Guideline for dual-anonymous review

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Dual-anonymous review

- The proposal team does not know the identity of the reviewers.
- The reviewers do not know the identity of the proposal team.

[Note] While proposers will still enter their names and affiliations in the ALMA Observing Tool (OT), this information will not appear on the proposal cover sheet, nor in the tools used by the reviewers.

Guideline document is available here.

https://almascience.nao.ac.jp/documents-and-tools/cycle7/DualAnonymous_CfP_guidelines_SP.pdf

What happens if you don't follow the guidelines?

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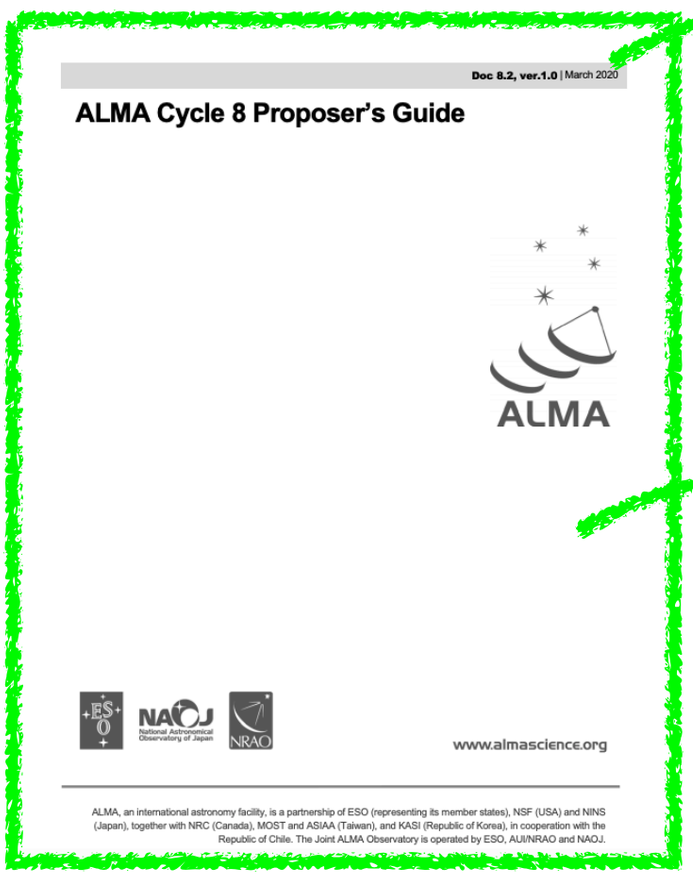

rejected.

PIs who do not anonymize their proposals in accordance with these guidelines may have their proposal rejected. In some cases, a proposal may be highly specialized and the identity of the team may seem obvious to the reviewers even after the text is anonymized. As long as these guidelines are followed, such a proposal will not be considered in violation.

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1.2.2 Large Programs proposal format and management plan

Proposals for Large Programs will now consist of two parts. First is the main proposal, itself, which includes the scientific justification and is to be submitted as usual with the OT. The scientific justification can be up to 6 pages in length. The main proposal must follow the guidelines for dual anonymous review. The second part will be a one-page PDF statement that describes the management plan. This statement is not expected to follow the dual anonymous guidelines, and indeed can include investigator names and affiliations. It should be submitted by email to pht@alma.cl before the April 15 deadline. Section 3.3 gives more information on the proposal format for Large Programs. PIs of Large Programs are also encouraged to contact their corresponding ARC/ARC node to get help with proposal preparations.

https://almascience.nao.ac.jp/documents-and-tools/cycle8/alma-proposers-guide/at_download/file

Purpose of Dual-anonymous proposal review

- **The purpose is to reduce any biases as much as possible.**

- ALMA is strongly committed to ensure that the proposal review process is as fair as possible.

- Analysis of the proposal rankings in previous cycles has identified systematics that may signify the presence of biases in the review process (Carpenter 2020, PASP,132b4503C & Fukagawa-san's talk).

General guidelines 1

Do not identify the PI or any of the co-PIs or co-Is in the proposal. This includes, but is not limited to, the abstract, figures, footnotes, and tables, as well as the technical justification.

Table 1: N_2H^+ "fiber-like" structures identified in our study (Shimajiri et al. 2019)

ID	length	velocity range
F-1	1.21 pc	[−3.4,−2.2 km/s]
F-2	0.72 pc	[−2.2,−1.2 km/s]
F-3	0.33 pc	[−3.6,−2.4 km/s]
F-4	0.26 pc	[−3.4,−3.2 km/s]
F-5	0.17 pc	[−2.2,−1.6 km/s]

Referees can identify who is PI or co-I.

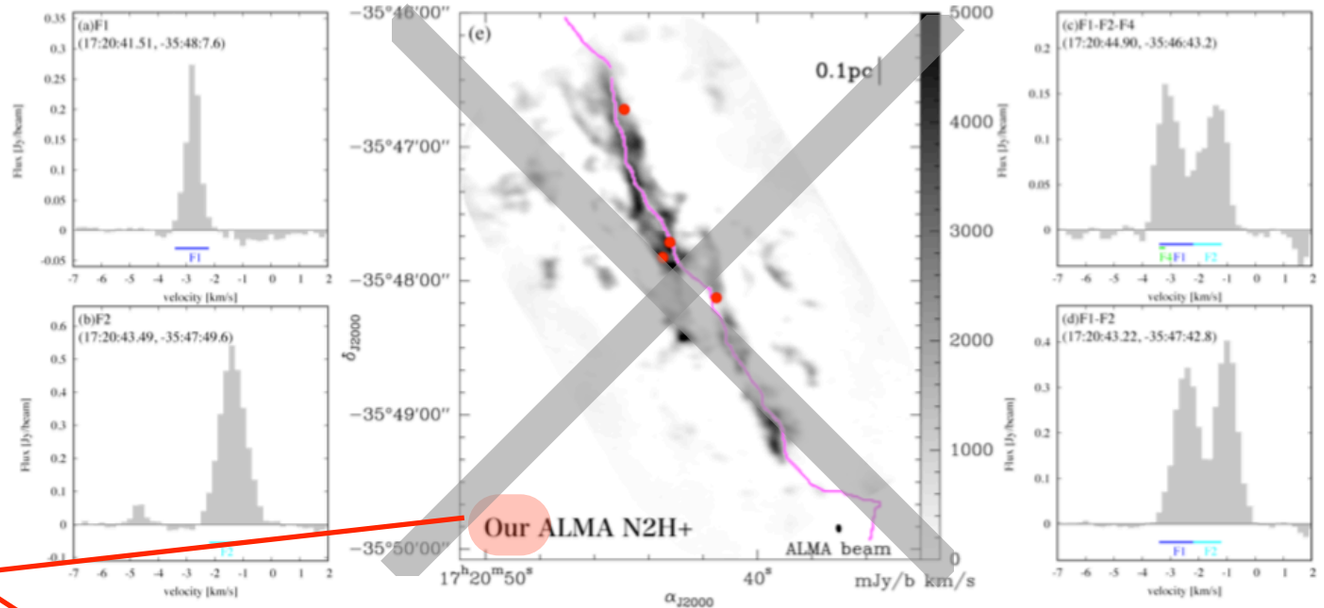


Figure 1: *Four examples of spectra showing the isolated component of the N2H+(1–0) multiplet (HFS 1) (see Shimajiri et al. (2019)).*

General guidelines 2

Proposers should use third person or neutral wording when referencing their own work.

For example, instead of

✔In Smith et al. (2018), we demonstrated...

proposers can write

✔Smith et al. (2018) demonstrated...

[Note] Using “we” and “I” is not forbidden. For example, proposers can write “We propose the observations toward NGC 253.”

General guidelines 3

Do not refer to data from ALMA or other observatories in an identifying fashion. If the data have not been published, it can be referenced by the project code.

For example, instead of

✔Figure 1 shows the image from our Cycle 7 ALMA program (2019.1.02045.S, PI Smith).

proposers can write

✔Figure 1 shows the image from the Cycle 7 ALMA program 2019.1.02045.S.

General guidelines 4

- Software and datasets that are available in a public repository (e.g., GitHub) or in a public paper can be referenced per normal practices. For example,

  ✔We used the FilFinder[1] algorithm based on the techniques of mathematical morphology (Koch & Rosolowsky 2015)

  [1]https://github.com/e-koch/FilFinder

- If the software or data are not public, it can be referenced as “obtained in private communication” or “from private consultation” or similar language.

  ✔The values calculated from the data obtained in private communication were „„

- But a name should not be specified since it could strongly imply who may be an investigator on the proposal.

  ✔The values calculated from the data obtained in private communication with Y. Shimajiri were „„
  ✔The values calculated from the data were „„ (Shimajiri et al. in prep.)

General guidelines 5

Do not include references and links to papers in preparation or submitted that are stored on personal web pages. References to submitted papers on public archives (e.g., arXiv) are acceptable.

✔N_2H^+ traces the dust continuum filament very well [19].

[19] Shimajiri, Y., Andre, Ph., Ntromousi E. Et al. 2019b submitted to A&A. Submitted paper is available here (http://bit.ly/Shimajiri2019b)

✔N_2H^+ traces the dust continuum filament very well [19].

[19] Shimajiri, Y., Andre, Ph., Ntromousi E. Et al. 2019b, arXiv: 1910.02622

General guidelines 6

Do not include acknowledgements or the source of any grant funding.

✔This work was supported by JSPS KAKENHI Grant Numbers JP19K23463.

✔This work was supported by NAOJ ALMA Scientific Research Grant Numbers 2017-04A.

General guidelines 7

While proposers may note if they are resubmitting an ongoing Cycle 7 proposal, they should not indicate the proposal code and investigators of the previously accepted proposal.

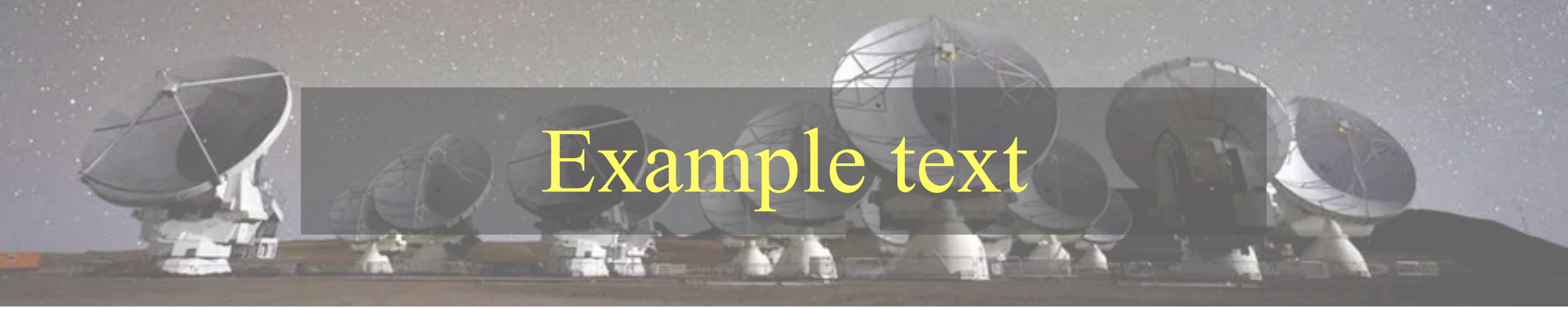
For example, instead of

✔This is a resubmission of our ongoing Cycle 7 program 2019.1.02045.S (PI: Smith). Half of our targets have been observed and we are resubmitting the proposal to obtain the remaining half.

proposers can write

✔This is a resubmission of our ongoing Cycle 7 program. Half of our targets have been observed and we are resubmitting the proposal to observe the remaining half.

(*)Resubmissions that present unpublished data in a figure may reference the project code using the example presented above.



Example text

We propose to perform a multi-band, beam-matched spectral scan of the central molecular zone of the nearby starburst galaxy NGC 253 in order to obtain the first template of extragalactic molecular complexity and calibrate extragalactic molecular diagnostics. To sample a wide range of molecular excitation states, we will scan the full ALMA bands 3, 4, 6, and 7. **From our** previous ALMA observations (Mangum+2015), we estimate that in band 6 and 7 we will obtain confusion limited spectra in most of the central region. **Our pioneering studies of** multi-band spectral scans (e.g., Costagliola+2015) show that the combined effect of more optically thin tracers and proper treatment of molecular excitation can lead to a tenfold increase in the sensitivity of molecular diagnostics to the physical properties of the ISM.

We propose to perform a multi-band, beam-matched spectral scan of the central molecular zone of the nearby starburst galaxy NGC 253 in order to obtain the first template of extragalactic molecular complexity and calibrate extragalactic molecular diagnostics. To sample a wide range of molecular excitation states, we will scan the full ALMA bands 3, 4, 6, and 7. **Based on** previous ALMA observations (Mangum+2015), we estimate that in band 6 and 7 we will obtain confusion limited spectra in most of the central region. **Previous studies with** multi-band spectral scans (e.g., Costagliola+2015) show that the combined effect of more optically thin tracers and proper treatment of molecular excitation can lead to a tenfold increase in the sensitivity of molecular diagnostics to the physical properties of the ISM.