

Proposal Preparation and Project life-cycle



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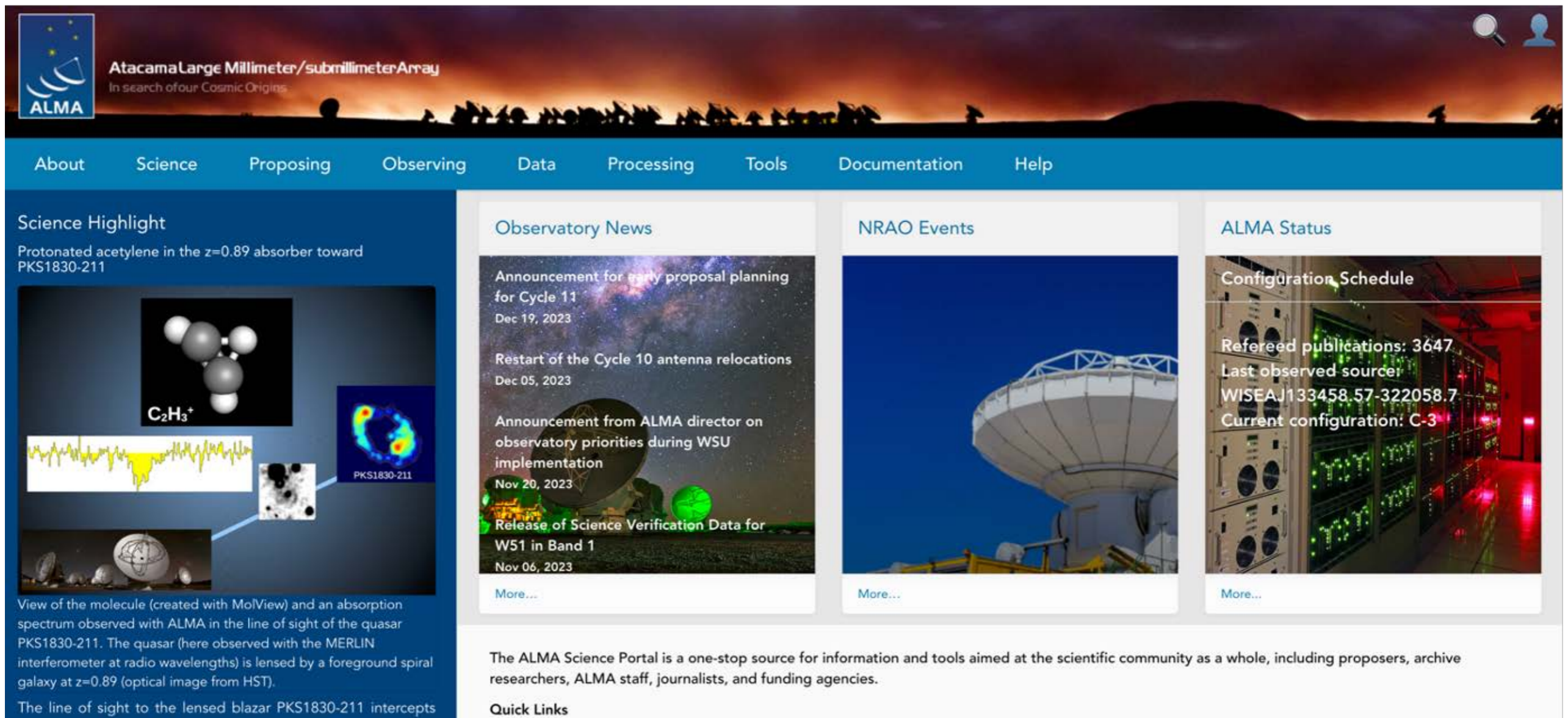
- Cycle 12 timeline
- User Portal and user account
- Documentation
- Tools
- Proposal Types
- Scientific Justification
- Proposal lifecycle

Cycle 12 timeline

- 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

www.almascience.org

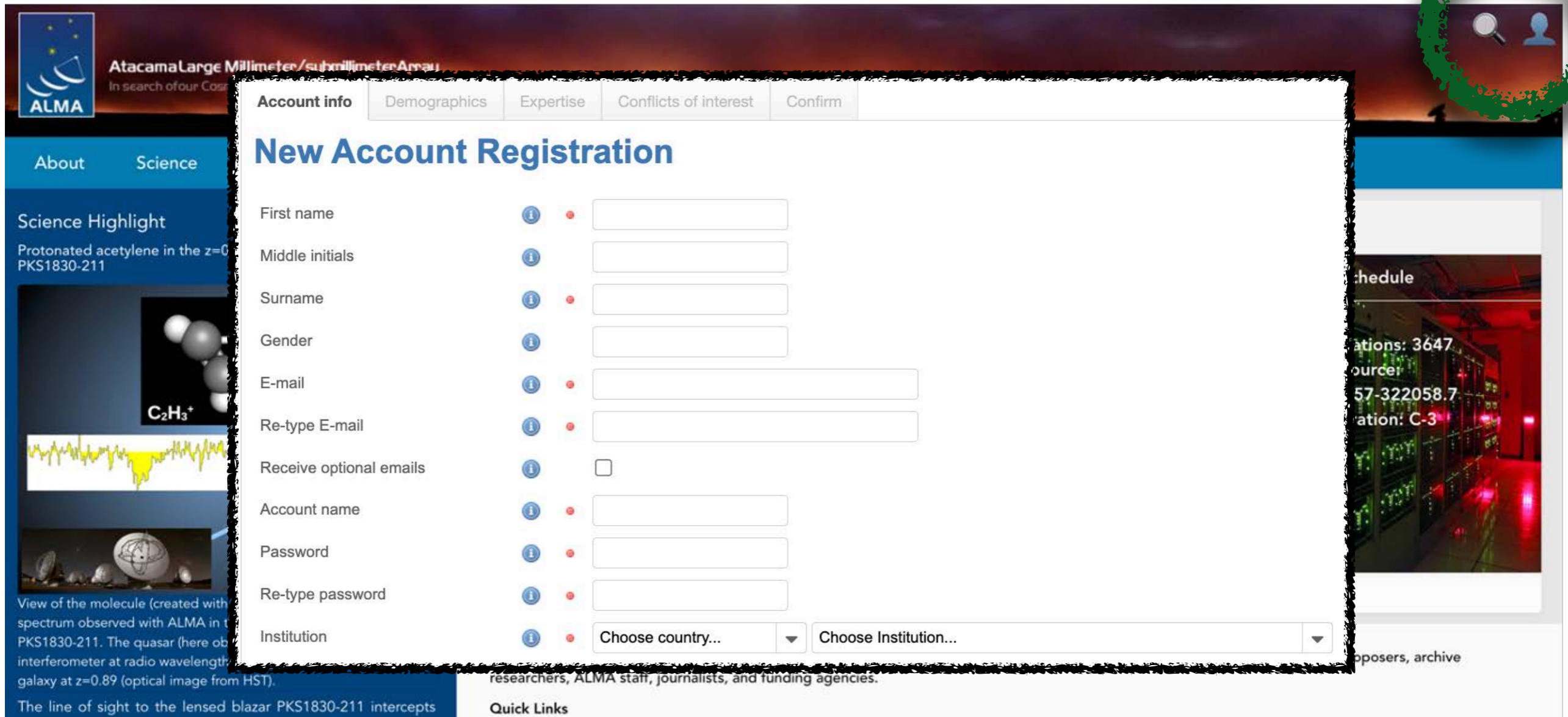


The screenshot shows the ALMA Science Portal website. At the top left is the ALMA logo and the text "Atacama Large Millimeter/submillimeter Array In search of our Cosmic Origins". A navigation bar contains links for About, Science, Proposing, Observing, Data, Processing, Tools, Documentation, and Help. The main content area is divided into three columns:

- Science Highlight:** Features a molecular model of $C_2H_3^+$, an absorption spectrum, and an optical image of the quasar PKS1830-211. Text: "Protonated acetylene in the $z=0.89$ absorber toward PKS1830-211".
- Observatory News:** Lists recent events:
 - Announcement for early proposal planning for Cycle 11 (Dec 19, 2023)
 - Restart of the Cycle 10 antenna relocations (Dec 05, 2023)
 - Announcement from ALMA director on observatory priorities during WSU implementation (Nov 20, 2023)
 - Release of Science Verification Data for W51 in Band 1 (Nov 06, 2023)
- NRAO Events:** Shows a large radio telescope dish.
- ALMA Status:** Displays server racks and provides key statistics:
 - Configuration Schedule
 - Refereed publications: 3647
 - Last observed source: WISEAJ133458.57-322058.7
 - Current configuration: C-3

At the bottom, a paragraph states: "The ALMA Science Portal is a one-stop source for information and tools aimed at the scientific community as a whole, including proposers, archive researchers, ALMA staff, journalists, and funding agencies." Below this is a "Quick Links" section.

www.almascience.org



Atacama Large Millimeter/submillimeter Array
In search of our Cosmos

Account info | Demographics | Expertise | Conflicts of interest | Confirm

New Account Registration

First name

Middle initials

Surname

Gender

E-mail

Re-type E-mail

Receive optional emails

Account name

Password

Re-type password

Institution Choose country... Choose Institution...

Science Highlight
Protonated acetylene in the z=0 quasar PKS1830-211
C2H3+
View of the molecule (created with spectrum observed with ALMA in the quasar PKS1830-211. The quasar (here observed with the interferometer at radio wavelength) is a galaxy at z=0.89 (optical image from HST).
The line of sight to the lensed blazar PKS1830-211 intercepts

Search icon

Observations: 3647
Source: J2000.0: 15h 57m 32.20587s
RA: 15h 57m 32.20587s
Declination: C-3

Proposers, archive

researchers, ALMA staff, journalists, and funding agencies.





Quick Links



- 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

 <p>Knowledgebase View all articles ></p>	 <p>Submit Helpdesk Ticket Get in touch for help></p>	 <p>My Tickets View your tickets ></p>	 <p>Face to Face Visit Arrange a visit ></p>
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- Documentation
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 - Known issues (this link when call is open)
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 - Helpdesk
- Videos
 - ALMA Primer Instructional Videos
 - I-TRAIN

- ALMA Observing Tool (Edwige presentation)
- Sensitivity calculator

Common Parameters

Declination: 00:00:00.00 ✓

Polarisation: Dual ▾

Observing Frequency: 345 GHz ▾

Observing Band: ALMA_RB_07 ▾

Bandwidth per Polarization: 7.500000 GHz ▾

Water Vapour: Automatic Choice Manual Choice

Column Density: 0.913mm (3rd Octile) ▾

Trx, tau, Tsky: 72 K, 0.158, 39.538 K

Tsys: 153.278 K

Individual Parameters

	12 m Array	7 m Array	Total Power Array
Number of Antennas	43 ✓	10 ✓	3 ✓
Resolution	0 ✓ arcsec ▾	0 ✓ arcsec ▾	9.5 ✓ arcsec ▾
Sensitivity (rms)	197.6755909247 ✓ uJy ▾	2.482685265336 ✓ mJy ▾	4.850106682019 ✓ mJy ▾
Equivalent to	Unknown K ▾	Unknown K ▾	0.174 mK ▾
Integration Time	60 ✓ s ▾	60 ✓ s ▾	60 ✓ s ▾

Integration Time Unit Option: Automatic ▾

Sensitivity Unit Option: Automatic ▾

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

Array Setup:

Instrument:

Select the desired ALMA antenna configuration.
Full ALMA means the simulations will be done with the full capabilities ALMA will achieve in the future (e.g. observing with 50 antennas, or Band 10 Configuration 10 observations); some of these may not yet be offered in the current cycle.
Selecting cycle-specific configurations will simulate the capabilities of ALMA in that cycle, and therefore some observations might be restricted (you will be notified if this is the case). Please, refer to the ALMA documentation for each cycle capabilities.

Sky Setup:

Source model:

Upload: No file chosen

Choose a library source model or supply your own.
You may upload your own model here (max 10MB). This must be a FITS file with the extension .fits included in the name of the file, e.g. model.fits.

Declination:

Image peak / point flux in

Ensure correct formatting of this string (+/-00d00m00.0s).
Rescale the image data with respect to new peak value.
Set to 0.0 for no rescaling of source model.

Observation Setup:

Observing mode: Spectral Continuum

Central frequency in GHz:

Bandwidth in

Use full Stokes parameters: Yes No

Number of polarizations:

Spectral or continuum observations?
The value entered must be within an ALMA band.
Select the total bandwidth for continuum observations.
Enter 7.5 GHz to select ALMA recommend full continuum setup.
If your input image contains more than one Stokes plane use them all (Yes), or just Stokes I (no/default).
This affects the noise in the final map. Ignored in continuum mode if "Use full Stokes parameters" is set to yes.

Required resolution in arcseconds:

Pointing strategy:

On-source time in

OST will choose array config based on this value if *instrument* is set to ALMA.
Selecting single will apply primary beam attenuation.
Per pointing for Pointing Strategy = 'mosaic'.
Total time over all pointings Pointing Strategy = 'single' and 'User pointing'



- 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

Proposal Type

Regular Target Of Opportunity VLBI

Large Program Phased Array

Joint Proposals

Is this a Joint Proposal? Yes No

Type of Joint Proposal Main Partner

Observatory	Project Code	Requested Time
VLA, VLT, JWST		

Gergö's presentation

- 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.

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

SnooPI (manual) and proposal structure

The screenshot displays the SnooPI web interface. At the top, it shows the user 'John Smith' with roles 'Executive: EU; ARC: EU' and the version 'v2020.10.01'. A navigation sidebar on the left includes sections for 'NAVIGATION' (Home, My Projects, My SBs) and 'QUICK LINKS' (User Manual, Science Portal, Archive Query, Helpdesk). The main content area features six summary cards:

- 2/21 PI Projects
- 21/56 PI Scheduling Blocks
- 16/177 Co-I Projects
- 96/390 Co-I Scheduling Blocks
- 1/5 Delegee Projects
- 6/40 Delegee Scheduling Blocks

Below these cards is a news section titled 'Since 2020-03-03' with a 'More news...' button. The news items are:

- 2020-03-11 Project 2019.1.01234.S is now Completed, all data delivered
- 2020-03-06 All data taken for Scheduling Block PJ167-13_a_03_TM1 of project 2019.1.01234.S
- 2020-03-03 Scheduling Block PJ167-13_a_03_TM1 of project 2019.1.01234.S was successfully executed once

At the bottom, there is a search bar labeled 'QSearch Projects or Scheduling Blocks' with a search input field, a search icon, and a dropdown menu currently set to 'Projects'.

SnooPI (manual) and proposal structure

The screenshot shows the SnooPI web interface for user John Smith. The left sidebar contains navigation options: Home, My Projects (highlighted with a white dashed box), My SBs, User Manual, Science Portal, Archive Query, and Helpdesk. The main content area displays a list of projects under the 'PI' tab. The table below summarizes the visible project data:

Project code	Project Title	Status	Grade
2019.1.01212.S	A most inspired project title	Red circle	C
2019.1.01213.S	Observing the Universe with ALMA	Red cross	U
2019.1.01234.S	Observing stars, planets, nebulae, open clusters, globular galaxies and galaxy clusters with ALMA	White thumbs up	B
J0305-SM_a_06_TM1		Green checkmark	
PJ231-SM_a_06_TM1		Green checkmark	
PJ308-SM_a_06_TM1		Green checkmark	

The 'Status' column is highlighted with a black dashed box. A 'Search...' input field is located at the top right of the project list.

- 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;

SnooPI (manual) and proposal structure

The screenshot shows the SnooPI web interface for a proposal. At the top, it displays the ALMA logo, the name 'SnooPI', the user 'John Smith', and the version 'v2020.10.01'. Below this, project details include 'Project Code: 2019.1.01234.S', 'ARC node: Italian', and 'Contact scientist: Jack Brown'. There are buttons for 'Download Proposal [pdf]' and 'Project report'. The main content area shows a tree structure of the proposal:

- J0305-SM_a (selected)
- 2019.1.01234.S
 - Observing stars, planets, nebulae, open clusters, globular galaxies and galaxy clusters with ALMA
 - Observing Program
 - SG OUS (PJ308 - environment)
 - Group OUS
 - Member OUS (PJ308-SMG1)
 - PJ308-SM_a_06_TM1
 - SG OUS (PJ231 - environment)
 - Group OUS
 - Member OUS (PJ231-SMG1)
 - PJ231-SM_a_06_TM1
 - SG OUS (J0305 - environment)
 - Group OUS
 - Member OUS (J0305-SMG2)
 - J0305-SM_a_06_TM1

On the right side, a progress bar shows the status of data delivery for each level:

Level	Progress
Progress (checkbox)	
Member OUS (PJ308-SMG1)	141%
Member OUS (PJ231-SMG1)	164%
Member OUS (J0305-SMG2)	150%

Hand-drawn boxes highlight the 'Science Goal' (SG OUS), 'Group of sources' (Group OUS), and 'Data delivery' (Member OUS) levels in the tree structure.

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.](#)