Proposal Preparation and Project life-cycle

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@ALMA Spanish Days, IAC [2025/02/18]

Outline

- Cycle 12 timeline
- User Portal and user account
- Documentation
- Tools
- Proposal Types
- Scientific Justification
- Proposal lifecycle

Cycle 12 timeline

PA
QA2

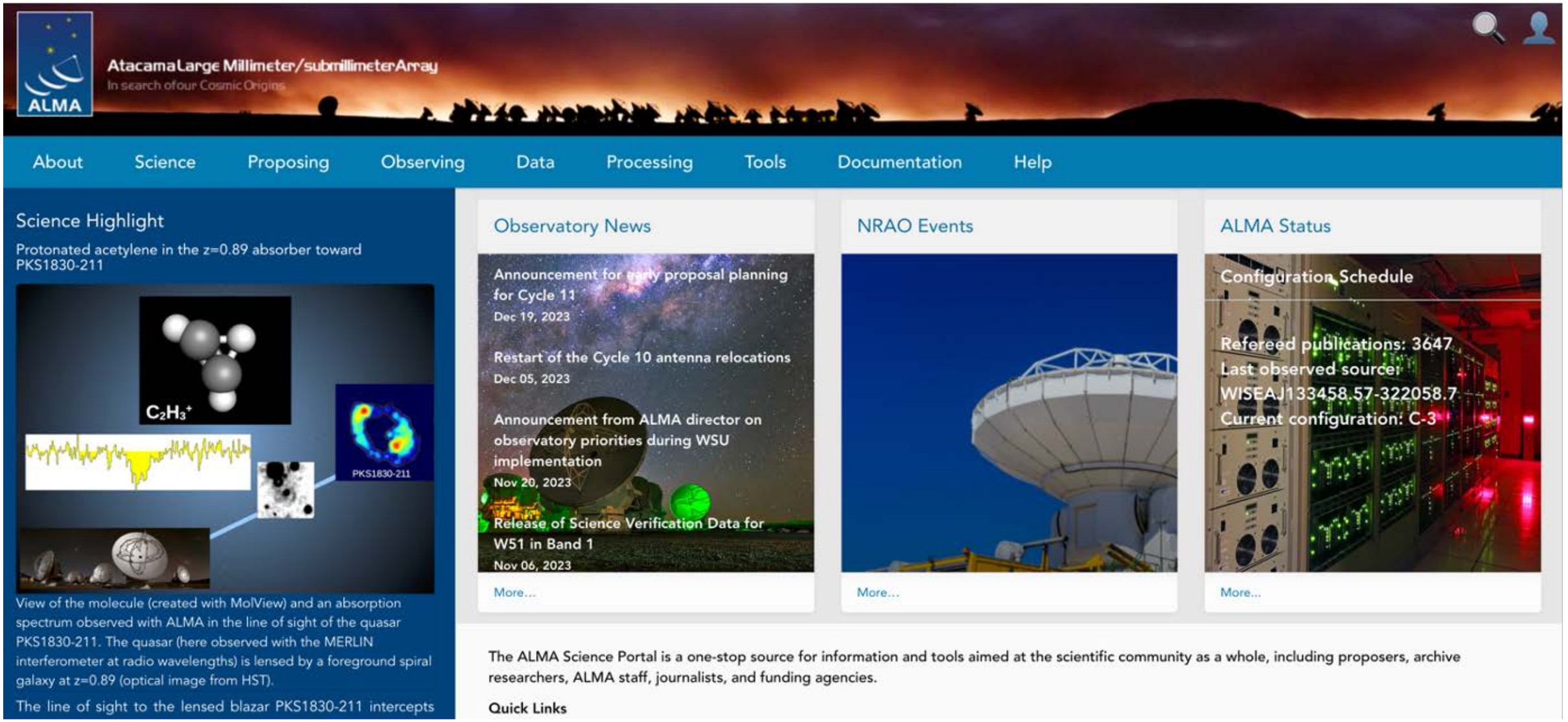
- Call open: 20th March
- Deadline: 24th April
- Results out: July/August
- Observations start: 1st October
- Configuration timeline →

Start Date	Configuration
1-Oct-2025	C-8
20-Oct-2025	C-7
10-Nov-2025	C-6
1-Dec-2025	C-5
20-Dec-2025	C-4
10-Jan-2026	C-3
1-Feb-2026	No observations due to maintenance
1-Mar-2026	C-1
26-Mar-2026	C-2
20-Apr-2026	C-3
10-May-2026	C-4
31-May-2026	C-5
23-Jun-2026	C-6
28-Jul-2026	C-5
18-Aug-2026	C-4
10-Sep-2026	C-3

User Portal and user account

PA
QA2

www.almascience.org



User Portal and user account

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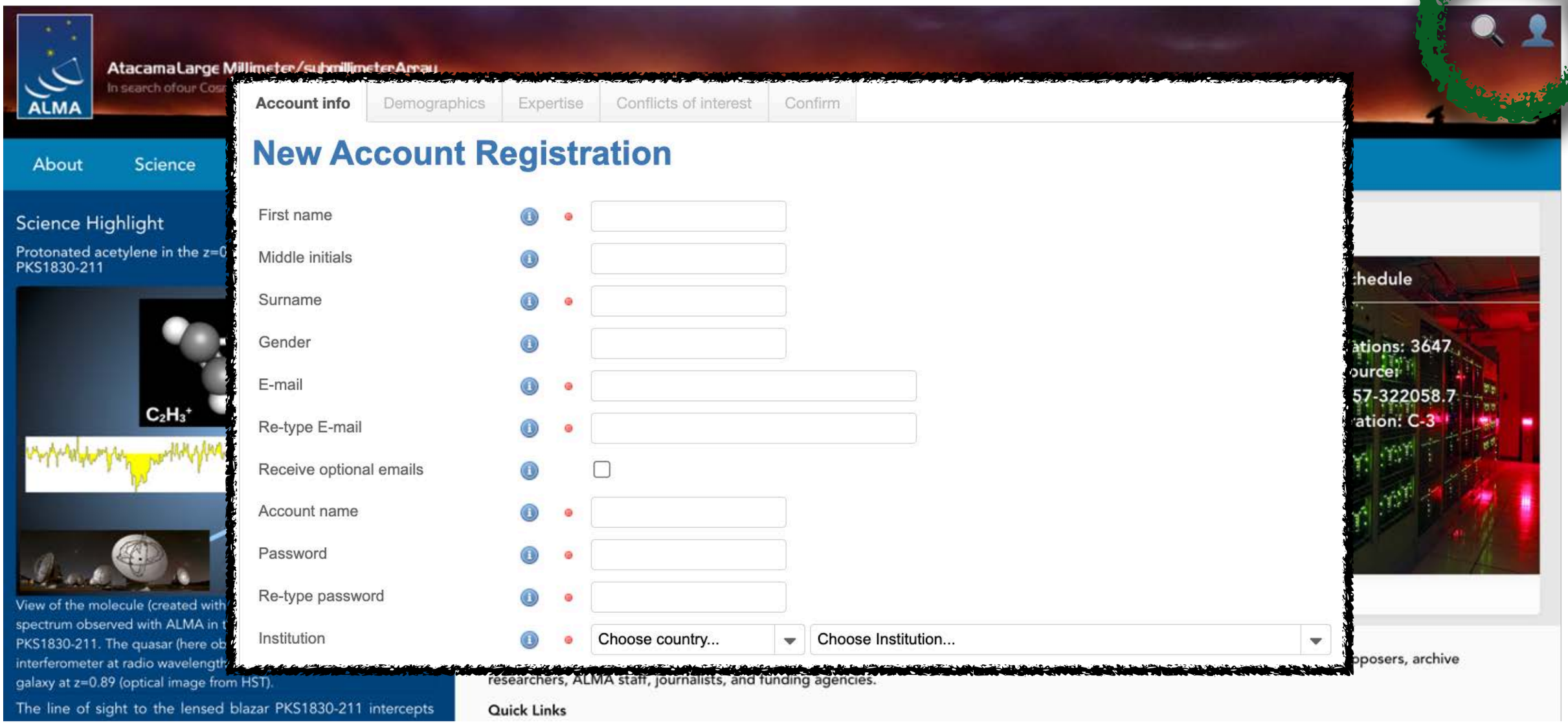

- Documentation
  - Proposer's Guide
  - ALMA Technical Book
  - ALMA Science Primer

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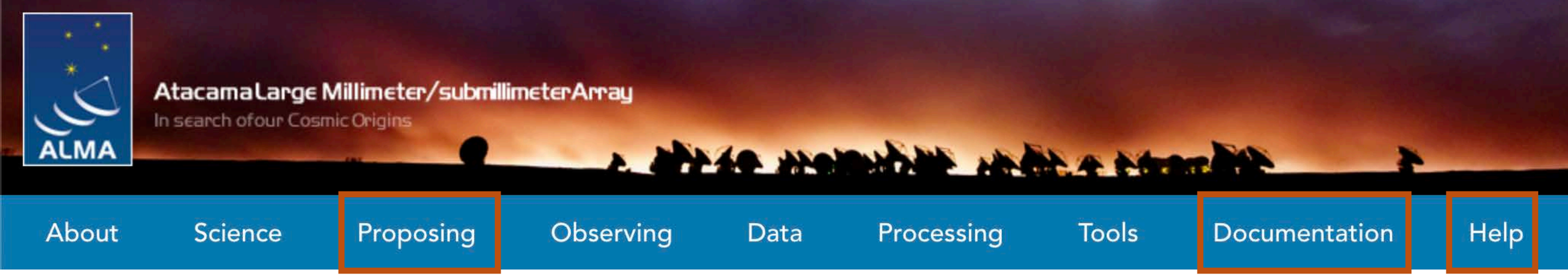
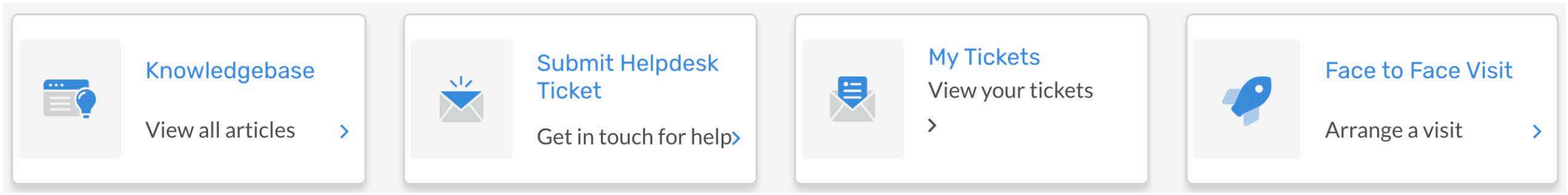
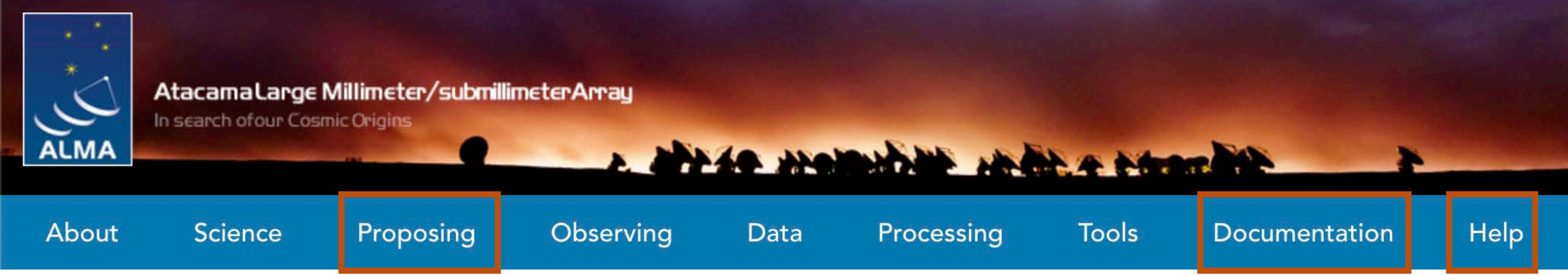


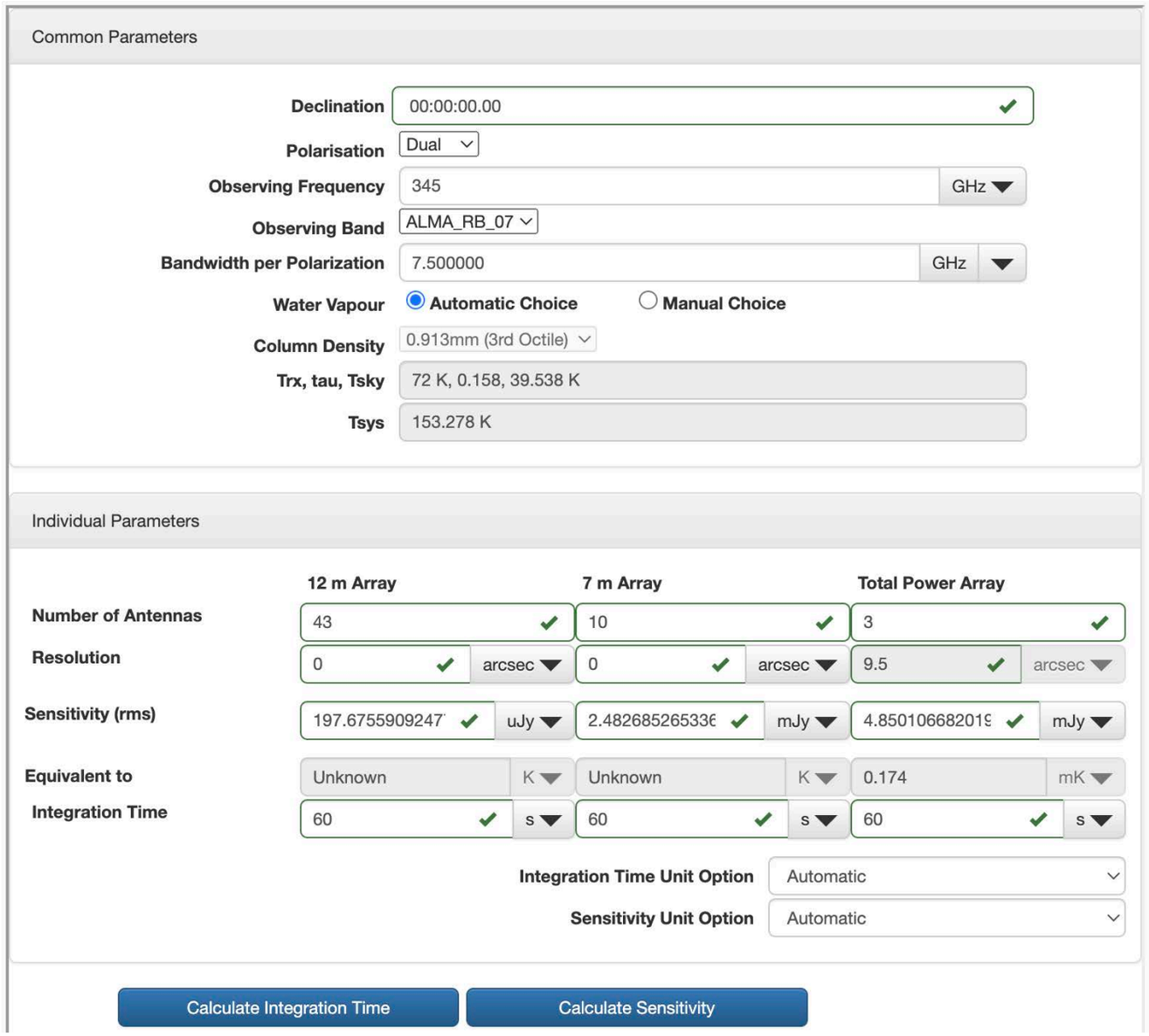
- Documentation
  - Proposer's Guide
  - ALMA Technical Book
  - ALMA Science Primer
  - Known issues (this link when call is open)
  - Knowledge base / FAQs
  - Helpdesk



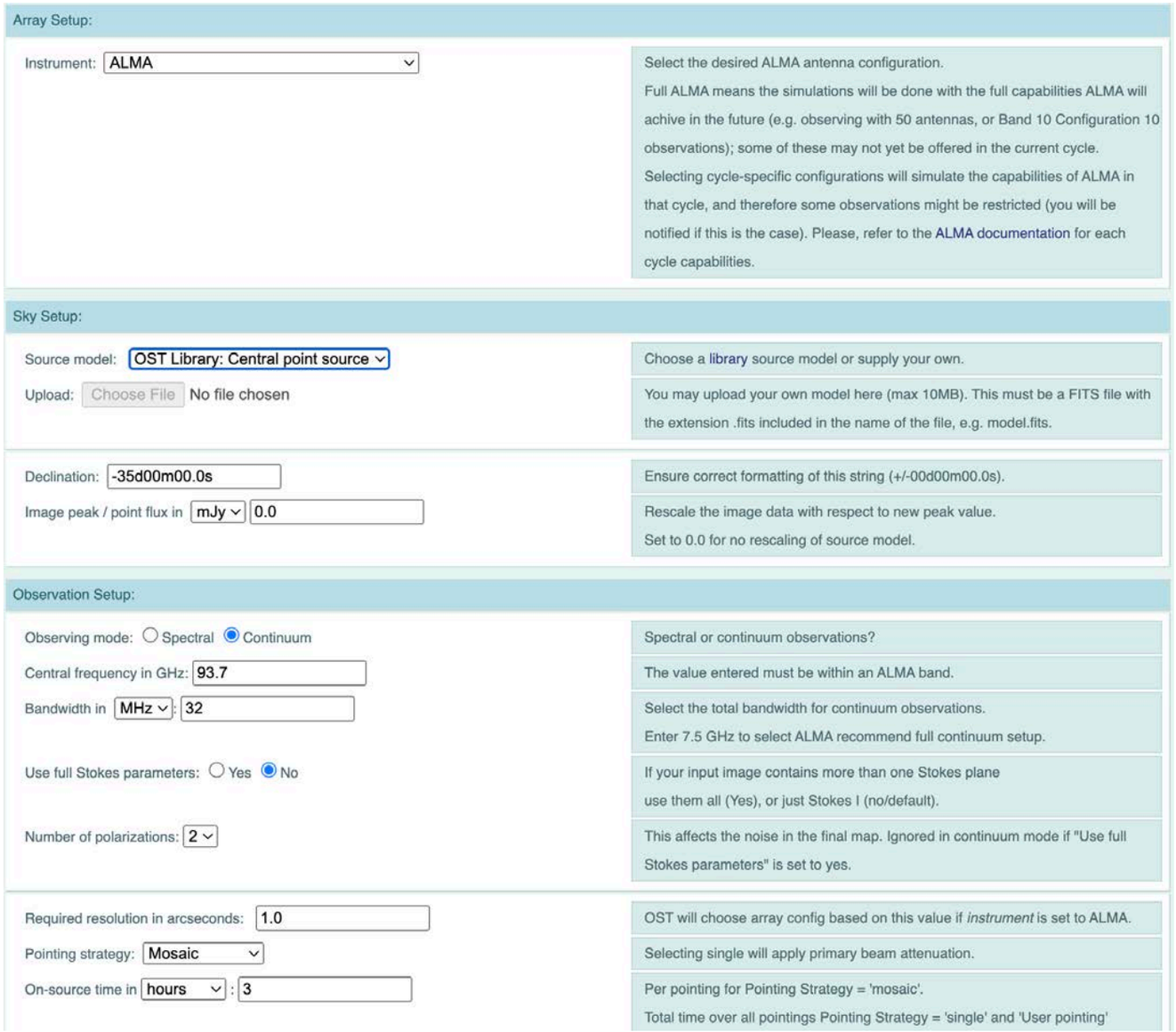


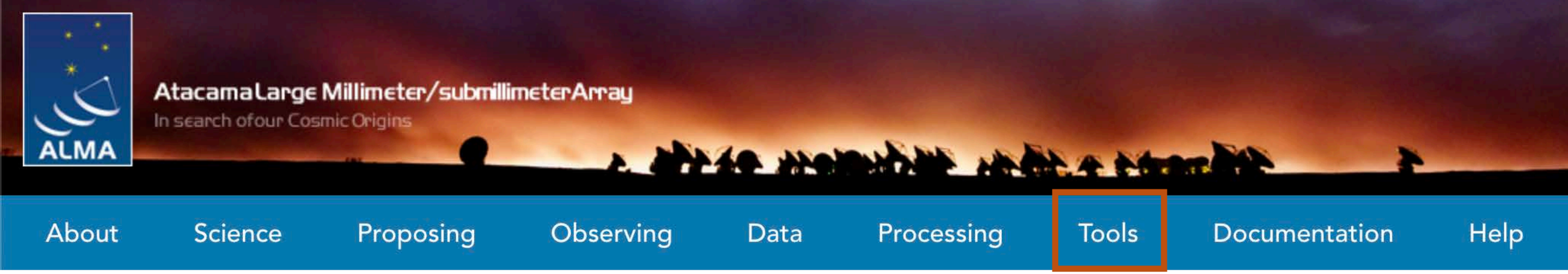
- Documentation
  - Proposer's Guide
  - ALMA Technical Book
  - ALMA Science Primer
  - Known issues (this link when call is open)
  - Knowledge base / FAQs
  - Helpdesk
- Videos
  - ALMA Primer Instructional Videos
  - I-TRAIN

- ALMA Observing Tool (Edwige presentation)
- Sensitivity calculator



- ALMA Observing Tool (Edwige presentation)
- Sensitivity calculator
- Observation Support Tool





- ALMA Observing Tool (Edwige presentation)
- Sensitivity calculator
- Observation Support Tool
- Splatalogue
- Solar ephemeris
- Multiple other tools developed by the EU ARC nodes
- CASA and simulation tasks

Proposal Types

PA
QA2

Proposal Type

- Regular
- Large Program
- Target Of Opportunity
- Phased Array
- VLBI

Joint Proposals

Is this a Joint Proposal? Yes No

Type of Joint Proposal Main Partner

Observatory	Project Code	Requested Time

VLA, VLT, JWST

Add Partner Observatory | Remove Partner Observatory

Gergö's presentation

Scientific Justification

PA
QA2

- Must be:
  - 4 pages (7 for Large Programs) PDF document (20MB max file size).
  - 12+ font written in English (OT will check the font size).
    This includes figure captions, tables and references!
  - Prepared in accordance with the dual-anonymous guidelines.
- Should:
  - Be written for a knowledgeable, but broad audience.
  - Provide a clear statement of the immediate scientific goals.
  - Demonstrate the suitability of the observations to achieve the scientific goals.
- May:
  - Embed tables and figures within the text.
  - Briefly justify the requested sensitivity and angular resolution and refer to the Technical Justification for a full justification.
  - Include simulations to justify aspects of an observation.

Proposal lifecycle

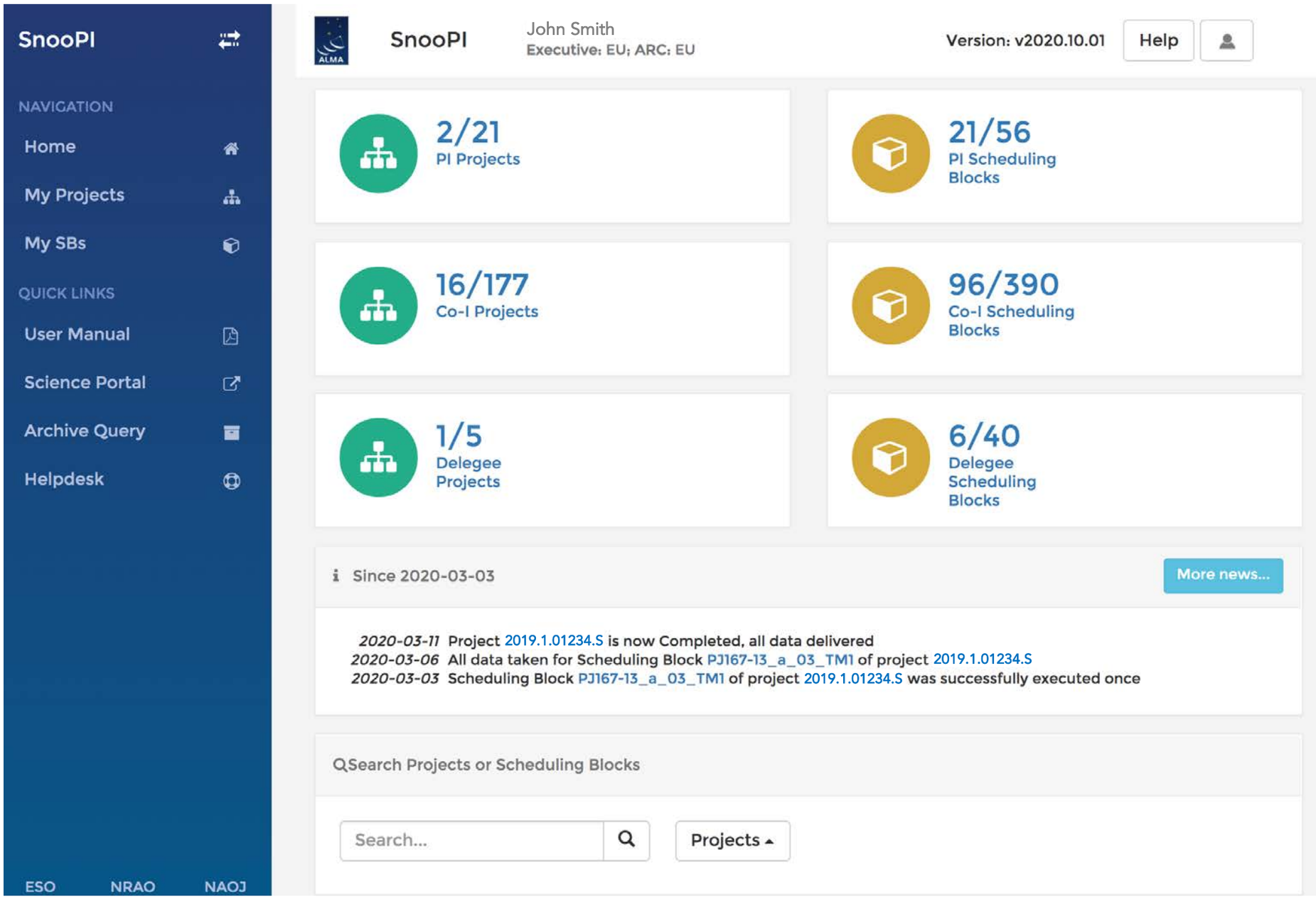
PA
QA2

1. Submission (via OT; see Edwige presentation)
2. Review (Evanthia presentation)
3. Life and Proprietary Time (Regular vs LPs vs DDT vs JPs)
    1. Regular:
        1. grade-A/LPs: 2 cycles, 1yr Proprietary Time
        2. B/C: 1 cyc, 1yr Proprietary Time
    2. DDTs: 2 cycles, no Proprietary Time (unless justified)
    3. JPs (as partner): 2 cycles, 1yr Proprietary Time

Proposal lifecycle

PA
QA2

SnooPI (manual) and proposal structure



Proposal lifecycle

PA
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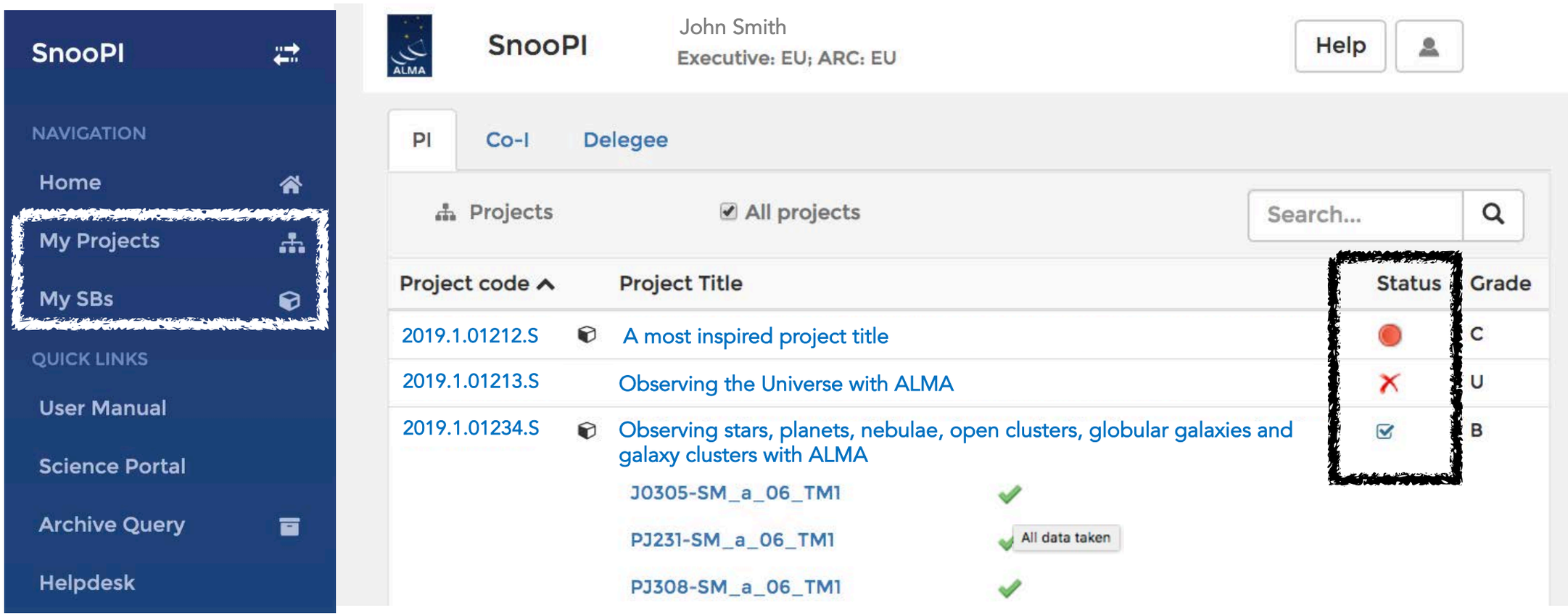
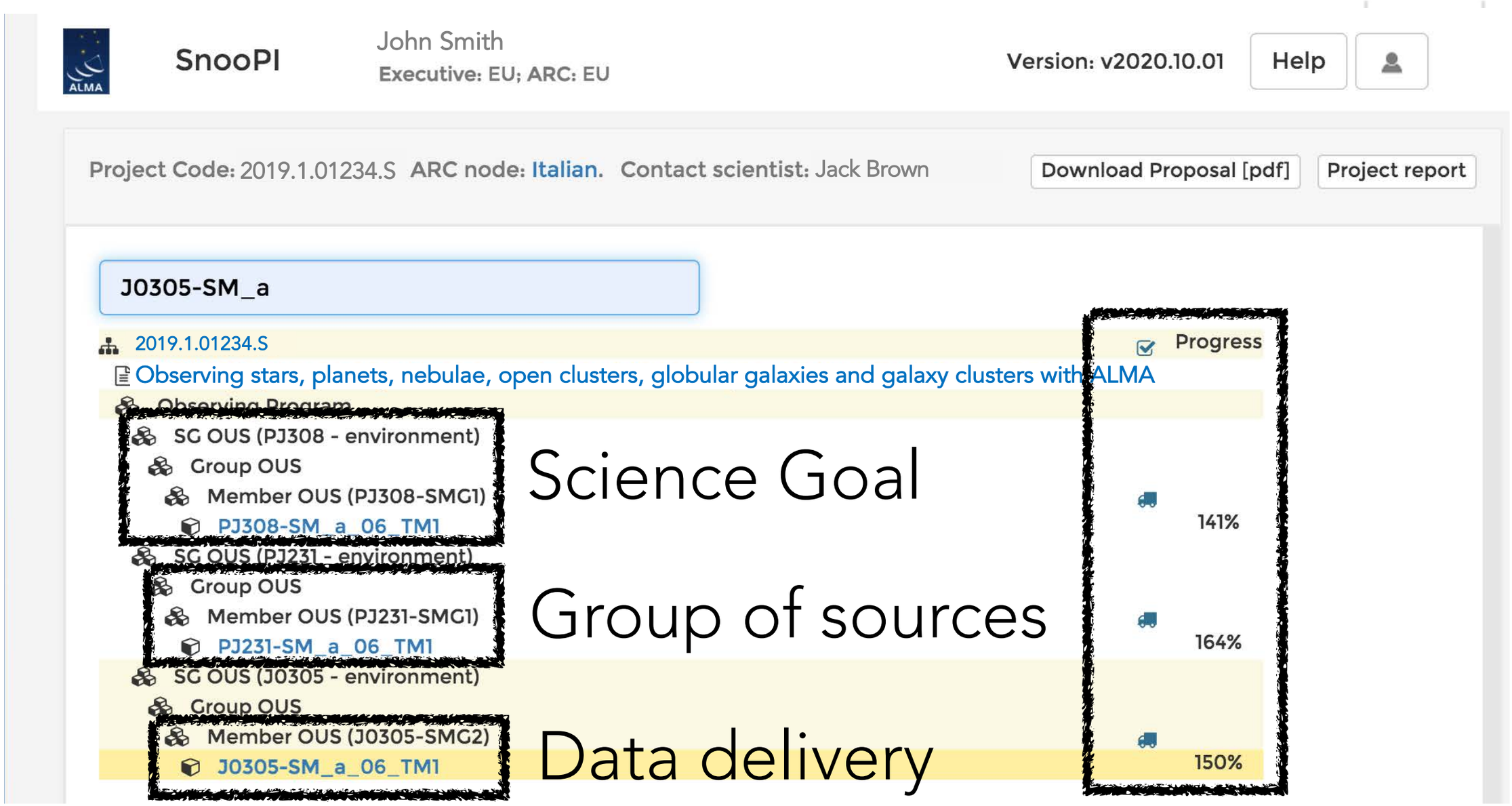


- a white “thumbs up” symbols marks a project that has been submitted (Phase 1);
- a red cross marks a project rejected at the proposal review stage (after the results of the proposal review become public). Such projects only appear in the list if “All projects” is selected;
- an asterisk indicates an approved project (priority grades A, B or C) for which the Phase 2 material has not yet been submitted;
- A light blue “thumbs up” symbol indicated that the Phase 2 material has been submitted, but the SBs have not been generated yet;

Proposal lifecycle

PA QA2

SnooPI (manual) and proposal structure



Resubmissions

1. Even grade A projects may not finish within a single cycle
2. ALMA checks for duplications and resubmissions
3. Consider resubmitting if nothing happened until March
4. Project will continue in previous project version if observations have started already (per SG approach)
5. Prior to cycle start, you will be contacted by the contact scientist to confirm resubmission or justify against
6. Newly added sources will be “transferred” to independent SGs
7. Project will have its grade updated accordingly

Note: check against duplications in the archive and the observing queue by following instructions/tools in this link.