



STScI | SPACE TELESCOPE
SCIENCE INSTITUTE

EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

JWST Cycle 4 Discussion Panelist Orientation

<https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information>

Presenters: Katey Alatalo, Jeff Valenti, and Laura Watkins
on behalf of the STScI Science Policies Group

November 4, 2024



Today's Orientation

1. Welcome from the STScI Director's Office
2. Update of JWST Observatory and Instrument performance from the JWST Mission Office
3. Time Allocation Committee Orientation
 - Overview
 - What happens before the panels meet
 - Dual Anonymous Peer Review by Laura Watkins (Science Mission Office)
 - What happens during the panel meetings
 - Policy Issues
 - Personnel and Logistics
4. Questions and Answers



Time Allocation Committee Orientation

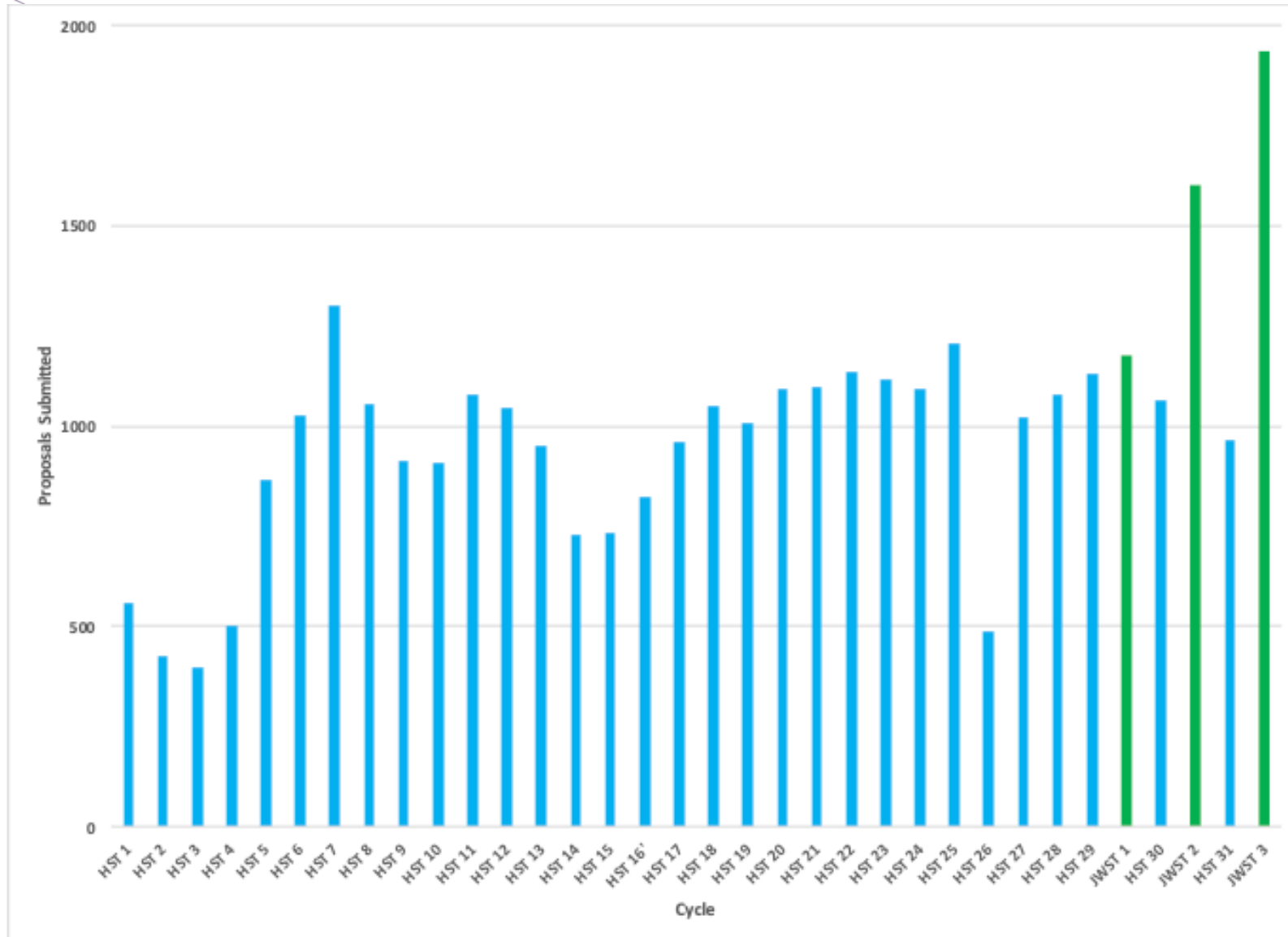


Maximizing the science return from JWST is a community effort

- The JWST Cycle 4 TAC review is supported by over 600 panelists, including
 - 315 External panelists
 - 183 Discussion panelists
 - 36 panel Chairs and Vice Chairs
 - 2 TAC Chairs
 - + >70 additional Expert reviewers
- **2374** proposals will be included in the review package (compared to 1931 in Cycle 3).
- There are 8,500 hours for observations in Cycle 4 (compared to 5,500 hours in Cycle 3).
- Please, allocate sufficient time to read the proposals and to write thoughtful reviews so you can send your grades on time. This helps the community and ensures that the proposal selection process maximizes JWST science return.



Cycle 4 Proposal Submissions



Largest number of proposals received by any observatory in response to a Call for Proposals!



JWST Cycle 4 Proposal Review Schedule

Date	Milestone
October 16, 2024	GO/AR Cycle 4 Proposal Deadline
November 4, 2024	Orientation meeting for Discussion panelists
November 11, 2024	STScI Releases proposals to panelists for review and preliminary grading
January 10, 2025	Deadline for panelists to submit preliminary grades for proposals that they are assigned
January 17, 2025	STScI sends each Discussion panelist the list of proposals to be discussed by their panel
February 3 – February 7, 2025	Telescope Allocation Committee Meetings: Discussion Panels
February 10 – 13, 2025	Telescope Allocation Committee: Executive Committees Meeting
Early-Mid March, 2025	PI notification letters are distributed
July 1, 2025	Beginning of Cycle 4 Observations



Overview



Topical Panels and Associated Scientific Categories

Scientific Category	Topical coverage
Solar System	Observe or analyze data relevant to objects within the Solar System
Exoplanet Atmospheres and Habitability	Atmospheric properties and/or chemical composition of exoplanets or related objects, through direct or indirect observations or data analysis, or theoretical analysis
Exoplanetary System Formation and Dynamics	Planet formation, including investigations of the structure and chemical composition of protoplanetary disks, and dynamical models or simulations
Stars and Stellar Populations	Physics of individual star and star clusters in the Milky Way and nearby galaxies, and investigating the global properties of the resolved stellar populations in nearby galaxies
Gas, Dust and ISM	Gas, dust and the interstellar medium in nearby galaxies, including the chemical composition and interactions with winds and shocks
Nearby Galaxies to Cosmic Noon	Galaxy formation and evolution, galaxy clusters and groups, and the galaxy distribution at lower redshifts, extending to the properties of systems at cosmic noon, $z \sim 2-3$
High-Redshift Galaxies and the Distant Universe	Galaxy formation and evolution, galaxy clusters and groups, and large-scale structure at high redshifts, from $z > 3$ through $z \sim 12$ or more
Super Massive Black Holes and Active Galaxies	Active galactic nuclei, QSOs, Seyfert galaxies, super-massive black holes and feedback mechanisms



Who Reviews What

External panels (provide asynchronous reviews; do not meet) (**NOT YOUR PANELS**)

- 8 External panels corresponding to the 8 Scientific Categories.
- Review Very Small GO proposals (≤ 20 hours) and regular AR proposals.
- Provide grades and written feedback **by January 10, 2025**. STScI uses the grades received by each proposal to generate a rank-ordered list of proposals in each of the 8 Scientific Categories. The comments from all the reviewers assigned to the proposal are sent verbatim to the proposer (i.e. there is no consensus report).
- The top proposals likely to be recommended to the Director for acceptance are provided to the panel Chairs of the face-to-face Discussion panels of that same Scientific Category prior to the meeting to allow them to identify potential duplications with the proposals reviewed by their panels and to monitor programmatic balance. Duplications are adjudicated by the panel Chairs, with feedback from the Discussion panels, when required.



Who Reviews What

Discussion panels (face-to-face, on-line meetings) **(YOUR PANELS)**

- 18 discussion panels (some Scientific Categories have multiple panels).
- Review Small (> 20 and ≤ 50 hours), Medium (> 50 and ≤ 130 hours) and all Target of Opportunity and Survey proposals, regardless of size.
- Provide preliminary grades to STScI. STScI uses the grades received by each proposal to generate a rank-ordered list of proposals from which a triage list is created.
- Discuss non-triaged proposals during face-to-face, on-line meeting and provide final grades (all non-conflicted panelists vote). Grades are used to generate a rank-ordered list that is then discussed during the meeting. Re-ranking can occur to avoid duplications and achieve a science balance. After the meeting, the primary reviewer writes a consensus report for each proposal based on written comments all reviewers.
- Discussion panels do not adjudicate Large (>130 hours) or Treasury GO proposals or AR Legacy proposals, but they advise their Chair and Vice Chair on the scientific merit of the subset of those proposals assigned to their panel.



Who Reviews What

Executive Committees (ECs) (face-to-face, in-person meetings) (**NOT YOUR PANELS**) :

- There are 2 ECs (one “Extragalactic” and one “Galactic”) formed a **TAC Chair** and the **Chairs** and **Vice Chairs** from all the corresponding panels.
- Review Large GO proposals (> 130 hours), Treasury GO programs, Legacy AR programs and other requests for substantial resources, such as large Pure Parallel programs.
- Similar review process as the Discussion panels. The ECs are provided additional input on proposals from the Discussion panels, via the corresponding panel Chair and Vice Chair, and from the Expert Reviewers, that provide asynchronous reviews. The Executive Committee also adjudicates any cross-panel scientific issues, as needed.

Expert Reviewers (provide asynchronous reviews; do not grade)

- Provide asynchronous reviews for: (1) proposals evaluated by the Executive Committees; (2) proposals with a large number of panelists that are conflicted; (3) joint-observatory proposals. In the latter case, the Expert Reviewers are drawn from the joint-observatories' user communities.



Proposal Categories Reviewed by Discussion Panels

- **Regular General Observer (GO):** Regular observing proposals.
- **Survey:** Consist of similar, relatively short observations of targets drawn from a large sample. They serve two main purposes: supplement the Long Range Plan to maintain observing efficiency if there is a shortfall of GO programs; provide simple observations that can be executed when data volume is constrained by external factors. Survey programs have no guaranteed completion fraction. Proposals are for a number of targets, not time; proposers must specify the minimum number of targets to achieve the science goals in the Special Requirements section. NIRSpec MOS and MIRI MRS are not available for Surveys.

More info: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-call-for-proposals-for-cycle-4/jwst-proposal-categories>



Proposal Categories Reviewed by Discussion Panels

- **GO-Archival Proposals:** In past cycles, we required separate GO and AR proposals for programs that included new observations and substantial analysis of JWST archival data so that both could be funded at an appropriate level. We are now offering the GO-Archival option for research programs where substantial effort (>10%) will be devoted analyzing JWST archival data and where new observations are still required to address a scientific goal. GO-Archival proposals should include an Analysis Plan for the archival data.
 - This flag is new and implementation may be inconsistent. In particular, you may see very different levels of archival work in programs with this flag set. We will also be lenient about the lack of analysis plan this time, as long as the archival work is well-justified elsewhere in the proposal.



Proposal Categories Reviewed by Discussion Panels

- **Joint Proposals:** JWST science is the prime science, but multi-wavelength observations from one or more partner observatory (HST, Chandra, XMM-Newton, NOIRLab, NASA-Keck, ALMA, NRAO) are critical for the science goals. Proposers may request simultaneous observations but there is no guarantee they can be executed. Technical reviews by the partner observatory might be provided for additional feedback. You can access these reviews in SPIRIT.
- **Calibration Proposals:** not linked explicitly to a specific science program; provide a calibration or calibration software that can be used by the community for existing or future programs. Can be GO or Archival.
- **Future Cycles:** Proposals requesting time in more than one cycle (up to three cycles, 4, 5, and 6). A clear scientific case must be provided for the need to allocate time beyond Cycle 4. **Scheduling concerns are not a sufficient justification.** Target of opportunity proposals are eligible to be Future Cycles proposals.



Observation Types

More info: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-call-for-proposals-for-cycle-4/jwst-observation-types>

- **Parallel Observations:** Since JWST's instruments are located at different positions in the focal plane, it is possible to observe simultaneously with one or more instruments in addition to the primary instrument. While these observations do not count toward a panel's hour allocation, **they do require resources** for both STScI support (including consideration of data rate), and US investigators can request funding for their analysis. Thus any **parallel observations must be well-justified and approved by the TAC.**
 - “Coordinated Parallel”: Parallel observations part of the same program as the primary observations; may have different science goals. Must be fully described and justified scientifically; can be rejected even if the primary observations are approved.
 - “Pure Parallel”: Proposed independently of the primary observations. Reviewed by the Executive Committee regardless of size.



Observation Types

More info: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-call-for-proposals-for-cycle-4/jwst-observation-types>

- **Target-of-Opportunity (ToO) Observations:**
 - Associated with an event that may occur at an unknown time. Include objects that can be identified in advance, but which undergo unpredictable changes (e.g., some dwarf novae), as well as objects that can only be identified in advance by class (e.g., novae, supernovae, gamma ray bursts, newly discovered comets, etc.).
 - ToO proposals must provide a clear definition of the trigger criteria and present a detailed plan for the observations to be performed in the technical justification of the PDF submission if the triggering event occurs. A ToO activation may consist of a single observation or of a set of observations executed with a pre-specified cadence.
 - The minimum turn-around time for Non-disruptive ToO activation, without significant impact to the schedule, is 14 days. There is no limit on the number of activations.
 - The minimum turn-around time for Disruptive ToO activation is 48 hours. There is an overall limit of **8 disruptive activations in Cycle 4**; none allowed for NIRSpec MOS.



Special Requirements

- Proposals may include Special Requirements that include, but are not limited to:
 - Aperture Position Angle (orientation) constraints
 - Target of Opportunity observations (these proposals go to the Discussion panels)
 - Specific dates or ranges of specific dates for time-constrained observations
 - Coordinated Parallel observations
 - Links between observations, including non-interruptible sequences
 - Requests for low background or background-limited observations
- If a proposal includes a Special Requirement
 - Check that it is described in the “Special Requirements” section of the proposals.
 - Consider whether or not it is scientifically justified in the proposal.
- Failure to list them or to justify them may lead to those requests not being met.



Dual Anonymous Peer Review

Presenter: Laura Watkins (Science Mission Office)



The Review Process:
before the panels meet



Discussion Panel Reviews of Small and Medium Proposals

Step 1: Preliminary grading

- Each proposal is reviewed by a subset of the Discussion Panelists and is assigned 1 primary reviewer & 1 secondary reviewer. **The primary and secondary will be expected to lead the discussion of these proposals**, so for these, be sure to include in your notes a summary of what the proposal is about, not just its strengths and weaknesses.
- Each reviewer assigns grades for (1) In-field impact, (2) Out-of-field impact, and (3) Suitability & Feasibility. These will be averaged with equal weight.
- **You *must* grade all proposals to which you are assigned**, even if you are not the primary or secondary reviewer.



General Guidelines

- Access proposals at <https://spirit.stsci.edu/>. **All grades and comments will be entered through this portal.** See <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information/reviews-grades-and-comments/spirit-webreviewer-tool-guide> (and your email) for full instructions.
- **Anticipate how much time it will take to review proposals based on your own experience.** Past surveys indicate that review times can vary significantly from person to person, on average they report about 30–45 minutes per proposal. There are ten weeks between now and the deadline (**Friday, January 10, 2024**). Plan accordingly and budget your time; doing a few proposals a day is a *lot* less stressful than all in few days —and leads to better reviews and comments for the proposers.
- You may want to **start by reading all of the abstracts** for your assigned proposals, instead of digging straight into individual proposals. This will help you get an overview of the task, and it is good for finding conflicts of interest early (e.g., competing proposals or unidentified close collaborators), which helps everyone.
- **Take notes.** It may be a while between reading a proposal in detail and discussing it on the panel, and your notes will help both you and the other panelists.



Selection Criteria

(A) In-field Impact:

- *The scientific merit of the program within its immediate sub-field, and its contribution to advancement of knowledge.*
- The immediate sub-field of the proposal is the niche area of the program, not the whole broad science area (e.g. Trans-Neptunian Objects, not Solar System Astronomy).
- Will the proposed program improve our understanding of the objects, classes of object, or specialist topics under study in the proposal? By how much? Is the work relevant and timely?
- The evaluation should be based on what is written in the proposal, not on the reviewer's broader knowledge, even if the reviewer is an expert in the sub-field. Though, in most cases, the reviewer will *not* be an expert in the sub-field of the proposal, and the proposal should have been written accordingly.



Selection Criteria

(B) Out-of-field Impact:

- *The program's impact outside of its immediate sub-field.*
- A proposal does **not** have to impact **all** of astronomy. The out-of-field impacts could be in other sub-fields within the broader science area of the proposal, or in other broad science areas (e.g. in the case of a TNO proposal, this could be solar system formation or planet formation in general, among others).
- Proposals should discuss implications for other fields or sub-fields, and their breadth, significance, and timeliness. Are there implications for other science areas and/or insights into larger-scale questions? Will the proposed program improve our understanding of science areas beyond the immediate sub-field of the proposal? How broad and how significant is this new understanding?
- This evaluation should be based on what is written in the proposal, not on the reviewer's broader knowledge.



Selection Criteria

(C) Suitability & Feasibility:

- *The suitability of JWST observations or datasets, or relevance to JWST science. The necessity of special requirements. The feasibility of the science program.*
- Proposals should demonstrate that the capabilities of JWST are required to achieve the scientific goals, or demonstrate the relevance of the work to JWST science. Technical issues will be adjudicated by STScI instrument scientists.
- **For GO programs:** Has the proposed program demonstrated that the unique capabilities of JWST are required to achieve the science goals? How much of an advantage does JWST data offer over other facilities? Has the time request been well justified? Have any special requirements been well justified? Have parallel observations been well justified? Have any duplications been well justified? If joint time was requested, have those additional observations been well justified? Does the observing plan make efficient use of resources? Is there a clear path to science?



Selection Criteria

- The final grade is the straight average of these values.
 - (A) In-field Impact:
 - (B) Out-of-field Impact
 - (C) Suitability & Feasibility
- AR and GO calibration proposals are required to provide an analysis plan; reviewers should also consider the strength of the analysis plan in assessing the first two criteria.
- Descriptions of additional criteria by type of proposal are given in the Proposal Selection Procedures section of the Call for Proposals.

The evaluation should be based on what is written in the proposal, not on the reviewer's broader knowledge.

Reviewers must ensure that the comments address some or all of these primary criteria.

<https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information/reviews-grades-and-comments/selection-criteria-and-scoring-system>



We use a “Stellar Magnitude” Scoring System: 1 is BEST

Grade	Impact within the sub-field	Out-of-field impact	Suitability
1	Potential for transformative results	Transformative implications for one or more other sub-fields	Science goals can only be achieved with JWST
2	Potential for major advancement	Major implications for one or more other sub-fields	Major advantages in using JWST over other facilities
3	Potential for moderate advancement	Some implications for one or more other sub-fields	Some advantages in using JWST over other facilities
4	Potential for minor advancement	Minor impacts on other sub-fields	Minor advantages in using JWST over other facilities
5	Limited potential for advancing the field	Little or no impact for other sub-fields	JWST offers little or no advantage over other facilities or the advantages of using JWST are unclear.

More details and examples, including breakdowns for Archival and Theory programs at : <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information/reviews-grades-and-comments/selection-criteria-and-scoring-system>



Dual Anonymous Review

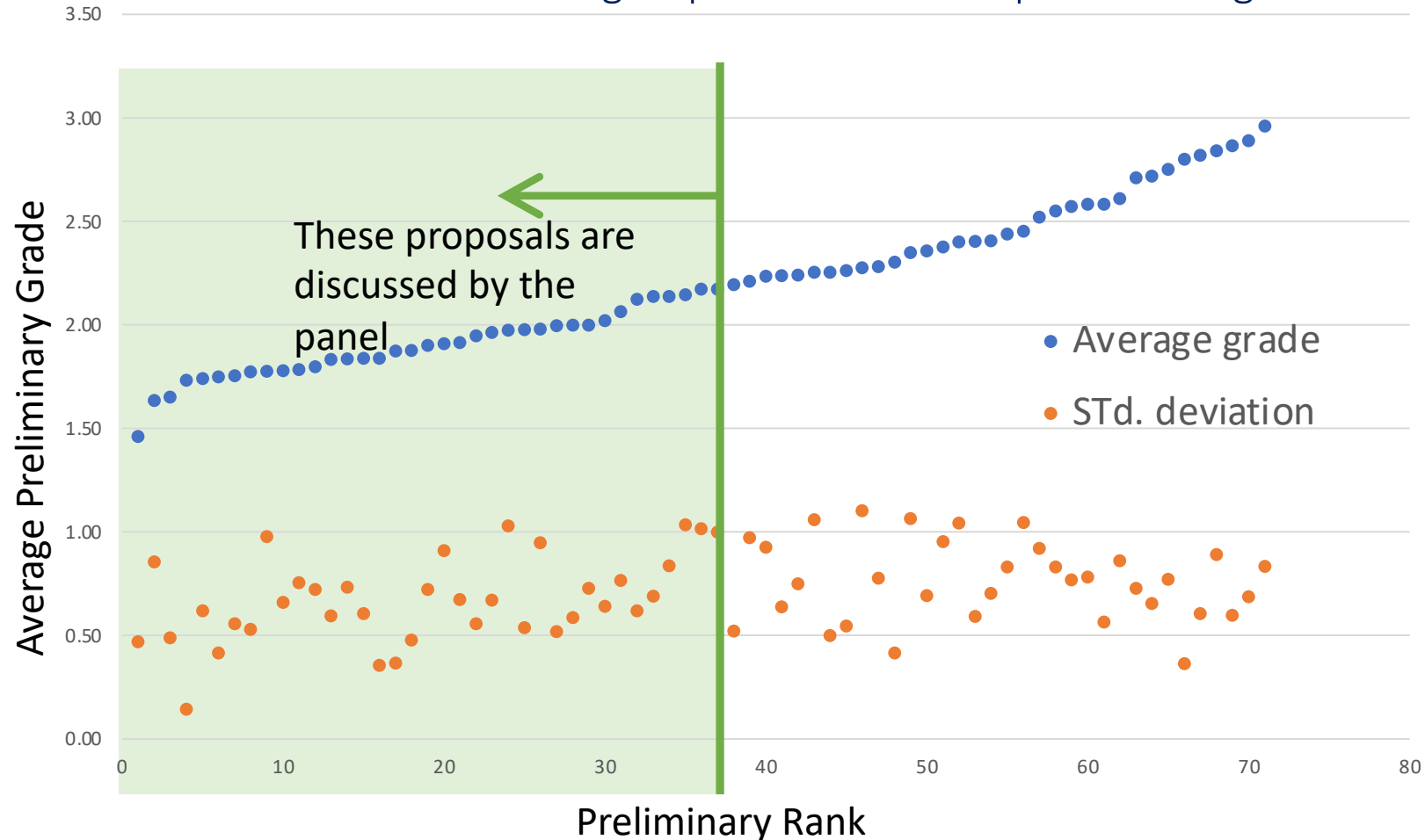
- The goal of Dual Anonymous Review is to put the focus on the **science** and remove the focus from the proposing team.
- In a Dual Anonymous Review, identifications and expertise of the proposal teams have been removed from the proposals prior to the preliminary review.
- During all stages of the panel review process, reviewers grade and rank proposals without knowing the proposal teams.
- **Panelists should flag any proposals they identify as not compliant** with the posted Dual Anonymous Review guidelines and bring them to the attention of the Science Policies Group (email your Panel Support Scientist and your Science Policies Group Manager; you will be emailed these names and they are at the end of this presentation). SPG will review and then provide guidance for how to proceed.



Step 2: Preliminary ranking

STScI averages grades & advance the higher ranked proposals to the next stage.

- Preliminary grades and specific ranks are not circulated to the panels; proposals to be discussed should be reviewed as a group without bias of prior ranking





Proposals for Review

- Discussion lists will be distributed on **Friday, January 17th, 2025**. You will need to **review all surviving proposals** so you can contribute to the discussion.
- Each non-conflicted panelist may suggest one (1) proposal from the triage for inclusion in the review. A strong justification must be provided. It is *extremely* rare for triaged proposals to be awarded time. If you have one to suggest, tell your Chair ASAP to give your fellow panelists time to review the proposal.
- The process is necessary in order to limit the number of proposals for discussion
 - Spend time discussing the best proposals
 - Avoid discussing proposals that are less likely to be approved
- **Get your grades in time** so we can distribute these discussion lists as soon as possible, giving everyone more time to read the proposals they did not initially grade.



The Review Process:
during the panel meetings



The Panel Meetings

The subject panels will meet virtually via **Webex Monday, February 3 through Friday, February 7**. Galactic panels meetings will begin on Monday, Extragalactic panels meetings on Tuesday.

Plan to be available from 10am to 4pm Eastern Standard Time each day: That's 7am–1pm on the US west coast, 4am–10am in Hawaii, 3pm–9pm in the British Isles, 4pm–10pm Central European Time, and 5pm–11pm in Greece.

It is important to be present for the discussion of all proposals (unless there is a conflict). Except for unforeseen emergencies, you should not schedule activities unrelated to the review during those times.

The Panel Chair will set the schedule; breaks will be scheduled throughout the day.



Roles and Responsibilities

- **Panel Chair** runs the meeting with the help of the **Panel Vice Chair** (they don't vote)
 - Panelists should follow the code of conduct
- **Panel Support Scientist (PSS)**
 - maintains database, produces ranked lists, answers questions, or summons STScI staff experts, as needed
 - has the authority to stop the discussion if the discussion strays away from proposal criteria strengths and weaknesses
- Space Telescope Science Institute (STScI) staff
 - Science Policy Group (SPG) answers questions on policy issues
 - Instruments Division (INS) answers technical questions on instrument capabilities and performance
 - Scheduling Group answers questions on the execution of observing programs
- Observers

Executive Committee Chair and At-Large Members, Representatives from NASA Headquarters, the JWST Project at Goddard Space Flight Center, ESA, CSA, the STScI Director and Deputy Director, STScI ESA Office, STScI JWST Mission Office



Tools for a virtual meeting

- In the leadup to the meeting, you will be invited to the **JWST TAC Slack Team**. Please accept and join! Your panel will have its own channel. The desktop app is vastly superior to using it in a browser window.
- Once it is open, **Slack will be the easiest way to get in touch** with STScI staff, your Panel Chair, and the other Panelists.
- **Each panel will have its own channel in Webex**. Connection information will both be emailed to you and posted to Slack.
 - Your PSS will organize a **Webex** check for your Panel in advance of the meeting. *Please* join if you can, even if you have used **Webex** before. Also, a chance to say hi!
 - There exists a Webex app for phones and tablets, and international call-in numbers in case of loss of connectivity. Best to be prepared...
- Do not discuss individual proposals within the panel channels in Slack.
- Read through <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information/panel-meetings/webex-and-slack-guidelines> in advance of the meeting



The Panel Meeting -- Overview

1. Panels discuss and re-grade each proposal.
2. Once the grading is complete, the ranked list is compiled.
3. Panels can re-rank proposals within this list to allow for science balance, etc.
4. Once the ranking is complete, panelists can review the Team Expertise for the top proposals.
5. Panelists provide written consensus reports for *every* proposal.
6. Panelists comment on a subset of the Executive Committee (Large, Treasury, AR Legacy) proposals to assist the Chair in their reviews.



Detailed Proposal Discussion Procedures

1. Panelists with conflicts disconnect from the virtual meeting room or are moved to a separate “breakout room”. This includes STScI staff and Observers.
2. The Chairs and Vice Chairs manage the process and may participate in the discussion, but do not grade.
3. The primary reviewer summarizes and reviews proposal. The secondary reviewer adds supplementary comments.
4. The panelists discuss the proposal, *without comparisons to any other proposals*.
5. The discussion should include the resource allocation: primary hours, coordinated or pure parallel, exclusive access period, duplication justification, special requirements.
6. The panel submits final grades on the proposal via SPIRIT. **Everyone not conflicted except the panel chair must grade--NO abstentions!!**
7. The primary reviewer is responsible for collating all relevant comments, and recording those comments in SPIRIT.



Proposal Ranking: Procedures

1. Each panel has an allocation of N hours for Small proposals and M hours for Medium proposals.
 - All proposals must be graded and ranked on the same scale.
 - Calibration proposals are drawn from a separate pool of hours and do not count against the panel's hour allocation
 - Survey proposals do not count toward the hour allocation.
2. Once all proposals have been graded, the Panel Support Scientist generates an initial ranked list.



Proposal Ranking: Procedures

3. The panel then discusses and agrees on a **final ranked list of programs** that encompasses at least $2 \times N$ hours.
 - Any changes to the initial ranked list must be done by sequential pairwise comparisons, being mindful of any conflicts of interest.
 - As an exception, panels may directly compare proposals, irrespective of their relative ranking, that are judged to have very similar science to the extent that the panel may recommend executing only one proposal. Panelists conflicted with either proposal may not vote on the re-ranking. If the panels choose to do only one proposal, the other proposal is moved to the $2N$ line and the Proposals Feedback Comments for that proposal are adjusted to reflect the discussion.
 - Some panels don't change their initial ranked list at all; others make many changes.



Medium Proposals

- Medium proposals are reviewed solely in their assigned panel.
- **Each panel grades and ranks the Medium proposals together with all other proposals.**
- Medium proposals may be recommended for acceptance if they are above the 1N line. **Panels should not artificially move a Medium proposal above the line.**
- Each panel is allocated M hours for Medium proposals based on the relative hour pressure among the Medium proposals across all panels.
- Medium proposals above the 1N line have no hour charge until the Medium hour allocation M is reached going from the highest to the lowest ranked Medium proposal above the 1N line.
- Thereafter, Medium hours must come out of the Small hour pool if the panel wishes to recommend additional Medium proposals above the 1N line.
- If the Medium proposals above the 1N line do not fully use the Medium hour allocation, those Medium hours will be returned to the communal pool; the panel **cannot** allocate them to Small programs.
- A summary of the recommended Medium proposals will be provided by the Chairs at the beginning of the Executive Committee meeting.



What happens to unallocated time?

- **Your panel may have some allocated hours** (could be a few, could be a lot)
- Unallocated hours from all panels are pooled together, then they are redistributed back to the panels:
 - We aim to ensure that the success rate is as even across possible science areas and proposal types
 - SPG follows the guidance from the Executive Committee
- What can you do?
 - Rank carefully down to 2N line. SPG values the careful ranking if there is need to go deeper
 - Make scientifically-motivated recommendations to your Panel Chair (and Vice Chair) about what to do with the extra orbits
 - Your Panel Chair will communicate these preferences at the EC meeting and in their panel report
- The Science Policies Group members will also be present for these discussion and will pass the information on to the Director.



Proposal De-anonymization and Team Expertise Review

- After the ranking has been finalized and is frozen, the proposals above the 1N line are de-anonymized and panels will review the Team Expertise description for each recommended proposal.
- If necessary, the panel may express concerns about insufficient expertise, which will be recorded and communicated with the Director.
- **Any concerns will not change the ranking of the proposals** in the panel but may affect the Director's decision to accept a particular proposal.
- Even if no concerns are raised, this process is in place to alleviate community anxieties about the dual anonymous review process.



Proposal Comments

- Comments are required for all proposals (including triaged proposals).
- Final comments may be entered after the meeting finishes; expect to spend time after other work has completed working on the comments as a group.
- **The deadline for panel members to enter comments is February 11, 2025 and for Chairs to review and approve comments is February 17, 2025.**
- Primary reviewer is responsible for writing the comments; add any comments arising from the discussion to produce a final set of comments for each proposal.
- Don't make up reasons for rejection – if a proposal was good, but just didn't quite make the cut, then say so. Be particularly careful near the allocation boundaries. Use *Mandatory* comments only to exclude targets [e.g. duplications] or to reduce observing time allocation. All other comments are *advisory*.
- **BE THOUGHTFUL.** People put a lot of effort into writing these proposals, and you have put a lot of effort into reviewing them. Let your comments reflect that effort.



Proposal Comments: Practical Instructions

4567 Review Comments

Save Review Review Completed

Strengths Weaknesses Resources Comments Technical Notes Instructions

Enter your comments here

Other categories are optional and rarely used. Most of what you think should go here can probably be listed as a “strength” or a “weakness”.

If any duplications are not well-justified, “Resources” is a good place to note this. “Technical notes” and “Instructions” should be used only to document conversation with STScI technical staff—we will tell you if something should go there!

See the Spirit documentation for where to enter your own personal “notes”.

Enter review comments related to the strengths of the proposal.



Proposal Comments: Detailed Instructions

- Proposal feedback comments should be concise.
- Please **avoid asking questions in the comments**.
 - For example, “the proposal did not sufficiently motivate the number of requested targets” is preferred over “why have 6 targets instead of 5?”
- The reports should focus on the scientific content and not the reviewer: **do not reference yourself**. If it was not clear *to you*, then it was simply not clear.
 - For example, "The proposal did not sufficiently explain why these targets were chosen" is preferred over "It is not clear to me why these targets were chosen"
- Do not refer to the proposer, instead refer to the the proposal.
- Avoid any comments that may be perceived as derogatory.
- You cannot be sure at the time of writing feedback comments whether the proposal will be accepted. The **comments should be phrased in such a way that they are sensible and meaningful regardless of the final outcome**.



Proposal Comments: Detailed Instructions

- Avoid statements that create the impression that the low ranking of a proposal is due to a minor mistake.
 - Many proposals do not have obvious weaknesses but are just less compelling than others: in such a case, acknowledge that the considered proposal is good but that it had limitations.
- Never include in the report an explicit reference to another proposal, such as the proposal ID.
- Whenever possible, make suggestions for possible improvements, but avoid giving the impression that following those suggestions guarantees that the proposal will be more successful in next cycle.
- JWST is a shared resource and we receive proposals from all over the world, many from non-native English speakers. The proposal should be understandable, but please take care to **judge the science in the proposal, not the quality of the language or the grammar.**

For more information: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information/reviews-grades-and-comments/proposal-feedback-comments>



Executive Committee Proposals

Panelists are asked to comment on a subset of the Executive Committee proposals:

- Panel Chairs and Vice Chairs will be reviewing Large, Treasury, and Archival Legacy proposals as part of the Executive Committee.
- Some of these proposals will be quite topical to your panel; others will be from other fields.
- The Panel Chair will solicit feedback from the panel on the subset of proposals they have been given to review. This process allows more scope for specialist commentary, informing the Chairs and aiding discussion in the Executive Committee meeting.
- Closer to the review, your panel chair will be in touch with how they plan to solicit feedback. Often, this is a group discussion amongst the panel members. Same rules apply for conflict of interest as with panel proposals.
- All Executive Committee proposals have also been sent to Expert Reviewers for comments. These comments are made available to all non-conflicted EC members assigned to each proposal, i.e., your input will not be all the panel has to go on.



Policy Issues



Code of Conduct

All participants in the proposal review process are expected to:

- **Be respectful** in any written or verbal communications you have as part of the review process.
- Step in to address abusive or bullying behavior.
- **Be respectful of all** regardless of differences (professional or otherwise).
- Actively help create an environment free of harassment.
- **Be polite and professional** in your written feedback comments, *especially* when providing critical comments.

Please report any violations of the code of conduct to your SPG manager or your PSS.



Confidentiality

- Remember that you should not discuss the outcome of the panel evaluations – now, or in the future.
- Do not post comments to Facebook, X (Twitter), Instagram, TikTok, etc. regarding the content or your participation in the panel meeting.
- Individual reviews should be independent; do not consult with other panelists before the panel convenes.
- As a video-conference panelist, make sure no one with a vested interest can follow the panel discussion. (Headphones are better for audio anyhow!)
- Confidentiality carries from prior years: Do not discuss/compare prior years proposals in this review, even with panel members who also served in prior years.
- Please purge any review files from your computer after the review.
- Panelist names will be shared in the STScI Newsletter after the selections are public; only then should you feel free to update your c.v., etc.



Conflict of Interest

Our goal is informed, unbiased discussion of each proposal:

- Voting panel members should have neither direct nor indirect interest vested in the outcome of the review
- The subset of the review panel discussing the proposal should have sufficient knowledge to assess the science

Anonymizing proposals simplifies conflicts:

- We only consider personal conflicts
 - Direct involvement in the proposal
 - Involvement of close collaborators/competitors/family members based on names supplied by individual panelists
 - On directly competing proposals
- Institutional conflicts are **not** considered
- Panelists may flag additional conflicts during the meeting
 - Please raise any such concerns with PSS and SPG members
 - **Do not identify the potential cause to other panelists**



Conflict of Interest

If you have not yet identified your conflicts of interest, please do so IMMEDIATELY.



Conflict of Interest: Procedures During Panel Review

- Complete the Conflicts of Interest Disclosure form before reviewing proposals
- Panel Chair (aided by Panel Support Scientist) is responsible for checking conflicts
- Do not try to guess the names of the investigators on the proposal
- In almost all cases, conflicts are already recorded in our database
- Note conflicts before discussing each proposal
- Do not state the nature of the conflict (e.g., “*I am a co-I on this proposal*”)

Conflicted panelists disconnect from the virtual meeting room (or go into a breakout session) and do not vote. After grading, the PSS will reinvite panelists to return.

If in doubt, ask the Science Policies Group (SPG) for clarification.



General Guidelines

- Panel Members should assume that all instruments will be performing nominally in Cycle 4
- Panel Members should not modify proposals unless there is an **extremely** strong Scientific Justification
- Panel Members should *not* reject or downgrade proposals based on technical considerations without concurrence by STScI
 - STScI will perform a technical review on all accepted proposals and will work with successful PIs to make programs flight ready. If technical questions arise during the panel review, please ask your PSS to summon a relevant expert.
- Panel Members should *not* take scheduling considerations into account in grading proposals, but any scheduling constraints *must* be clearly stated *and* scientifically justified.

Concentrate on recommending the best science... but recognize that it may not be possible to schedule all highly ranked programs



Personnel & Logistics



Panel Personnel

Panel	SPG Manager	Panel Support	email
Solar System	Amaya Moro-Martin	TBD	
Exoplanet Atmospheres	Amy Jones	TBD	
Planetary Systems	Linda Smith	TBD	
Stars and Stellar Populations	Dave Stark	TBD	
Dust and Gas	Josh Lothringer	TBD	
Galaxy Ecosystems	Nikolay Nikolov	TBD	
Galaxy Frontiers	Jamila Pegues	TBD	
SMBH	Becca Levy	TBD	
Executive Committee Galactic	Katey Alatalo	Amber Armstrong	armstrong@stsci.edu
Executive Committee Extragalactic	Amaya Moro-Martin	Amber Armstrong	armstrong@stsci.edu

You will receive an email with the name of your Chair and Vice Chair, as well as your assigned Panel Support Scientist on Nov 11.



Where to Go To for Help

- Call for proposals: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-call-for-proposals-for-cycle-4>
- Full online documentation for the review process: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information>



Prep Work & General Info	Preliminary Grading	Pre-Meeting	Discussion Meeting	Post-Meeting
<p>Before November 11, 2024</p>	<p>November 11, 2024 - January 10, 2025</p>	<p>January 10 - February 3, 2025</p>	<p>February 3 - February 6, 2025 (Galactic Panels: Solar System; Exoplanet Atmospheres and Habitability; Exoplanetary System Formation and Dynamics; Stars and Stellar Populations; Gas, Dust and the ISM)</p> <p>February 4 - February 7, 2025 (ExtraGalactic Panels: Nearby Galaxies to Cosmic Noon; High-Redshift Galaxies and the Distant Universe; Super Massive Black Holes and Active Galaxies)</p>	<p>February 8 - 11, 2025</p>
<p>Before getting started, familiarize yourself with the review process, JWST and its instruments, the types of proposals you will be reviewing, and who to ask for help!</p>	<p>During this phase, you will:</p> <ul style="list-style-type: none"> • Be assigned as Primary Reviewer, Secondary Reviewer or Grader for a subset of the proposals assigned to your panel. • Check for and report additional conflicts of interest with any of your assigned proposals. • Read <u>all</u> of your assigned proposals. • Enter numerical scores as preliminary grades for <u>all</u> of your assigned proposals. • Take notes summarizing the strengths and weaknesses for your primary/secondary assignments. 	<p>During this phase, you will:</p> <ul style="list-style-type: none"> • Prepare for the panel meeting. • Review all proposals listed for discussion, <i>especially those you did not read for preliminary grading.</i> • Consider whether you wish to raise a triaged proposal for discussion. <p>We strongly encourage you to use the SPIRIT tool to enter notes summarizing the strengths and weaknesses for your primary/secondary assignments.</p>	<p>The panel meets for 4 days. During this phase, you will:</p> <ul style="list-style-type: none"> • Discuss proposals in turn and enter numerical scores as grades after each discussion. • Assess the final ranking of proposals for science balance. • Discuss (but not grade) a subset of Large, Treasury and Legacy programs to provide feedback to your panel Chair and Vice Chair. 	<p>During this phase, you will:</p> <ul style="list-style-type: none"> • Write comments for every primary assignment (including triaged proposals). • Assist the primary reviewer with comments for every secondary assignment. <p>Please remember to remove review materials from your computer after the review.</p>



Who to Go To for Help

- Questions? When in doubt, email your Panel Support Staff (PSS)!
- Potential conflict of interest? Email your PSS.
- Problems accessing Spirit? Email wasabi@stsci.edu and/or Alex Hamanowicz (ahamanowicz@stsci.edu).
- Questions about JWST instruments and their capabilities, or technical feasibility of a proposed program? Email your PSS and SPG Manager.
- Have unavoidable scheduling constraints during the virtual meetings? Email your Panel Chair (sooner obviously better...).
- Want to give an update on your status? Email your PSS and SPG Manager.
- **Once you have access to the JWST TAC Slack, that is the easiest way to get help.**



Relevant STScI Personnel

- **Jennifer Lotz** – STScI Director
- **Nancy Levenson** – STScI Deputy Director
- **Mercedes Lopez-Morales** - Associate Director for Science
- **Neill Reid** – Multi-mission Project Scientist
- **Marc Postman** – Interim Science Mission Office Head
- **Laura Watkins** – Science Mission Office Deputy Head
- **Katey Alatalo** – JWST Science Policies Lead
- **Amaya Moro-Martin** – JWST Science Policies Deputy Lead
- **Andy Fruchter, Claus Leitherer, Jamila Pegues, Linda Smith, Amy Jones, Dave Stark, Josh Lothringer, Nikolay Nikolov, Becca Levy** – Science Policies Scientists
- **Aleksandra Hamanowicz** – TAC Technical Manager
- **Brett Blacker** – Acting TAC Technical Manager
- **Amber Armstrong** – Deputy TAC Technical Manager
- **Tom Brown** – JWST Mission Office Head
- **Jeff Valenti** – JWST Mission Office Mission Scientist
- **Macarena Garcia Marin** – JWST Mission Office Project Scientist
- **Stacey Bright** - – JWST Mission Office Deputy Project Scientist
- **Beth Perriello** – Observations Planning Branch
- **Darlene Spencer** – Events Planning Group Staff
- **Kevin Flinn** – IT Technologist (in charge of all things A/V, Webex, etc.)



NASA/ESA/CSA Personnel (some of whom may drop in on your panels)

- NASA:
 - Eric Smith: Program Scientist for JWST, NASA HQ
 - Hashima Hasan: Deputy Program Scientist for JWST, NASA HQ
 - Jane Rigby: JWST Senior Project Scientist, GSFC
 - Stefanie Miliam: JWST Project Scientist, for Policy, GSFC
 - Knicole Colon: JWST Operations Project Scientist, GSFC
 - Susan Neff: JWST Deputy Operations Project Scientist, GSFC
 - Michael McElwain: JWST Observatory Project Scientist, GSFC
 - Mic Bagley: JWST Observatory Project Scientist, GSFC
- ESA:
 - Chris Evans: Head of the ESA Office & ESA JWST Project Scientist, STScI
 - Paule Sonnentrucker: ESA JWST Mission Manager, STScI
- CSA:
 - Jean Dupuis – JWST Senior Mission Scientist, CSA



After the TAC ...

- As always, we welcome feedback on the TAC process
 - How did the grading process work?
 - Can we improve it?
 - What were the main shortcomings?
- We will send email to all Panel members with a survey requesting your views of the process. Please fill it out! Many of the process improvements this year were in a direct response to last year's survey: we value your input!!



Thank you!

The JWST TAC would not be possible without your critical support and contributions!



How to Navigate Slack

- We will use Slack for communication during the review (and shortly before). It is a great tool to organize the meeting, coordinate reviews, communicate with the PSS, other panelists and SPG etc.
- Please do not discuss the contents of the proposals on Slack!
- You will be invited to the Slack channel for your panel. Chairs will have additional channel dedicated for EC meeting. You should receive the invite to Slack sometime after preliminary grading is wrapped up
- We recommend using Desktop Slack App.
- In your channel bookmarks, we will link useful links (to SPIRIT, Orientation materials etc), your Webex meeting link, Who's Who in your panel and additional guidelines. **Please check these resources!** This is a good place to link the panel schedule (for chairs).
- If you have a Slack account with us already (e.g. from previous reviews) you might not receive an explicit email invitation. To get to Slack go to **jwst-tac.slack.com** and log in using the same email address you use for SPIRIT. You can reset your password. **Do not use My SSO log in** option but log in as a guest. If you want to use different email address, let us know.
- Your panel's channel will show up in the JWST TAC workspace. If it is not showing up in your Slack, try using "All workspaces" option – that should display all channels you belong to.