



**STScI** | SPACE TELESCOPE  
SCIENCE INSTITUTE

EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

# JWST Cycle 1 INS Panel Support Orientation

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Brett Blacker and Christine Chen

February 2, 2021



## Summary

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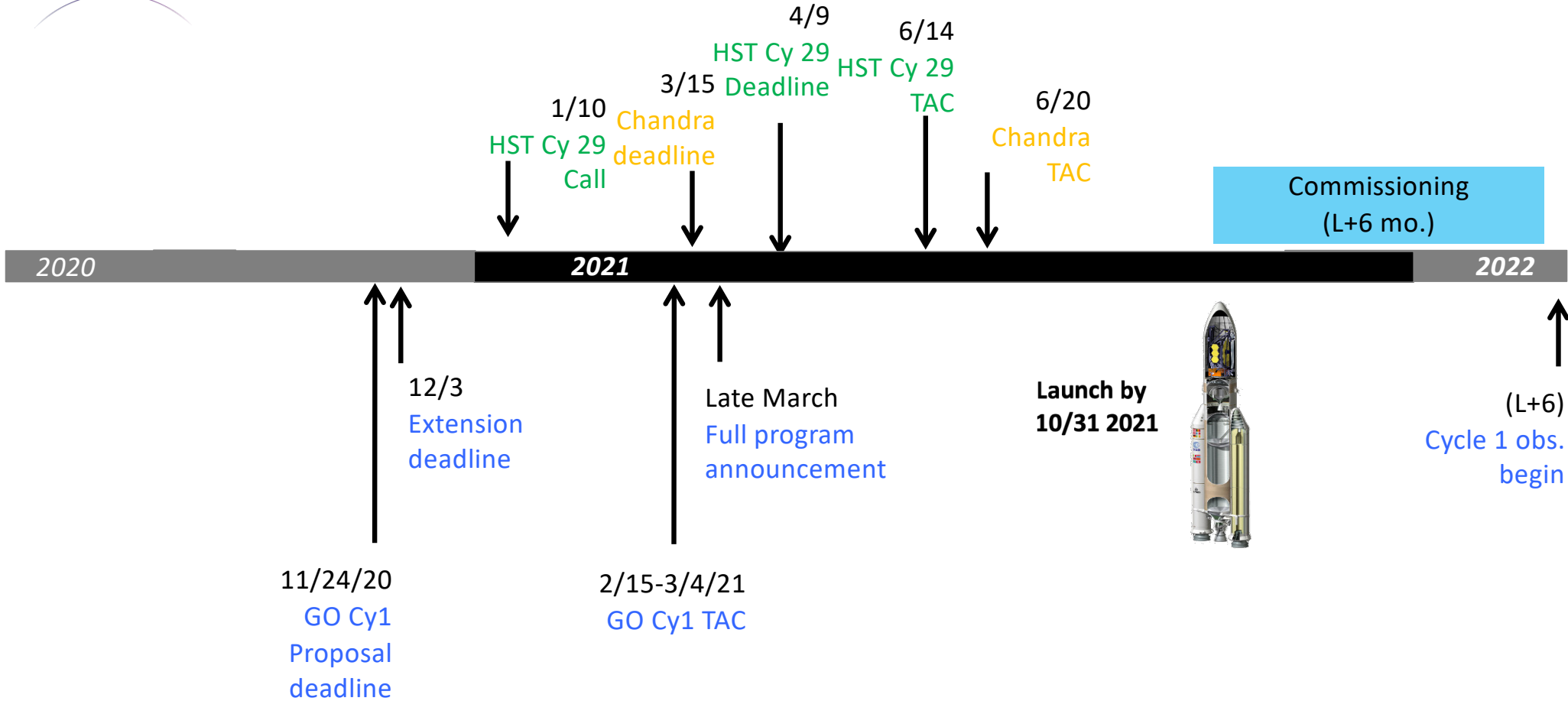
- Schedule
- Process Overview
- Roles
- Activities

The background of the slide is a deep blue and purple starry night sky. A large, diffuse nebula with wispy, ethereal structures is visible, primarily on the left and bottom-left sides. The sky is filled with numerous stars of varying brightness and colors, including many bright blue stars. A thin, horizontal orange line spans the width of the slide, positioned just below the word 'Schedule'.

# Schedule

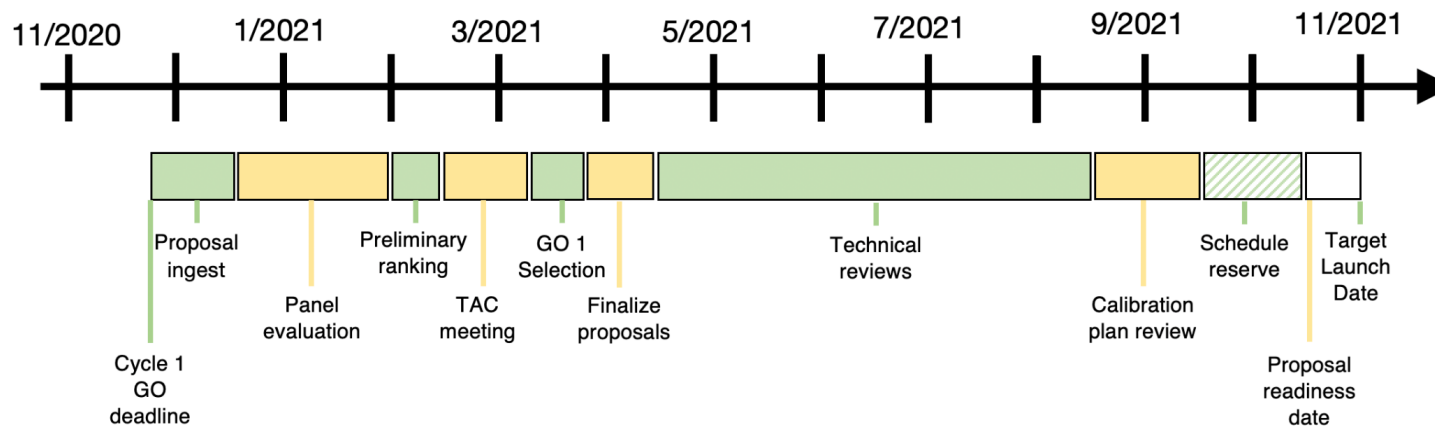


# Science Timeline – JWST Cycle 1





## Proposal ingest to creating the LRP



- Panelists provide preliminary grades for a subset of proposals
- Ranked list constructed from the average preliminary grades & lowest 40% triaged
- Panels discuss higher ranked proposals in the face-to-face meeting



## Cycle 1 Proposal Review Schedule

Date	Milestone
November 24, 2020	Cycle 1 Proposal Deadline
December 14, 2020	STScI releases proposals to panelists for review and preliminary grading
January 8, 2021	Deadline for panelists to identify additional conflicts of interest (and to recommend proposals that should be moved to another Science Category)
January 28, 2021	Orientation meeting for Panel Chairs
February 3, 2021	Deadline for Galactic panelists to submit preliminary grades for proposals that they are assigned
February 4, 2021	Orientation meeting for Galactic Panelists
February 6, 2021	STScI releases the list of proposals that will be discussed in the Galactic panels; panelists should review all those proposals in preparation for the panel meeting.
February 10, 2021	Deadline for Extragalactic panelists to submit preliminary grades for proposals that they are assigned
February 11, 2021	Orientation meeting for Extragalactic Panelists
February 12, 2021	Deadline for Executive Committee to submit preliminary grades for Large and Treasury proposals that they are assigned
February 13, 2021	STScI releases the list of proposals that will be discussed in the Extragalactic panels; panelists should review all those proposals in preparation for the panel meeting.
February 15, 2021	STScI releases the list of proposals that will be discussed in the Executive Committee meeting; Committee members should review all those proposals in preparation for the panel meeting.
February 16 - 19, 2021	Galactic panels meet
February 22 - 25, 2021	Extragalactic panels meet
March 1 - 4, 2021	Executive Committee meets
March 11, 2021	Deadline for Panel Chairs to submit final consensus reports
April 7, 2021	STScI releases Cycle 1 GO Science Program

### Key Dates

- December 18<sup>th</sup>, 2020: Distribution of the proposals to the reviewers
- February 3<sup>rd</sup> – 12<sup>th</sup>, 2021: Preliminary grades due at STScI
- February 16<sup>th</sup> – 29<sup>th</sup>, 2021: Virtual Panel Meetings
- March 1<sup>st</sup> – 4<sup>th</sup>, Virtual Executive Committee Meeting
- April 2021: STScI Releases Cycle 1 GO Program

A deep blue and purple nebula with wispy, ethereal clouds of gas and dust. The background is a dark, star-filled sky with numerous bright, multi-pointed stars of varying colors, including blue, white, and yellow. The word "Roles" is centered in a clean, white, sans-serif font. A thin, horizontal orange line runs across the middle of the image, passing behind the text.

# Roles



## Who's who in the Process

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- The JWST Science Policies Group of the Science Mission Office
  - Is responsible for planning and implementing the peer review process.
    - Will be "floating" in and out of all of the meetings, except where conflicts of interest occur
    - Will respond to any policy or process questions
  - Christine Chen (Lead) and Katey Alatalo (Co-Lead)
  - Alessandra Aloisi (SMO Mission Head)
  - John Debes (SMO Deputy)
  - Neill Reid (Associate Director for Science)
  - Claus Leitherer, Molly Peeples, Andy Fruchter, Amaya Moro-Martin, Laura Watkins (Scientists)
  - Brett Blacker (Myself, Technical Manager) and Crystal Mannfolk (SCOPE)
  - Sherita Hanna and Darlene Spencer from SMO and Jean-Baptiste Regnard for ESA – Meeting Logistics





## Others supporting the peer review meetings

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- As observers only:
  - Directors Office
  - JWST Mission Office
  - CSA
  - ESA
  - NASA HQ
  - GSFC JWST Project
- SCOPE for Scheduling Questions
- INS for Instrument and Calibration Questions
- WASABI SPIRIT system Questions/Issues
- ITSD (behind the scenes)



## What is the PSS Role in the Process?

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- The Panel Support Staff (PSS), will provide support before and during the actual panel meetings to the review panels and SPG.
- They are intermediaries between the external reviewers and the STScI
- Their Main Tasks are to:
  - Answer Questions
  - Ensure Panel Meetings run smoothly
  - Monitor the results of the panel discussions
  - Bring any critical issues to the attention of SPG
- The PSS will be your main point of contact during the meetings
  - They will submit any instrument/telescope question via slack
  - They will provide the proposal if necessary
  - They will invite you to the meeting when necessary



## What is the Leveler Role in the Process?

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- Levelers provide support during the actual panel meetings
- Their Main Tasks are to:
  - Listen to the Discussion
  - Stop and refocus the Discussion if it ever deviates into the Proposing Team(s)
  - Bring any critical issues to the attention of SPG



## Observers

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- Panel Observers are Institute and external personnel who are charged with monitoring the panel deliberations. In addition to members of the STScI Science Policy Group, observers include
  - Representatives from NASA Headquarters and the JWST Project at Goddard Space Flight Center
  - Representatives of the European Space Agency and the Canadian Space Agency
  - the STScI Director and Deputy Director
  - Members of the ESA Office at STScI
  - Members of the JWST Mission Office at STScI



## What is the INS and SCOPE Role in the Process

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- You provide support before, during and possibly after the meetings
- Your Main Tasks are to:
  - Respond to any ServiceNow tickets submitted by reviewers prior to the meeting
    - If the proposal is required, please request that from Brett Blacker, [blacker@stsci.edu](mailto:blacker@stsci.edu)
  - Respond to questions from the review meeting
    - We will provide your contact information to the PSSs for each panel
    - SPG will identify your conflicts of interest for panels to avoid and send this out to the group
    - The PSS will send you the question and the proposal (if required) via a Slack Channel
    - Reply via email, slack or join the BlueJeans session as necessary
  - Documentation
    - The PSS will log who made the request, what instrument and who responded
    - For confidentiality reasons, the response is not documented in the helpdesk system
  - Respond to any post-review technical questions prior to notifications that might arise from SMO, DO or JWSTMO



## Level of work and Timeliness responding to questions

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- There's two ways of looking at a question for S/N estimates
  - 1. how long do I need to integrate to get S/N 20 on a source with this flux density?
  - 2. can you check the proposer's ETC to see whether they might have made a mistake?
- We want INS to answer question 1) for the TAC, not question 2).
  - Question 1) is simple and gives the TAC our estimate of how long the observation should take.
  - Question 2) will likely require a fair amount of forensics and could turn into a time sink - and the additional detail isn't really necessary for the TAC.

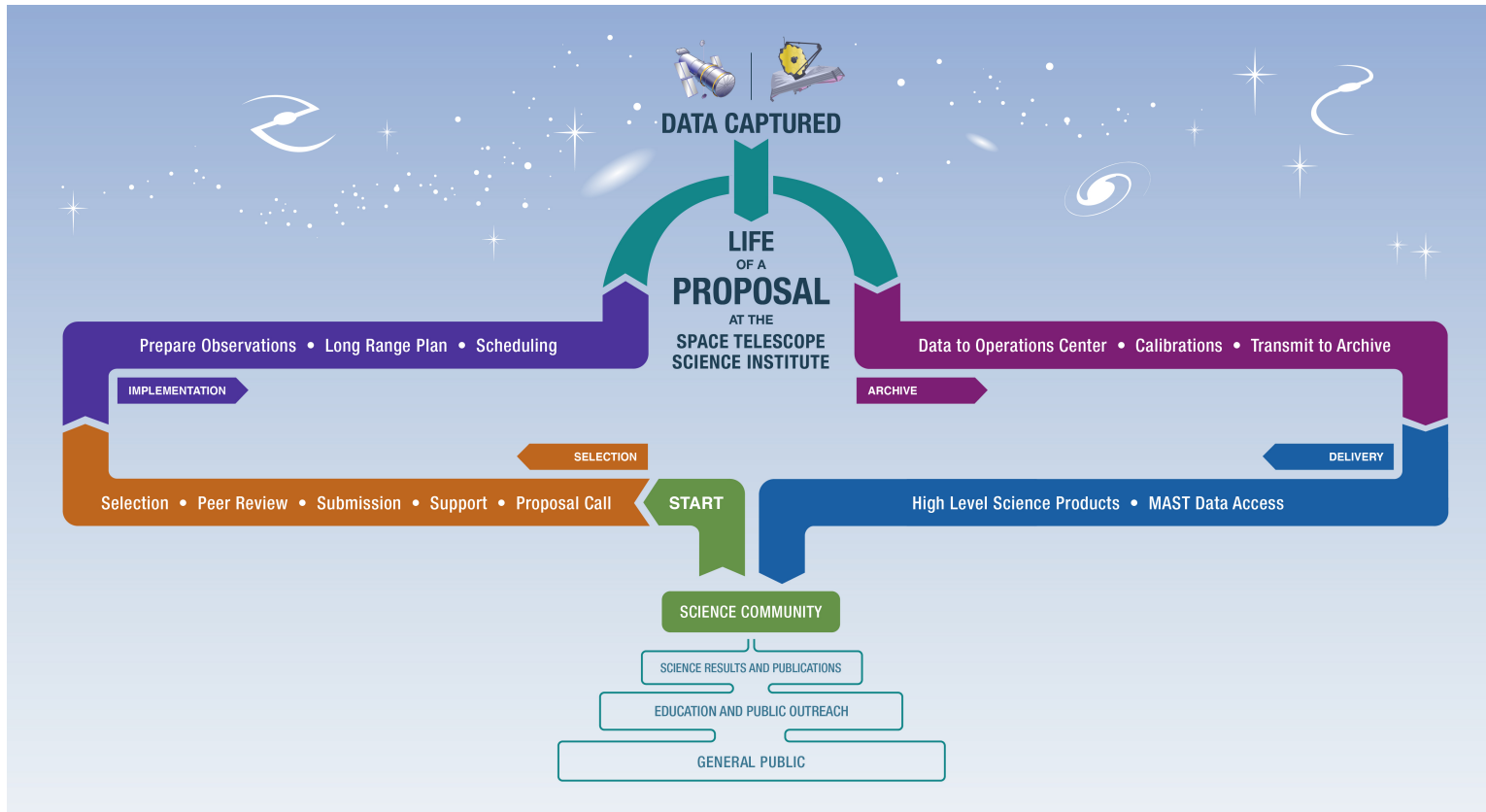


# Process Overview

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# Proposal Life Cycle







## Scale of the Process

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- 1173 proposals submitted for ~25K Hours (~6000 available)
- Invitations sent to ~650 astronomers to recruit the ~300 discussion and expert (external) reviewers
  - 20 Panels in 8 broad subject areas
  - For Reference there are ~1100 full-time employed PhDs in the AAS
  - Recruitment process has been ongoing for several years using the TAC Panel Selection Tool (TPS)
  - Reviewers have registered via the Person/Proposal Registry system (ProPer)/MyST for Scientific Expertise and Conflicts of Interest
- JWST will nominally award ~30 million dollars in grant support for successful proposals



## Panel Setup

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- Each panel has a Panel Chair who manages the meeting.
  - We will be working with panel chairs to make sure that the proposal order is defined well in advance of the meeting
  - They moderate the discussions
  - They participate in the discussions, but do not Vote.
- Each panel has ~10 panel members who have been selected based on Gender, Seniority, CSA, ESA, Location (East vs West Coast), Large vs Small Institutions, Theorists and skill mix.
- Due to COVID-19 we will be hosting the review as a virtual meeting
- We will be utilizing BlueJeans for the meetings and Slack Channels for communications
  - Each Panel will have it's own BlueJeans session as well as Slack Channel
  - All Support staff will also be invited to these platforms when necessary
    - There is a general Slack Channel that everyone supporting will be invited
  - Only persons supporting the review will be provided with the connection information



## How does the Panel Operate?

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- Discuss and grade all proposals in top tiers
  - Each proposal is assigned 1 primary and 1 secondary Reviewer
  - Declare and verify any conflicts of interest
  - Primary reviewer leads discussion and secondary reviewer adds any additional comments
  - General discussion and vote
- Rank Proposals
- Finalize Notification Comments



## PSS, Leveler, Observer Conflicts of Interest

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- You are conflicted only if:
  - Personal involvement: i.e. PI or Col
  - Any Relation to PI or Col (family ties)
- Science Policies will identify conflicts for observers in advance of the meeting
  - INS & SCOPE staff will not be given access to panels where there are conflicts



## Panel Schedule

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- Galactic Panels will meet Tuesday 2/16 – Friday 2/19
- Extra-Galactic Panels will meet Monday 2/22 – Thursday 2/25
- The Executive Committee will meet Monday 3/1 – Thursday 3/4
- The Panels will nominally meet from 10AM to 4PM EST
  - Panel Chairs might shift by ~15-30 minutes to accommodate time zone issues
  - Lunch (Breakfast/Dinner) and other breaks have been factored in
  - Detailed agenda will be distributed later this month



## WBS and other information

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- JWST Program Selection
  - Charge your normal JWST WBS
- Review process is documented here
  - <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-general-science-policies/james-webb-space-telescope-science-policies-group-and-review-information/overview>
  - Contact SPG if any questions
- Please remember the Review is Confidential
  - Panel Membership until published in the newsletter
  - All Discussions
  - All Materials
- Thanks for Supporting this important activity
  
- QUESTIONS?

A deep space photograph showing a vast field of stars. In the center-left, there is a prominent blue nebula with wispy, ethereal structures. To the right, a dense cluster of stars is visible, with many appearing as bright blue points of light. The background is a dark, star-filled expanse. The word "Backup" is centered in white text, with a thin orange horizontal line passing through it.

Backup



## In the Virtual Room

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- Due to COVID-19 we will be hosting the review as a virtual meeting
- We will be utilizing BlueJeans for the meetings and Slack Channels for communications
  - Each Panel will have it's own BlueJeans session as well as Slack Channel
  - All Support staff will also be invited to these platforms
  - Only persons supporting the review will be provided with the connection information
- Observers
- Support staff
  - PSS
  - Levelers
  - INS and SCOPE
  - ITSD and WASABI





## Proposal Selection Process

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- The JWST proposal selection process is an activity of high importance for the astronomical community
- Proposing for JWST consists of requesting observing time and/or archival research funding
  - This step is where the scientific merit of a proposal is considered by a community based peer-review process after proposal preparation and submission.
    - Scientists proposed for General Observer (GO) Hours or Archive Research (AR) funding using the Astronomers Proposal Tool (APT), prior to the Cycle 1 Deadline of November 24, 2020.
    - These proposals once submitted are received on our secure submission server and processed using our Submission Tool
    - Taking the proposals, along with our reviewers and their science expertise and conflicts of interest, we process the proposals using our Review Assignment s/w and create the proposal to panel to reviewer assignments.
    - We then load that information into our Reviewer Tool (SPIRIT), [www.spirit.stsci.edu](http://www.spirit.stsci.edu), and release the products to the reviewers
  - Accepted proposals then proceed thru detailed implementation and scheduling.



## Reviewer Steps

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- Read Documentation
- Check for Conflicts of Interest and Declare
- Review proposals based on Selection Criterion as spelled forth in the Call for Proposals
  - Primary Review Assignments
  - Secondary Review Assignments
  - Preliminary Grading Proposal Review Assignments
- Submit Preliminary Grades
- Review Discussion List
- Read any proposals still in contention; not already read
- Prepare for Remote meeting



## Materials

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- All Materials are confidential
- Panelists & PSS will receive from SPIRIT
  - All proposals in your panel as PDFs
  - Abstract book from your panel
  - Spreadsheets
- Panel Guidelines:
  - <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-general-science-policies/james-webb-space-telescope-science-policies-group-and-review-information/overview>



## Panelist Conflicts of Interest

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- All Conflicts are being treated as Major conflicts
  - Personal involvement (PI or Co-I)
    - **Direct gain from proposal success**
  - Recent former advisor/student of PI or Co-I
    - **Indirect gain from proposal success**
  - Involvement in closely competing proposal (same targets or science)
    - **Direct gain from proposal failure**
  - Close personal ties (family, etc.) with PI or Co-I
    - **Indirect gain from proposal success**
  - Close collaborator on the proposal
  - Any other reason for discomfort
- Conflicts leave the Bluejeans session
- PSS will communicate when they can rejoin the session