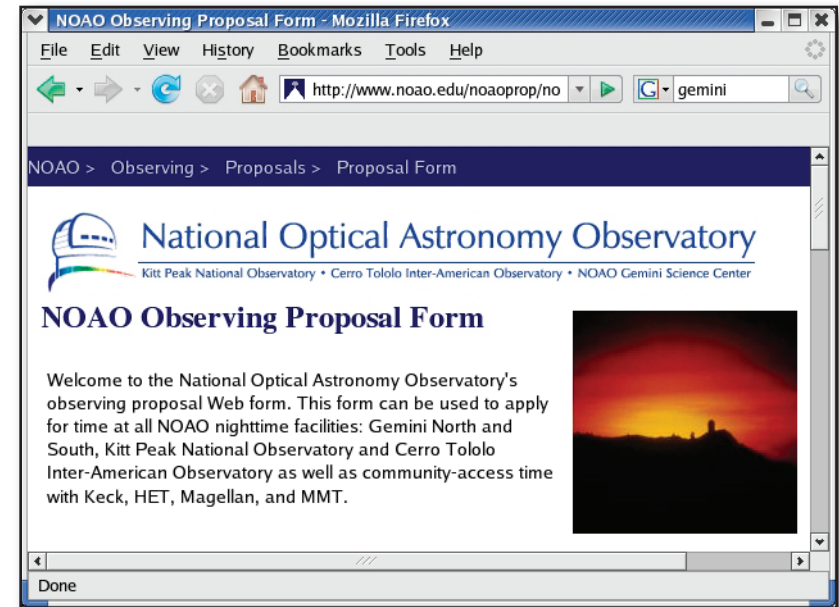


TIPS for the GEMINI PROPOSAL PROCESS



An example of the output from the Gemini integration time calculator



For more information on applying for time with the Gemini telescopes, see these web sites

<http://www.noao.edu/noaoprop/noaoprop.html>
<http://www.noao.edu/usgp/noaosupport.html>

Queries for Gemini-specific issues should be directed to the Gemini HelpDesk at:

<http://www.gemini.edu/sciops/helpdesk/helpdeskIndex.html>



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Proposing for U.S. Time on Gemini

For an overview of the proposal process for U.S. time on the Gemini telescopes, please see the NOAO Gemini Science Center (NGSC) brochure entitled “How to Propose for U.S. Time on Gemini.” This brochure provides some tips to help with the process.

Proposal Methods

There are two methods available to U.S. proposers for Gemini time. One is to use the Gemini Phase I Tool (PIT). The other is to use the standard NOAO proposal form (either the Web-based or e-mailed versions). Either method can be used for standard proposals.

Gemini Phase I Tool

The PIT is required for proposals that request time from multiple partners. In addition, proposals for poor weather programs (which can be submitted throughout the semester), Director’s Discretionary time, demonstration science, and science verification must be submitted through the PIT. The current version of the PIT can be found at the Gemini Web site (www.gemini.edu/sciops/P1help/p1Index.html).

The font used when the PIT is converted to PDF is slightly different than that used for traditional NOAO proposals. This leads to the scientific justification filling more than the single page limit for traditional proposals. There is a “Save as PDF” option that will allow you to see the proposal as it will appear when printed for the NOAO TAC. Please look at this version to make sure that it meets all of the NOAO requirements.

The PIT does not contain an “Experimental Design” section, unlike the NOAO form. This information can be included in the “Technical Description” section of the PIT.

NOAO Proposal Form

The standard NOAO proposal form can be used for U.S.-only proposals. This is the same LaTeX-based form that is used for all of the NOAO facilities. As it is LaTeX based, formulae and other formatting commands can be used, unlike the PIT. In addition, many users have found that inclusion and formatting of figures is more straightforward with the NOAO proposal form. The NOAO form can be found at the NOAO Web site (www.noao.edu/noaoprop/noaoprop.html).

Technical Justification

The requirements for the description of the technical aspects of a proposal for Gemini are similar to those for standard NOAO proposals. Proposals for Gemini undergo a thorough technical review by NGSC staff, details of which are provided to the TAC. As most proposals are for queue time, detailed plans are necessary to evaluate the potential success of each observation. In order to facilitate a proper review, all of the details of the observation should be described in the technical justification. A good guide to the details that should be included is the complete set of parameters used as inputs for the Gemini Integration Time Calculator (ITC) (www.gemini.edu/sciops/instruments/integration-time-calculators), as well as the required signal-to-noise ratio of the data.

Information such as the observation constraints, CCD binning, or model of the brightness profile of the object is necessary to accurately evaluate the potential results of an observation. The output from the ITC includes the input parameters, so this information can be consolidated into a brief account in the technical description.

Another important subject for the technical discussion is a thorough account of the observing overheads for the program. Each instrument at Gemini will have information about overhead for the various observing modes on the instrument Web pages. Be sure to account for acquisition overhead and instrument overhead (read-out time, filter changes, etc.).

Specific technical issues for each semester are included in the Call for Proposals (www.gemini.edu/sciops/ObsProcess/ObsProIndex.html). These can include things like restrictions in right ascension or the minimum number of nights for a classical proposal.

Technical Assistance

Note that NGSC staff will provide a technical review prior to the submission of a proposal, upon request. This way, any problems can be addressed before the proposal goes to the TAC for evaluation. Please make such requests at least a week before the proposal deadline to allow time for a proper evaluation and for revision of the proposal. NGSC support staff for each instrument can be found on the NGSC Web site (www.noao.edu/usgp/noaosupport.html). Specific questions can be submitted at any time through the Gemini HelpDesk (www.gemini.edu/sciops/helpdesk/).