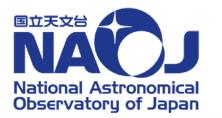
Some tips from ARC staffs (from approved proposals)

Takuma Izumi and EA-ARC members

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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?

