INSTRUCTIONS FOR PREPARING A STANDARD PROPOSAL IN THE NOIRLAB TAS
Send questions to proposal-help@noirlab.edu

These proposal instructions are for observing programs at all ground-based facilities coordinated by the NSF's NOIRLab EXCEPT for US Gemini Telescopes. Although reviewed through the NOIRLab TAC, proposals for US Gemini time must be submitted via the Gemini Phase I Tool (PIT). Go to https://www.gemini.edu/observing/phase-i/pit pages to enter your Gemini proposal.

The time allocation main page, at https://time-allocation.noirlab.edu/#/ offers three options: (i) Create a proposal; (ii) Go directly to your dashboard to administer already created proposals or (iii) Access for TAC panel members. Here we show how to create a proposal.
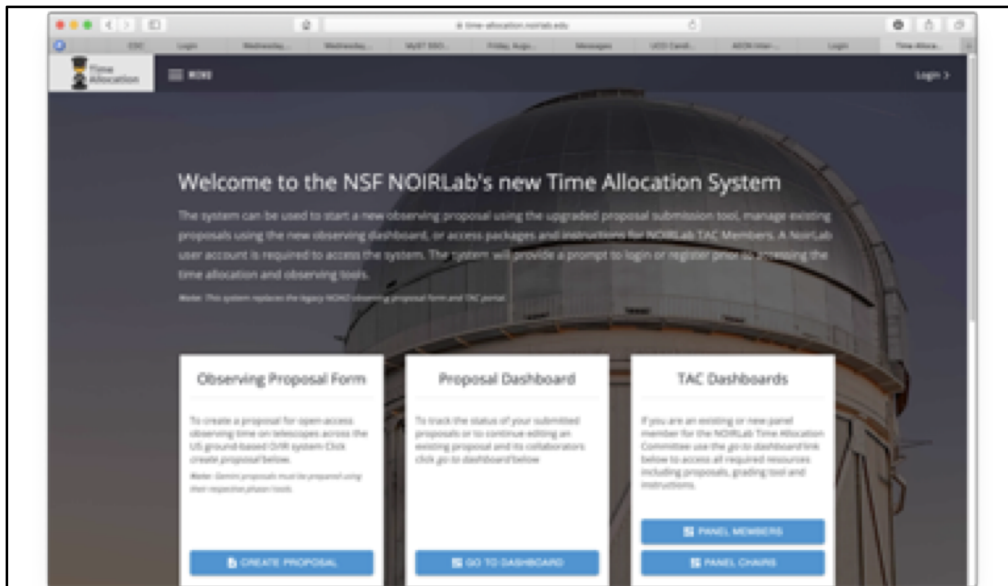
A login is required to enter the system. Click create proposal and you will be routed to the login page. If you have used the NOAO archive in the past, you use the email identification linked to previous programs. If you do not have a login, you can request one by clicking in "Signup" at the top left. This will take you to the CSDC Single Sign On (SSO) page. Follow the instructions to sign up. Additional instructions for SSO can be found at https://sso.csdc.noirlab.edu/info/.


After login in, you will be directed to a proposal form. Select your TAC (most will select NOIRLab) and the type of proposal you want to work on (e.g. Standard or Survey with the semester date) . Given the response to the earlier selections, the appropriate options will be displayed.
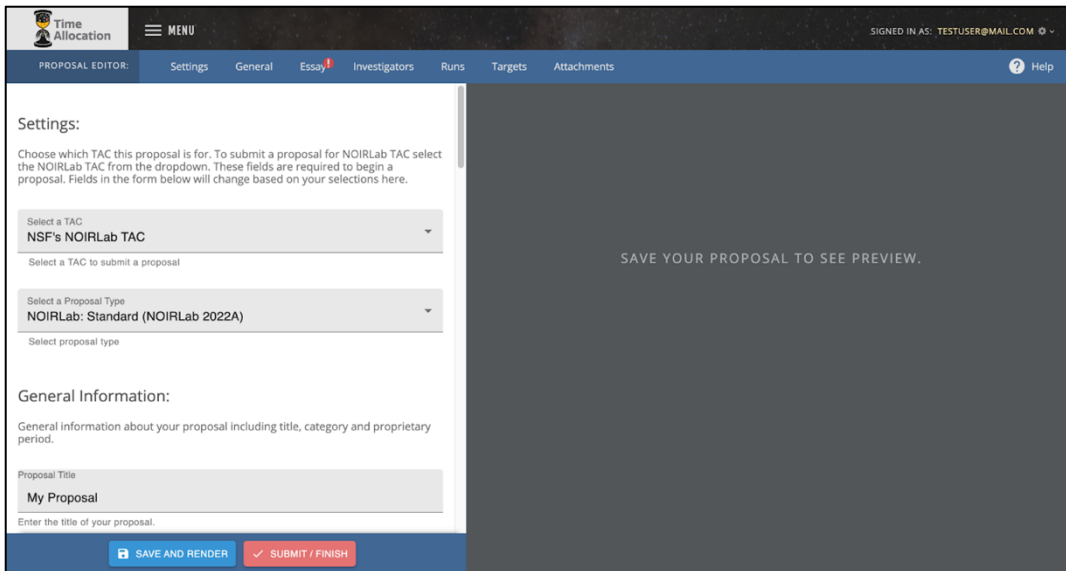
Fill in the required fields as indicated. Note that as you save, your proposal will not render until you have filled in all **required** fields.

Here we highlight some new features of a few key proposal fields:
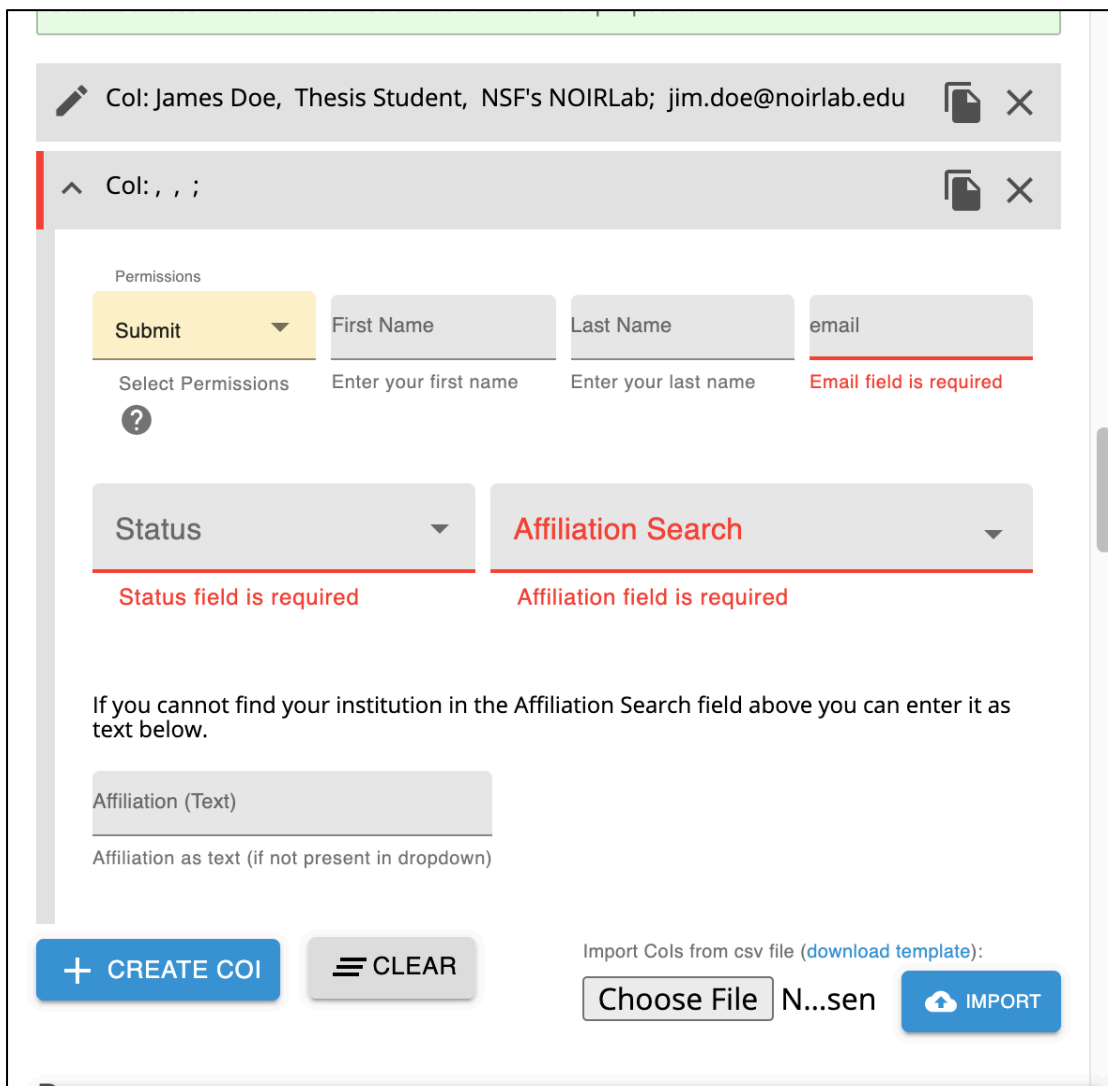
Co-I names can be added one by one one or by loading a file with the required format. A template with the correct format is available under "download template". For each Co-I, you have the option to assign permissions of increasing access - read, write or submit - to tailor their proposal access. Note that you must use the same email address as used for the Co-I's SSO login for them to have access to the proposal through this site. The default option is read only.

2

After each section, you can save your work, which will allow you to see if there are any fields where required information has not been provided (in red). Although co-I information should be included, these names will not appear to reviewers.

The technical description must include filter(s) and the target's RA, DEC range in hours and degrees. (Note that no space is allowed after the RA and DEC, i.e. end RA= '01 ' will give an error).

Scheduling constraints

4 Characters Used (limit 500)

Scheduling constraints or non-usable dates for all runs may be entered here. ?

Targets:

Enter the targets for each run. Targets are required for any queue or service runs. Target tables are optional for all other runs.

Note: Targets are automatically sorted in ascending order by reference id and object name.

Note: When using the import feature, import file should be in CSV format with headers matching the following order
id,objectName,ra,dec,epoch,magnitude,filter,exposureTimeSeconds, numberOfExposures,dfnm,skyCondition,seeing,comment

Note: Object Name, ra, dec are the only required fields but all headers are required in the first row of the CSV file (when importing).

⌃ 0 Targets for Run 1 - (CT-1.5m: CHIRON - ObsMode: SVC - 2.00 Nights in 2022A)

+ NEW TARGET   Import Targets from csv file (download template):

Choose File N...sen   ☁ IMPORT

Next you can add targets. Again, this can be done one target at a time (+ new target) or by uploading a file (Choose File, Import) for which an example template is provided. (download template).

Finally, you must attach the essay sections of the proposal. These sections must all be anonymous. See the TAC webpages for instructions on how to anonymize your proposal. These sections must now be uploaded in a .pdf format (2MB file size limit). We offer TEX and example templates, with the proper format, that can be used to create the required .pdf file.

The formats can be found in the Attachment section for use with overleaf, Microsoft Word (.docx) or standalone Latex files in a zip file. Please note the page requirements for each section AND the required font sizes.

Proposals that do not meet these requirements will be disqualified.

Attachments:

Upload a PDF attachment to be included with your proposal. Your PDF attachment should contain the fields below. You can find attachment templates here which can be copied to your own projects: Document, Overleaf (LaTex), ZIP (LaTex)

Finally, you must also upload a Team Information page (see template) as an attachment. The Team Information may be used as part of the second stage of review. The page should include any relevant team background and information about resources and previous observing time on NOIRlab facilities. This page should not simply be a list of co-Is.

Additional fields may be required when submitting the proposal that may not have been required when saving changes to the proposal. Missing or invalid fields will be highlighted in red. Review of the proposal can be done immediately in the Preview window. Once the proposal is complete, it can be submitted with the SUBMIT button.

Once submitted, you will then be directed to your Dashboard, where all proposals associated with your email address will appear. Note that this is only true for proposals submitted through this time allocation system (TAS) and does not include Gemini PIT proposals.

An added feature is that you can recall proposals that have been submitted, up until the TAC submission deadline, if you need to make modifications. Submitted proposals do not include the edit button (pen icon) as a 'proposal action'. You must first recall (curved arrow) a submitted proposal to resume editing. The proposal owner and any Investigator with submit permissions can recall a proposal. **Be sure that if you recall a proposal, you remember to RESUBMIT it BEFORE the proposal submission deadline.   Only submitted proposals received by the deadline will be considered by the TAC review panels.**