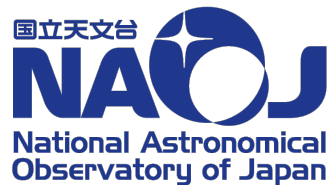


Proposing your observations for ALMA Cycle 12

Akiko Kawamura
East Asia ALMA Regional Center

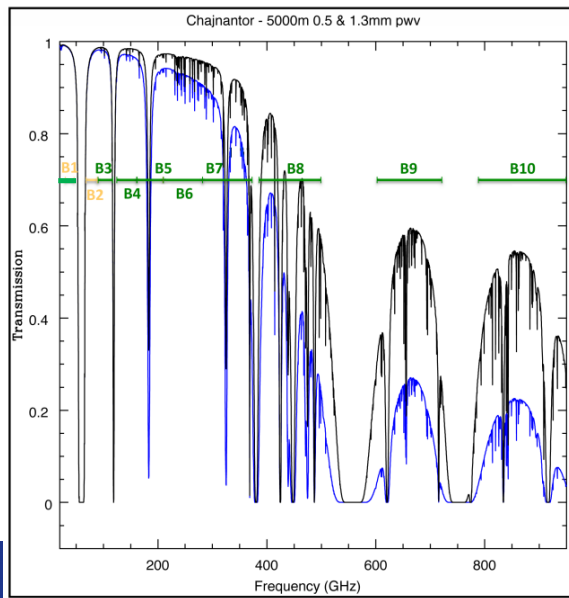
21st March 2025





ALMA

- Interferometer consisting of 66 antennas in total
- Fifty 12-m antennas → 12-m Array
- Atacama Compact Array (ACA; Morita Array)
 - Twelve 7-m (7-m Array), Four 12-m (Total Power, TP)
- From 315 μ m to 8.5 mm (Band 1 to 10, except for Band 2) for Cycle 12



©Credit: ALMA (ESO/NAOJ/NRAO), A. Marinkovic/X-Cam

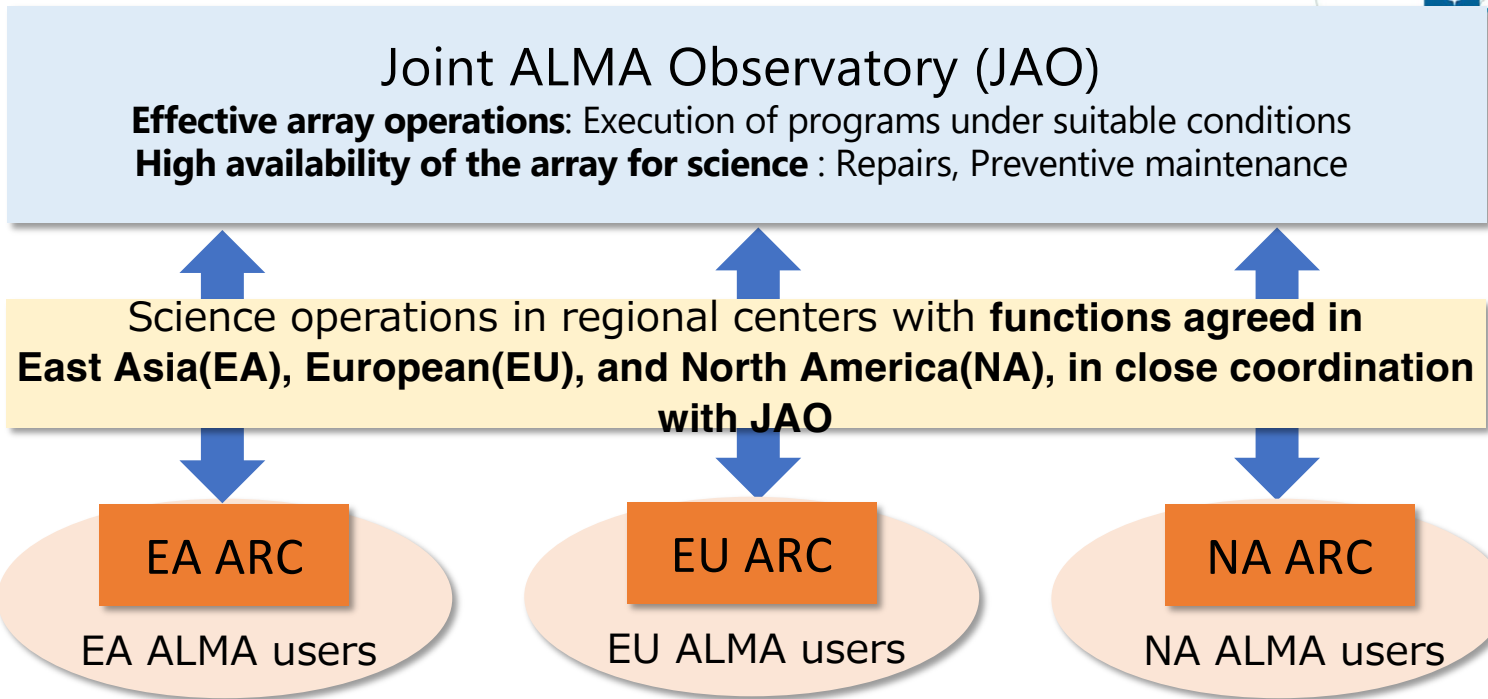
Observatory of Japan



www.theodora.com/maps



ALMA Regional Center (ARC): Interface for users



- ARC provides support for users in the respective regions so that users can concentrate on proposing observations, data analysis, and science discussion.
- Support can be optimized to the regional situation (e.g., native language, specific demands from users).



What should proposers know? What's new?

Observing capabilities

Taniguchi-san's talk

Observing Tool

Gianni-san's talk

Scheduling and Phase 2 generation viewpoints

Yu-Ting-san's talk

Tips for writing proposals

Zhengyi -san's talk





Proposing observations in ALMA

- “Cycle” in ALMA: One year period, starting from October every year
 - Cycle 12: From October 2025 to September 2026
- Calls every year
 - **Main Call**
 - 12-m Array, 7-m Array, TP
 - Call for Proposals in March
 - Observations from October to next September
 - **In Cycle 12, 4300 hours for each of the 12-m, 7-m, and TP Arrays - same as for Cycle 11**
- Director’s Discretionary Time proposals (DDT)
 - Users can propose anytime in the on-going cycle
 - DDT projects will stay in the queue for 12 months





Proposing observations for Main call

- Science observations will be scheduled and executed by taking into account multiple factors including, for example, weather, proposal grade, and executive balance
- Priorities
 - Grade A
 - Highest grade, carried over to the next Cycle
(Long baseline SBs are not carried over to the next Cycle without LB)
 - Grade B
 - No carry over
 - Grade C
 - Filler
- After observations...
 - Quality assurance (checking if meeting the PI's request) per MOUS → if fine, deliver to the PI
 - Data become public after 12 months for main call proposals

"Users Policies"

<https://almascience.nao.ac.jp/documents-and-tools/cycle12/alma-user-policies>





Proposal types

- Regular, Large Program, Target of Opportunity, VLBI and phased-array, Joint proposal, (and DDT)
- Regular program
 - Execution time does not exceed 50 hours on the 12-m Array or 150 hours on the 7-m Array in stand-alone mode.
 - Incl. time-critical, multi-epoch observations, and monitoring for a fixed time-interval.
- Large Program
 - Estimated execution time **>50 hours on the 12-m Array (with or without accompanying ACA time)** or **150 hours on the 7-m Array in stand-alone** mode.
 - Large Programs should not involve time-critical or ToO observations, full polarization measurements, solar observations, VLBI, Phased Array mode, Astrometric observations.
 - Large Programs may fill up to 50% of the Cycle 12 configurations.





Joint Proposal

- Joint Proposals will be multi-wavelength and/or multi-observatory in nature. Synergies between ALMA and major facilities are expected.
- JWST, VLA, and VLT are the “partner observatories”. You can request time for any or all of these facilities.
- By agreement, each partner facility will allow ALMA to allocate time as follows. You will submit the proposal to the “Main observatory” that takes the longest observing time.
- If ALMA is the Main observatory, there are no restrictions for the ALMA’s observing modes. But there are some restrictions in the other observatories (especially for ToO). Please check the Proposer’s Guide carefully.

Partner	Maximum time ALMA can allocate on partner observatory	Maximum time partner observatory can allocate on each ALMA array
JWST	115 hours	115 hours
VLA	5% of available time	50 hours
VLT	50 hours	50 hours





Schedule

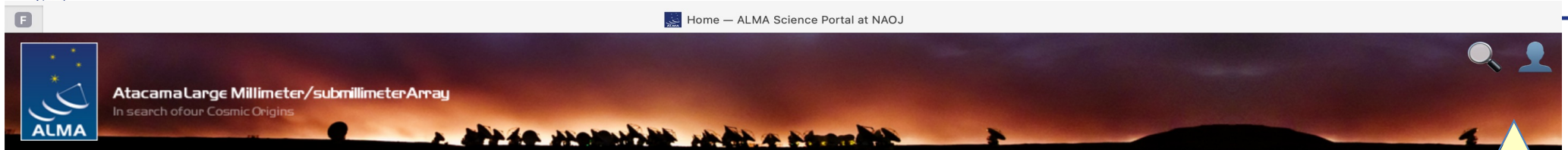
Date	Milestone
20 March 2025 (15:00 UTC)	Release of Cycle 12 CfP, Observing Tool, and supporting documents, and opening of the Archive for proposal submission
24 April 2025 (15:00 UTC)	Proposal submission deadline for Cycle 12 proposals
4 June 2025 (15:00 UT)	Deadline to submit reviews for the distributed peer review system
August 2025	Announcement of the outcome of the proposal review process
October 2025	Start of ALMA Cycle 12 science observations
September 2026	End of ALMA Cycle 12





Information is in the Science Portal

<https://almascience.nao.ac.jp/>

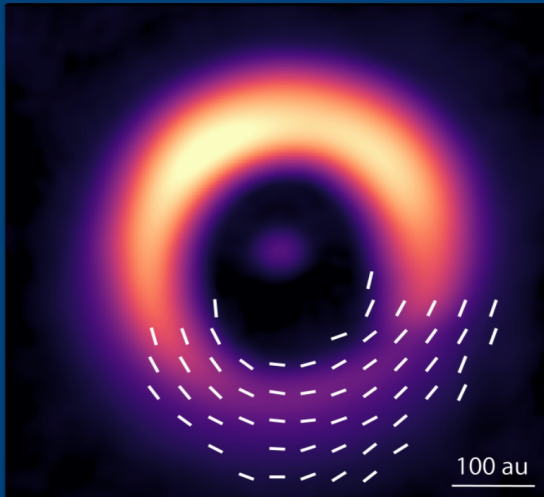


Atacama Large Millimeter/submillimeter Array
In search of four Cosmic Origins

- About
- Science
- Proposing
- Observing
- Data
- Processing
- Tools
- Documentation
- Help

Science Highlight

Successful Observation of Magnetic Fields in Planet-Forming Regions



ALMA 0.87 mm observation of the protoplanetary disk surrounding HD 142527. The white bars show the direction of the magnetic field derived from the dust polarization. Credit: ALMA (ESO/NAOJ/NRAO)

The research by Satoshi Ohashi and his team on the protoplanetary disk around HD 142527 has made significant advancements in understanding magnetic fields in planet-forming regions.

Observatory News

ALMA Cycle 12 Call for Proposals is Now OPEN!
Mar 20, 2025

Announcement for early proposal planning for Cycle 12
Dec 20, 2024

Release of Science Verification Data for Orion KL
Dec 05, 2024

Announcement of the
Installation of Science Verification Data in Band 1: Orion KL

[More...](#)

NAOJ News

ALMA Cycle 12 Proposal preparation meeting (21 March 2025)
Mar 19, 2025

East Asian ALMA Science Workshop 2025 (22-24 Sept.) & East Asian ALMA Data Analysis Workshop 2025 (25-26 Sept.)
Mar 19, 2025

ALMA Development Workshop (8-9 October 2024) - Workshop & Events

[More...](#)

ALMA News

ALMA

Config

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Last ob

Current

More...

You can check any news here.

You can login here.
Please register your science expertise in your Profile (click "Preferences" menu). The information will be used in the assignment of proposals that you will review (distributed peer review)

The ALMA Science Portal is a one-stop source for information and tools aimed at the scientific community as a whole, including researchers, ALMA staff, journalists, and funding agencies.

Quick Links

[ALMA Basics](#)

[ALMA Science](#)

[Cycle 12 Call for Proposals](#)

[Cycle 12 Proposals Guide](#)

2023/4/17





Information is in the Science Portal

<https://almascience.nao.ac.jp/>

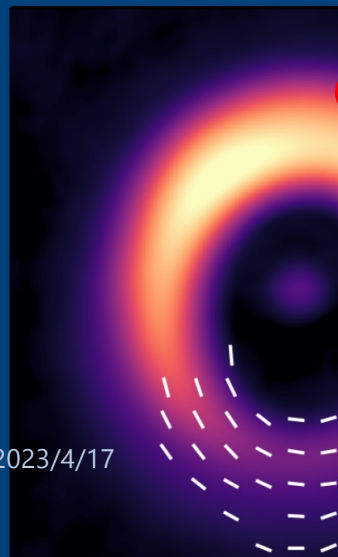


Atacama Large Millimeter/submillimeter Array
In search of our Cosmic Origins

- About
- Science
- Proposing**
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- Tools
- Documentation
- Help

Science Highlight

Successful Observation of Magnetic Fields in Star-Forming Regions



2023/4/17

ALMA Cycle 12 Call for Proposals

ALMA Proposal Review

Proposing Guidance

Cycle 12 Proposer's Guide

Cycle 12 Capabilities

Observing Tool

Sensitivity Calculator

ALMA Primer

Technical Handbook

Proposal Template

You can find documents related to proposal planning/submission. Please check "Proposer's Guide" in particular.

NAOJ News

ALMA Cycle 12 Proposal preparation meeting (21 March 2025)

East Asian ALMA Science Workshop 2025 (22-24 Sept.) & East Asian ALMA Data Analysis Workshop 2025 (25-26 Sept.)

FY2024 ALMA/45m/ASTE Users Meeting (18-20 December 2024) - Workshop & Events

ALMA Development Workshop (8-9 Dec 2024)

More...

ALMA Status

Configuration Schedule

Refereed publications: 4263
Last observed source: PJ0209
Current configuration: C-5

More...



Information is in the Science Portal

<https://almascience.nao.ac.jp/>

Browser tabs: F Cycle 12 Proposer's Guide — ALMA Science Portal at NAOJ screen shot mac - Google 検索

Navigation menu: About Science **Proposing** Observing Data Processing Tools Documentation Help

Cycle 12 Proposer's Guide

[Download PDF version](#)

Cycle 12 Call for Proposals

The Atacama Large Millimeter/submillimeter Array (ALMA) Director, on behalf of the Joint ALMA Observatory (JAO) and the partner organizations in East Asia, Europe, and North America, is pleased to announce the ALMA Cycle 12 Call for Proposals (CfP) for scientific observations to be scheduled from October 2025 to September 2026. We encourage interested parties to follow the ALMA [Science Portal \(www.almascience.org\)](http://www.almascience.org) for the latest information.

The JAO anticipates allocating 4300 hours on the 12-m Array and 4300 hours on the ALMA Compact Array (ACA), also known as the Morita Array, for successful proposals in Cycle 12. The ACA allocation includes 4300 hours each on the 7-m Array and the Total Power (TP) Array. Proposals must be prepared and submitted using the ALMA [Observing Tool \(OT\)](#), which is available for download from the [Science Portal](#).

Proposal reviews will be conducted via a dual-anonymous process. While proposers will still enter their names and affiliations in the ALMA OT, their identities will be concealed from the science reviewers. It will be the responsibility of the investigators to write their proposals such that anonymity is preserved. In addition, ALMA is using distributed peer review for proposals requesting less than 50 hours on the 12-m Array and for ACA stand-alone proposals requesting less than 150 hours on the 7-m Array. The Principal Investigator (PI) for such proposals, or a designee from the list of investigators, will review and rank 10 submitted proposals from this Call, for each proposal submitted.

ALMA Cycle 12 proposal submission will open at **15:00 Universal Coordinated Time (UTC) on Thursday, 20 March 2025**. The Cycle 12 proposal submission deadline is **15:00 UTC on Thursday, 24 April 2025**. These and other important milestones for Cycle 12 are summarized in Table 1. PIs are responsible for submitting their proposals successfully by the deadline and are strongly advised to submit proposals early.

Cycle 12 Call for Proposals

1. What's new in Cycle 12

- 1.1 Technical and observing capabilities
- 1.2 Proposal Preparation and Review
 - 1.2.1 Proposal Preparation
 - 1.2.2 Large Program Scheduling feasibility
 - 1.2.3 Distributed peer review

2. ALMA overview

- 2.1 The ALMA partnership
- 2.2 The ALMA telescope
- 2.3 The Joint ALMA Observatory and the ALMA Regional Centers
- 2.4 The ALMA Science Portal
- 2.5 ALMA proposal eligibility

3. Proposal types

- 3.1 Regular proposals
- 3.2 Target of Opportunity proposals
- 3.3 Large Programs
- 3.4 mm-VLBI and Phased Array proposals





... and ask us via Helpdesk

<https://help.almascience.org>

- We can also accept Japanese questions although **you may need to wait until the Japanese staff are available** (be careful, in particular just before the deadline)

ALMA Science

Submit Helpdesk Ticket | Log in

How can we help you

Help Center | TOO

Knowledgebase
View all articles >

News
View all news posts >

Submit Helpdesk Ticket
Get in touch for help >

My Tickets
View your submitted tickets >

You will be asked to login when you try to submit a ticket. Please register in the Science Portal first if you do not have an account. Please use your registered email address for the login name in the Helpdesk (same password as the Science Portal when you login for the first time)





... and ask us via the Helpdesk

<https://help.almascience.org>

- Any changes, clarifications, or bugs that are discovered after the publication of the Proposer's Guide will be documented in the Knowledgebase article.
- Helpdesk → Knowledgebase
- Recommend to monitor this page regularly



<https://help.almascience.org/kb/articles/what-cycle-12-proposal-issues-and-clarifications-should-i-be-aware-of-before-submitting-my-pro>

Knowledgebase

- General (3)
 - What is the definition of a major change request?
 - How do I reset my password on the Helpdesk?
 - What Cycle 12 proposal issues and clarifications should I be a...
- General ALMA Queries
 - Can I submit a ticket in Japanese?
 - Where can I get information (documents, etc.)?
 - What is the Atacama Compact Array?
 - What is the tested capability of the ALMA?
 - What is the astrometric (positioning) accuracy of the ALMA?
- ALMA Observing Tool (OT) (45)
 - What do I do if I can't get the OT to work?
- Proposal Handling (8)
 - I've downloaded the ALMA Proposer's Guide. Can I submit a proposal?
 - May I submit an identical proposal?

View all articles in General

help.almascience.org からデータを転送しています... an observation with 3 spectral wind...

NAOJ National Astronomical Observatory of Japan





Emergency department @Helpdesk

Date	Milestone
20 March 2025 (15:00 UTC)	Release of Cycle 12 CfP, Observing Tool, and supporting documents, and opening of the Archive for proposal submission
45 April 2025 (15:00 UTC)	Proposal submission deadline for Cycle 12 proposals
4 June 2025 (15:00 UT)	Deadline to submit reviews for the distributed peer review system
August 2025	Announcement of the outcome of the proposal review process
October 2025	Start of ALMA Cycle 12 science observations
September 2026	End of ALMA Cycle 12

Emergency Department in the Helpdesk: will start 72 hours before the deadline.
→ Only to be used to address problems that “block” your proposal. Need to be written in English.

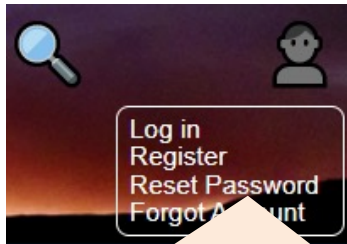
You can submit tickets to the usual department if the topic is not related to the proposal submission. Those will be handled as usual.





Register/update at ALMA Science Portal & “Expertise” in your profile

- Please register/update at Science Portal for your ALMA ID and profile. This is necessary to submit your proposal and/or your collaborators to include you as a Co-I.
- Please register/update your “Expertise” in your user profile. This is **extremely important for the proposal assignments in the distributed peer review system**.



Login or newly register

Updating the profile in “Preferences”

Click “Next” button to move to the “Expertise” tab. After updating the keywords, go to the final “Confirm” tab, then submit.





Proposal format -> please see Zhengyi's talk

- Page limits
 - Total length: **4 pages** for Regular, ToO, mm-VLBI, Joint, and DDT proposals, **7 pages for Large Programs** (A4 or US Letter)
- Font size: **no smaller than 12 points including figure captions, tables and references**
 - FAQ: <https://help.almascience.org/kb/articles/why-is-the-ot-is-complaining-that-the-text-in-my-pdf-is-too-small>
- **Latex template** is in the Science Portal and users are recommended to use it.
- Keep the anonymity in your proposal writing





Other notes

- Observations that are strongly encouraged include:
 - ACA, especially in the LST range of 20h to 1h (note that ACA stand-alone proposals had, on average, a very high acceptance rate of 82% in Cycle 11)
 - High frequency (Bands 8, 9, and 10) in any configuration
 - Low frequency (Bands 1, 3, and 4) at long baselines (C-7 and C-8)
- Please carefully check that your observing setting at Phase 1 (proposal submission) is correct. Major changes can't be done so easily (Yu-Ting's talk)
- Source coordinates (see Users Policies):
 - Please do not intentionally hide the true coordinates.
- Proprietary periods (see User Policies):
 - PIs can't voluntarily waive the proprietary period in their proposal.
- ALMA-J User support (ALMA-J Users Email List)

https://www2.nao.ac.jp/~eaarc/DATARED/alma_users_email_list.html





- Thank you -





Keeping the anonymity in your proposal writing

→ please refer to Andrea and Zhengni's talk

- Goal: To have reviewers **focus on the scientific merit of the proposal rather than the proposal team**
- It is **the responsibility of the proposers to ensure anonymity is preserved** in the information provided in the cover sheet, and when preparing the Scientific Justification and Technical Justification.
- You do not have to be too worried about possible rejections as long as you are trying to follow the guideline. But, please do not ignore the guideline, and please do not clearly specify who is the PI in the proposal text, e.g., please do not say “**We** showed in **Smith et al. (2019)** that ...”.

The screenshot shows the ALMA Science Portal navigation menu with tabs for About, Science, Proposing, Observing, Data, Processing, Tools, and Documentation. The 'Proposing' tab is active. Below the menu, the page title is 'Dual-Anonymous Guidelines'. The main content area contains text explaining ALMA's commitment to a fair and impartial review process, mentioning systematics analysis from Cycle 0 to Cycle 6 and the requirement for proposals to be written in an anonymous fashion. A sidebar on the right lists links: General Guidelines pertaining to all Programs, Example text, Guidelines pertaining only to Large Programs, Compliance, Guidelines for Reviewers, and Frequently Asked Questions.

FAQ in EA: Resubmission, Project code/ID of previous/ongoing observations

→ Examples in the Science Portal

<https://almascience.nao.ac.jp/proposing/almalma-proposal-review/dual-anonymous>





Review process →

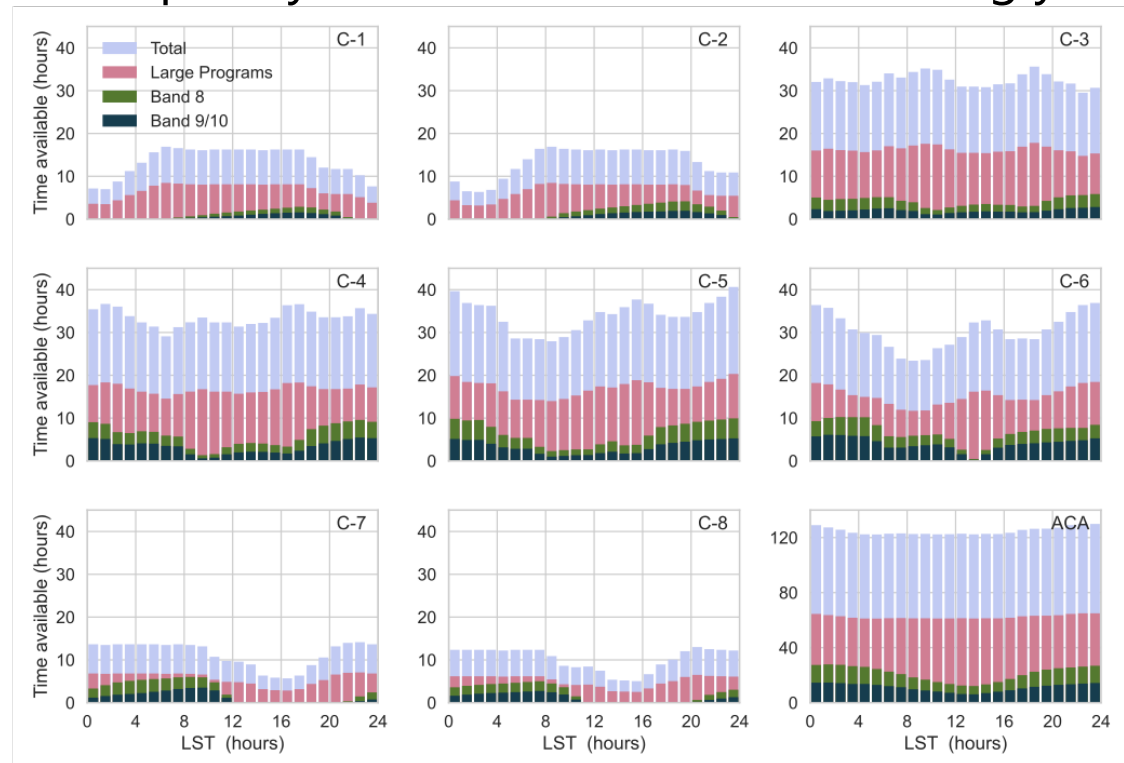
- Panel review for Large programs, distributed peer review for the others
- Distributed Peer Review: For each proposal submitted, the PI or a designee from the list of investigators will review and rank 10 submitted proposals.
- DPR: reviewers can be assigned a maximum of five proposal sets (i.e., 50 proposals) → Thus PIs who are planning to submit more proposals are encouraged to designate one of their co-Is as reviewer.
- All proposals will be reviewed in dual-anonymous
 - Exception: one-page management plan for Large Programs
- Joint Proposals will also be reviewed with the DPR system. Joint Proposals should follow the users' policies and call for proposal guidelines of each of the requested partner observatories, as well as extra limitations and rules imposed on Joint Proposals.
- All Joint Proposals will be technically assessed by each of the requested observatories. Each observatory will follow their technical criteria. If any of the involved observatories declares the proposal infeasible, ALMA will reject the entirety of this proposal.





High frequency observations

- Projects with observations in the highest frequency Bands 8, 9, and 10 are strongly encouraged.
- **Prioritized** to execute if the weather condition is good.
- But please check carefully the availability of “high frequency time” for a given configuration and Band (shown in PG).
- B2B transfer to obtain a good and bright phase calibrator
→ Gianni’s talk(OT)



“I hesitated to propose when I saw how little time ALMA has spent for HF bands.” ...but this also comes from few proposals.





Dual-anonymous

FAQ: Resubmission

While proposers may note if they are resubmitting an ongoing proposal, they cannot indicate the proposal code, investigator's name, priority grade, and/or ranking of the previous proposal.

For example, instead of

“This is a resubmission of our ongoing program 2021.1.02045.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 program. Half of the targets have been observed and we are resubmitting the proposal to observe the remaining half.”

Such text is normally included in the “duplication justification” on the proposal cover sheet or the first lines of the Scientific Justification. If data are shown from the ongoing program, it must be presented in a dual-anonymous fashion following the guidelines.





Dual-anonymous

FAQ: Project code/ID of previous/ongoing observations

- Example 1,

- 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.”

- or

- “Figure 1 shows the data from an ALMA Cycle 7 program (private communication).”

- Example 2, instead of:

- “We will combine these ALMA observations with the HST program led by Chang et al.”

- or

- “The proposed ALMA observations will be combined with our HST data...”

- proposers can write

- “We will combine these ALMA observations with the HST observations (HST code XXX).”

- or

- “The proposed ALMA observations will be combined with available HST data (private communication)...”

- Example 3, instead of:

- Smith...” “We use our group’s line identification package STAR...” or “We use the line identification package STAR by co-I Sandra

- proposers can write

- “We use the line identification package STAR (obtained via private communication)...”

