## The CfA Web-Based Telescope Time Proposal System

http://tdc-www.harvard.edu/cfaprop/index.html 🧓 CfA OlR Observing Proposal... 🗴 🏻 🔞 CfA Telescope Observing Pr... 🗴 Observing Proposals For VISICAL OBSERVATORY FLWO 1.2-meter and FLWO 1.5-meter Reflectors for MMT/FLWO January - April 2013 Data Center MMT 6.5-meter and Magellan 6.5-meter Reflectors Noon, Tuesday, October 11, 2011 New User | Click here if you are a new user | Forgot Password | Click here if you forgot your password | Help | Click here for online help Click on the Continue button to see the observing time application form. To apply for CfA time on these telescopes, the Harvard-Smithsonian Center for Astrophysics must be your primary affiliation and you must be resident at a CfA facility. CfA staff on leave or sabbatical may also apply for time. You will have access to all previous proposals you filled out online. Changes may be made to any of your current Web proposals until the deadline. There is no "Submit" button. Check instrument status to make sure the instrument you want to use is available • Information from a web form is used to build a TeX-coded proposal that will be processed so that errors reported back to you may be corrected before the proposal is finalized. You can view any of your current proposals as PostScript or Adobe Acrobat (PDF) files. The time allocation committee (TAC) ranks proposals 1-2 weeks after proposals are submitted. Telescope schedules should be available the first week of the month following the proposal submission deadline. If the <u>online help</u> doesn't answer your questions, <u>email them to the Telescope Data Center Staff</u> Smithsonian Astrophysical Observatory, Last updated: 2010-May-10 60 Garden St., Cambridge, MA 02138,

Login page with information about the process and links to help.



Help page with directions and links for three user inputs

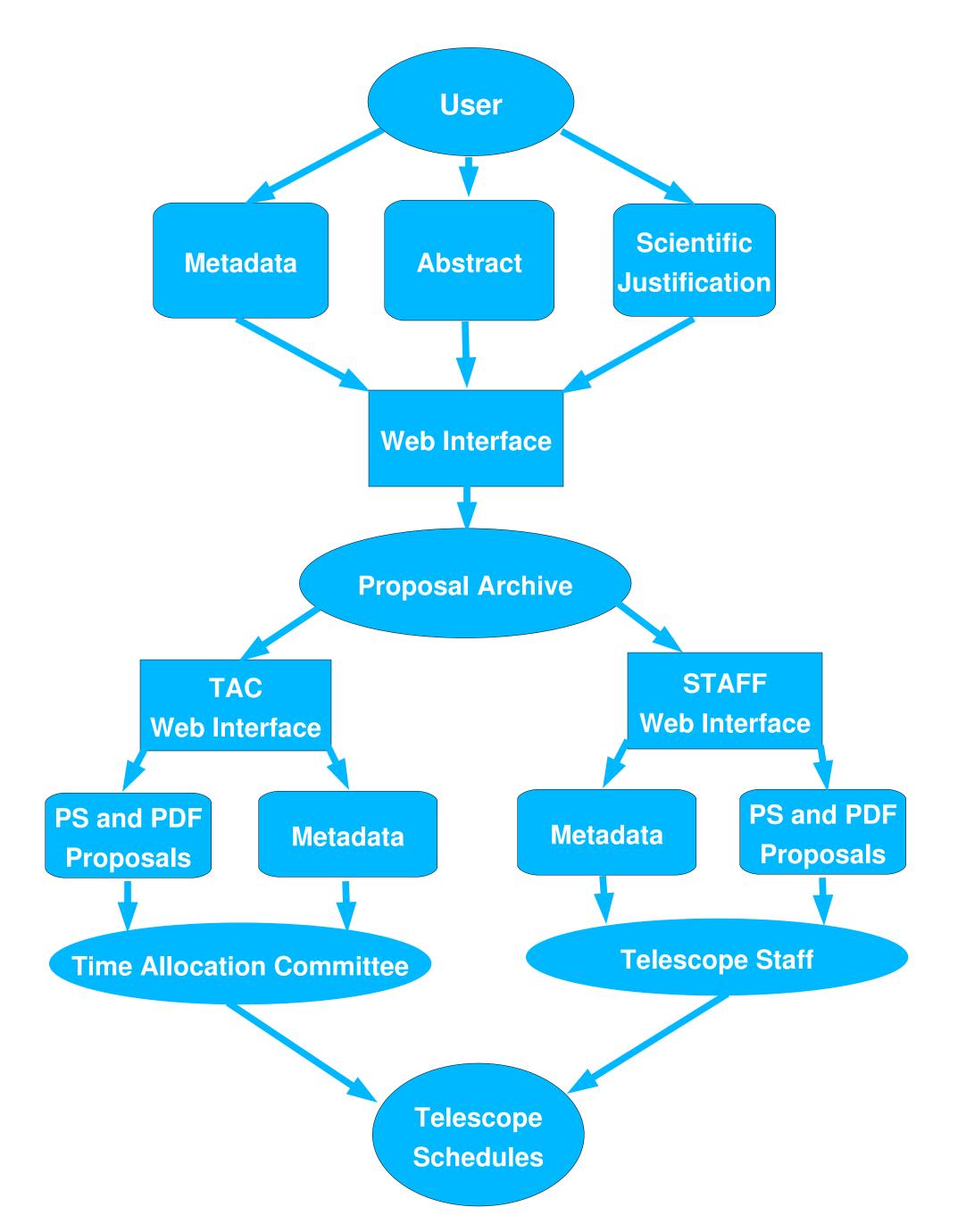


User options include editing current proposals or copying or viewing old proposals. Proposals may be edited up to the deadline; there is no "Submit" button.





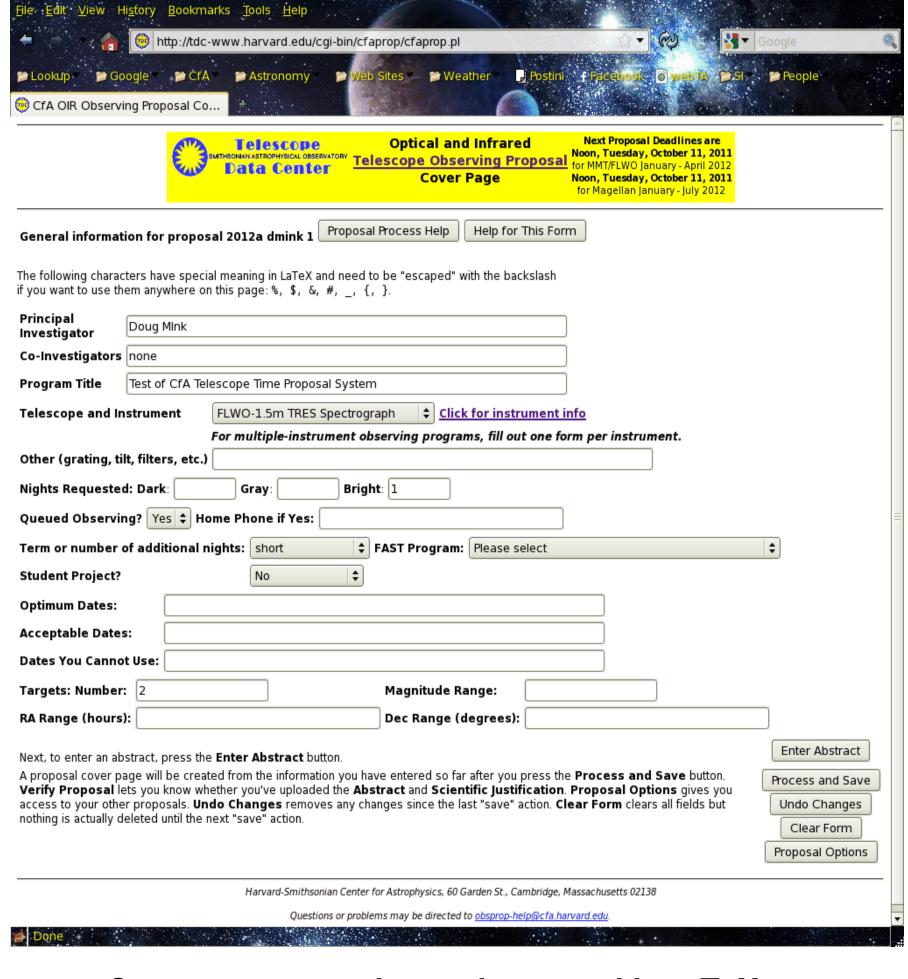
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The Smithsonian Astrophysical Observatory's web-based processing system interactively telescope processes proposals by CfA users of the MMT, FLWO 1.2-, 1.3-, and 1.5-meter telescopes, and the Magellan telescopes into a standardized form. This system is based on one from NOAO, with the addition of more interactivity and feedback. Proposals are saved so that information does not have to be re-entered for long-term projects, and a single login per user instead of per project makes life easier for scientists with multiple observing projects. Proposals are grouped by instrument and telescope and presented to the the telescope Time Allocation Committee (TAC) both online and as hard-Web pages are generated for each of the TAC members to enter their grades online. Software normalizes the grades and averages them into a final grade for each proposal. The grades are given to the TAC, which then and allocates the trimester's (semester's for Magellan) observing time according to these grades.



Staff access to proposals and metadata



Cover page metadata to be turned into TeX



Abstract may be typed or pasted in and uploaded



Proposal metadata, abstract, and status of scientific justification confirm completion of a proposal