Summary

- Schedule
- Process Overview
- Roles
- Activities
- Backup/Tools
Schedule
Timeline

Proposal deadline

SPG recruits reviewers, assigns to panels

SPG assigns proposals to panels and reviewers

PSSs → Reviewers read and grade ~ ⅔ of the proposals in their panel

PSSs → SPG uses average grades to triage proposals / set discussion lists

PSSs → Reviewers do extra reading, prepare for meeting

PSSs & Levelers → Panel meetings: reviewers discuss, grade and rank proposals

PSSs → Reviewers write consensus comments

SPG processes results, reviews comments

Director's Review and Approval

SPG does final processing

Notifications go out
## Cycle 2 Proposal Review Schedule

<table>
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<tr>
<th>Date</th>
<th>Milestone</th>
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<tr>
<td>November 15, 2022</td>
<td>Call for Proposals Released</td>
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<tr>
<td>January 27, 2023</td>
<td>Proposal Deadline</td>
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<tr>
<td>February 15, 2023</td>
<td>Proposals released to reviewers for review and grading</td>
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<tr>
<td>February 15, 2023</td>
<td>Orientation for Discussion Panelists</td>
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<td>February 16, 2023</td>
<td>Orientation for External Panelists</td>
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<tr>
<td>March 13, 2023</td>
<td>Orientation meeting for Executive Committee</td>
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<tr>
<td>March 29, 2023</td>
<td>Deadline for Preliminary Grades</td>
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<tr>
<td>March 31, 2023</td>
<td>Release of final Panel Reading Lists</td>
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<tr>
<td>April 17 – 21, 2023</td>
<td>Discussion Panels Meet</td>
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<tr>
<td>April 24 – 27, 2023</td>
<td>Executive Committee Meets</td>
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<tr>
<td>April 28, 2023</td>
<td>Deadline for Panel Review Comments</td>
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<tr>
<td>May 1, 2023</td>
<td>Deadline for EC Comments and signoff</td>
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<tr>
<td>May 8, 2023</td>
<td>Director’s Review</td>
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<tr>
<td>May 10, 2023</td>
<td>Release of Science Program</td>
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<tr>
<td>July 1, 2023</td>
<td>Cycle 2 Science Start</td>
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Mitigated Cycle 2 and 3 Science Timelines

JWST Cycle 3

Task: Call for Proposals, Proposal Deadline, Proposal Assignment, TAC, Director's Review, Program Implementation, Scheduling, Notification, Budget Deadline, FRC

HST Cycle 31

Task: Call for Proposals, Proposal Deadline, Proposal Assignment, TAC, Director's Review, Program Implementation, Scheduling, Notification, Budget Deadline, FRC

HST Cycle 32

Postdoc Fellowship Cycle

Key: Key: Key: Key:
Roles
Who’s who in the Process

- 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, process or technical questions
  - Christine Chen (Lead)
  - Katey Alatalo (Deputy Lead)
  - Alessandra Aloisi (SMO Mission Head)
  - Elena Sabbi and Laura Watkins (SMO Deputies)
  - Neill Reid (Associate Director for Science)
  - Claus Leitherer, Andy Fruchter, Amaya Moro-Martin, Jamila Pegues, and Linda Smith (Scientists)
  - Brett Blacker (Myself, Technical Lead) and Crystal Mannfolk (SCOPE, Deputy Technical Lead)
  - Sherita Hanna and Darlene Spencer from SMO and Jean-Baptise Regnard and Holly Reedy, ESA – Meeting Logistics
Others supporting the peer review meetings

- 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?

- As Panel Support Staff (PSS), you provide support before and during the actual panel meetings to the review panels and SPG.
- You are intermediaries between the external reviewers and the STScI.
- Your 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
- You perform a vital function representing STScI.
- 1 PSS is assigned to each panel.
What is the Leveler Role in the Process?

- As a Leveler, you support during the actual panel meetings
- Your 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
- 1 Leveler is assigned to each panel
What is the INS and SCOPE Role in the Process

- 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
  - Respond to questions from the review meeting
    - Darlene or Sherita will request contact information from those supporting the review and provide that to the Panels, both primary and secondary contacts
    - The PSS will send you the question and the proposal (if required)
    - Verify there are no conflicts of interest
    - Reply via email or join the BlueJeans session as necessary
  - Respond to any post-review technical questions prior to notifications that might arise from SMO, DO or JWSTMO
Observers

• 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
Proposal Life Cycle

DATA CAPTURED

LIFE OF A PROPOSAL AT THE
SPACE TELESCOPE SCIENCE INSTITUTE

ARCHIVE

DEVELOPMENT

SELECTION

START

SCIENCE COMMUNITY

Preparation Observations • Long Range Plan • Scheduling

Data to Operations Center • Calibrations • Transmit to Archive

Selection • Peer Review • Submission • Support • Proposal Call

High Level Science Products • MAST Data Access

SCIENCE RESULTS AND PUBLICATIONS

EDUCATION AND PUBLIC OUTREACH

GENERAL PUBLIC
Scale of the Process

• 1603 proposals submitted for ~35K Hours (~5000 available)
• Invitations sent to ~650 astronomers to recruit the ~350 discussion, external and expert reviewers
  • 14 Panels in 8 broad subject areas
  • For Reference there are ~1100 full-time employed PhDs in the AAS
  • Recruitment process started last fall using the TAC Panel Selection Tool (TPS)
  • Reviewers have registered via the Person/Proposal Registry system (ProPer)/MyST
• JWST will nominally award ~60 million dollars in grant support for successful proposals
Proposal Selection Process

• 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 2 Deadline of January 27, 2023.
    • Those proposals once submitted are received on our secure submission server and processed using our Submission Tools
    • 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, and release the products to the reviewers
  • Accepted proposals then proceed thru detailed implementation and scheduling.
Panel Process

• Hybrid approach: dividing proposals between external panels and virtual panels meeting by video-conference.

• External panelists provide the assessment and grading of a subset of Small GO proposals (1 – 15 hours) for most panels.
  • These proposals are ranked using the grades of the panelists.

• Virtual panels review the remaining Small GO, Medium, Archival Legacy, Large and Treasury proposals. Virtual panelists interact virtually by video-conference.
  • These proposals are ranked after the discussion and grading in the virtual panels.

• Exceptions:
  • All Solar System proposals will be reviewed by the virtual panel (due to the small proposal pool).
  • All Target of Opportunity proposals will be reviewed by their corresponding virtual panels in order to review them in context.
Panel Setup

- 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.
In the Virtual Room

• Due to the lack of adequate meeting space, we will be hosting the panels as a virtual meeting and the Executive Committee in person.

• We will be utilizing BlueJeans for the meetings and Slack Channels for communications:
  • Each Panel will have its 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 for non-conflicted panels.

• Observers

• Support staff
  • PSS
  • Levelers
  • INS and SCOPE
  • ITSD and WASABI
Reviewer Steps

• 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
How does the Panel Operate?

• 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 and Leveler Conflicts of Interest

- **You** are conflicted only if:
  - Personal involvement: i.e. PI or CoI
  - Any Relation to PI or CoI (family ties)
  - You feel conflicted

- You leave room for discussion, grading, voting and ranking if that proposal is near the cutoff.
- We will provide a backup for your panel if that occurs, just let us know.
- We will provide you a list of your conflicts as we have tried to minimize these with the assignments.
Panelist Conflicts of Interest

• 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
Activities
Reviewer pre-Meeting Activity

- Preliminary Grades:
  - For all panels, 5 reviewers will be assigned to each proposal to submit preliminary grades
- Preliminary Comments are required for their Primary and Secondary Reviews only, but are highly encouraged to submit prior to the meeting
- Web-based Review system for Preliminary grades, meeting grades and comments
What’s Next

- Read the abstract catalog to become familiar with content of your panel
- Reviewers respond to PSS with any additional conflicts
  - PSSs swap conflicts to other panelists
  - Try to maintain proposal load balance
- Ask Reviewers to enter their conflicts into SPIRIT this will automatically de-assign the proposal and will send you a notification that it has occurred
- Preliminary Grades Deadline is Wednesday March 29th
Introduction to SPIRIT (Web Reviewer Tool) Monday February 13th

- Handles proposal download entire set or proposal by proposal
- Used for preliminary and discussion grade submission
- Used for reviewer comments and ranking of proposals
- We have loaded all assignments and conflicts into the system that have been identified by the s/w, and you and the reviewers will enter others identified during review.

  - https://spirit.stsci.edu/
Panel Schedule

- Panels will meet Monday 4/17 – Thursday 4/20
- The Executive Committee will meet Monday 4/24 – Thursday 4/27
- 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 by the end of March
Panels in Cycle 2

NEEDS TO BE UPDATED once assignments to panels have been completed

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<th>Leveler</th>
<th>SPG Scientist</th>
<th>Panel Chair</th>
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<td>Exoplanets and Disks1</td>
<td></td>
<td>Linda Smith</td>
<td>Laura Kreidberg</td>
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<td>Jamila Pegues</td>
<td>Leonidas Moustakas</td>
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<td>Executive Committee</td>
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<td>Crystal Mannfolk</td>
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Materials

- All Materials are confidential
- You will receive from SPIRIT
  - All proposals in your panel as PDFs
  - Abstract book from your panel
  - Spreadsheets
- Panel Guidelines:
WBS and other information

- JWST Program Selection
  - P0004.07.01.01
- Please remember the Review is Confidential
  - Panel Membership until published in the newsletter
  - All Discussions
  - All Materials
- Thanks for Supporting this important activity

- QUESTIONS?