Some tips from ARC staffs (from approved proposals)

Takuma Izumi and EA-ARC members

18st April 2023

NAOJ
国立天文台
National Astronomical Observatory of Japan

General points

- Start as early as possible! Now!
  → There is a clear correlation between "Time spent on the preparation" and the "proposal grade" in some person's proposals… :p
  + Co-Is are also busy around the deadline!!

- Try to make the proposal goal clear and concise but not to be too optimistic
  (重箱の隅をつつかない)

- Ask yourself repeatedly if the proposal goals are really important from a perspective of broad astronomical community.
  → Describe a "**Big Picture**"! A few sentences are fine. Pictures are appreciated!

- Clear objective: a sort of "**working hypothesis**" can be shown. And you should describe how ALMA can test this hypothesis.

General points

- Search archival data extensively!!
  + make sure that your idea has not been done yet.
  + quantitatively demonstrate that your idea cannot be done with the archival data.
  + reviewers will immediately ask "Why you can't do this science with the rich archival data? Why do you need to get new data?"

- In case of "resubmission", please take care of the reviewers comments.

- Involve reliable collaborators!

- Listen attentively to the collaborator's comments（耳障りが悪くても無視しない）

Some tips

- Reviewers are knowledgeable, but they may not be experts of your science.
  + Is the proposal text clear enough for non-experts?
  + Are you sure to make reviewers (non experts) excited with the proposed idea?
  + Why do we need ALMA? Why now? Why this method? Why this source?

- Assume under-graduate level reader, for example.

- I usually make "FAQ" part to justify resolution, sensitivity, sample size, etc.

- Reviewers might get tired when reading many proposals including yours.
  → State the main goal of the proposal concisely in early chapters, and details later?

- Put a summary of proposal and/or schematic picture of the proposal objective at the beginning so that reviewers can understand your intent easily, without careful reading. (I usually set "Executive Summary" at the 1st page)

- Avoid putting too much effort in a paragraph.

- Use colorized text (e.g., Section title, key part), colorized caption background?