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EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

## JWST Cycle 5 Discussion Panelist Orientation

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

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Presenters: Molly Peeples, Jeff Valenti, and Rebecca Levy  
on behalf of the STScI Science Policy Division

November 10, 2025



## Today's Orientation

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1. Welcome from the STScI Director's Office
2. Welcome from the Telescope Allocation Committee Chairs
3. Update of JWST Observatory and Instrument performance from the JWST Mission Office
4. Telescope Allocation Committee Orientation
  - Overview
  - What happens before the panels meet
  - Dual Anonymous Peer Review by Rebecca Levy (Science Policy Division)
  - What happens during the panel meetings
    - This will be brief today; there will be a short orientation and Q&A before the meeting
  - Policy Issues
  - Personnel and Logistics
5. Questions and Answers



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# **JWST Cycle 5 Observatory Briefing**

Jeff Valenti  
JWST Mission Scientist



## JWST continues to exceed expectations

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- Telescope
  - Wavefront error is  $\sim 67$  nm after routine corrections (requirement was 130 nm)
  - Diffraction limited down to  $1.1 \mu\text{m}$  (requirement was down to  $2 \mu\text{m}$ )
- Guider
  - Guiding success rate continues to improve ( $\sim 98\%$ ), especially in crowded fields
  - Aperture locations in the focal plane have been measured more precisely
- Instruments
  - All instruments continue to perform very well
  - MIRI MRS 4C and Imager  $25 \mu\text{m}$  count rate loss is slowing (e.g., [Figure 5](#) in JDox)
- Calibration
  - Many enhancements to the quality of data products. More work to be done



## New capabilities for Cycle 5

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- NIRISS SOSS "multistripe" (detector mode)
  - Increases bright limit from  $J \sim 8.4$  mag to  $J \sim 3.5$  mag ([Table 1](#) in JDox)
  - Interleaves integrations of different sections of the spectrum ([Figure 2](#) in JDox)
- MIRI WFSS
  - 5 – 14  $\mu\text{m}$  spectra at  $R \sim 100$  over  $1.2' \times 1.9'$  FOV
  - First new template in APT since launch (See [Figure 1](#) in JDox)
- NIRSpec IFU Spectroscopy + NIRCам Imaging coordinated parallels
- Moving target "shadow" observations
  - Observe smeared background sources without the foreground moving target
- New MIRI subarray sizes to mitigate 390 Hz EMI noise
- New NIRCам dithers for NIRSpec MSA pre-imaging



## NIRCam Grism Time Series with short wavelength (DHS) spectra

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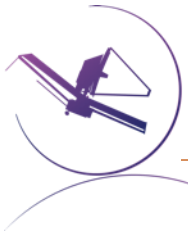
- The new NIRCam DHS capability was introduced in Cycle 4
  - First application of the new "multistripe" detector capability
  - DHS is used by two approved Cycle 4 programs
  - Those two programs will execute, but they will start later than planned
- Unexpected detector behavior during first test observation
  - Root cause of the behavior is fully understood and is specific to NIRCam
  - The fix was a simple software change, which has been implemented
  - Testing on the ground is complete, a flight test is imminent
- NIRCam DHS will be working by the start of Cycle 5



## New tool to explore pure parallel observing scenarios

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- The [jwpure](#) software package facilitates statistical analysis of JWST pure parallel observing scenarios, based on historical data from previous observing cycles. Proposers do not have to use this software.
- The information and links below may help reviewers understand any jwpure results that appear in proposals.
- The package supports planning and evaluation of future pure parallel programs by quantifying the availability of past observing opportunities under specific constraints needed for a future program.
  - Example constraints: prime instrument, number of required instrument configurations, exposure time, number of dithers, position in the sky
- Documentation on the [github wiki](#) describes the [algorithm](#) (which is not trivial) and the resulting [summary table](#).



## Check that special requirements are scientifically justified

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- Timing constraints make scheduling harder for the constrained program and others
  - Explicit timing constraints (e.g., period and phase)
  - Roll angle constraints, which are implicit timing constraints
  - Coordination with other observatories
- Disruptive targets of opportunity are disruptive
  - Operations staff have to build and uplink a new short-term schedule
  - Other observers discover very late that their observations will be delayed
- Coordinated parallels use observatory resources
  - Mechanism usage
  - Recorder space and especially downlink bandwidth
  - Parallel slots can also be used by pure parallel programs



## Considerations when evaluating GO calibration proposals

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- 18 GO calibration programs approved in cycles 1-4
  - 13 observing programs
    - 6 measured observatory behavior (e.g., PSF, fringes, wavelengths, charge migration)
    - 3 tested a new observing mode or strategy (e.g., MRS TSO, hexagonal dithers for coronagraphy)
    - 2 calibrated data ignored by the pipeline (SOSS order 3, NIRCcam WFSS order 2)
    - 2 demonstrated a new data analysis techniques (kernel phase imaging, phase retrieval)
  - 5 archival programs
    - 4 measured observatory behavior (e.g., NIRCcam wisps, MSA flux calibration, MIRI imaging PSF)
    - 1 measured observatory environment (e.g., Zodiacal and extragalactic background)
- GO calibration programs are not free
  - Some use prime observing time (149 hours, drawn from pool of available hours)
  - Some require STScI software development (delays other new capabilities)
  - All use grant funding
- If the idea is compelling, the opportunity is available



## Considerations when evaluating pure parallel programs

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- 8 pure parallel programs approved in cycles 1-3 (3000 hours, 200 visits)
  - No pure parallel programs were approved in Cycle 4
- Pure parallel programs are not free
  - Mechanism usage (small fraction of lifetime)
  - Observatory overhead (131 prime hours so far)
  - Downlink bandwidth (5 TB so far)
  - Grants (2% in cycle 1-3)
  - Scheduling (but we will now limit [data excess](#) after attachment to less than 5 GB)
  - User support (156 APT submissions for 8 programs)
  - See [presentation](#) to the JSTUC for more details
- If the science is compelling, the capability is available



## Final thoughts

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- Please ask if technical aspects of a proposal are unclear. Otherwise, assume proposals are feasible.
- STScI will review accepted programs and recommend revisions, if appropriate. Proposals do not have to be technically perfect.
- Thank you for contributing to the success of JWST!



# Telescope Allocation Committee (TAC) Orientation

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## Reminders

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- If you have not yet identified your conflicts of interest, please do so immediately at [myaccount.stsci.edu](https://myaccount.stsci.edu)
- Check for conflicts; report any to your Panel Support Scientist (PSS) *immediately*
- Report any possible policy violations (DAPR, page limits, format) to your PSS or Science Policy Division (SPD) manager *as soon as you notice them!*
- Schedule enough time in the next couple months to **review and grade your assigned proposals by the deadline of January 9, 2026**
- Minimize scheduling conflicts during the TAC panel meeting, and notify the Panel Chair of any remaining conflicts
- Later, but before the TAC panel meeting: read through all proposals that will be discussed and Executive Committee (EC) proposals
  - EC proposals can be found in the “Download Panel Files”



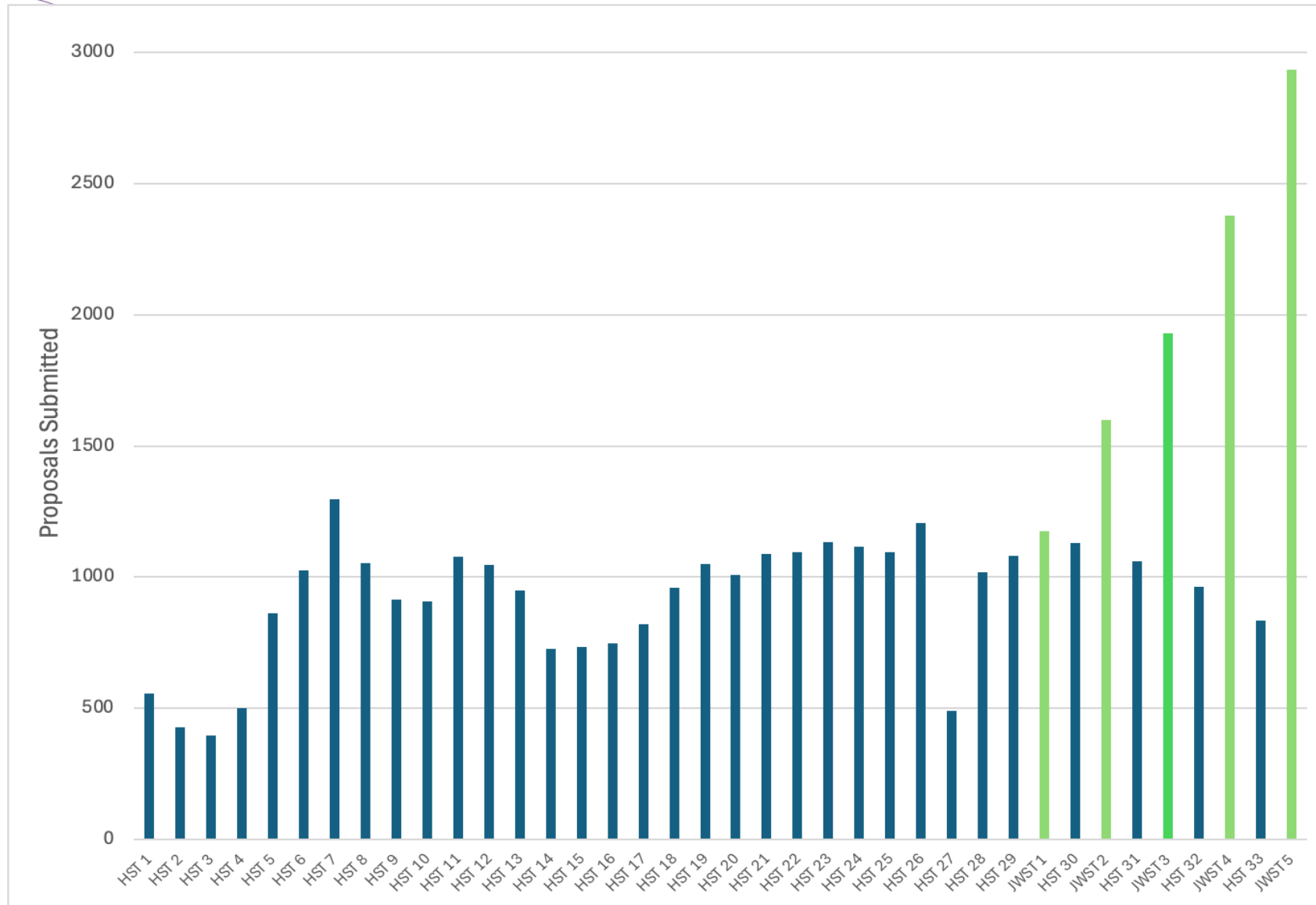
## Maximizing the science return from JWST is a community effort

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- The JWST Cycle 5 TAC review is supported by ~550 panelists, including
  - 322 External panelists
  - 191 Discussion panelists
  - 34 panel Chairs and Vice Chairs
  - 2 TAC Chairs
- **2935** proposals will be included in the review package (compared to 2374 in Cycle 4).
- There are 8,000 hours for observations in Cycle 5 (compared to 8,500 hours in Cycle 4).
- **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 5 Proposal Submissions



JWST Cycle 5 represents the largest number of proposals received by any observatory in response to a Call for Proposals!



# Overview of the Review Process

SPD = Science Policy Division

SPD recruits reviewers, assigns to panels

Proposal deadline

SPD assigns proposals to panels and reviewers

Reviewers read and grade  $\sim \frac{2}{3}$  of the proposals in their panel

SPD uses average grades to triage proposals / set discussion lists

Reviewers read **ALL** proposals that passed triage (incl. those they did not grade)

Reviewers discuss, grade and rank all non-conflicted proposals

Reviewers write consensus comments

SPD processes results, reviews comments

Director's Review and Approval

Final processing

Notifications go out



# Overview of the Review Process

SPD = Science Policy Division





## JWST Cycle 5 Proposal Review Schedule

Date	Milestone
October 15, 2025	Cycle 5 Proposal Deadline
November 10, 2025	Orientation meeting for Discussion panelists
<b>Wednesday November 12, 2025</b>	<b>STScI Releases proposals to panelists for review and preliminary grading</b>
<b>Friday January 9, 2026</b>	<b>Deadline for panelists to submit preliminary grades for proposals that they are assigned</b>
January 14, 2026	STScI sends each Discussion panelist the list of proposals to be discussed by their panel
<b>February 2 – February 6, 2026</b>	<b>Telescope Allocation Committee Meetings: Discussion Panels</b>
February 9 – 12, 2026	Telescope Allocation Committee: Executive Committees Meeting
Early-Mid March 2026	PI notification letters are distributed
July 1, 2026	Beginning of Cycle 5 Observations



# Overview

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## Topical Panels and Associated Scientific Categories

Scientific Category	Galactic Panels – 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
Scientific Category	Extragalactic Panels – Topical Coverage
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

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### 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), 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

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### 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 ( $\leq 20$  hours) and regular AR proposals.
- Provide grades and written feedback **by January 9, 2026**. 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

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### Executive Committees (ECs) (face-to-face, in-person meetings) (*Chairs/Vice Chairs* PANELS) :

- There are 2 ECs (one “Extragalactic” and one “Galactic”) formed by 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.



## Proposal Categories Reviewed by Discussion Panels

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- **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-5/jwst-proposal-categories>



## Proposal Categories Reviewed by Discussion Panels

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- **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 may include an Analysis Plan for the archival data.
  - This flag was introduced in Cycle 4 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

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- **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.
- **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 (typically up to 3 cycles, but can be up to 5 with LTM). A clear scientific case must be provided for the need to allocate time beyond Cycle 5. **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-5/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-5/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 5**; none allowed for NIRSpec MOS.



## Special Requirements

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- **Special requirements must be justified and approved by the TAC. Failure to list special requirements or to justify them may lead to those requests not being met.**
- 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 special requirements or to justify them may lead to those requests not being met.**



# Dual Anonymous Peer Review

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Presenter: Rebecca Levy (Science Policy Division)



The Review Process:  
before the panels meet

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# Discussion Panel Reviews of Small and Medium Proposals

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## 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.
- **Write preliminary comments in the “shared remarks” section in Spirit.** A sentence on weakness and a sentence on strengths will suffice for now. *These will not be visible to other reviewers until after preliminary grading takes place* and will greatly help with the final comment writing later on.



## General Guidelines

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- 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 later this week) 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 9, 2026**). 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), 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. Notes now also helps with writing comments for triaged proposals later!



## Selection Criteria

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

### (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

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

### (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

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

### (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

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- 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.

Longer descriptions, more details and examples 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

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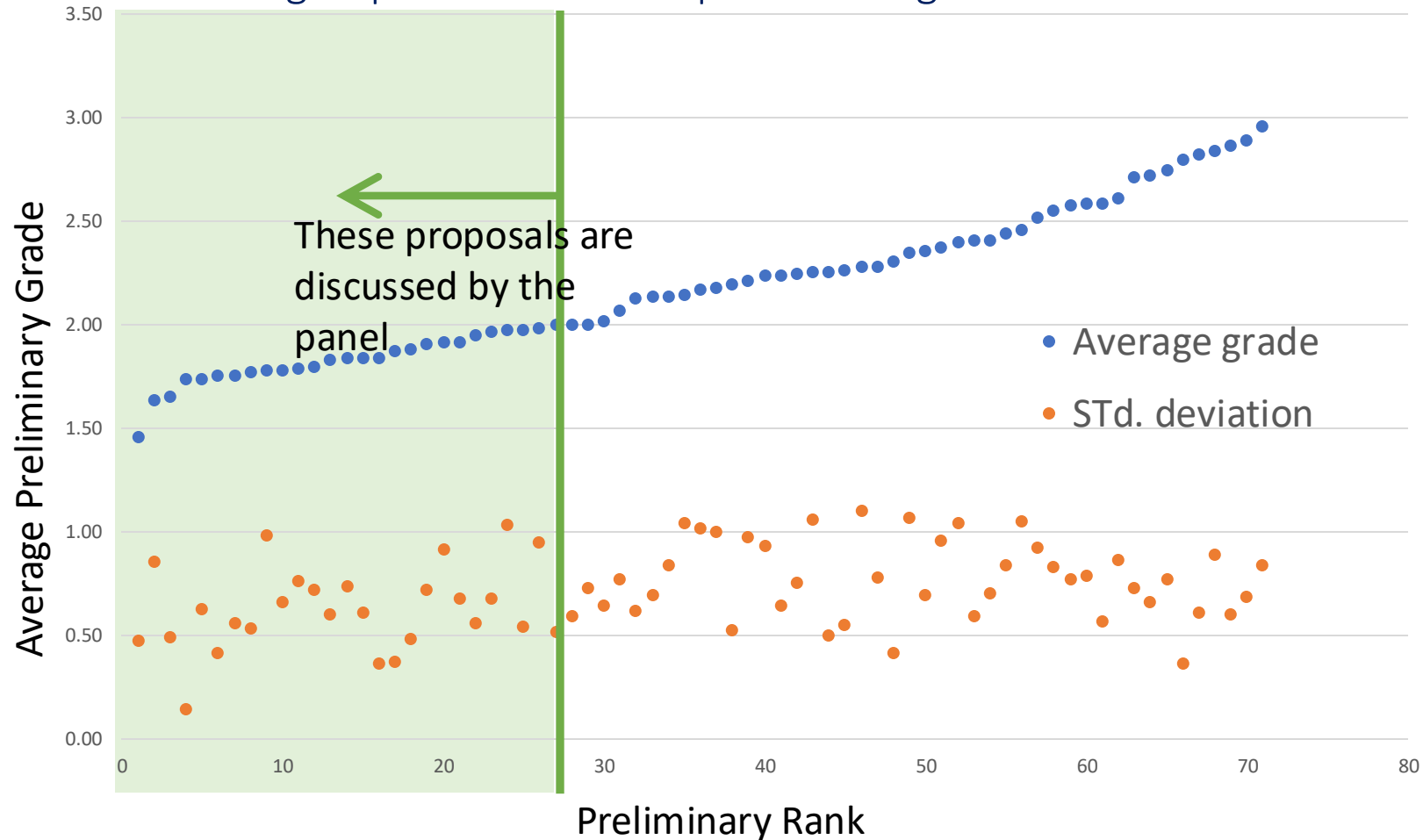
- The goal of Dual Anonymous Review is to put the focus on the **science** and remove the focus from the proposing team.
- In a Dual Anonymous Review, identities of the proposal teams have been removed from the proposals prior to the preliminary review.
- During all stages of the panel review process, 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 Policy Division (SPD) by emailing your Panel Support Scientist and your SPD Panel Manager (you will be emailed these names, and they are at the end of this presentation) *as soon as you notice a potential issue*. SPD 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

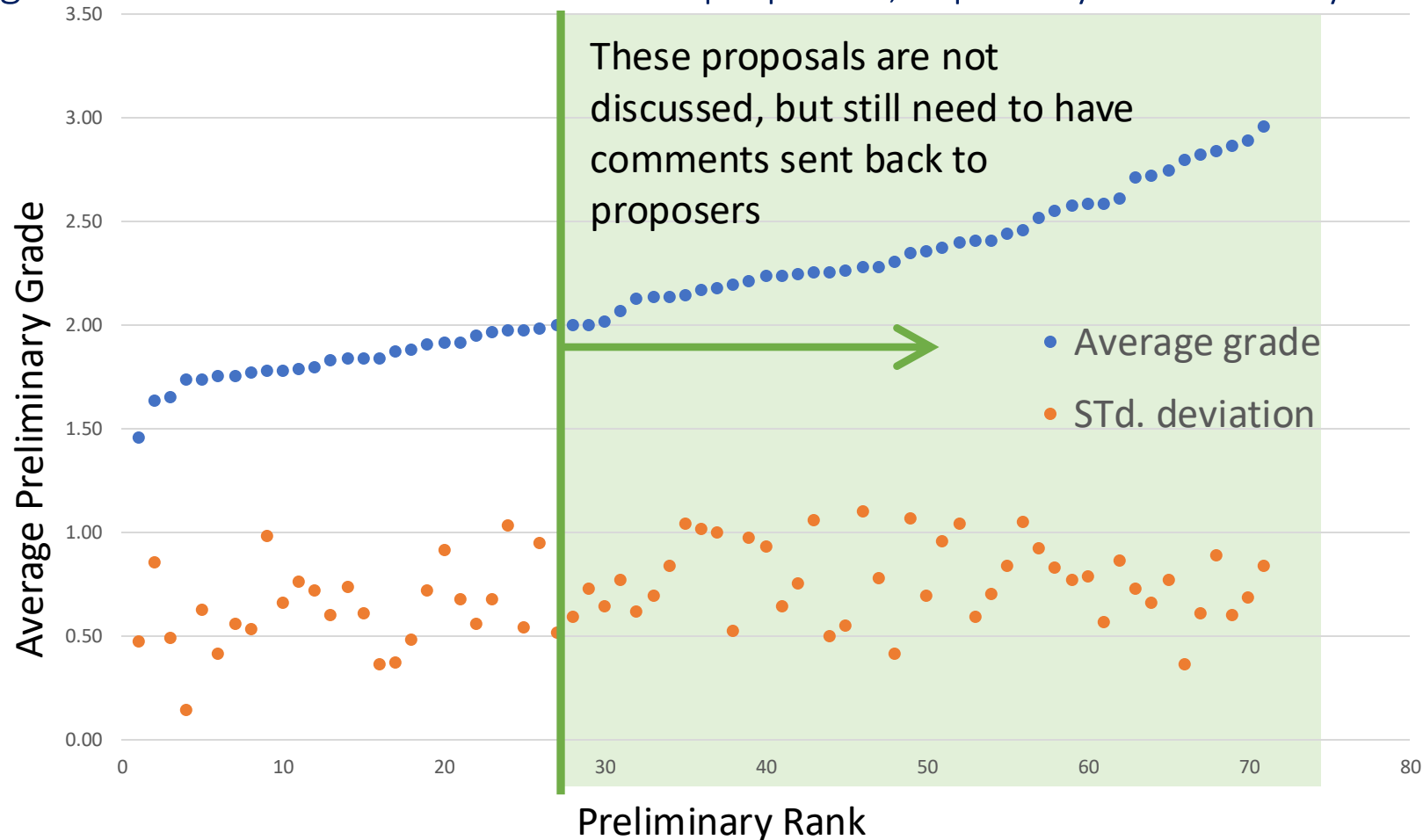




## Step 2: Preliminary ranking

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

- Comments in the "Shared Remarks" section are visible to other panelists at this stage and will be helpful for writing "consensus" comments back to the proposers, especially for the many "triaged" proposals





## Proposals for Review

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- Discussion lists will be distributed on **Wednesday, January 14th, 2026**. 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

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## The Panel Meetings: what you need to know now

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- The subject panels will meet virtually via **Webex Monday February 2 through Friday, February 6**. Galactic panels meetings will begin on Monday; Extragalactic panels meetings on Tuesday. **Mark your calendars and block off this time now.**
- **Plan to be available from 10am to 4pm Eastern Standard Time each day:** That's 4am–10am in Hawaii, 7am–1pm on the US west coast, 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.**
  - If an emergency does come up, *please* communicate it to us sooner rather than later.
- The Panel Chair will set the schedule; breaks will be scheduled throughout the day.
- There will be another short Orientation and Q&A session about two weeks before the panel meetings, but this slidedeck will also be available as a reference.



## Roles and Responsibilities

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- **Panel Chair** runs the meeting with the help of the **Panel Vice Chair** (neither vote)
- **Panel Support Scientist (PSS)**
  - Monitors SPIRIT, 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 Division (SPD) 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
- **Everyone should follow the code of conduct**



## Tools for a virtual meeting

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- 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 in advance of the meeting.
  - 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



## How to Navigate Slack (notes for later)

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- 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 channels dedicated for EC meetings. **You should receive the invite to Slack sometime after preliminary grading is wrapped up in early January.**
- 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](https://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.



## The Panel Meeting -- Overview

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1. Panels discuss and re-grade each proposal.
2. Once the grading is complete, the ranked list is compiled.
3. Panels can then re-rank proposals within this list to allow for science balance, etc.
4. Once the ranking is complete, panelists will review the Team Expertise for the top proposals.
5. Panelists provide written consensus reports for *every* proposal.
  - There are *a lot* of proposals. This is where your notes in the “shared remarks” during preliminary grading will benefit both you and your fellow panelists!
6. Panelists comment on a subset of the Executive Committee (Large, Treasury, AR Legacy) proposals to assist the Chair/Vice Chair in their reviews.



## Detailed Proposal Discussion Procedures

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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, and special requirements.
6. The panel submits final grades on the proposal via SPIRIT. **Everyone not conflicted except the panel chair and vice 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

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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 (not every panel will have these).
  - 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

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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 below 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

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- 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?

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- **Your panel may have some unallocated 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
  - SPD follows the guidance from the Executive Committee
- What can you do?
  - Rank carefully down to 2N line. SPD 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 Policy Division members will also be present for these discussion and will pass the information on to the Director.



## Proposal De-anonymization and Team Expertise Review

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- 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

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- Comments are required for all proposals (including triaged proposals).
- **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.
- 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, 2026 and for Chairs to review and approve comments is February 18, 2026.**
- 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*.



# Proposal Comments: Practical Instructions

4567 Review Comments

Save Review Review Completed

Strengths  Weaknesses  Resources  Comments  Technical Notes  Instructions

Enter your final 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 preliminary comments in “shared remarks”

Enter review comments related to the strengths of the proposal.



## Proposal Comments: Detailed Instructions

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- 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” instead of “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" instead of "It is not clear to me why these targets were chosen"
- Do not refer to the proposer or the team; 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

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- Avoid statements that create the impression that the low ranking of a proposal is due to a minor mistake.
- JWST is *heavily oversubscribed*. **Many unsuccessful 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

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### 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, and for which proposals. Often, this is a group discussion amongst the panel members. Same rules apply for conflict of interest as with panel proposals.



# Executive Committee Proposals

Executive Committee proposals can be found in the **Download Panel Files:**

**STScI** HST Cycle 99 Review ▾ 15 Sign Out ↗

Space Krakens Panel Grading & Review Final Ranking

<b>Review Status</b> Final Grading + Review <b>Number of Proposals</b> 3 still in contention (1 triaged)	<b>Your Grades</b> Due 06/22/2021 05:00 PM EDT <div style="width: 50%;"></div> 1 of 2 Grades completed	<b>Your Reviews</b> Due 06/22/2021 05:00 PM EDT <div style="width: 0%;"></div> 0 of 3 Reviews completed	<b>Panel Contacts</b> Laura L. Watkins Gene Kerman
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### Proposals & Assignments

Number	Title	Grading	Review
2800	Constraining the Size of the Deep Space Kraken	Grading complete	Needs my review (primary)
3421	Finding the Deep Space Kraken	☹️ Triaged	Needs my review
4089	<i>Conflicted</i>	Not grading	Not reviewing
4567	Searching for Evidence of Other Space Krakens	Needs grading	Needs my review (primary)

### Panel Resources

- Panel Instructions ...
- Download Panel Files ...**
- Grade by Worksheet ...

<https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information/reviews-grades-and-comments/spirit-webreviewer-tool-guide/viewing-panel-assignments-and-resources>



# Policy Issues

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## Conflict of Interest

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If you have not yet identified your conflicts of interest, please do so **IMMEDIATELY** at **[myaccount.stsci.edu](https://myaccount.stsci.edu)**.



## Code of Conduct

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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 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.

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



## Confidentiality

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- Remember that you should not discuss the outcome or process 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 or scientists before the panel convenes.
- Do not use any generative language AI (e.g., ChatGPT) for assistance in writing comments; to do so would mean sharing confidential proposal information online.
- 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

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Our goal is informed, impartial 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 SPD members
  - **Do not identify the potential cause to other panelists**



## Conflict of Interest

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If you have not yet identified your conflicts of interest, please do so IMMEDIATELY at [myaccount.stsci.edu](https://myaccount.stsci.edu).



## Conflict of Interest: Procedures During Panel Review

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- Complete the Conflicts of Interest Disclosure form before reviewing proposals
- Panel Chairs (aided by Panel Support Scientist) are 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”* or *“I don’t know why I’m conflicted 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 them to return.

If in doubt, ask the Science Policy Division (SPD) for clarification.



## General Guidelines

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- Panel Members should assume that all instruments will be performing nominally in Cycle 5
- 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 preliminary grading or 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 will not be possible to recommend all strong and compelling programs**



# Personnel & Logistics

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# Panel Personnel

Panel	SPD Manager	Panel Support	email
Solar System	Molly Peebles	TBD	
Exoplanet Atmospheres	Amy Jones	TBD	
Planetary Systems	Linda Smith	TBD	
Stars and Stellar Populations	Becca Levy	TBD	
Dust and Gas	Nimisha Kumari	TBD	
Galaxy Ecosystems	David Stark	TBD	
Galaxy Frontiers	Nikolay Nikolov	TBD	
SMBH	Lou Strolger	TBD	
<b>Executive Committee Galactic</b>	Amaya Moro-Martin	TBD	
<b>Executive Committee Extragalactic</b>	Amaya Moro-Martin	TBD	

*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

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- Call for proposals: <https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-call-for-proposals-for-cycle-5>
- 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
Before November 12, 2025	November 12, 2025 - January 9, 2026	January 9 - February 2, 2026	February 2 - 5, 2026 <b>(Galactic Panels: Solar System; Exoplanet Atmospheres and Habitability; Exoplanetary System Formation and Dynamics; Stars and Stellar Populations; Gas, Dust and the ISM)</b>  February 3 - 6, 2026 <b>(Extragalactic Panels: Nearby Galaxies to Cosmic Noon; High-Redshift Galaxies and the Distant Universe; Super Massive Black Holes and Active Galaxies)</b>	February 7 - 11, 2026
<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"> <li>• Be assigned as a <b>Grader</b> for a subset of the proposals assigned to your panel.</li> <li>• Check for and report additional conflicts of interest with any of your assigned proposals ASAP.</li> <li>• Read <b>all</b> of your assigned proposals.</li> <li>• Enter numerical scores as preliminary grades for <b>all</b> of your assigned proposals.</li> <li>• Use “Remarks” section in SPIRIT to write down your comments on the proposal. This information will be used by the Primary and Secondary Reviewers at the time of writing the feedback comments, and is particularly useful in the case the proposal is triaged and not discussed during the meeting.</li> <li>• <b>Report to the Science Policy Division, and as soon as possible, any proposal that you think should be disqualified</b></li> </ul>	<p>During this phase, you will:</p> <ul style="list-style-type: none"> <li>• Prepare for the panel meeting.</li> <li>• Review all proposals listed for discussion, <i>especially those you did not read for preliminary grading.</i></li> <li>• Consider whether you wish to raise a triaged proposal for discussion.</li> <li>• Read the subset of Executive Committee proposals, as directed by your Chair and Vice Chair (these proposals will be discussed, but not graded during the meeting).</li> </ul>	<p>The panel meets for 4 days. During this phase, you will:</p> <ul style="list-style-type: none"> <li>• Discuss proposals in turn and enter numerical scores as grades after each discussion.</li> <li>• Use “Remarks” section in SPIRIT to write down your comments on the proposal, while the discussion is still fresh in your mind. This information will be used by the Primary and Secondary Reviewers at the time of writing the feedback comments.</li> <li>• Assess the final ranking of proposals for science balance.</li> <li>• Review team expertise for top ranked proposals.</li> <li>• Discuss (but not grade) a subset of Large GO, Treasury GO, Legacy AR, and Pure Parallel programs to provide feedback to your panel Chair and Vice Chair that they can bring to the Executive</li> </ul>	<p>During this phase, you will:</p> <ul style="list-style-type: none"> <li>• Write proposal feedback comments for every primary assignment (including triaged proposals). <b>Reviewers are forbidden from uploading proposal content or review materials to Generative Artificial Intelligence (GAI) tools since this violates the confidentiality of the review process.</b></li> <li>• Assist the primary reviewer with proposal feedback comments for every secondary assignment.</li> </ul> <p>Please remember to remove review materials from your computer after the review.</p>



## Who to Go To for Help

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



## Relevant STScI Personnel

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- **Jennifer Lotz** – STScI Director
- **Nancy Levenson** – STScI Deputy Director
- **Mercedes Lopez-Morales** - Associate Director for Science
- **Neill Reid** – Multi-mission Project Scientist
- **Laura Watkins** – Science Policy Division Head
- **Amaya Moro-Martin** – JWST Science Policies Lead
- **Molly Peeples** – Cross-mission Policy Scientist
- **Dan D’Orazio, Amy Jones, Nimisha Kumari, Claus Leitherer, Becca Levy , Nikolay Nikolov, Linda Smith, Dave Stark, Lou Strolger**– Science Policy Division members
- **Aleksandra Hamanowicz** – 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
- **Sherita Hanna** – Events Planning Group Lead
- **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)

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- NASA:
  - **Hannah Jang-Condell:** 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
- 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 ...

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- 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 email 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 can't do this without you and **we value your input!!**



## Reminders

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- Check for conflicts; report any to your Panel Support Scientist (PSS) *immediately*
- Report any possible policy violations (DAPR, page limits, format) to your PSS or Science Policy Division (SPD) manager *as soon as you notice them!*
- Schedule enough time in the next couple months to **review and grade your assigned proposals by the deadline of January 9, 2026**
- Minimize scheduling conflicts during the TAC panel meeting, and notify the Panel Chair of any remaining conflicts
- Later, but before the TAC panel meeting: read through all proposals that will be discussed and Executive Committee (EC) proposals
  - EC proposals can be found in the “Download Panel Files”



Thank you!

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