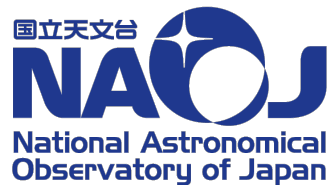


Cycle 13 Proposer's Guide

Akiko Kawamura
East Asia ALMA Regional Center

2nd April 2026

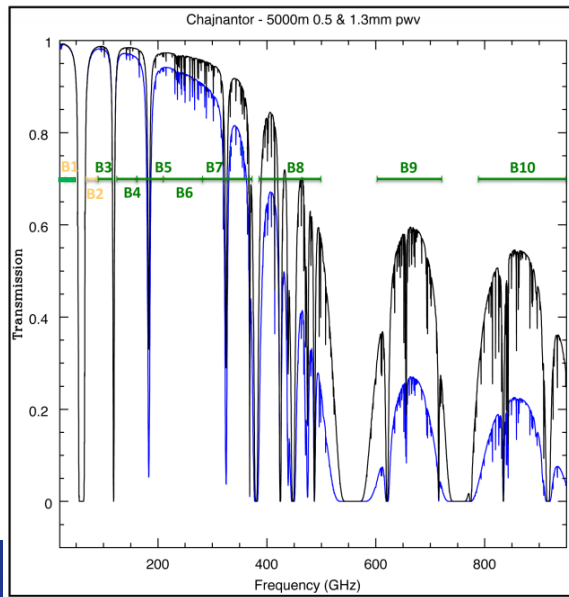




ALMA

- 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) for Cycle 13

Band 2 on the 12-m Array is newly offered in Cycle 13



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

Observatory of Japan





What should proposers know? What's new?

- Proposal review process
 Andrea-san's talk
- Cycle 13 capabilities
 Pei-Ying-san's talk
- Observing Tool
 Gianni-san's talk
- Current metrics of EA proposals
 Hatsukade-san's talk
- Tips for writing proposals
 Zhengyi -san's talk





Proposing observations in ALMA

- “Cycle” in ALMA: One year period, starting from October
 - Current Cycle; 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 13, 4300 hours for each of the 12-m, 7-m, and TP Arrays (#12m only for Band2)**
- 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
 - 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/cycle13/alma-user-policies>





Proposal types

- Regular, Large Program, Target of Opportunity...
- 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, 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
19 March 2026 (15:00 UTC)	Release of Cycle 13 CfP, Observing Tool, and supporting documents, and opening of the Archive for proposal submission
23 April 2026 (15:00 UTC)	Proposal submission deadline for Cycle 13 proposals
3 June 2026 (15:00 UTC)	Deadline to submit reviews for the distributed peer review system
August 2026	Announcement of the outcome of the proposal review process
1 October 2026	Start of ALMA Cycle 13 science observations (anticipated)
30 September 2027	End of ALMA Cycle 13





Information is in the Science Portal

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

The screenshot shows the ALMA Science Portal homepage. At the top, the ALMA logo and the text "Atacama Large Millimeter/submillimeter Array" are visible, along with the tagline "In search of our Cosmic Origins". The user's name "Akiko Kawamura" is displayed in the top right corner. A navigation menu includes "About", "Science", "Proposing", "Observing", "Data", "Processing", "Tools", "Documentation", and "Help".

On the left, there is a "Science Highlight" section titled "The ALMA survey to Resolve exoKuiper belt Substructures (ARKS)" with a grid of colorful astronomical images. A date "2026/4/2" is visible in the bottom left corner.

The main content area is divided into three columns of news:

- Observatory News:** Includes "ALMA Cycle 13 Call for Proposals is Now Closed!" (Mar 19, 2026), "Release of ALMA Band 2 Science Verification data" (Mar 11, 2026), "Web-based OT for Cycle 13 Call and expected capabilities during Cycle 14" (Mar 02, 2026), and "Release of ALMA Band 2 Science Verification data and..." (More...).
- NAOJ News:** Includes "ALMA Cycle 13 Proposal Preparation Meeting (2 Apr. 2026)" (Feb 04, 2026), "ALMA/45m/ASTE Users Meeting 2025 (15-17 Dec. 2025)" (Jan 14, 2026), and "ALMA Data Reduction Workshop at NAOJ (26-28 May)" (May 21, 2025).
- ALMA News:** Includes "ALMA Cycle 13 Call for Proposals is Now Closed!" (Mar 19, 2026), "Release of ALMA Band 2 Science Verification data" (Mar 11, 2026), "Web-based OT for Cycle 13 Call and expected capabilities during Cycle 14" (Mar 02, 2026), and "Release of ALMA Band 2 Science Verification data and..." (More...).

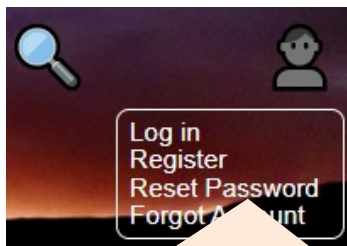
Two yellow callout boxes provide instructions:

- A callout box on the right says: "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)". A red arrow points to the user profile icon in the top right.
- A callout box in the center says: "You can check any news here.". Two red arrows point to the "Observatory News" and "NAOJ News" columns.



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

The screenshot shows the 'Expertise' tab in the user profile. At the top, there are navigation tabs: Account info, Project delegation, Demographics, **Expertise**, Conflicts of interest, and Confirm. Below the tabs, there are 'Previous' and 'Next' buttons. The main content area contains instructions: 'Please select the category/keyword pair/s that best match your scientific expertise. You may select keywords in more than one category. If you are a reviewer, you will preferentially be assigned proposals that match your selected keywords.' Below this, there is a list of categories: '> Cosmology', '> Galaxies and intergalactic medium', and '> ISM, star formation, and planetary systems'. A user profile for 'Misato Fukagawa' is visible, with a 'Preferences' dropdown menu open, showing 'Log out' as an option. An orange callout bubble points to the 'Next' button with the text: 'Click “Next” button to move to the “Expertise” tab. After updating the keywords, go to the final “Confirm” tab, then submit.'

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.





Information is in the Science Portal

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

The screenshot shows the ALMA Science Portal website. The browser address bar displays almascience.nao.ac.jp. The page header features the ALMA logo and the text "Atacama Large Millimeter/submillimeter Array" and "In search of our Cosmic Origins". The user name "Akiko Kawamura" is visible in the top right corner. The navigation menu includes "About", "Science", "Proposing", "Observing", "Data", "Processing", "Tools", "Documentation", and "Help". The "Proposing" menu item is circled in red. A yellow callout box with black text says: "You can find documents related to proposal planning/submission. Please check 'Proposer's Guide' in particular." The "Proposing" dropdown menu is open, showing items: "ALMA Cycle 13 Call for Proposals", "ALMA Proposal Review", "Proposing Guidance", "Cycle 13 Proposer's Guide" (circled in red), "Cycle 13 Capabilities", "Observing Tools", and "Sensitivity Calculator" (circled in red). The "Science Highlight" section on the left features the text "The ALMA survey to Resolve exoplanet Substructures (ARKS)" and a grid of astronomical images. The "ALMA Status" section on the right includes "Configuration Schedule" and statistics: "Refereed publications: 4851", "Last observed source: LMC", and "Current configuration: C-2".



Information is in the Science Portal

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

The screenshot shows a web browser window with the URL almascience.nao.ac.jp/proposing/proposers-guide. The page header features the ALMA logo and the text "Atacama Large Millimeter/submillimeter Array" with the tagline "In search of four Cosmic Origins". A navigation menu includes "About", "Science", "Proposing", "Observing", "Data", "Processing", "Tools", "Documentation", and "Help". The main content area is titled "Cycle 13 Proposer's Guide" and includes a link to "Download PDF version". The text describes the ALMA Cycle 13 Call for Proposals (CfP), announced by the ALMA Director on behalf of the Joint ALMA Observatory (JAO) and partner organizations. It details the allocation of 4300 hours on the 12-m Array and 4300 hours on the Atacama Compact Array (ACA), also known as the Morita Array. The text also mentions the use of the ALMA Observing Tool (OT) and the dual-anonymous proposal review process.

[Download PDF version](#)

Cycle 13 Call for Proposals

The 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 13 Call for Proposals (CfP) for scientific observations to be scheduled from October 2026 to September 2027. 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 Atacama Compact Array (ACA), also known as the Morita Array, for successful proposals in Cycle 13. 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 \(OT\)](#).

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.

Cycle 13 Call for Proposals

1. What's new in Cycle 13
 - 1.1 Band 2 on the 12-m Array
 - 1.2 Web-based ALMA Observing Tool
 - 1.3 Angular Resolution and Maximum Recoverable Scale Tables
 - 1.4 ESO Guaranteed Time Observations
 - 1.5 Changes to Operational Policies and Procedures
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





... 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-13-proposal-issues-and-clarifications-should-i-be-aware-of-before-submitting-my-pro>

The screenshot shows the ALMA Science Helpdesk Knowledgebase page. The browser address bar displays help.almascience.org/kb. The page features a search bar with the text "How can we help you today?". Below the search bar, there are navigation links for "Help Center", "Knowledgebase", "TOO", and "Search Sci Portal". The main content area is titled "Knowledgebase" and is divided into two columns of article categories. The left column is labeled "General (5)" and lists several topics, including "What should I include in my HelpDesk ticket?", "What is the definition of a major change request?", "How do I reset my password on the Helpdesk?", "What MS naming conventions does ALMA follow?", and "What Cycle 13 proposal issues and clarifications should I be...". The right column is labeled "General ALMA Queries (49)" and lists topics such as "Can I submit a ticket in Japanese?", "Where can I get information (documents) about Ata", "What is the Atacama Compact Array (ACA)?", "What is the tested capability of ALMA for bandpass", and "What is the astrometric (position) accuracy of an AI". At the bottom of each column, there are links to "View all articles in General" and "View all articles in General ALM".





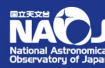
Emergency department @Helpdesk

Date	Milestone
19 March 2026 (15:00 UTC)	Release of Cycle 13 CfP, Observing Tool, and supporting documents, and opening of the Archive for proposal submission
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August 2026	Announcement of the outcome of the proposal review process
October 2026	Start of ALMA Cycle 13 science observations
September 2027	End of ALMA Cycle 13

Emergency Department in the Helpdesk: will start **20th of April**, ~4 days before the deadline.

→ Only to be used to address problems that “block” your proposal.

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





Other notes

- Please ensure your correct affiliation. One user – one account. Please change your affiliation when you change your institute and do not create another account.
- Try submitting once when you are ready. You can update your proposal before deadline.
- Please carefully check that your observing setting is correct. Major changes cannot be done so easily
- Source coordinates (see Users Policies):
 - Please do not intentionally hide the true coordinates.





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 76% in Cycle 12)
 - High frequency (Bands 8, 9, and 10) in any configuration
 - Low frequency (Bands 1 through 4) at long baselines (C-7 through C-10), particularly for proposals focused on sources near RA of 22h
- ALMA-J User support (ALMA-J Users Email List)

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



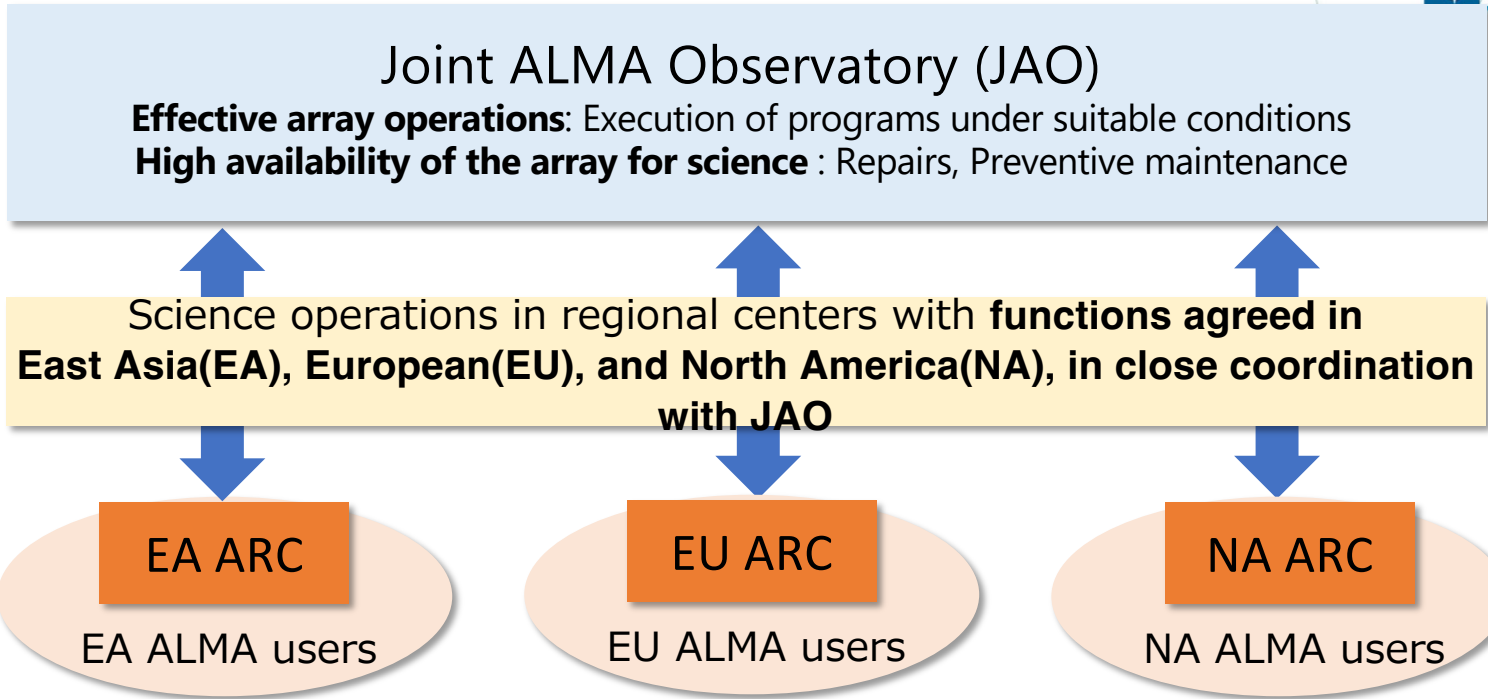


- Thank you -





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).



Keeping the anonymity in your proposal writing

→ please refer to Andrea and Zhengyi's talks

- 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 the following items: About, Science, Proposing, Observing, Data, Processing, Tools, and Documentation. The 'Proposing' tab is selected. Below the menu, the 'Dual-Anonymous Guidelines' page is displayed. The main text on the page reads: 'ALMA is strongly committed to ensuring that the proposal review process is as fair and impartial as possible. Analysis of the proposal rankings in Cycle 0 to Cycle 6 identified systematics that may signify the presence of biases in the review process (see [Systematics in the ALMA Proposal Review Rankings](#)). To reduce any biases as much as possible, ALMA requires proposals to be written in an anonymous fashion. In a dual-anonymous review, the proposal team does not know the identity of the reviewers, and the reviewers do not know the identity of the proposal team. The primary goal of dual anonymous review is to have reviewers focus on the scientific merit of the proposal rather than the proposal team.' To the right of the main text is a sidebar with the following 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/almascience-proposal-review/dual-anonymous>

