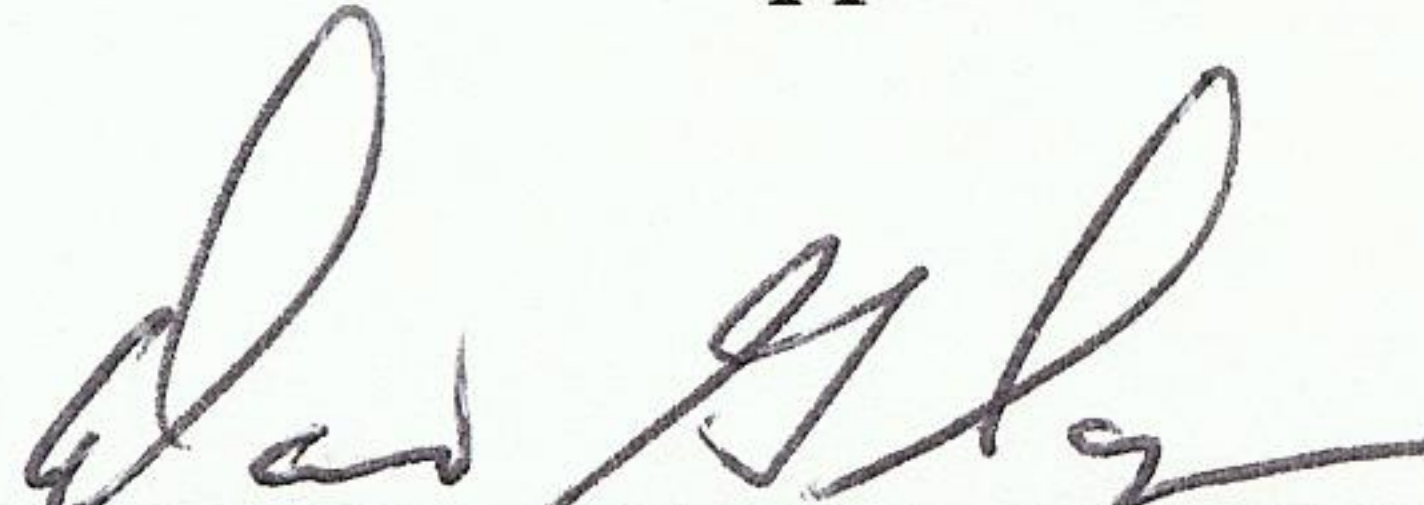
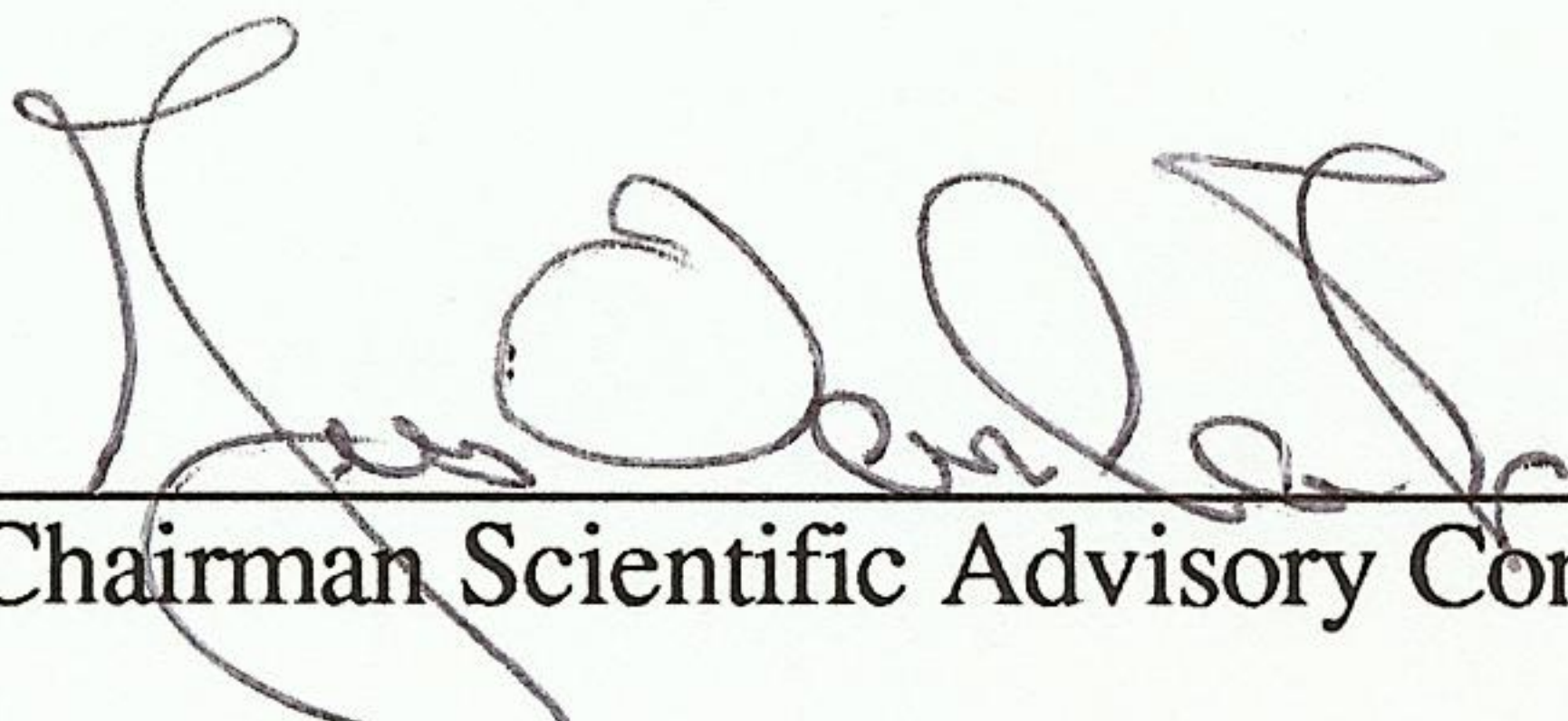



Title: WIYN Resource Allocation Policy

Document Number: WODC 00-03

Reviewed and Approved:

 /David Sawyer 9-29-95  
Site Manager Date

 /Gus Oemler 9/29/95  
Chairman Scientific Advisory Committee Date

 /Blair Savage 9/29/95  
President WIYN Board Date

From time to time the WIYN institutions will request the dedicated use of WIYN resources and service beyond what is provided for normal operations. Examples of this type of request include:

- a. Storage of non-facility instruments.
- b. Assignment of control system resources such as computer ports, disk space, etc.
- c. Dedicated use of other WIYN equipment.
- d. Use of the observer's office, instrument lab, spectrograph lab, WIYN house, and downtown office space that go beyond access provided as part of normal operation.
- e. Labor to be provided by WIYN that goes beyond the support of normal operations. Example: routine service of non-facility instrumentation including mounting and check-out on the telescope.

The following proposal outlines a procedure for requesting and allocating resources. It is difficult to predict a priori which resources will be in shortest supply and establish a procedure that best manages those resources. Procedures established now may be revised once the observatory has been in operation for some period of time. Programs that require a significant allocation of WIYN resources such as the development of new instruments, observing modes, and telescope time allocation will require a higher level of scientific review and approval and are appropriately handled on a per-case basis by the SAC.

Proposed Resource Allocation Procedure:

A request for WIYN resources should come in the form of a proposal sent to the Site Manager stating:

- (a) Name and affiliation of the principal investigator.
- (b) Description of the project/request. For larger projects a scientific justification may be required by the SAC.
- (c) WIYN equipment, personnel and services required including anticipated maintenance and service requirements.
- (d) Schedule with start and termination dates and intermediate milestones if appropriate.
- (e) Support and other resources that will be provided by the proposer.
- (f) Other considerations. Example: benefits to the rest of the Observatory. The proposal should state whether the project as described is part of a larger program that will require additional observatory support.

The Site Manager has the authority to determine what activities are covered by "normal operation" and approve proposals without consulting the SAC that, in his judgment, have a low impact on the Observatory and are short term in nature. It is the responsibility of observers to contact the Site Manager whenever there is a question of whether requested resources are provided as part of "normal operation". Requests for resources that do not

meet this standard require a proposal. The Site Manager has the authority to withhold resources that go beyond those supplied under "normal operations" and have not been approved by this procedure.

Proposals need to be submitted long enough in advance to allow a reasonable amount of time for review. Insufficient lead time is a valid reason for denying a proposal.

Requests that, in the Site Manager's judgment, require a significant or long-term allocation of resources will be reviewed by the Site Manager for impact and forwarded along with his recommendation to the SAC for review and approval.