



STScI | SPACE TELESCOPE
SCIENCE INSTITUTE

EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

JWST Cycle 3: Panel Support Orientation

Laura Watkins for the JWST Science Policies Group

Science Mission Office

November 2023



We could not do this without you.
Thank you!!



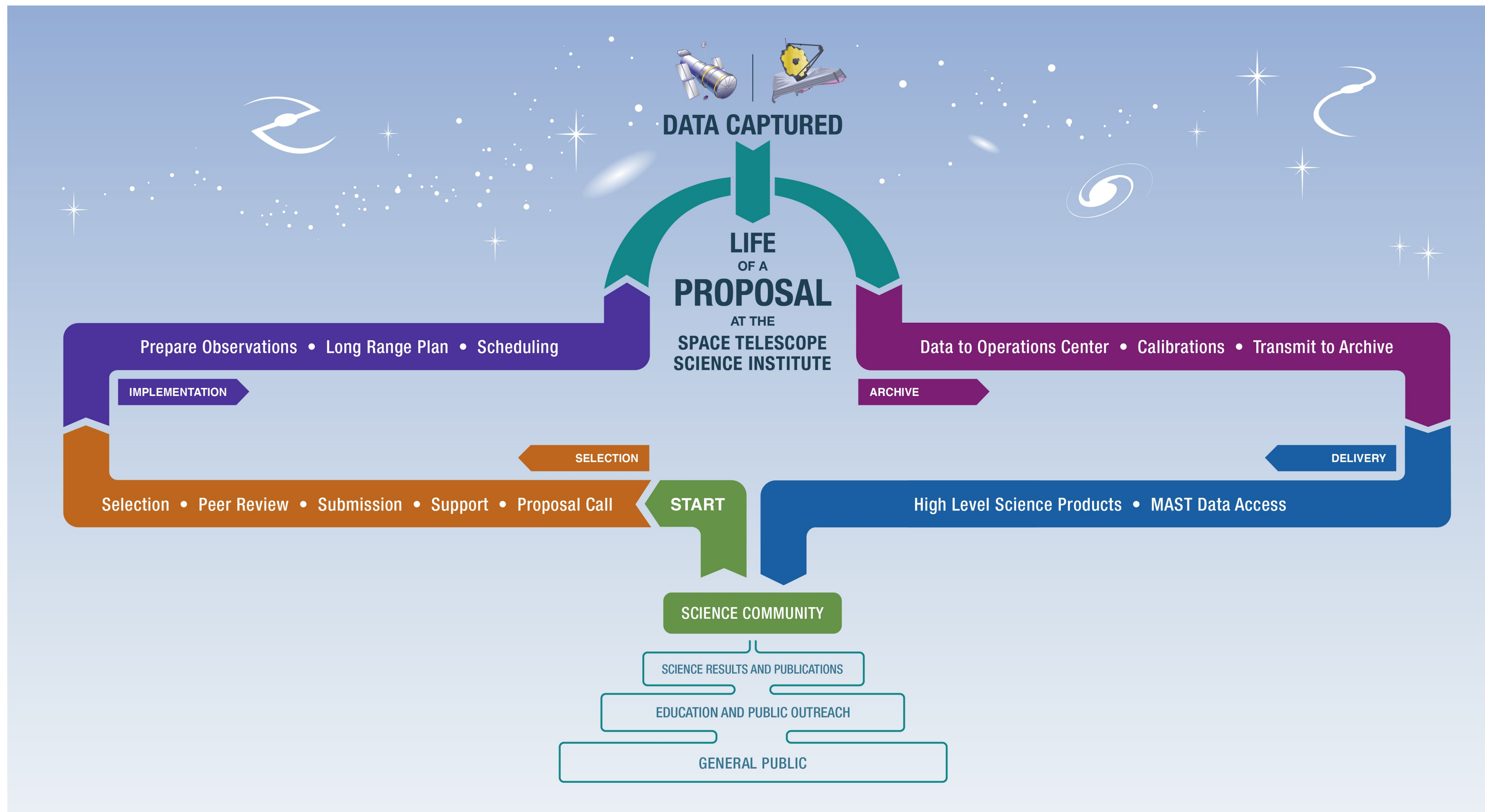
Summary

- Review Overview
- Roles and Who's Who
- Timeline and Schedule
- Review Phases:
 - Preliminary Grading & External Review
 - Review Documentation
 - Pre-Meeting
 - Panel Meetings & Post-Meeting
- Logistics

Review Overview

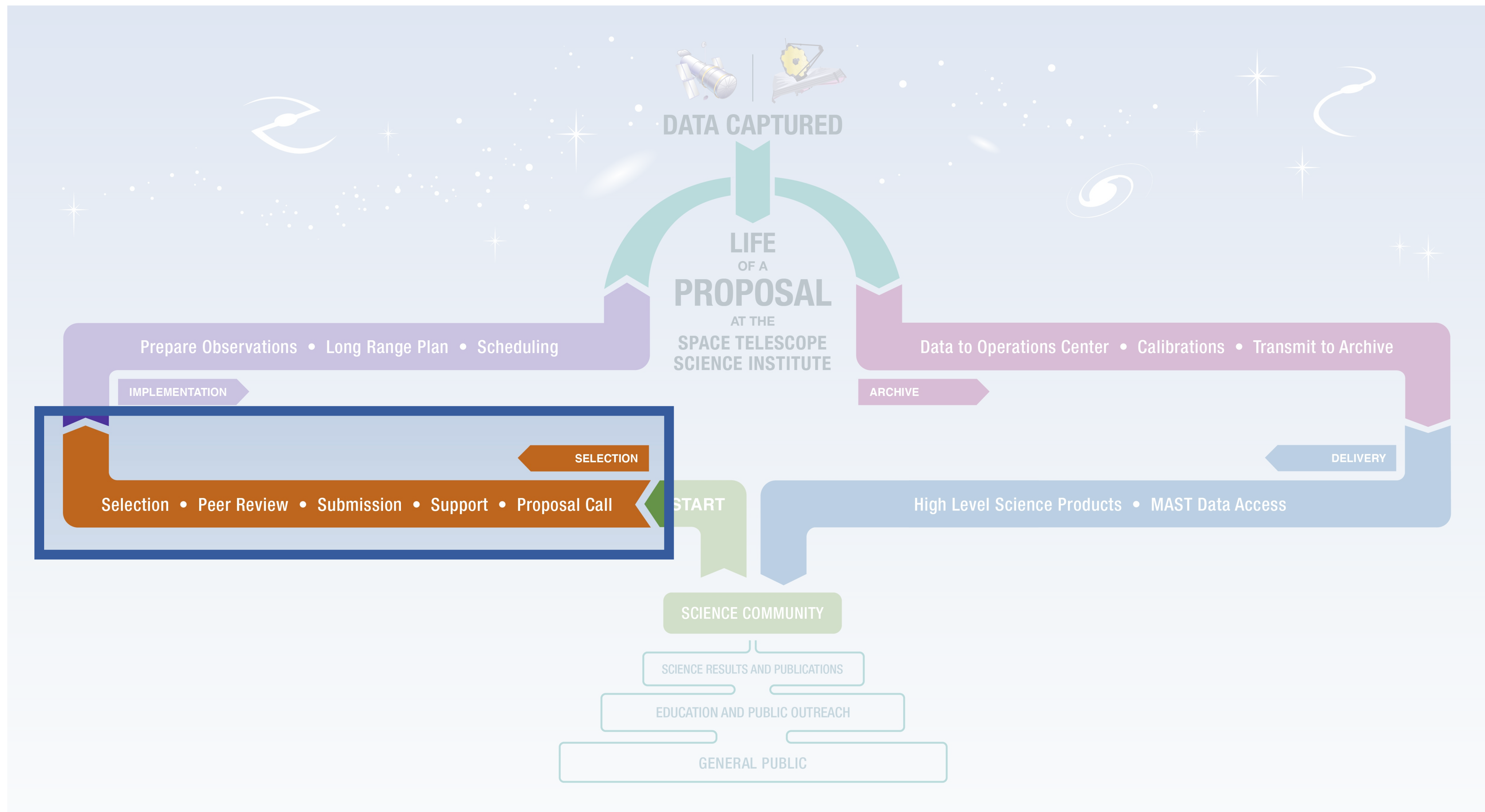


Life of a Proposal





Life of a Proposal





The Scale of the Process

- >1900 proposals submitted for ~49K hours (~5K available)
- JWST will nominally award ~60 million dollars in grant support for successful proposals
- 183 discussion, 251 external and >125 expert reviewers:
 - Recruitment process started in April!
 - Discussion panelist acceptance rate ~40%
 - 22 panels in 7 broad subject areas + Executive Committee
- Goal: Select proposals of highest scientific merit.



Overview

- Hybrid approach:
 - 16 discussion panels, initial work is asynchronous, then they meet virtually
 - 6 external panels, fully asynchronous
 - 1 executive committee — panel chairs + at-large, meet in person
- External panelists: grades and comments for Small GO proposals (1 – 15 hours) and Archival proposals.
- Discussion panels: review the remaining Small GO, Medium, and Survey proposals.
- Executive committee: Large, Treasury and AR Legacy.
- Exceptions:
 - All LSS proposals will be reviewed by the discussion panel (due to the small pool).
 - All Target of Opportunity proposals will be reviewed by their corresponding discussion panels in order to review them in context.



Panel Setup

- Discussion Panels:
 - Chair
 - Sets agenda, runs meeting, moderates discussion, does not grade.
 - 9-12 panelists
 - Read and grade all assigned proposals. Comments for a subset.
 - 1 PSS
 - 1 shared SPG manager
- External Panels:
 - 28-61 panelists
 - Read, grade, and comment on all assigned proposals.
 - 1 shared PSS

Roles & Who's Who



JWST Science Policies Group

SPG panel managers

Who we are:

- [Christine Chen](#) (Lead)
- [Katey Alatalo](#) (Deputy Lead)
- [Brett Blacker](#) (TAC Technical Lead), [Aleksandra Hamanowicz](#) (SCOPE, Deputy Technical Lead)
- Claus Leitherer, Andy Fruchter, [Amaya Moro-Martin](#), [Jamila Pegues](#), [Linda Smith](#) (SPG Scientists)
- Ale Aloisi (SMO Mission Head)
- [Elena Sabbi](#), Laura Watkins (SMO Mission Deputy Heads)
- Neill Reid (Associate Director for Science)

What we do:

- Plan and implement the peer review process:
 - Call for Proposals, panelist planning and recruitment, proposal processing and panelist assignments, policy issues, panel triage, results processing, notifications.
- Contacts for policy, process and technical questions.
- “Float” during meetings, mostly observing, but also to answer questions.



Others supporting the peer review process

Questions and Logistics:

- SCOPE — scheduling questions and issues
- INS — instrument and calibration questions
- WASABI — SPIRIT review tool questions and issues
- EPG — meeting logistics, registration
- ITSD — behind the scenes

Observers:

- Director's Office
- JWST Mission Office
- Canadian Space Agency
- European Space Agency
- NASA HQ
- NASA GSFC JWST Project



Panel Support Scientists (PSSs)

Panel Support Scientists support the panels!

- 1 PSS per Discussion panel + 1 External PSS.
- Support the panel chair, panelists, and SPG managers before, during, and after the review meeting.
- (Or support the panelists and SPG managers during the review phase for External PSSs.)
- You are intermediaries between the reviewers and STScI.
- Your main tasks are to:
 - Answer questions or redirect them to the right person.
 - Ensure panel meetings run smoothly.
 - Monitor the panel discussions, and ensure the focus remains on the science, not the team.
 - Bring any critical issues to the attention of SPG.
- **You perform a vital role representing STScI — we could not do this without you! Thank you!!**



Panels, PSSs and SPG Managers

Panel	Panel Chair	PSS	SPG Manager
Exoplanets 1	Kevin Heng		Katey Alatalo
Exoplanets 2	Stanimir Metchev		Katey Alatalo
Exoplanets 3	Monika Lendl		Katey Alatalo
Exoplanets 4	Eugene Chiang		Katey Alatalo
Galaxies 1	Erica Nelson		Jamila Pegues
Galaxies 2	JD Smith		Jamila Pegues
Galaxies 3	Daniela Calzetti		Jamila Pegues
Galaxies 4	Jarle Brinchmann		Jamila Pegues
Large Scale Structure	Keren Sharon		Amaya Moro-Martin
SMBH 1	Nadia Zakamska		Elena Sabbi
SMBH 2	Vivian U		Elena Sabbi
Solar System	Leigh Fletcher		Amaya Moro-Martin
Stellar Physics 1	Lidia Oskinova		Linda Smith
Stellar Physics 2	Chris Johns-Krull		Linda Smith
Stellar Pops 1	Angela Adamo		Christine Chen
Stellar Pops 2	Erik Rosolowsky		Christine Chen
External Panels			(as above)

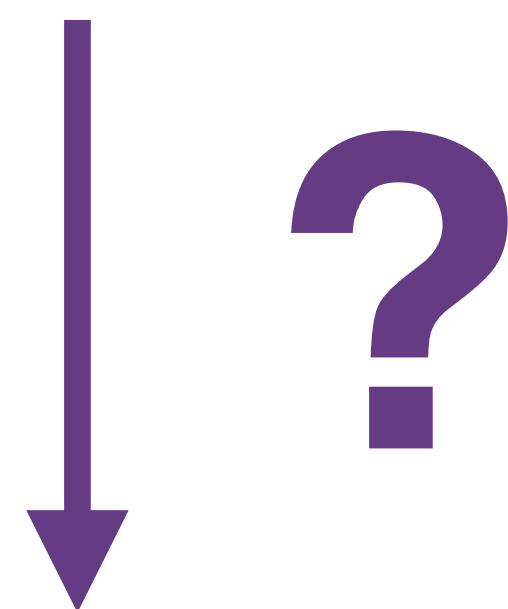
Timeline & Schedule



JWST Cycle 3 Proposal Deadline:
Wednesday October 25, 2023 at 8pm EDT



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Wednesday October 25, 2023 at 8pm EDT



Notifications:
Late February 2024



Timeline

| Proposal deadline

| Notifications go out



Timeline

SPG = Science Policies Group

SPG recruits reviewers, assigns to panels

Proposal deadline



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SPG recruits reviewers, assigns to panels

Proposal deadline

SPG assigns proposals to panels and reviewers



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Proposal deadline

40-50 proposals per reviewer

SPG assigns proposals to panels and reviewers

6 reviewers per proposal

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



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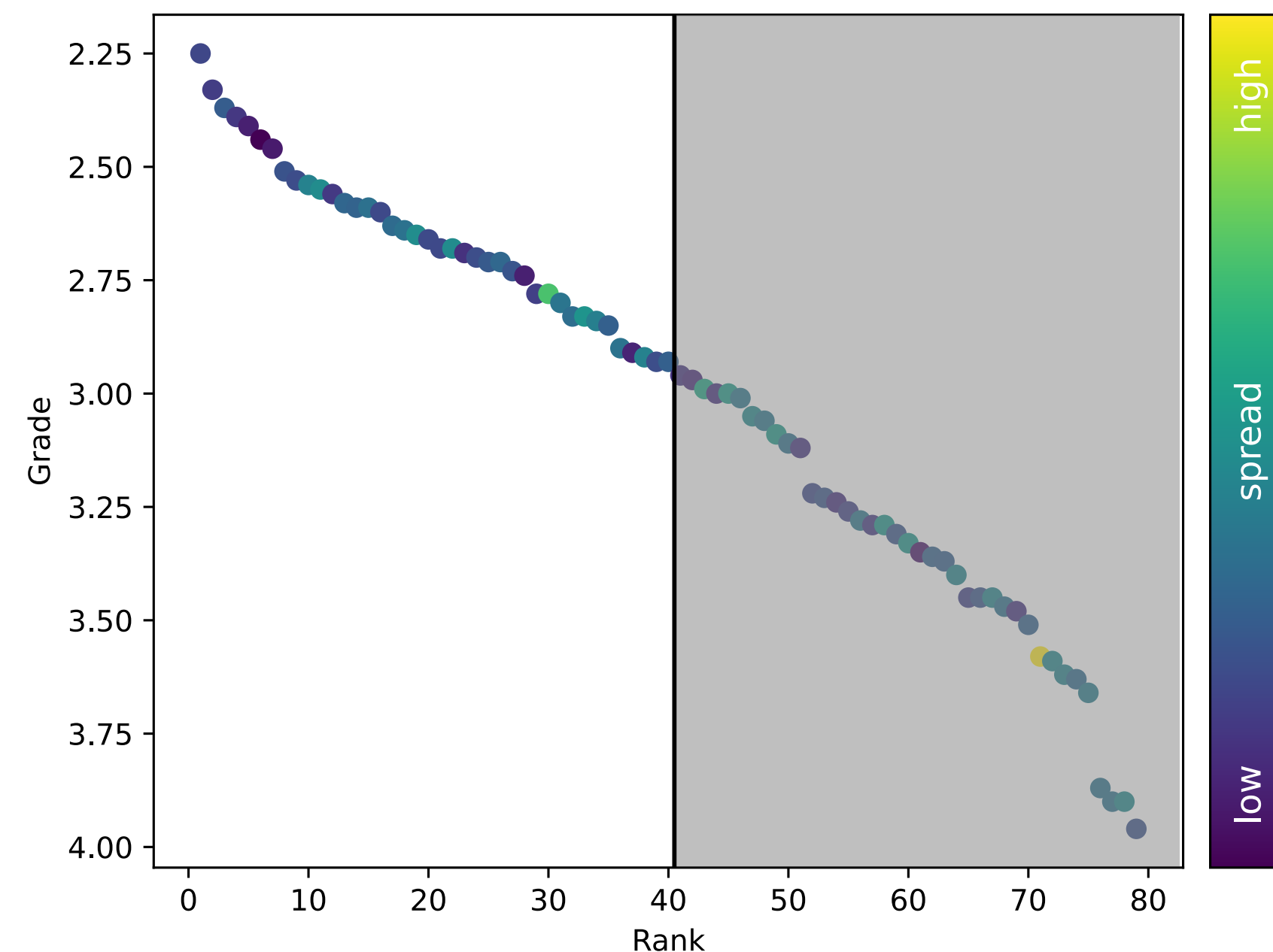
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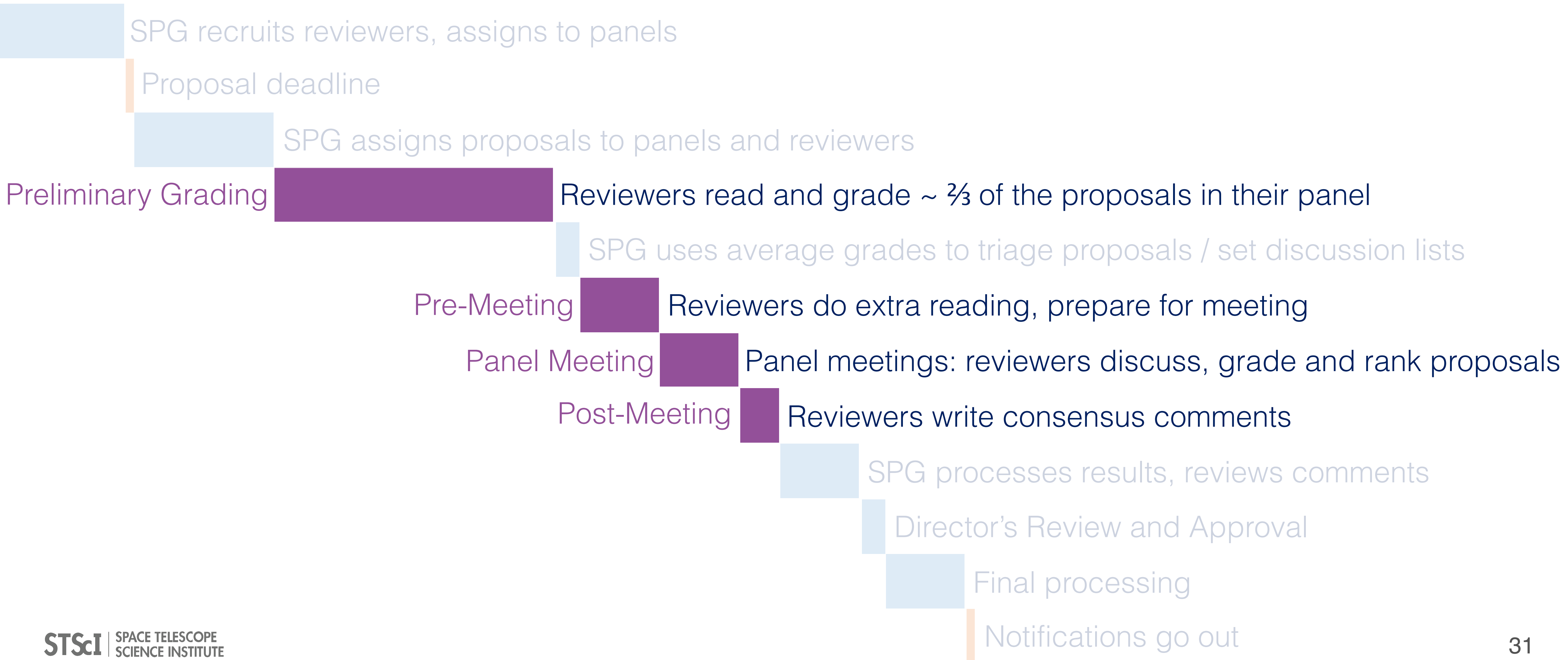
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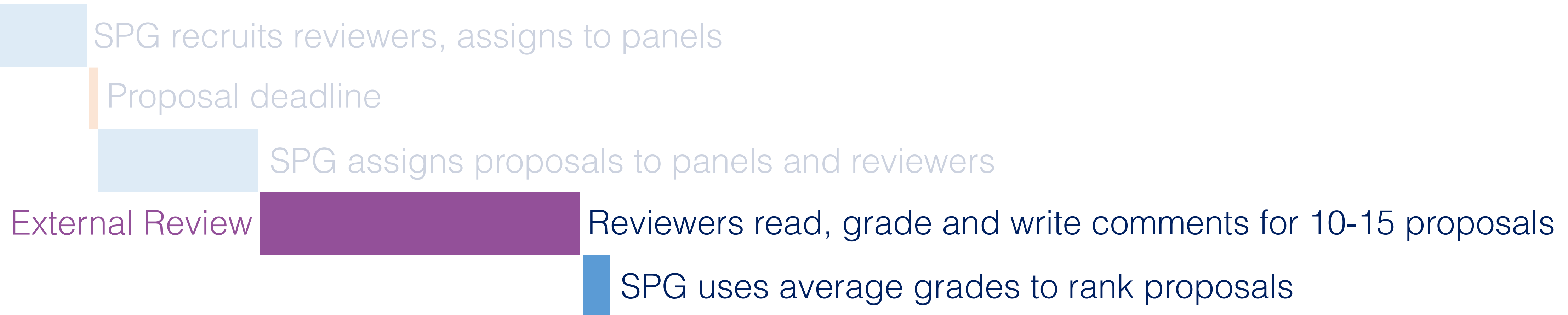
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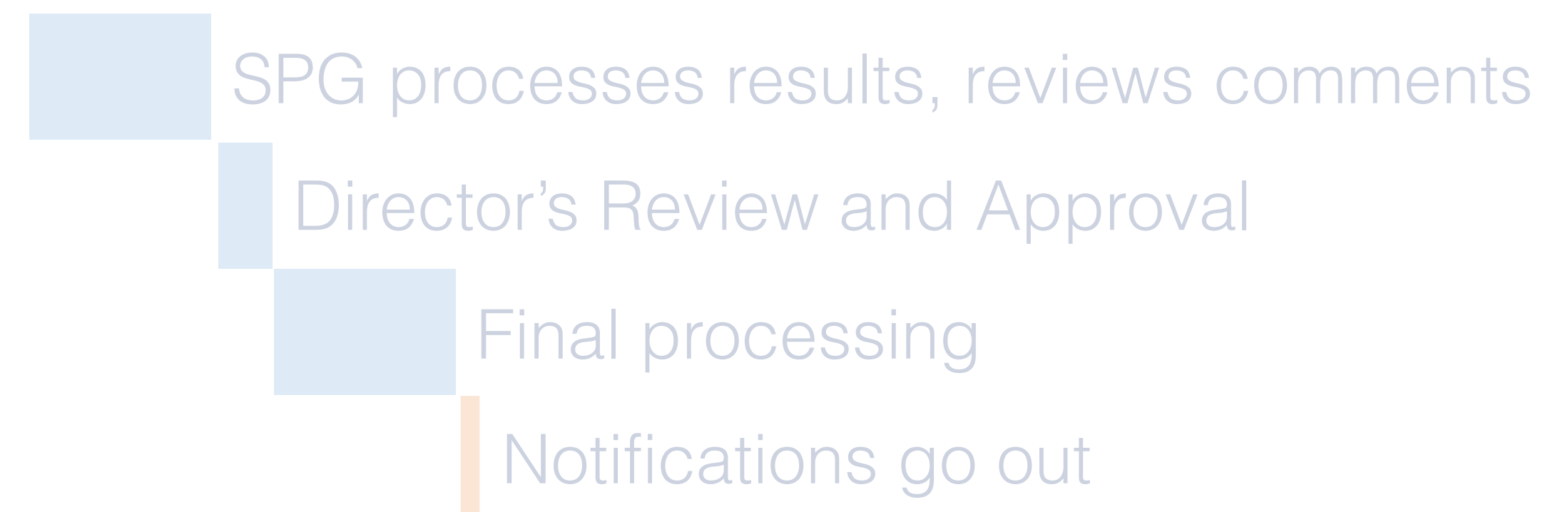


Timeline for External Panels

SPG = Science Policies Group



no meeting





Anticipated Cycle 3 Proposal Review Schedule

Date	Milestone
Wednesday November 1, 2023, 12pm-1pm	Review Orientation for Panel Support Scientists
Monday November 6, 2023, 12pm-2pm	Orientation for Discussion Panelists
Tuesday November 7, 2023, 12pm-2pm	Orientation for External Panelists
Thursday November 9, 2023	Proposals released to reviewers for review and grading
Date TBD (probably 11/13 or 11/14)	SPIRIT Overview for Panel Support Scientists
Thursday November 16, 2023	Deadline for panelists to report additional conflicts of interest
Wednesday January 17, 2024	Deadline for Discussion Preliminary Grades, and External Grades + Comments
Friday January 19, 2024	Release of panel discussion lists
Wednesday January 24, 2024, 11am-1pm	Panel Meeting Orientation for Panel Support Scientists
Monday January 29 - Thursday February 1, 2024	Discussion panels meet (Galactic + Exoplanets + Solar System)
Tuesday January 30 - Friday February 2, 2024	Discussion panels meet (Extragalactic)
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we are here



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Helpful!



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**Preliminary
Grading &
External
Review**

Pre-Meeting

Panel Meeting

Post- Meeting



Preliminary Grading & External Review



Preliminary Grading & External Review

Emails, emails, emails:

- when the proposals are released: **introduce yourself!**
- ~weekly (skip holidays): check-ins and reminders
- 1 week before the deadline
- 3 days before the deadline
- 1 day before the deadline
- the deadline

Good things to include:

- Link to SPIRIT and review docs
- Stellar magnitude grading scale: 1 is high, 5 is low
- Conflicts of interest:
 - Before Nov 16 deadline: remind them of the deadline
 - After Nov 16 deadline: It's never too late to report conflicts of interest!



Conflicts of Interest

Conflicts of Interest:

- Personal involvement (PI or Co-I) — identified automatically
 - Direct gain from proposal success
- Current/former advisor/student/postdoc of PI or Co-I — identified by panelists before review
 - Indirect gain from proposal success
- Close personal ties (family, etc.) with PI or Co-I — identified by panelists before review
 - Indirect gain from proposal success
- Close collaborator on the proposal — identified by panelists before review
- **Involvement in closely competing proposal (same targets or science)**
 - Direct gain from proposal failure
- **Any other reason for discomfort**

Conflicted Panelists, STScI Staff (including PSSs and SPG), and Observers:

- Cannot review proposal or any proposal materials.
- During the panel meeting, **MUST** leave the Bluejeans session.



Preliminary Grading & External Review

Additional Conflicts of Interest:

- **Add the conflict to SPIRIT (if panelist didn't already)**
- **Deal with reassignment(s)**
 - If the reviewer is a **Grader**:
 - Assign a new Grader
 - If the reviewer is **Secondary**:
 - Assign a current Grader to Secondary
 - Assign a new Grader
 - If the reviewer is a **Primary**:
 - Assign the Secondary to Primary
 - Assign a current Grader to Secondary
 - Assign a new Grader
 - **External** Panels:
 - Assign a new Secondary
- SPIRIT automatically notifies, but a quick email is polite

Each proposal has 6 panelists assigned:

- **6 Graders**
 - read and grade proposal
- Of which:
 - **1 Primary Reviewer**
 - writes comments
 - *(starts discussion)*
 - **1 Secondary Reviewer:**
 - helps write comments
 - *(supports discussion)*

External Panels:

- **5 Secondaries**
 - Read and grade
 - Writes comments



Preliminary Grading & External Review

Answer questions:

- **Familiarise yourself with the review docs.**
- What counts as a conflict of interest?
- I can't review this proposal, I'm not an expert.
- Why are there 3 grades? What do they mean?
- What is this extra set of proposals? What do I do with them?

Redirect questions:

- **YOU are the contact point.**
- Problems logging into SPIRIT → WASABI
- Dual-anonymous peer review (DAPR) concern → SPG manager for your panel
- Technical/instrument/scheduling → Brett and Crystal (check for conflicts before going to INS/SCOPE)
- Deadline extension → SPG manager for your panel
- Panel meeting scheduling constraints → Panel Chair

Review Documentation

You don't have to be an expert
But it helps to know what's there





Review Documentation

Review phase and dates

Main tasks

Links to useful info for the phase

Important dates for the phase

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>
<p>Learn more about:</p> <ul style="list-style-type: none">Code of ConductConfidentialityConflicts of InterestJWST and its InstrumentsProposal Types, Sizes and Science AreasTips for a Smooth ReviewWho to Contact for HelpUnconscious Bias Training	<p>Learn more about:</p> <ul style="list-style-type: none">Accessing and using SPIRITDual-anonymous ReviewPrimary / Secondary Reviewers & GradersSelection Criteria and Scoring SystemLarge, Treasury & Legacy ProposalsArchive of Orientation Sessions <p>Useful topics from previous phases:</p> <ul style="list-style-type: none">Reporting additional conflictsWho to Contact for Help	<p>Learn more about:</p> <ul style="list-style-type: none">Triage Process & Discussion ListPreparing for the Panel MeetingUseful topics from previous phases: <ul style="list-style-type: none">Accessing and using SPIRITPrimary / Secondary Reviewers & GradersLarge, Treasury & Legacy ProposalsReporting additional conflictsWho to Contact for Help	<p>Learn more about:</p> <ul style="list-style-type: none">Blue Jeans and Slack GuidelinesDiscussion Panel MeetingsFinal Ranking <p>Useful topics from previous phases:</p> <ul style="list-style-type: none">Accessing and using SPIRITPrimary / Secondary Reviewers & GradersDual-anonymous ReviewSelection Criteria and Scoring SystemLarge, Treasury & Legacy ProposalsWho to Contact for Help	<p>Learn more about:</p> <ul style="list-style-type: none">Proposal Feedback Comments <p>Useful topics from previous phases:</p> <ul style="list-style-type: none">Accessing and using SPIRITPrimary / Secondary Reviewers & GradersConfidentialityWho to Contact for Help
<p>Important Dates and Deadlines:</p> <ul style="list-style-type: none">Wednesday October 25: JWST proposal deadline	<p>Important Dates and Deadlines:</p> <ul style="list-style-type: none">Monday November 6, 12pm-2pm EST: Discussion Panelists OrientationThursday November 9: SPG to release proposals and assignmentsThursday November 16: Deadline to check for and report additional conflicts of interestWednesday January 17: Deadline for preliminary grades	<p>Important Dates and Deadlines:</p> <ul style="list-style-type: none">Friday January 19: SPG to release lists of which proposals will be discussed by the panels	<p>Important Dates and Deadlines:</p> <ul style="list-style-type: none">Monday January 29, 10am-4pm EDT: Panel Meeting Day 1Tuesday January 30, 10am-4pm EDT: Panel Meeting Day 2Wednesday January 31, 10am-4pm EDT: Panel Meeting Day 3Thursday February 1, 10am-4pm EDT: Panel Meeting Day 4Friday February 2, 10am-4pm EDT: Panel Meeting Day 5	<p>Important Dates and Deadlines:</p> <ul style="list-style-type: none">Monday February 05: Deadline for proposal comments for Discussion panelistsFriday February 9: Deadline for EC sign-off of Discussion commentsWednesday February 28: STScI releases Cycle 3 Science Program.



Review Documentation

▼ General Info and Getting Started - Cycle 3

- Code of Conduct - Cycle 3
- Confidentiality - Cycle 3
- Conflicts of Interest - Cycle 3
- JWST and its Instruments - Cycle 3
- Proposal Types, Sizes and Science Areas - Cycle 3
- Tips for a Smooth Review - Cycle 3
- Who to Contact for Help - Cycle 3
- Orientation Materials - Cycle 3
- Unconscious Bias Training - Cycle 3

▼ Reviews, Grades and Comments - Cycle 3

- SPIRIT WebReviewer Tool Guide - Cycle 3
- Dual Anonymous Proposals Guide for Reviewers
- Selection Criteria and Scoring System - Cycle 3
- Proposal Feedback Comments - Cycle 3

▼ Panel Meetings - Cycle 3

- Blue Jeans and Slack Guidelines - Cycle 3
- Primary, Secondary Reviewers and Graders - Cycle 3
- Triage Process and Discussion List - Cycle 3
- Preparing for the Panel Meeting - Cycle 3
- Guidelines for Panel Chairs - Cycle 3
- Discussion Panel Meetings - Cycle 3
- Final Ranking - Cycle 3
- Large, Treasury and Legacy Proposals - Cycle 3
- Executive Committee - Cycle 3
- Executive Committee Expert Reviews - Cycle 3



Review Documentation

1. What counts as a conflict of interest?
2. I can't review this proposal, I'm not an expert.
3. Why are there 3 grades? What do they mean?
4. What is this extra set of proposals? What do I do with them?

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- Who to Contact for Help - Cycle 3
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▼ Reviews, Grades and Comments - Cycle 3

- › SPIRIT WebReviewer Tool Guide - Cycle 3
- Dual Anonymous Proposals Guide for Reviewers
- Selection Criteria and Scoring System - Cycle 3
- Proposal Feedback Comments - Cycle 3 **3**

▼ Panel Meetings - Cycle 3

- Blue Jeans and Slack Guidelines - Cycle 3
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- Preparing for the Panel Meeting - Cycle 3
- Guidelines for Panel Chairs - Cycle 3
- Discussion Panel Meetings - Cycle 3
- Final Ranking - Cycle 3 **4**
- Large, Treasury and Legacy Proposals - Cycle 3
- Executive Committee - Cycle 3
- Executive Committee Expert Reviews - Cycle 3



Review Documentation

Don't know where to find something?

Review docs don't help?

If in doubt, ASK!

There are no stupid questions.

(It'll help us improve the docs too.)

Pre-Meeting



Pre-Meeting

Panelists:

- reading extra proposals
- starting to enter review comments

Panel chair:

- setting schedule

You:

- support panelists and chair
- answering more questions
- set up a BlueJeans test with your panel

The background of the slide is a deep space image featuring a dense field of stars and a prominent nebula. The nebula has wispy, ethereal structures in shades of blue, purple, and white, set against a dark, star-filled sky. The stars vary in brightness and color, with some appearing as sharp points of light and others as soft, glowing spheres.

Panel Meeting & Post-Meeting

Orientation #2 — Wednesday January 24, 11am-1pm



Panel Meetings

Virtual via BlueJeans:

- Monday 1/29 - Thursday 2/1 for Solar System, Exoplanets, SPhys, SPops
- Tuesday 1/30 - Friday 2/2 for Galaxies, SMBH, LSS
- Panels meet from 10am to 4pm EST
 - Panel chairs may shift by ~15-30 minutes but it shouldn't be more than that!
 - There should be breaks!!
 - Panel chairs set the detailed agenda.

High-level Overview:

- Introductions and Set-up
- Discussions — discussion of proposal, grading of proposal (xN proposals)
- Ranking — discussion and possible adjustment of ranking based on average grades
- EC proposals — discussion (but no grading) of EC (Large, Treasury, Legacy) proposals
- Comments — Primaries and Secondaries write comments for each proposal

Logistics



Logistics

- **WBS for panel support activities:**
 - JWST Program Selection: P0004.07.01.01
 - Orientations (including this one), panel check-in emails, panel questions, conflict wrangling, panel meetings.
- Slack channels for each panel + one for PSSs + one for general chit chat — invites soon!
- Please remember the review is **Confidential**
 - All discussions
 - All materials
 - Panel membership (until published in the newsletter)
- Remove all documents from your computer after the review.



We could not do this without you.
Thank you!!