



STScI | SPACE TELESCOPE
SCIENCE INSTITUTE

EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

JWST Cycle 3 Discussion Panelist Orientation

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

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on behalf of the STScI Science Policies Group

November 6, 2023



Today's Orientation

1. Welcome from the STScI Deputy Interim Director, Marc Postman
2. JWST Observatory and Instrument performance update from Jeff Valenti (JWST Mission Office)
3. Time Allocation Committee Orientation
 - Overview
 - What happens before the panels meet
 - Includes overview on the Dual Anonymous Peer Review by Amaya Moro-Martin (Science Mission Office)
 - What happens during the panel meetings
 - Policy Issues
 - Personnel and Logistics
4. Questions and Answers

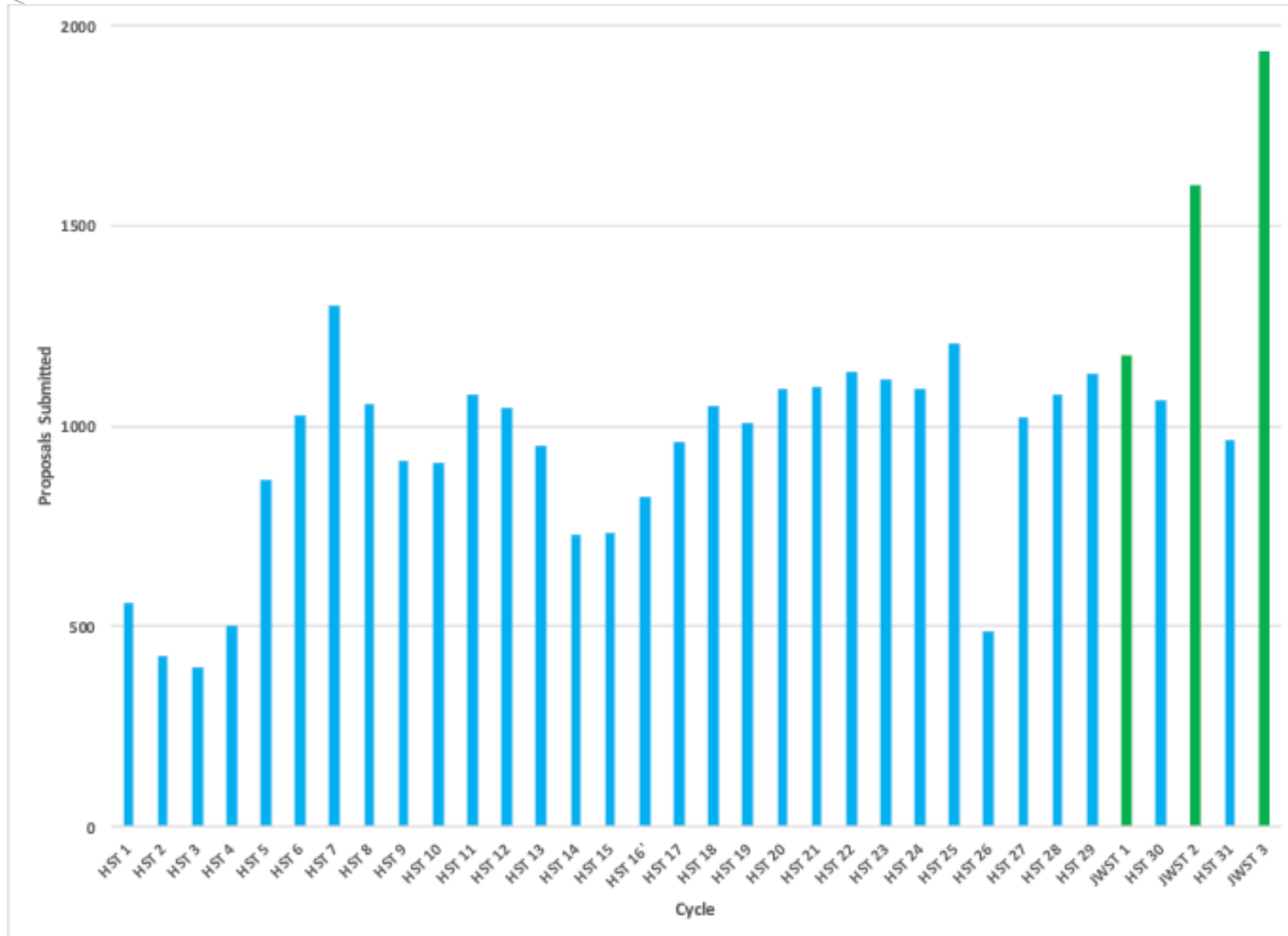


Your participation is crucial to maximizing the science from JWST

- The JWST Cycle 3 TAC review is supported by 414 panel members, including 251 external panelists and 163 virtual panelists.
- This is a *community* process: you have 1931 proposals to review, from 6291 total investigators.
- Getting your grades in on time and writing thoughtful reviews doesn't just help the STScI staff—it helps your fellow panelists and the proposers.



Cycle 3 Proposal Submissions



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



JWST Cycle 3 Proposal Review Schedule

Date	Milestone
October 25, 2023	GO/AR Cycle 3 Proposal Deadline
November 6, 2023	Orientation meeting for Discussion panelists
November 9, 2023	STScI Releases proposals to panelists for review and preliminary grading
January 17, 2024	Deadline for panelists to submit preliminary grades for proposals that they are assigned
January 19, 2024	STScI sends each Discussion panelist the list of proposals to be discussed by their panel
January 29 – February 2, 2024	Telescope Allocation Committee: Discussion Panels
February 5 – 7, 2024	Telescope Allocation Committee: Executive Committee Meeting
February 28, 2024	PI notification letters are distributed
July 1, 2024	Beginning of Cycle 3 Observations



Overview



Useful Definitions

- **Virtual panels/panelists:** 16 panels meeting virtually, and discussing, grading, ranking, and providing written feedback on proposals in their respective science categories. Pre-pandemic, these panels physically met at STScI.
- **External panels/panelists:** 5 panels (none for Large Scale Structure) grading and providing written feedback on a subset of Small (<15 hours) and Archival proposals. Their grades are used by STScI to generate a rank-ordered list of proposals in each science category.
- **Expert reviewers:** experts who provide written input for the largest proposals but are not members of the TAC.
- **Executive Committee:** the panel discussing, grading, ranking, and providing written feedback on the largest proposals, composed of the TAC Chair, Panel Chairs, and At-Large Members.
- **Telescope Allocation Committee (TAC):** the body of all members of the Executive Committee and the Virtual and External panels.



Telescope Allocation Committee (TAC) Organization

- **Overall TAC Chair:** Emily Levesque (University of Washington)
- JWST has followed in the footsteps of HST, utilizing a **hybrid approach**, with each of **seven scientific categories** having a corresponding topical panel **divided into external panels and virtual panels**. In addition to reviewing proposals, the discussion panels advise the Panel Chair on Large, Treasury, and AR Legacy proposals for review by the Executive Committee.
- The **Executive Committee**, led by the TAC Chair, is comprised of the At-Large members (3) and the Panel Chairs (16). The Executive Committee reviews the Large, Treasury, and AR Legacy programs and reviews the overall programmatic balance.



Virtual versus External Panels

Hybrid approach: dividing proposals between external review and panel discussion.

External panels provide the assessment and grading of a subset of Small GO proposals (<15 hours) including Archival proposals.

- These proposals are ranked by STScI using the grades of the external panelists.

Discussion panels review the remaining Small (>15-25 hours) GO, Medium GO, and Survey proposals. After the initial triage, panelists interact virtually by video-conference to finalize their rankings.

- These proposals are ranked after the discussion and grading in the group panels.

Exceptions – all LSS and all Small/Medium Target of Opportunity proposals will be reviewed by the virtual panels.

You are a discussion panelist.



Panels and Associated Science Categories

Topical panels have these science categories:

- **Solar System**: all bodies in our solar system
- **Exoplanets and Planet Formation**: exoplanets, planet formation, debris disks
- **Stellar Physics**: cool + hot stars, late stages, low-mass stars, star formation, supernovae
- **Stellar Populations**: Resolved stellar populations in galaxies, Milky Way structure, star clusters, ISM in Local Group galaxies
- **Galaxies**: stellar content of galaxies, ISM in other galaxies, dynamics, galaxy evolution, galaxy outflows, galaxy halos, intergalactic medium, circumgalactic medium, quasar absorption lines
- **Supermassive Black Holes**: AGN, quasars, SMBH, jets, galaxy/BH co-evolution
- **Large-scale Structure**: cosmology, lensing, galaxy clusters, surveys, deep fields, distance scale (*discussion panel only*)



Types of Proposals

- **Regular General Observer (GO):** Regular observing proposals.
- **Survey:** Observing proposals of relatively short (>90-100 minutes per visit), easy to schedule observations. Surveys request a list of targets, and attempt to minimize data volume. There is no guarantee of which or how many targets will be observed, proposal should explain how success will be achieved with a *subset* of proposed targets. Target list likely to be “generic”. Used to increase the observing efficiency of the observatory. JWST survey programs are analogous to HST Snapshot programs.
- **Archival (AR):** Archival research proposals; US PI’s and co-I’s can request funding. Data-based AR proposals must be primarily based on JWST data. Regular AR proposals are reviewed by the virtual panels. “Legacy” AR proposals are broader in scope and are reviewed by the EC.
 - **Theory proposals:** results should enhance the value of JWST observational programs through their broad interpretation (in the context of new models, theories) or by refining the knowledge needed to interpret specific observational results.

More info: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-call-for-proposals-for-cycle-3/jwst-proposal-categories>



Special Categories of Proposals

- **Joint Proposals:** programs in which JWST science is the prime science, but multi-wavelength observations from another ancillary observatory (HST, Chandra, XMM-Newton, NOIRLab, NASA-Keck, ALMA, NRAO) are critical for the science goals of the proposal. Expert reviews will be provided for additional feedback specifically on the joint-observatory aspect of these proposals. 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.
- **Long-term:** Proposals requesting time for both this cycle and in the future (up through Cycle 4). These future observations will still require resources to execute and analyze, and thus must be fully justified scientifically.
- **Archival Cloud Computing:** Proposals requesting funding to use Amazon Web Services (AWS) for data analysis, as all non-exclusive access JWST data is available via AWS
- **Archival Data Science Software:** Proposals requesting financial support to develop software products available to the community for the purpose of analyzing JWST data.

More at: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-call-for-proposals-for-cycle-3/jwst-proposal-categories>



Special Categories of Proposals

- **GO-Archival Proposals:** GO programs that include a **significant** archival component. Low levels of archival work are not required to set this flag. These proposals should also provide an analysis plan for the archival work.
- This flag is new this cycle, so 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.



Special Categories of Observations

- **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.

More at: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-call-for-proposals-for-cycle-3/jwst-proposal-categories>



Special Categories of Observations

In general, if it looks like a proposal is requesting something special (e.g., scheduling requirements, including time-critical observations and non-interruptible sequences, need for a specific roll angle, need for target of opportunity observations), check that they list this requirement in the “Special Requirements”. Likewise, if something is specified in the Special Requirements, consider whether or not it is scientifically justified in the proposal.

All “Special Requirements” must be mentioned in the proposal pdf file in order to be implemented, so it is up to you to verify these requirements are required scientifically.

The Micrometeoroid Avoidance Zone (the MAZ)

The MAZ is defined as a cone of a specified half angle around the orbital motion direction, also referred to as “the ram vector,” scheduled to reduce the severity of impacts of micrometeoroids on the mirror. **For MAZ considerations: Leave the scheduling to STScI. Judge all proposals based on the science.**

When in doubt, check out the Call for Proposals: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-call-for-proposals-for-cycle-3>



The Review Process:
before the panels meet



Discussion Panel Reviews of Small and Medium Proposals

Step 1: Preliminary grading

- Each proposal has 6 reviewers, including 1 primary & 1 secondary. **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) Impact within the sub-field, (2) Out-of-field impact, and (3) Suitability of JWST. 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.** Including writing comments, it may take 30–45 minutes per proposal. There are ten weeks between now and the deadline (**Wednesday, January 17, 2023**). Plan accordingly and budget your time; doing a few proposals a day is a *lot* less stressful than saving them all for the last minute—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

- **Impact within the sub-field:** The scientific merit of the program 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 of the topical panel to which it was assigned.
- **Out-of-field impact:** The program's impact for astronomy in general. Are there implications for other science areas and/or insights into larger-scale questions?
 - The proposal does not have to impact all of astronomy, but should ideally impact a number of other sub-fields or provide significant impacts in at least one other sub-field.
- **Suitability:** The necessity for JWST observations or relevance to JWST science:
 - Observing and regular archival programs: a demonstration that the unique capabilities of JWST are required to achieve the science goals; how much of a scientific advantage does JWST data offer over other facilities?
 - Theory programs: a demonstration of broad applicability to JWST observational programs.

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

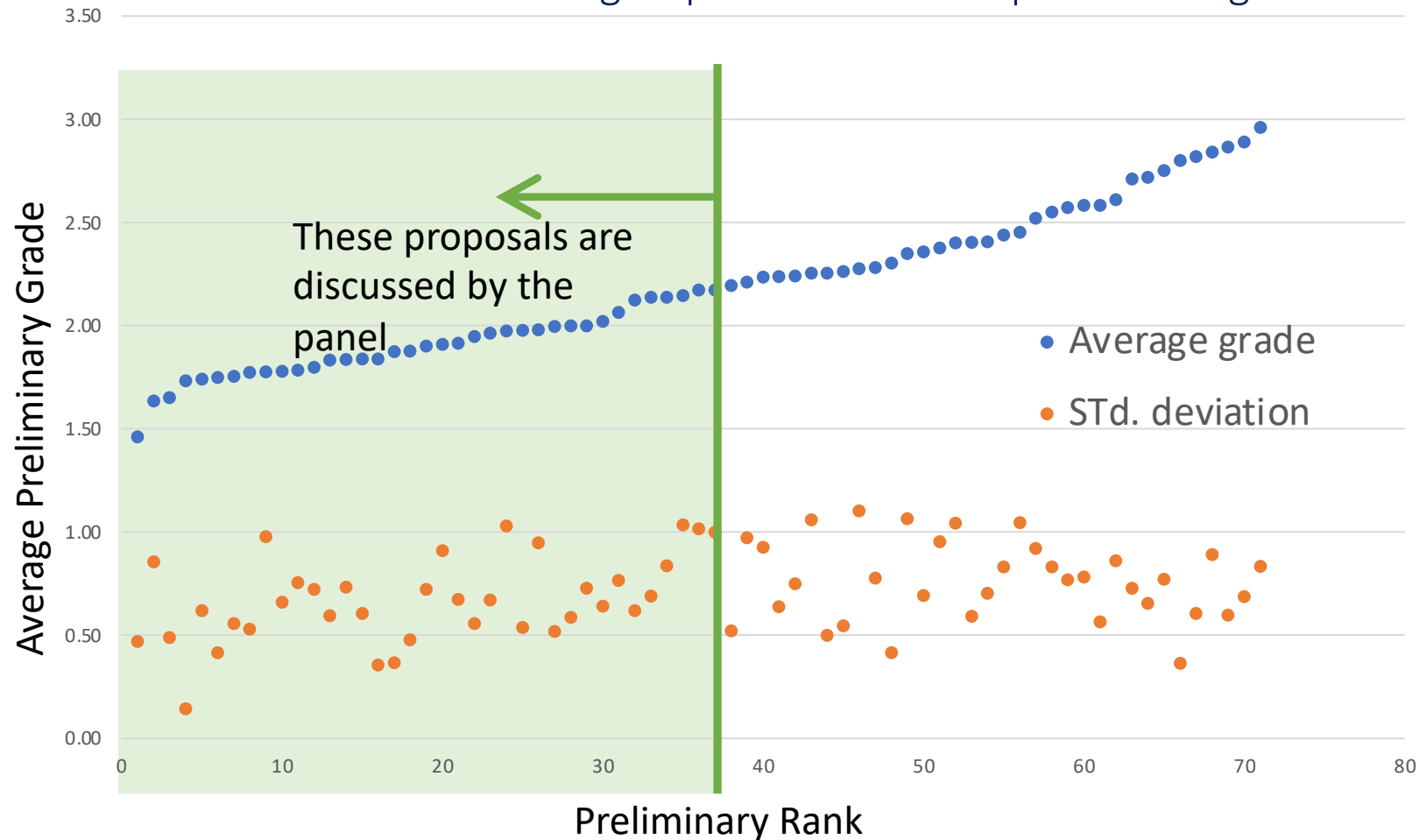
- The goal of Dual Anonymous Review is to put the focus on the **science** and remove the focus from the proposing team.
- In a Dual Anonymous Review, the identities of the proposal teams have been removed from the proposals prior to the preliminary review.
- During all stages of the panel review process, reviewers grade and rank proposals without knowing the identities of 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 19th, 2024. 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 BlueJeans **Monday, January 29 through Friday, February 2**. Galactic panels will begin on Monday, Extragalactic panels 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
 - 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 BlueJeans**. Connection information will both be emailed to you and posted to Slack.
 - Your PSS will organize a BlueJeans check for your Panel in advance of the meeting. *Please* join if you can, even if you have used BlueJeans before. Also, a chance to say hi!
 - There exists a BlueJeans 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/blue-jeans-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 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
 - Archival and Survey proposals do not count toward the hour allocation. (There is a Survey target total across all panels.)
2. Once all proposals have been graded, the Panel Support Scientist generates an initial ranked list.
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 and changes, being mindful of any conflicts of interest
 - Some panels don't change their initial ranked list at all; others make many 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.



Proposal De-anonymization and Team Expertise Review

- After the ranking has been finalized and is frozen, the proposals above the 1 N 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 5, 2024 and for Chairs to review and approve comments is February 9, 2024.**
- 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.

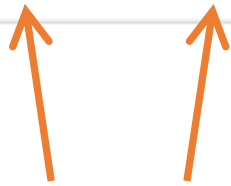


Proposal Comments: Practical Instructions

4567 Review Comments

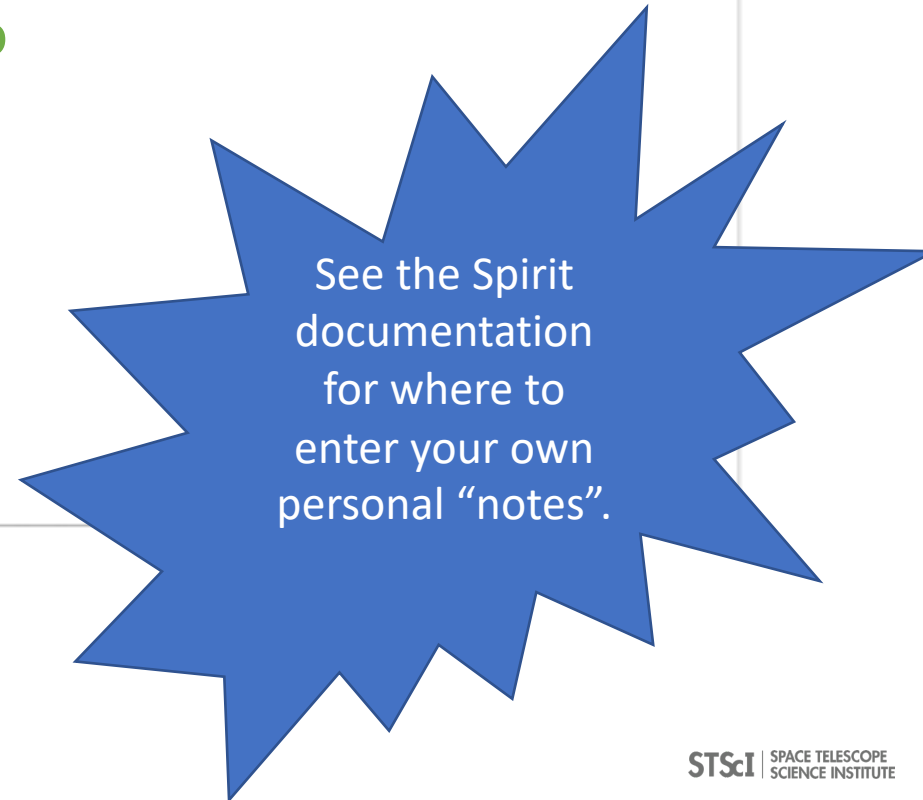
Save Review Review Completed

Strengths Weaknesses Resources Comments Technical Notes Instructions



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 strength or weakness of the proposal.



Proposal Comments: Detailed Instructions

- Proposal feedback comments should be concise.
- Please avoid asking questions in the comments.
- The reports should focus on the scientific content and not the reviewer.
- **Comments that may be perceived as derogatory or insulting must be avoided.**
- Reviewers cannot be sure at the time of writing feedback comments whether the proposal will be accepted (even if it is “above the line”). The **comments should be phrased in such a way that they are sensible and meaningful regardless of the final outcome.**
- Reviewers should **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 there were others that were more compelling.
- **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.

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 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 mindful of bias in all contexts.
- **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 an active participant in the discussions, but **do not interrupt others or talk over others**.
- Keep comments succinct and to the point, thus giving everyone the opportunity to contribute to the discussion.
- **Be polite and professional** in your written feedback comments, *especially* when providing critical comments.
- 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**.

Please report any violations of the code of conduct to your SPG manager, your PSS, and/or your Chair.



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 3
- 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



Confidentiality

- Remember that you should not discuss the outcome of the panel evaluations – now, or in the future.
- Do not post comments to Facebook, 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.



Personnel & Logistics



Panel Personnel

Panel	SPG Manager	Panel Support	email
Solar System	Amaya Moro-Martin	Nicole Arulanantham	narulanantham@stsci.edu
Exoplanets	Katey Alatalo	Exoplanets 1 – Aiden Kovacs Exoplanets 2 – Sarah Steiger Exoplanets 3 – Sapna Mishra Exoplanets 4 – Brittany Vanderhoof	akovacs@stsci.edu ssteiger@stsci.edu smishra@stsci.edu bvanderhoof@stsci.edu
Stellar Physics	Linda Smith	Stellar Physics 1 – Gagandeep Singh Anand Stellar Physics 2 – Paul Bennet	ganand@stsci.edu pbennet@stsci.edu
Stellar Populations	Christine Chen	Stellar Pops 1 – Intae Jung Stellar Pops 2 – Sarah Betti	Intae.jung.2013@gmail.com sbetti@stsci.edu
Galaxies	Jamila Pegues	Galaxies 1 – Elizabeth Tarantino Galaxies 2 – Justin Pierel Galaxies 3 – Calum Hawcroft Galaxies 4 – Anna Payne	etarantino@stsci.edu jpierel@stsci.edu chawcroft@stsci.edu apayne@stsci.edu
Supermassive BH	Elena Sabbi	SMBH 1 – Beena Meena SMBH 2 – Valentina Abril Melgarejo	bmeena@stsci.edu vabrilmelgarejo@stsci.edu
Large-scale Structure	Amaya Moro-Martin	Logan Jones	lojones@stsci.edu
Executive Committee	Katey Alatalo	Brett Blacker	blacker@stsci.edu

You will receive an email with the name of your Chair. The three At-Large Members will also be on Slack and in the BlueJeans rooms during the meeting.



Where to Go To for Help

- Call for proposals: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-call-for-proposals-for-cycle-3>
- Full online documentation for the review process: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information>

Proposals reviewed by the **Discussion** panels are subject to a two-stage review process: 1) preliminary grading; and 2) the review meeting.

Discussion panelists will read and grade all proposals that they are assigned, and write feedback comments for a subset of those. They also advise their Panel Chair on a subset of the Large, Treasury and Legacy proposals assigned for review to the Executive Committee.

Prep Work & General Info	Preliminary Grading	Pre-Meeting	Discussion Meeting	Post-Meeting
Before November 09, 2023	November 09, 2023 - January 17, 2024	January 17 - 29, 2024	January 29 - February 1, 2024 (Galactic + ExoPlanets + SolarSystem Panels) January 30 - February 2, 2024 (ExtraGalactic Panels)	February 1 - 5, 2024
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>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. <p>Each proposal will receive 6 grades. STScI will use the grades to rank and triage the panel so that only the top proposals are discussed in the panel meeting.</p>	<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. 	<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 Brett Blacker.
- 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.**



Other STScI Personnel (some of whom may drop in on your panels)

- Nancy Levenson – Interim Director
- Marc Postman – Interim Deputy Director
- Neill Reid – Associate Director for Science
- Alessandra Aloisi – Science Mission Office Head
- Elena Sabbi, Laura Watkins – Science Mission Office Deputy Heads
- Christine Chen – JWST Science Policies Lead
- Katey Alatalo – JWST Science Policies Deputy
- Andy Fruchter, Claus Leitherer, Amaya Moro-Martin, Jamila Pegues, Linda Smith – Science Policies Scientists
- Brett Blacker – TAC Technical Manager
- Aleksandra Hamanowicz – Deputy TAC Technical Manager
- Massimo Stiavelli – JWST Mission Office Head
- Jeff Valenti – JWST Mission Office Mission Scientist
- Macarena Garcia Marin – JWST Mission Office Project Scientist
- Beth Perriello – Observations Planning Branch
- Darlene Spencer – Events Planning Group Staff
- Thomas Marufu – IT Technologist (in charge of all things A/V, BlueJeans, 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
 - Jonathan Gardner: JWST Project Scientist for Policy (Acting), GSFC
 - Susan Neff: JWST Operations Project Scientist (Acting), GSFC
 - John Mather: JWST Senior Project Scientist Emeritus, 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!