ALMA Cycle 7 Supplemental Call Proposer's Guide

Misato Fukagawa
(EA ARC)

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

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ALMA Science Portal

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

Observatory News

The Cycle 7 ACA Supplemental Call for Proposals is now open!
Sep 04, 2019

ALMA Cycle 7 Supplemental Call Pre-Announcement
Aug 19, 2019

ALMA announces ACA observatory filler programs for Cycle 6
Aug 14, 2019

More...

NAOJ News

ALMA2019: science results and cross-facility synergies
Apr 18, 2019

ALMA Cycle 7 Supplemental Call Proposal Preparation Meeting
Aug 13, 2019

Early Planet Formation in Embedded Disks
Aug 00, 2019

More...

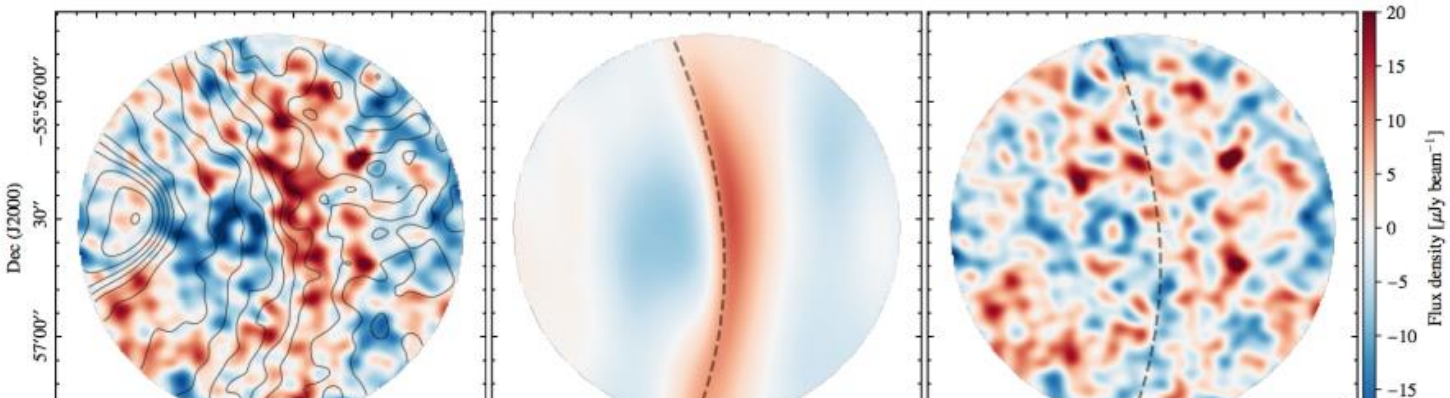
Status

Phase 2 for Cycle 7
Current Configuratio
Highest Priority Proj

Refereed publicatio
Last observed sourc
Current configuratio

More...

Science Highlights - An ALMA+ACA measurement of the shock in the Bullet Cluster



The thermal Sunyaev-Zeldov
tool for characterising galaxy
through X-ray observations. V
of a cluster merger bow shoc
in the Bullet Cluster (1E0657
an SZ study. A combination o
sensitivity to the electron pres
shown in the images of the ra
(right) ALMA+ACA interferom
performed directly in Fourier
center and right panels indica
the shock front. Previously ob

About Science Proposing Observing Data Processing Tools Documentati

- Cycle 7 Supplemental Call
- Cycle 7 Call for Proposals
- Proposing Guidance
- Proposer's Guide
- Cycle 7 Capabilities
- Observing Tool
- Sensitivity Calculator
- Proposal Template
- Duplicate Observations
- ALMA Primer
- Technical Handbook

Cycle 7 Supplemental

In Cycle 7, ALMA is offering al Call for Proposals. Proposals can be submitted starting 3 Septem l deadline on 1 October 2019 15:00 UT. Since the Supplemental Cal onths, the Supplemental Call will maximize the scientific output of the A e to be proposed. Proposals accepted in the Supplemental Call will b een January 2020 and September 2020.

Capabilities and Time

The Supplemental Call is op Large Programs) without time constraints that propose to use standar ACA stand-alone proposals in the Main Call. Proposals may request -m array plus Total Power array. It is anticipated that approximate ll be scheduled in the Supplemental Call.

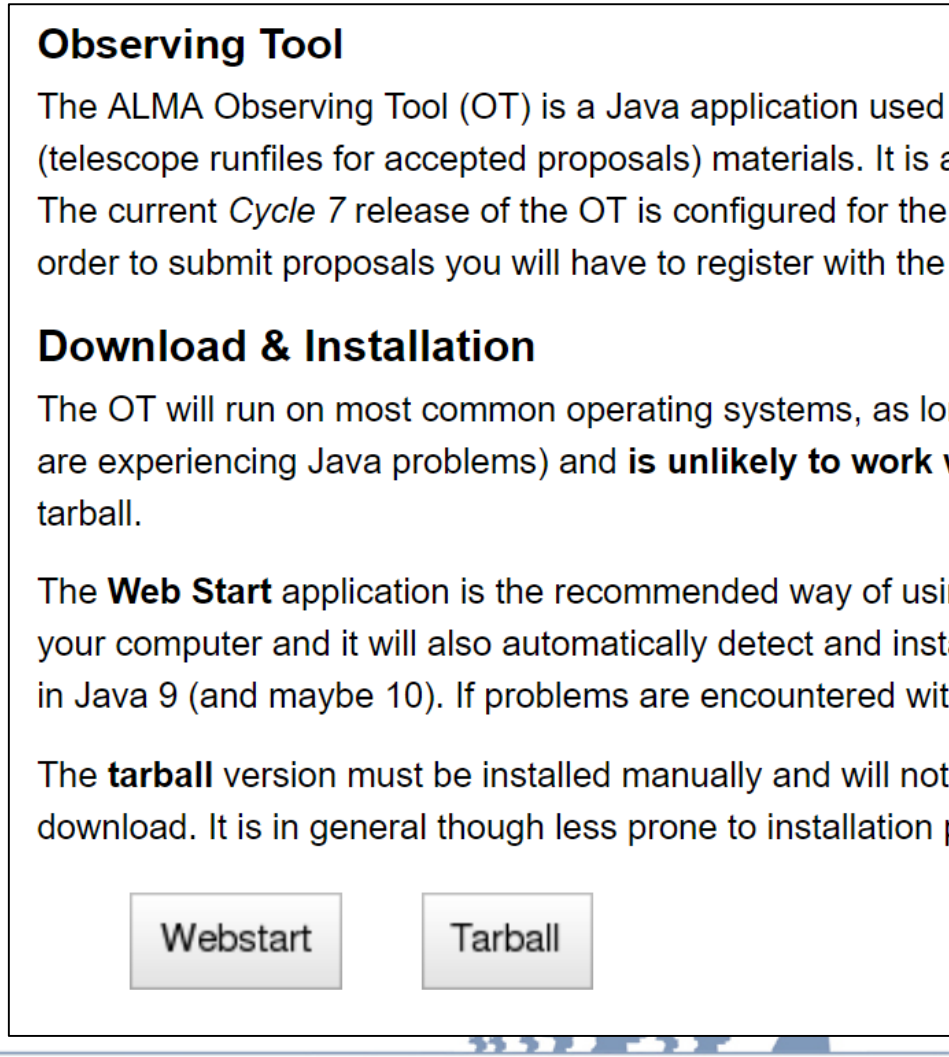
Anticipated Timeline (all da

Anticipated Timeline of Supplemental Call

December 19, 2018	Cycle 7 Pre-Announcement (Main Call and Supplemental Call)
September 3, 2019 15:00 UT	Call for Proposals and Supplemental Call submission server opened
October 1, 2019 15:00 UT	Deadline to submit Supplemental Call proposals
October 15, 2019	Proposals released to reviewers
October 22, 2019 15:00 UT	Deadline for reviewer to report conflicts of interest on proposal review assignments
November 12, 2019 15:00 UT	Deadline to submit reviews and ranks
Early December 2019	Notification emails sent to PIs
January 2020	Successful Supplemental Call proposals enter the observing queue

Important notice

- The Supplemental Call proposal submission server will not be available for a few hours on September 10 and September 25 because of scheduled maintenance. The precise downtimes will be noted on the Science Portal.
- Users will need to update the Observing Tool (OT) after the September 10 maintenance period. For most users, this will happen automatically using the automated webstart tool.



Observing Tool

The ALMA Observing Tool (OT) is a Java application used
(telescope runfiles for accepted proposals) materials. It is a
The current *Cycle 7* release of the OT is configured for the
order to submit proposals you will have to register with the

Download & Installation

The OT will run on most common operating systems, as lo
are experiencing Java problems) and **is unlikely to work**
tarball.

The **Web Start** application is the recommended way of usi
your computer and it will also automatically detect and inst
in Java 9 (and maybe 10). If problems are encountered wit

The **tarball** version must be installed manually and will not
download. It is in general though less prone to installation

Webstart Tarball

Supplemental Call for ACA

1. Maximize the scientific output of the ACA by allowing more timely science to be proposed.
2. Distributed Peer Review System will be tested.

- Proposals may request to use the 7-m array only or the 7-m array plus Total Power array.
- It is anticipated that approximately 2500 hours on the 7-m array will be scheduled in the Supplemental Call.
- Proposals accepted in the Supplemental Call will be scheduled for observations between January 2020 and September 2020.
- Proposals that are scheduled for observation from the Cycle 7 supplemental CfP will be given a grade C observing priority.

→ The Call is open to Regular Proposals (i.e., no Large Programs) without time constraints.

Observing modes offered in the Supplemental Call

Same as in the Main Call. Please note that this is ACA stand-alone. Non-standard mode is not offered as in the Main Call.

→ Nagai-san's talk on the observing capabilities

Table 3: List of non-standard modes

Bands 9 and 10 observations
Band 7 observations with maximum baselines > 5 km if a suitable phase calibrator is not available within 5 degrees of the science target[1]
All polarization observations
Bandwidth switching projects (having less than 937.5 MHz aggregate bandwidths over all spectral windows)
Solar observations (Bands 3, 6 and 7)
VLBI observations
User-specified calibrations
Astrometric observations

Scheduling consideration

- Weather, Angular resolution etc.

→ Proposer's Guide

Please remember, Supplemental Call is for Jan—Sep.

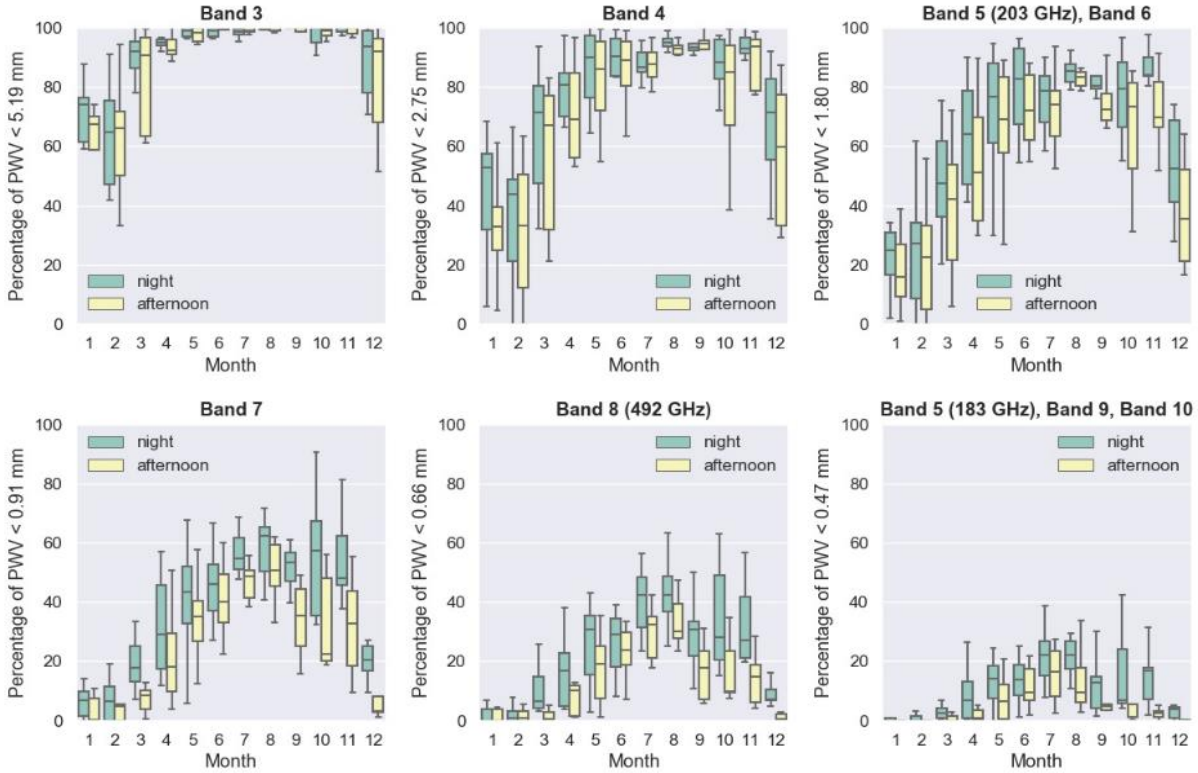


Table A-1: Angular Resolutions (AR) and Max

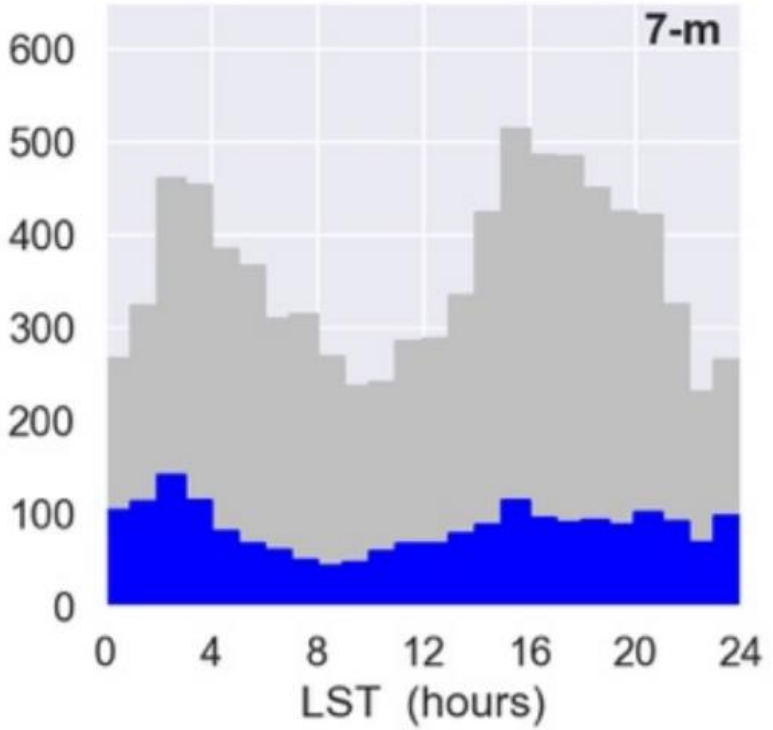
Config	Lmax		Band 3	Band 4	Band 5	Band 6	Band 7	Band 8	Band 9	Band 10
	Lmin		100 GHz	150 GHz	183 GHz	230 GHz	345 GHz	460 GHz	650 GHz	870 GHz
7-m Array	45 m	AR	12.5"	8.4"	6.8"	5.4"	3.6"	2.7"	1.9"	1.4"

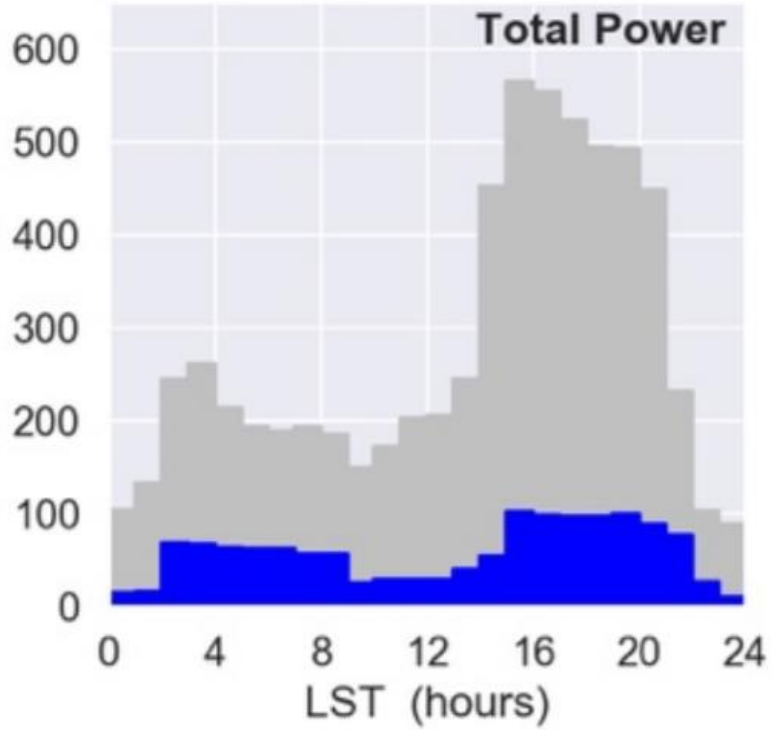
/submillimeter Array

LST pressure from Main Call

- ALMA Cycle 7 Proposal Review: Detailed Report

https://almascience.nao.ac.jp/news/documents-and-tools/cycle7/alma-cycle7-stats



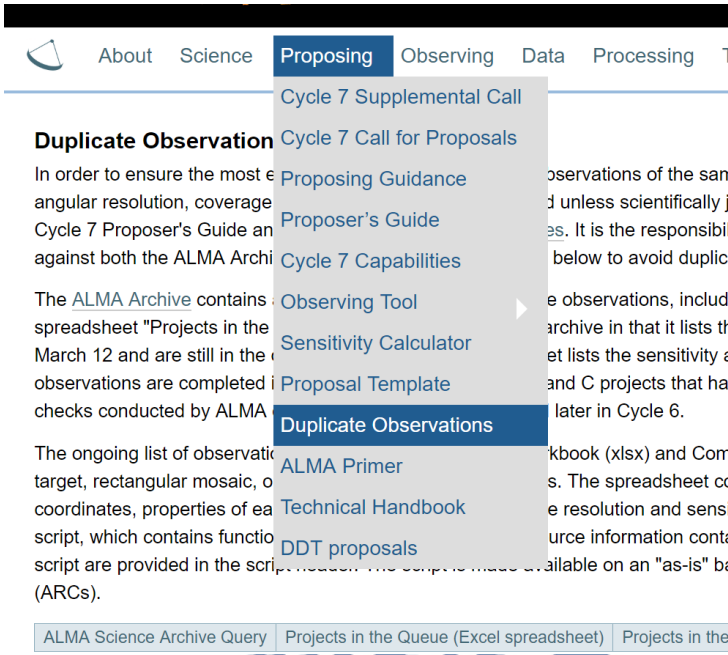


Duplications

Same as the Main Call, but note that the detailed information is updated in the Science Portal

- Duplicate observations of the same location on the sky with similar observing parameters (frequency, angular resolution, coverage, and sensitivity) are not permitted unless scientifically justified. Detailed criteria of what constitutes a duplicated observation are specified in Appendix A of the Users' Policies.

- PIs are responsible for checking their proposed observations against the Archive and the list of Grade A programmes provided by ALMA to avoid duplicate observations.
- The proposal cover sheet contains a section where PIs can justify proposed duplicate observations.



Resubmissions

Same as the Main Call

- Proposal teams that submit a Cycle 7 proposal to observe some or all Science Goals (SGs) of a currently active but unfinished project will have the relevant SGs identified as a "resubmission" by ALMA. A SG is deemed a "resubmission" if it constitutes a duplication of an active SG following the rules specified in Appendix A of the Users' Policies and the PI of the relevant Cycle 6 project is listed as a PI, co-I or co-PI of the corresponding Cycle 7 proposal or the Cycle 7 PI is listed as an investigator on the Cycle 6 proposal.
- For such resubmissions, the relevant portion of the Cycle 7 proposal will be cancelled if the observations are successfully completed in Cycle 6. Observations started in a previous cycle and accepted as a resubmission in Cycle 7 will continue to be observed with the setup of the previous cycle.
- A scientific justification must be provided if the proposers request one or more additional epochs of observations in Cycle 7 even if the Cycle 6 observations are completed. The APRC will decide if such resubmissions are accepted.

Same as the Main Call

Proposal format

Proposal format is the same as in the Main Call:

- Page limits
  - Total length: 4 pages for Regular proposals (A4 or US Letter format)
- Font size: no smaller than 12 points including figure captions, tables and references
  - The OT will check the font size of the Scientific Justification PDF and issue a warning if more than 15% of the text is smaller than 12 points. Such proposals will be re-checked by ALMA after the proposal deadline. If it is confirmed that the font restrictions were not followed, the proposal will be rejected and not be sent to the proposal review panels.
- Latex template is in the Science Portal and users can use it.

Same as the Main Call

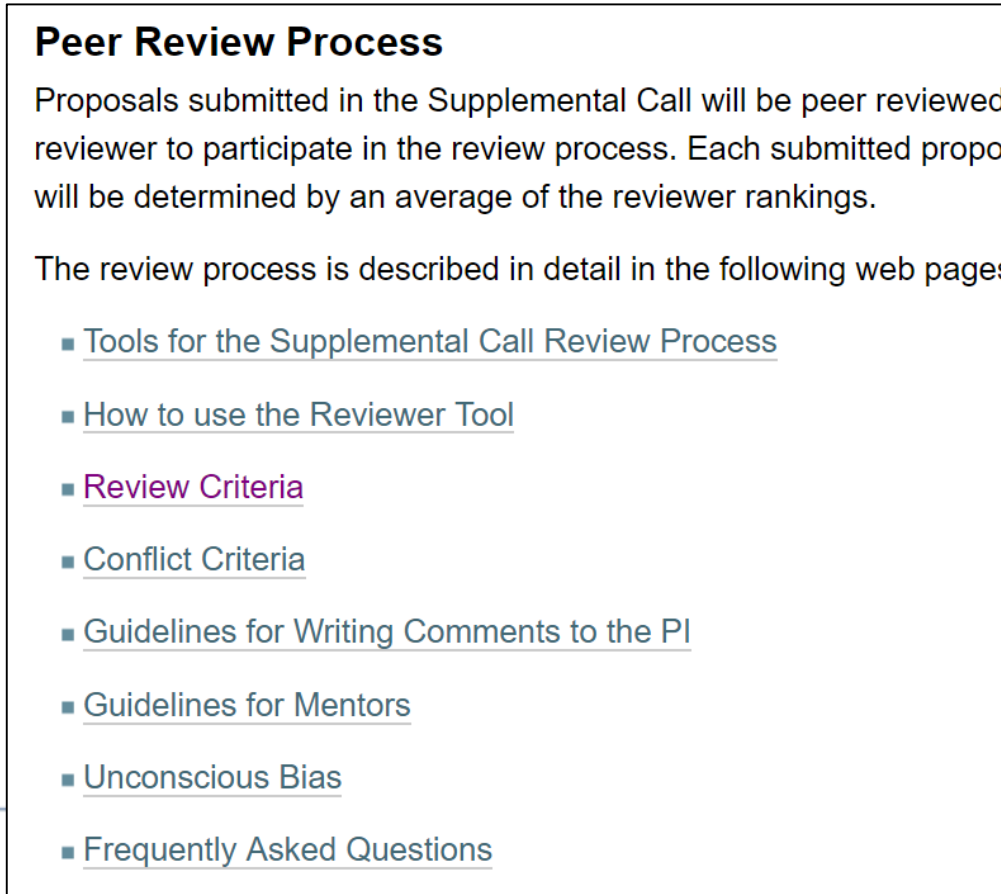
Proposal format

- In Cycle 7, two changes were made to the proposal coversheet in order to reduce potential biases in the proposal review process.
  - (1) The investigators will be listed with the first letter of the first name and the full surname.
  - (2) The list of investigators on the cover sheet will be randomized.
  - Users are encouraged not to disclose the name of the PI in the Scientific.

Peer Review Process

- Proposals submitted in the Supplemental Call will be peer reviewed using a **distributed system** in which each proposal team selects a designated reviewer to participate in the review process. Each submitted proposal will be ranked (1—10) by ten reviewers, and the final rank-ordered list of proposals will be determined by an average of the reviewer rankings.

Please carefully read the instruction for the review in Science Portal
https://almascience.nao.ac.jp/proposing/7m-array-supplemental-call



Peer Review Process

Proposals submitted in the Supplemental Call will be peer reviewed
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will be determined by an average of the reviewer rankings.

The review process is described in detail in the following web pages

- Tools for the Supplemental Call Review Process
- How to use the Reviewer Tool
- Review Criteria
- Conflict Criteria
- Guidelines for Writing Comments to the PI
- Guidelines for Mentors
- Unconscious Bias
- Frequently Asked Questions

Basic rules for the review

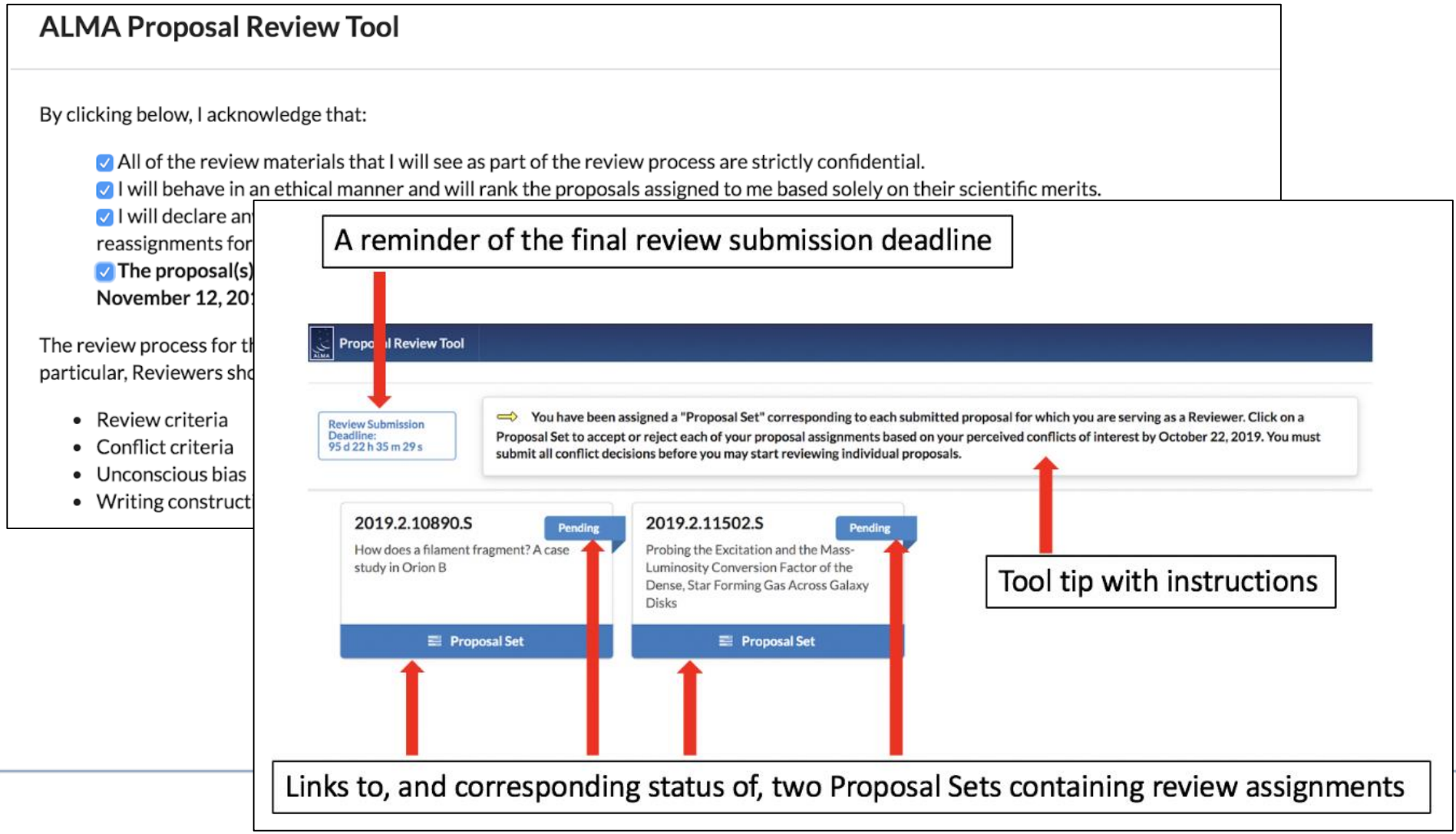
1. All participants in the review process are expected to behave in an ethical manner. If it is found that a reviewer has not behaved in an ethical manner, the proposal(s) associated with the reviewer may be rejected.
2. Each proposal must designate one reviewer to participate in the review process. The designated reviewer may be the PI of the proposal or one of the co-Is.
3. The reviewer must be specified in the Observing Tool (OT) at the time of proposal submission and cannot be changed after the proposal deadline.
4. Reviewers must declare any major conflicts of interest of their assigned proposals. Any proposals with a major conflict of interest will be replaced by another proposal.

Basic rules for the review

5. Each designated reviewer is responsible for writing comments and scientific ranks for ten proposals. If a person is the designated reviewer on multiple proposals, they will receive ten different review assignments for each submitted proposal.
6. If a designated reviewer does not submit their reviews and ranks by the review deadline (November 12, 2019 15:00 UT), the proposal for which they were identified as the reviewer will be rejected.
7. All participants in the review process agree to keep the materials confidential and will not use the materials for any other means other than the proposal review. Participants will delete any proposals after they have completed their assessments.
8. PIs who do not have a PhD may be selected as the designated reviewer. In such cases, a mentor must be specified who will assist the PI in the review process. The mentor must have a PhD and be specified in the OT at the time of proposal submission.

Review tool (web interface)

https://almascience.nao.ac.jp/proposing/7m-array-supplemental-call/guidelines-for-reviewers



Review criteria

https://almascience.nao.ac.jp/proposing/7m-array-supplemental-call/review-criteria

- The scientific merit should be assessed on the content of the proposal using the above criteria. Reviewers should not consider the experience of the proposal team, with ALMA or otherwise, in the scientific rankings.
- Reviewers should not consider the scheduling feasibility in assigning their rankings. The JAO will assess the scheduling feasibility when building the observing queue.
- The ALMA Observing Tool (OT) validates most technical aspects of the proposal. Reviewers should assume a proposal is technically feasible and not downgrade a proposal on technical feasibility concerns. Reviewers may note any technical concerns of a proposal in their comments to the JAO in the reviewer tool and may request technical assessment to be performed during the review process. The JAO will evaluate these technical concerns if the proposal is accepted.

Some notes

- Please ensure that the reviewer you have selected has an up-to-date email address in the Observing Tool. The JAO will use email to communicate with your reviewer, so if the address is out of date, there is a chance that your reviewer will not submit their reviews on time and your proposal will be rejected as a result.
- General questions about the process can be submitted to the ALMA Helpdesk, but once the review process starts, all official communication between the JAO and the reviewer will be done through the reviewer's email address that is registered in her/his ALMA account.
- The assignment algorithm uses science category and the keywords you select for your submitted proposal to be the "fields of expertise" of the designated reviewer of that proposal. The assignments will be done for similar. Thus please be careful in choosing keywords, and keep in mind that two keywords may better describe your proposal rather than just one.

Please read carefully the instruction for review

https://almascience.nao.ac.jp/proposing/7m-array-supplemental-call/7m-array-supplemental-call-main

Conflict Criteria

The goal of the review assignments is to provide informed, unbiased assessments of the proposals. *In general, a Reviewer has a major conflict of interest when their personal research would benefit if the proposal*

The JAO
to avoid th

- The PI
- The PI
  been c
- The PI
  propos

Guidelines for Writing Comments for the PI

Reviewers must provide comments and a scientific rank for each proposal. The comments must be written in English, and they will be sent anonymously to PIs without any editing by the JAO. In addition, PIs will be provide

Thoughtful comme
proposals in the fu
comments.

Guidelines

1. Summarize

- A summary of
  understanding
  future proposal

Guidelines for Mentors

Reviewers who do not have a PhD are required to have a mentor who will as
review. The mentors are specified in the ALMA Observing Tool when prepari
the role of the
process. Speci

1. Work with
   of interes
2. Provide a
3. Provide g

Frequently Asked Questions

Frequently Asked Questions

1. If my ACA proposal is not accepted in the Cycle 7 M
   Supplemental Call?

2. What is distributed peer review?