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EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

JWST Cycle 3 Executive Committee Orientation

https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-telescope-allocation-committee-tac-instructions

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January 5, 2024

Today's Orientation

- Welcome and Introductions

- Executive Committee Orientation
  - Overview
  - What is happening before the panels meet
  - Tips on how to run a smooth panel meeting
  - What will happen during (and after) the panel meetings
    – Grading
    – Ranking
    – Discussion of EC proposals
    – Finalizing proposal comments
  - What to expect during the EC meeting
  - Hour Allocations

- Q&A

JWST Cycle 3 Proposal Review Schedule

Date	Milestone
October 25, 2023	GO/AR Cycle 3 Proposal Deadline
November 6, 2023	Orientation meeting for Discussion panelists
November 9, 2023	STScI Releases proposals to panelists for review and preliminary grading
Friday, January 5, 2024	Executive Committee Orientation
Wednesday, January 17, 2024	Deadline for panelists to submit preliminary grades for their assigned proposals
Friday, January 19, 2024	STScI sends each Discussion panelist the list of proposals to be discussed by their panel
Wednesday, January 24, 2024	Deadline for EC members to submit preliminary grades for EC proposals
Friday, January 26, 2024	STScI releases lists of EC proposals to be discussed at EC meeting
January 29 – February 2, 2024	Telescope Allocation Committee: Monday – Thursday: Galactic Panels; Tuesday – Friday: Extragalactic Panels
February 5 – 7, 2024	Telescope Allocation Committee: Executive Committee Meeting
Friday, February 9, 2024	Deadline for EC members to submit final consensus report (including comments)
February 28, 2024	PI notification letters are distributed
July 1, 2024	Beginning of Cycle 3 Observations

New for Cycle 3: Duplication Checking

- The JWST SPG needs your help to identify and adjudicate duplications.

- A duplication occurs when two programs request observations of the same target using the same Instrument and Observing Mode with a similar sensitivity (within a factor of ~3)

- There are several places where duplications can occur
  - Duplications with previous cycle observations should be identified and justified within the Special Requirements section of the proposals.
  - Duplications between External panel allocations and individual panel allocations may occur. In this case, the Panel Chair should solicit the opinion of the discussion panel to determine how the duplication should be handled.
  - Duplications among parallel Discussion panels may occur. In this case, the affected Panel Chairs may swap proposals and solicit the opinions of their discussion panels to determine how the duplication should be handled.
  - Duplications among EC proposals and Discussion and/or External panels may occur. In this case, the Panel Chairs are asked to determine how the duplication should be handled.

Duplication Checking Tools

- Before the Panels Meet
  - The week before the meeting, the JWST SPG will distribute (1) a *.pdf document with the titles and abstracts and (2) a *.xlsx spreadsheet with the coordinates and observing details for the Very Small proposals that are likely to be accepted

- During the Discussion Panel Meetings
  - Chair Breakfasts will provide a forum for EC members chairing mirror panels to compare the highly ranked Small and Medium proposals from their panels.

- The Executive Committee Meeting
  - Chairs will summarize highly ranked Medium proposals, detailing the high-level science questions that will be addressed
  - Once the discussion panel ranked lists are finalized, the JWST SPG will distribute (1) a *.pdf document with the titles and abstracts and (2) a *.xlsx spreadsheet with the coordinates and observing details for the Small and Medium proposals that are likely to be accepted

- After the TAC has disbanded
  - STScI will run duplication checking software to search for additional duplications. The JWST SPG may reach out for assistance adjudicating late breaking duplications.

The Review Process:
before the panels meet

Where we are right now

Step 1: Preliminary grading

- We are <2 weeks from the preliminary grading deadline!

- The Science Policies Group will produce and distribute the discussion panel proposals that have made it past triage in two weeks on January 19, 2024

- Before the TAC meeting, STScI will provide the Executive Committee with proposals likely to be recommended for approval from the *external reviewer* pool, including proposal abstracts and exposure catalogs

- Expert reviews for the EC proposals are coming in -- should mostly be there by January 24, but some may take longer

- Preliminary EC grades are due by **Wednesday, January 24!!**

Preliminary ranking determines which proposals will be discussed

STScI averages grades & advances the higher ranked proposals for discussion.

- 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.

These proposals are discussed by the panel
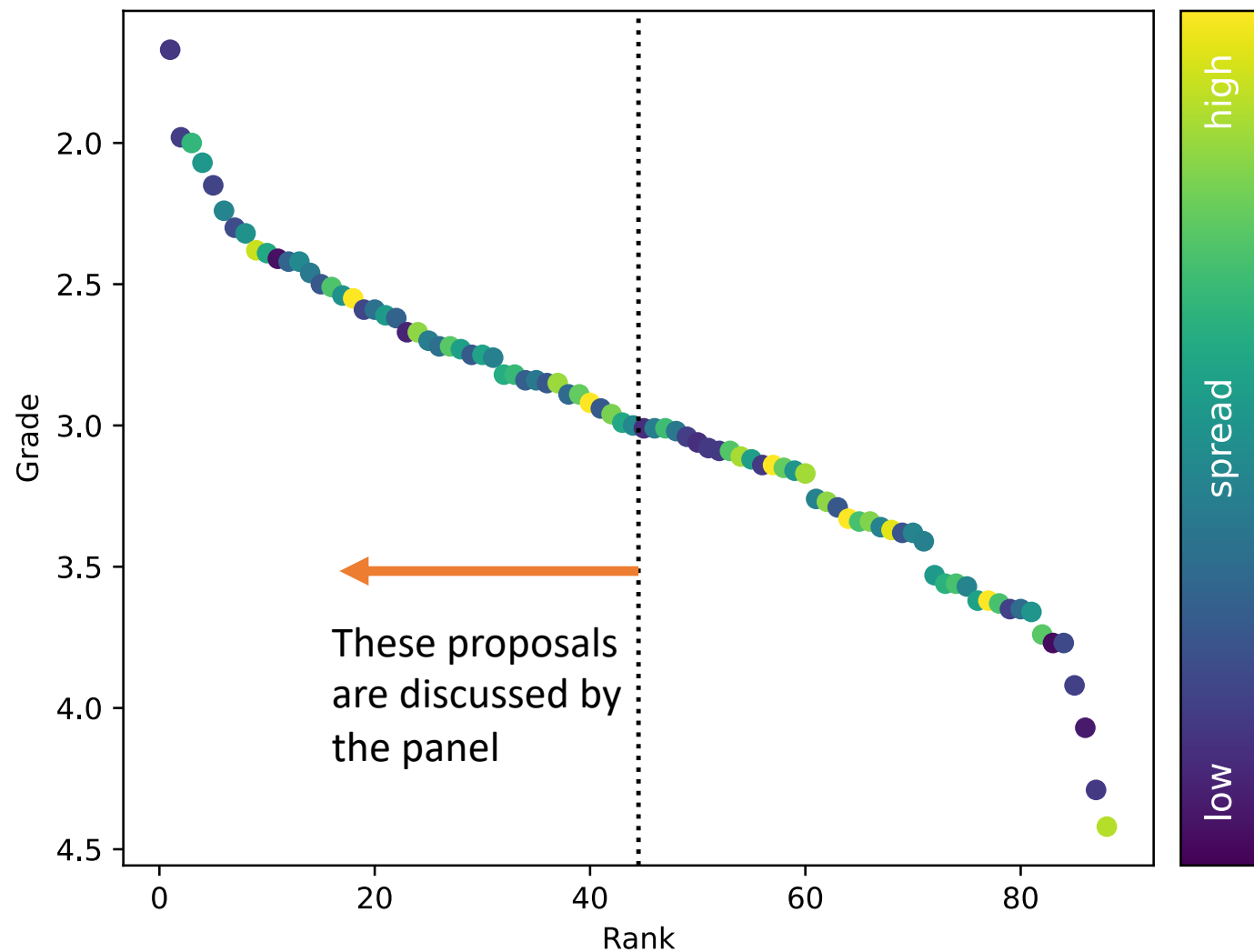
Proposals for Review

- Your panelists will need to review all surviving proposals so they 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.

- Panelists must let Chairs know if they would like to suggest a proposal to raise from triage; as Chair, you can set a deadline for this to give all of your 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

Approved External Proposals

The week before the meeting, the JWST SPG will distribute a spreadsheet, an abstract catalog, and an exposure catalog providing details for the approved External Proposals on Box

Spreadsheet

	Proposal Number	Title	JWST Instruments	This Prime Alloc.
2	02919	Life After Death: Finding Water in a Planetary Disk around a White Dwarf	NIRSPEC,MIRI	7.23
3	02961	Vaporized rocks: detecting silicate cloud precursors in ultra-hot Jupiters	MIRI	9.06
4	02981	Exocometary molecules at the epoch of volatile delivery	NIRSPEC	1.68
5	03087	Reaching ~0.1 arcsec inner working angle for NIRCam coronagraphic imaging	NIRCAM	5.91
6	03154	Testing the C/O Ratio Prediction for Hot Jupiters from Disk-Free Migration	NIRSPEC	10.36
7	03279	Calibrating NIRISS order 3 for very bright time-series observations with JWST	NIRISS	13.15
8	03337	Solving a Solar Neighborhood Crime Scene by Imaging 14 Her c	NIRCAM	7.42
9	03399	An Empirical Calibration of the NIRSpec IFU Point Spread Function to Enable High Contrast Imaging Spectroscopy	NIRSPEC	11.39
10	03514	Panchromatic view of an Adolescent and Frigid Jovian Exoplanet	NIRSPEC,MIRI	8.22
11	03522	Spectroscopic characterization of the smallest and coolest directly imaged exoplanet 51 Eridani b	NIRSPEC	11.12
12	03621	Confirming a Giant Planet Around the White Dwarf GD 140	MIRI	2.37
13	03647	GJ504 b is really cool: a new atmospheric window into Jupiter's evolution with JWST/MIRI	MIRI	10.68
14	03652	Age and Confirmation of White Dwarf Exoplanet Candidate WD 0141-675b	MIRI,NIRSPEC	4.22
15	03731	Problem Planets: Understanding the Formation of Giant Planets around Low Mass Stars	NIRSPEC	14.05
16	03818	To be or not to be in equilibrium: Probing disequilibrium chemistry on the warm sub-Neptune TOI-270 d	NIRSPEC	7.23
17	03840	JWST NIRCam Confirmation of the First Directly Imaged Sub-Saturn Mass Exoplanet	NIRCAM	8.43
18	03925	Planets or Giant Collisions in the Fomalhaut Debris Disk System	NIRCAM	6.57
19	03962	A NIRSpec pilot program on planet-forming disks around very-low mass stars	NIRSPEC	5.62
20	03973	Using planets to dynamically weigh a debris disc for the first time	NIRCAM	8.03
21	04014	Imaging Planet Formation at its Earliest Stages: Measuring The Extinction Level of an Enshrouded Protoplanet	NIRCAM	3.55
22	04082	Putting it all Together: Dynamics and Chemistry Probed Through Transmission Spectroscopy of a Cloud-Free Exoplanet	NIRSPEC	6.69
23	04090	Follow the trace: Direct detection of a dynamically ejected young planet outside a circumbinary disk	NIRCAM	4.57
24	04102	Hydrogen-rich sub-Neptune or exposed Neptune mantle? Confirming the nature of the most favorable sub-Neptune for JWST emission spectroscopy	NIRSPEC	13.38
25	04105	Not Your Normal Neptune: Exploring the Chemical Processes at Play in HAT-P-11b	NIRSPEC	14.22
26	04227	Chemistry and Clouds of a Temperate Jupiter	NIRSPEC	12.61

Abstract Catalog

ID: **2919 Life After Death: Finding Water in a Planetary Disk around a White Dwarf**
TYPE: **GO**
PANEL: **Exoplanets-External**
Scientific Category: **Stellar Physics and Stellar Types**
Scientific Keywords: **Circumstellar Disks,Debris Disks,Evolved Stars,Stellar Evolution,Stellar Phenomena,White Dwarf Stars**
Proprietary Period: **12**

Resources | **Funding Size (AR Only)** | **Science Instruments** NIRSPEC, MIRI

	Primary	Parallel
Cycle 2	7.23	0.0
Cycle 3	0.0	0.0
Cycle 4	0.0	0.0

Special Flags

Size	Calibration	Regular/Theory	Treasury	DSS	Cloud Computing
Small					

Abstract
The InfraRed Spectrograph (IRS) on the Spitzer Space Telescope provided low-resolution spectroscopy of eight dusty white dwarfs. However, only two had sufficient signal-to-noise ratio for a mineralogical analysis, G29-38 and GD 362, and only one (GD 362) shows potential emission features near 6 microns that could be due to water vapor. We propose to obtain high signal-to-noise ratio, medium resolution spectroscopy of GD 362 with the JWST to detect, for the first time, the water vapor features at high significance, resolve them, and constrain the abundance of water in a remnant planetary disk around a white dwarf. This is a unique opportunity: GD 362 is a unique target, and the JWST spectroscopy will enable us to constrain the composition of the disk, including water ice, water vapor, hydrated minerals, and aqueous alterations, as well as gas phase species. Even a non-detection of water would be significant as it would constrain the origin of the tidally disrupted exomoons and exo-asteroids around this white dwarf. The long term evolution of disks around white dwarfs is also of prime interest; by modeling the silicate emission feature, we will constrain any mineralogical differences compared to the Spitzer IRS observations of GD 362 from early 2000s.

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Approved External Proposals

Please familiarize yourself with the highly ranked External proposals not just for your Science Category but also adjacent Science Categories. Make a note of highly ranked proposals that may have target/instrument mode/exposure time duplications with high scoring proposals in your panel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Proposal ID	Observation Number	TAC Panel	Target Name	Instrument	Science Template	Carry-Over ToO	Pure Parallel	Coordinated Parallel	Prime Time	Parallel Time	R.A. Hours	R.A. Minutes	R.A. Seconds	Dec. Hours	Dec. Minutes	Dec. Seconds
2	04082	1	Exoplanets-External	WASP-96	NIRSPEC	NirspecBrightObjectTimeSeries	false	false	false	17550	0	0	4	11.18	-47	21	38.29
3	03652	2	Exoplanets-External	WD0141-675	NIRSPEC	NirspecFixedSlitSpectroscopy	false	false	false	902	0	1	43	0.1	-67	18	46.14
4	03652	1	Exoplanets-External	WD0141-675	MIRI	MiriImaging	false	false	false	5172	0	1	43	0.1	-67	18	46.14
5	03840	3	Exoplanets-External	HIP17695	NIRCAM	NircamCoron	false	false	false	5736	0	3	47	23.34	-1	58	19.95
6	03840	2	Exoplanets-External	G-7-34	NIRCAM	NircamCoron	false	false	false	5411	0	4	17	18.53	8	49	22.02
7	03840	1	Exoplanets-External	G-7-34	NIRCAM	NircamCoron	false	false	false	5411	0	4	17	18.53	8	49	22.02
8	03818	2	Exoplanets-External	TOI-270	NIRSPEC	NirspecBrightObjectTimeSeries	false	false	false	17493	0	4	33	39.86	-51	57	26.62
9	03522	4	Exoplanets-External	51-ERI-SPECKLES	NIRSPEC	NirspecFixedSlitSpectroscopy	false	false	false	4500	0	4	37	36.16	-2	28	25.72
10	03522	2	Exoplanets-External	51-ERI-SPECKLES	NIRSPEC	NirspecFixedSlitSpectroscopy	false	false	false	4500	0	4	37	36.16	-2	28	25.72
11	03522	3	Exoplanets-External	51-ERI-B	NIRSPEC	NirspecFixedSlitSpectroscopy	false	false	false	4500	0	4	37	36.2	-2	28	25.88
12	03522	1	Exoplanets-External	51-ERI-B	NIRSPEC	NirspecFixedSlitSpectroscopy	false	false	false	4500	0	4	37	36.2	-2	28	25.88
13	04014	1	Exoplanets-External	HD34203	NIRCAM	NircamCoron	false	false	false	1101	0	5	16	4.13	11	20	28.78
14	04014	3	Exoplanets-External	MWC758	NIRCAM	NircamCoron	false	false	false	1101	0	5	30	27.53	25	19	56.67
15	04014	2	Exoplanets-External	MWC758	NIRCAM	NircamCoron	false	false	false	1101	0	5	30	27.53	25	19	56.67
16	03973	3	Exoplanets-External	HD-37501	NIRCAM	NircamCoron	false	false	false	9240	0	5	34	57.42	-61	10	34.19
17	03973	7	Exoplanets-External	HD-53143	NIRCAM	NircamImaging	false	false	false	1635	0	6	59	59.31	-61	20	6.15
18	03973	6	Exoplanets-External	HD-53143	NIRCAM	NircamImaging	false	false	false	1635	0	6	59	59.31	-61	20	6.15
19	03973	1	Exoplanets-External	HD-53143	NIRCAM	NircamCoron	false	false	false	3618	0	6	59	59.31	-61	20	6.15
20	02961	1	Exoplanets-External	WASP-121B	MIRI	MiriLRS	false	false	false	24408	0	7	10	24.06	-39	5	50.17
21	03514	2	Exoplanets-External	WISEP-J075108.79-763449.6	MIRI	MiriLRS	false	false	false	3332	0	7	51	8.34	-76	34	52.5
22	03514	1	Exoplanets-External	WISEP-J075108.79-763449.6	NIRSPEC	NirspecFixedSlitSpectroscopy	false	false	false	15740	0	7	51	8.34	-76	34	52.5
23	03962	2	Exoplanets-External	ISO-CHAI-147	NIRSPEC	NirspecIFUSpectroscopy	false	false	false	4672	0	11	8	26.37	-77	15	55.08
24	03621	1	Exoplanets-External	GD-140	MIRI	MiriImaging	false	false	false	2788	0	11	37	4.93	29	47	58.09
25	03087	25	Exoplanets-External	HR-4735	NIRCAM	NircamCoron	false	false	false	1812	0	12	26	51.68	-32	49	48.88
26	03087	13	Exoplanets-External	HR-4796A	NIRCAM	NircamCoron	false	false	false	1812	0	12	36	0.96	-39	52	10.59
27	03087	1	Exoplanets-External	HR-4796A	NIRCAM	NircamCoron	false	false	false	1812	0	12	36	0.96	-39	52	10.59
28	02981	1	Exoplanets-External	HD-110058	NIRSPEC	NirspecFixedSlitSpectroscopy	false	false	false	780	0	12	39	46.15	-49	11	55.79
29	03647	2	Exoplanets-External	GJ504-B	MIRI	MiriMRS	false	false	false	9996	0	13	16	46.52	9	25	26.97
30	03647	1	Exoplanets-External	GJ504-B	MIRI	MiriMRS	false	false	false	9996	0	13	16	46.52	9	25	26.97
31	03731	1	Exoplanets-External	TOI-3235	NIRSPEC	NirspecBrightObjectTimeSeries	false	false	false	14646	0	13	49	53.72	-46	3	59.45

The Review Process:
preparing for the panel meetings

The Discussion Panel Meetings

The Discussion panels will meet virtually via BlueJeans
- Galactic: Monday, January 29 through Thursday, February 1
- Extragalactic: Tuesday, January 30 through Friday, February 2

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

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

Panel Schedules: Plan them now

- Plan to spend no more than 15 minutes discussing each proposal.

- Build in breaks that are long enough for panelists to get meals, stretch their legs, *and* use the bathroom.

- Keep time zones in mind!

- Plan ahead of time what order to review proposals in. Some popular options:
  - Numerical. Easy to keep track of, but may introduce bias w.r.t. when proposals submitted
  - Sorted by topic. Provides less "whiplash" but also provides strong temptation to compare proposals during the discussions
  - Random!
  - Some combo of the above

- Consider primary+secondary reviewers when setting the discussion order. Do not want small subset of people to dominate the conversation for extended periods while others "check out".

- Consider conflicts – can consolidate individual's conflicts, especially at beginning / end of day for those with hardest to accommodate time zones.

Panel Schedules: Plan them now

- A popular technique is to set up a shared google spreadsheet with the schedule in it so panelists can see it ahead of time. This can also be used to keep track of conflicts and reviewers – and where comments are after the ranking is finalized.

Start Time	Duration		Proposal	Primary	Secondary	Conflicts
10:00	0:20	Introductions, Set Up				
10:20	0:10	Proposal	1234	Hubble	Tinsley	Rubin
10:30	0:10	Proposal	2345	Rubin	Hubble	
10:40	0:10	Proposal	3456	Tinsley	Rubin	
10:50	0:10	Proposal	4567	Leavitt	Rubin	Tinsley, Herschel
11:00	0:10	Proposal	5678	Herschel	Leavitt	

- Introductions are important! Don't spend too much time here, but don't skip. Where are people located, what's their area of expertise, what's their time zone, what's the name of the cat that will be walking across their keyboard during the review? Remember also the STScI support staff.

Set up your panel schedule *now*

Day One

Start Time	Duration		Suggested Work
10:00	0:20	Introductions, Set Up	
10:20	1:00	Work	(4 proposals)
11:20	0:20	Break	
11:40	1:00	Work	(4 proposals)
12:40	0:40	Break	
13:20	1:15	Work	(5 proposals)
14:35	0:20	Break	
14:55	1:00	Work	
15:55	0:05	Wrap Up	
16:00		Adjourn	

Day Two

Start Time	Duration		Sugg
10:00	0:05	Set Up	
10:05	1:15	Work	(5
11:20	0:20	Break	
11:40	1:00	Work	(4 proposals)
12:40	0:40	Break	
13:20	1:15	Work	(5 proposals)
14:35	0:20	Break	
14:55	1:00	Work	(4 proposals)
15:55	0:05	Wrap Up	
16:00		Adjourn	

Day Three

Start Time	Duration		Suggested Work
10:00	0:05	Set Up	
10:05	1:15	Work	(5 proposals)
11:20	0:20	Break	
11:40	1:00	Work	Ranking
12:40	0:40	Break	
13:20	1:15	Work	Ranking
14:35	0:20	Break	
14:55	1:00	Work	Large Proposals
15:55	0:05	Wrap Up	
16:00		Adjourn	

See JDox and Slack for template schedule spreadsheet you can edit and share with your panels!

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The Review Process:
during the panel meetings

Roles and Responsibilities

- ### The Panel Chair runs the meeting
    - Panelists should follow the code of conduct

- ### Panel Support Scientist (PSS) monitors SPIRIT, produces ranked lists, answers questions, or summons STScI staff experts, as needed. PSS has the authority to stop the discussion if the discussion strays away from proposal criteria strengths and weaknesses

- Space Telescope Science Institute (STScI) staff
    - Science Policy Group (SPG) answers questions on policy issues
    - Instruments Division (INS) answers technical questions on instrument capabilities and performance
    - Scheduling Group answers questions on the execution of observing programs

- Observers

    Representatives from NASA Headquarters, the JWST Project at Goddard Space Flight Center, CSA & ESA, the STScI Director and Deputy Director, STScI JWST Mission Office

Code of Conduct

In addition to the code of conduct for panelists, we expect Chairs to:

- Lead by example in creating the appropriate environment for free and professional discussion

- Lead the panel in an inclusive and welcoming way and respond immediately to any abusive, bullying or unprofessional behavior

- Proactively encourage participation of reviewers who may be less experienced at panel reviews

- Proactively solicit input from each panel member in the discussion of each proposal; ensure that the discussion is not dominated by a few reviewers – an "I concur" is OK, but don't take silence for no opinion. It helps to change up the panelist discussion order.

- Keep the discussion moving and end on time to allow for sufficient time and discussion for all the proposals in the panel

- Keep the discussion focused on the strengths and weaknesses of the proposal, and no other tangential topics

- At any time, please feel free to talk to (message) STScI staff if you have any concerns.

Tools for a virtual meeting

- By now, you should have joined the JWST TAC Slack Team. The desktop app is vastly superior to using it in a browser window. Slack is the easiest way to get in touch with STScI staff, your Panelists, and the other EC members.

- Each panel will have its own channel in BlueJeans. Connection information will both be emailed to you and posted to Slack.
    - Your PSS will organize a BlueJeans check for your Panel in advance of the meeting. *Please* join if you can, even if you have used BlueJeans before. Also, a chance to say hi!
    - There exists a BlueJeans app for phones and tablets, and international call-in numbers in case of loss of connectivity. Best to be prepared…

- Do not discuss individual proposals within the channels in Slack.

- Read through https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information/panel-meetings/blue-jeans-and-slack-guidelines in advance of the meeting

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Tools for a virtual meeting: Slack

You may find yourself in a Slack Channel, and you may ask yourself, Well, how did I get here?

- **#cycle3-[topicalpanel]** – the channel for each topical panel. Panelists, Chairs, non-conflicted SPG members and At Large Members

- **#cycle3-executivecommittee** – the whole Executive Committee, plus the SPG. This will serve as the "topical" panel slack channel for the EC

- **#cycle3-chair-atlarge-spg** – as it says, just the TAC Chair, At Large Members, and members of the Science Policies Group; largely for use during the topical panel meetings

Each channel has a pinned post saying who is in it. If you're confused which channel should be used for what, just ask.

The Panel Meeting -- Overview

1. Panels discuss and re-grade each proposal.

2. Once the grading is complete, the ranked list is compiled.

3. Panels can re-rank proposals within this list to allow for science balance, etc.

4. Once the ranking is complete, panelists can review the Team Expertise for the top proposals.

5. Panelists provide written consensus reports for *every* proposal.

6. Panelists comment on a subset of the Executive Committee (Large, Treasury, AR Legacy) proposals to assist the Chair and At-Large members in their reviews.

Selection Criteria

- **Impact within the sub-field**: The scientific merit of the program and its contribution to advancement of knowledge.
  - The immediate sub-field of the proposal is the niche area of the program, not the whole broad science area of the topical panel to which it was assigned.

- **Out-of-field impact**: The program's impact for astronomy in general. Are there implications for other science areas and/or insights into larger-scale questions?
  - The proposal does not have to impact all of astronomy, but should ideally impact a number of other sub-fields or provide significant impacts in at least one other sub-field.

- **Suitability**: The necessity for JWST observations or relevance to JWST science:
  - Observing and regular archival programs: a demonstration that the unique capabilities of JWST are required to achieve the science goals; how much of a scientific advantage does JWST data offer over other facilities?
  - Theory programs: a demonstration of broad applicability to JWST observational programs.

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

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

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

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We use a "Stellar Magnitude" Scoring System: 1 is BEST

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

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

Panel Chair Conflicts

Panel Chairs may be conflicted on some proposals. In case of a conflict, you may

- Designate a panelist to act as the Panel Chair during the discussion of the proposal for which you are conflicted

- Ask one of the At-Large TAC members to act as the Panel Chair during the discussion of the proposal for which you are conflicted. (This option may be particularly helpful for the discussion of the Large, Treasury, and Archival Legacy proposals)

- Let relevant folks know ahead of time when you will have to step out because of Conflicts – having proposal discussion order set ahead of time will help with this.

Detailed Proposal Discussion Procedures

1. Panelists with conflicts disconnect from the virtual meeting room or are moved to a separate "breakout room". This includes STScI staff and Observers.

2. The Chair manages the process and may participate in the discussion, but does 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 observations, coordinated or pure parallel, exclusive access period, duplication justification, special requirements.

6. The panel submits final grades on the proposal via SPIRIT. Everyone not conflicted except the panel chair must grade--NO abstentions!!

7. The primary reviewer is responsible for collating all relevant comments, and recording those comments in SPIRIT.

Proposal Ranking: Procedures

1. Each panel has an allocation of N hours for Small proposals and M hours for Medium proposals.
   - **All proposals must be graded and ranked on the same scale.**
   - If your panel has Archival, Survey, or Calibration proposals, they do not count toward the allocation. (There are separate total Survey and Calibration pools across all panels.)

2. Once all proposals have been graded, the Panel Support Staff generates an initial ranked list.

3. The panel then discusses and agrees on **a final ranked list of programs** that encompasses at least $2 \times N$ hours.
   - Any changes to the initial ranked list must be done by sequential pairwise comparisons and changes, being mindful of any conflicts of interest
   - Some panels don't change their initial ranked list at all; others make many many changes.

Medium Proposals

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

Proposal Ranking Guidelines

- Decide ahead of time how you will go about running the ranking stage.

- Proposals above the $1N$ line will be recommended for execution; proposals between $1N$ and $2N$ are in reserve; proposals straddling the line may be executed, depending on the EC's and Director's recommendation

- Look at ranking for science balance and duplication of science/target issues (don't forget externally-reviewed proposals!)

- Top ranked proposals are very unlikely to drop below the $1N$ Allocation line: only discuss if there are very serious reservations. Similarly, proposals near the $2N$ line generally do not require extensive discussion unless there are strong concerns that they should be higher

- The Panel Chair writes a short summary, documenting the primary decisions of the panel, the reasoning that went into those decisions and the manner in which contentious issues were resolved.
  - The summary should capture the logic and rationale of the panel's conclusions in sufficient detail so that it can be recalled and understood later by the STScI Director and/or the Executive Committee

Proposal Ranking Do's

- Decide ahead of time how you will go about running the ranking stage.

- Panels may decide which proposals should be discussed with all panelists present. If a proposal is raised for discussion, panelists can re-rank that proposal in a pairwise fashion, i.e., against proposals immediately above or below; only panelists who are unconflicted on both proposals can participate in that discussion

- Have the primaries quickly summarize the strengths and weaknesses from the discussion

- Have a general panel discussion and then all unconflicted panelists vote whether to swap the positions of the proposals

- Repeat until everyone is in agreement on the ranked list down to 2x your panel's allocation

… and Proposal Ranking Don'ts

- Don't compare more than two proposals at a time

- ARs are *not* Free Resources --- don't artificially move them all above the Allocation Line

- Don't cut proposals to get more "above the line"

- Don't try to artificially move up a smaller proposals to make it fit around the line, make sure there is full consensus for a scientific move

- Mediums are a shared resource across all panels; don't arbitrarily move them up if you haven't "used" all of your panel's allocated medium hours

Proposal De-anonymization and Team Expertise Review

- After the ranking has been finalized and is frozen, the proposals above the 1N line are de-anonymized and panels will review the Team Expertise description for each recommended proposal.

- If necessary, the panel may express concerns about insufficient expertise, which will be recorded and communicated with the Director.

- Any concerns will not change the ranking of the proposals in the panel but may affect the Director's decision to accept a particular proposal.

- Even if no concerns are raised, this process is in place to alleviate community anxieties about the dual anonymous review process.

"Chair Breakfasts"

- All EC members meet before panel meeting on Wednesday, January 31
  - TAC Chair moderates EC member check-in to discuss how panel discussions have been going and whether there are any process issues that require STScI attention.

- Galactic EC members meet before panel meeting on Thursday, February 1
  - EC members representing three galactic science categories (Exoplanets and Disks, Stellar Physics, and Stellar Populations) meet separately to discuss potential duplications among External panel proposals and highly ranked Discussion proposals in their science area.

- Extragalactic EC members meet before panel meeting on Friday, February 2
  - EC members representing two extragalactic science categories (Galaxies and the IGM, SMBH) meet separately to discuss potential duplications among External panel proposals and highly ranked Discussion proposals in their science area. LSS Chair may be asked to float between meetings, depending on highly ranked LSS proposals.

- Topical breakfasts should occur after preliminary ranking is complete but before ranking is finalized. The JWST SPG should be consulted for conflict of interest checking as soon as a potential duplication is identified.

Discussion Panel Review of Executive Committee Proposals

- Discussion panels have been asked to review a subset of EC proposals. Their feedback provides more opportunity for community input and specialist commentary, informing Panel Chair and At-Large member opinions and aiding discussion in the Executive Committee meeting.

- Panel Chairs and At-Large members should coordinate to ensure that At-Large members receive feedback for proposals for which they are assigned.

- Panel Chairs and At-Large members should decide how to solicit feedback, and include it in the schedule. Often, this feedback is a group discussion amongst the panel members, but written feedback can also be solicited. For example, all panelists can review all proposals, or specific proposals can be assigned to specific panelists.

- The same rules apply for conflict of interest as with panel proposals.

- Do not let panelists know which proposals have been triaged, or not. You may want extra feedback on proposals you will want to "advocate" for at the EC level, but negative feedback on triaged proposals will remain useful for writing your comments.

The Review Process:
finalizing comments to proposers

Proposal Comments

- Comments are required for **all** proposals (including triaged proposals).

- Final comments may be entered after the meeting finishes; expect to spend time after other work has completed to work on the comments as a group.

- The deadline for panel members to enter comments is February 5, 2024 and for Chairs to review and approve comments is February 9, 2024.

- Primary reviewer is responsible for writing the comments; add any comments arising from the discussion to produce a final set of comments for each proposal.

- Don't make up reasons for rejection – if a proposal was good, but just didn't quite make the cut, then say so. Be particularly careful near the allocation boundaries. Use *Mandatory* comments only to exclude targets [e.g. duplications] or to reduce observing time allocation. All other comments are *advisory*.

- BE THOUGHTFUL. People put a lot of effort into writing these proposals, and you have put a lot of effort into reviewing them. Let your comments reflect that effort.

Proposal Comments: Practical Instructions

4567 Review Comments

Save Review   Review Completed

☑ Strengths   ☑ Weaknesses   ☑ Resources   ☑ Comments   ☑ Technical Notes   ☑ Instructions

Strengths and Weakness are Mandatory

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!

Enter review comments related to the strengths of the proposal.

Proposal Comments: Detailed Instructions

- Proposal feedback comments should be concise.

- Please avoid asking questions in the comments.

- The reports should focus on the scientific content and not the reviewer.

- Comments that may be perceived as derogatory or insulting must be avoided.

- Reviewers cannot be sure at the time of writing feedback comments whether the proposal will be accepted (even if it is "above the line"). The comments should be phrased in such a way that they are sensible and meaningful regardless of the final outcome.

- Reviewers should avoid statements that create the impression that the low ranking of a proposal is due to a minor mistake. Many proposals do not have obvious weaknesses but are just less compelling than others: in such cases, acknowledge that the considered proposal is good and refer back to which parts of the rubric it did not score as highly on as more highly-ranked proposals.

- Never include in the report an explicit reference to another proposal, such as the proposal ID.

- Whenever possible, make suggestions for possible improvements, but avoid giving the impression that following those suggestions guarantees that the proposal will be more successful in next cycle.

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

Workflow for Finalizing Feedback Comments

https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information/reviews-grades-and-comments/proposal-feedback-comments has detailed instructions – we will point you here again at the appropriate time.

Both the Chair and the PSS will proofread the reviews. The PSS will look for the following, among other things:

- grammatical errors and typos
- anything contradicting the previously posted guidelines
- personal remarks about proposers
- explicit identifications of other Cycle 3 proposals or proposers, reviewers, or STScI staff
- comments that contain only insubstantial or superficial remarks
- remarks that do not make sense because the reviewers expected the proposal to be approved, while in the end it was not

Once the PSS/Panel Chair is happy with the final review they should click the Review Signoff button. This will change the review status of the proposal to "Complete."

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- 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.

- Be particularly careful near the allocation boundaries---you won't know for sure if these proposals will be accepted, or not.

The Review Process:
the Executive Committee Meeting

The Executive Committee Panel Meeting

- For the most part, proposal discussion and ranking will work the same as in the topical panels, but with the Panel Chairs and At-Large Members acting as the Panelists

- We expect to circulate the Discussion / non-Discussion lists before the virtual panel meets
  - Each panelist may resurrect one proposal – tell the TAC Chair as soon as possible if you would like to do so.

- Special consideration will be taken at the ranking stage for programmatic balance including the recommendations from the topical panels. This will most likely affect limited resources (e.g., activations for targets of opportunity) or potential duplications

Time Allocations

JWST Cycle 3 Allocations

- Total allocation for Cycle 2: **5,500** hours

- We will allocate based on the relative time pressure in the different categories (Small/Medium/Large, Science topics) but are working on the details.

- Your panels' individual allocation (for both Small and Medium) will be available in SPIRIT sometime after triage (January 19th)

Feedback

Science Category Feedback

- JWST's science categories are currently inherited from Hubble.

- The JWST SPG and the STUC are wondering whether the Science Keywords can be grouped together into slightly different Science Categories.

- As you are participating in the review, it would be extremely helpful if you could identify the broad themes within your science category and whether the expertise for these broad themes is overlapping.

Thank you!

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