STScI | SPACE TELESCOPE SCIENCE INSTITUTE

EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

# JWST Cycle 5 Executive Committee Orientation

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

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on behalf of the STScI Science Policy Division

January 20, 2026

# Agenda

- Welcome and Introductions
- Chairs and Vice Chairs Orientation
  - EC Roster
  - Review Schedule
  - Duplication checking
  - Before the Discussion panels meet
  - Preparing for the Discussion panel meetings
  - During the Discussion panel meetings
    - Roles and responsibility and code of conduct
    - Discussion and grading
    - Ranking
    - Chair tag-ups
    - Discussion of EC proposals
  - Finalizing proposal feedback comments
  - Executive committee meeting
  - Policy issues and where to get help
  - Personnel and logistics
- Q&A

# Galactic Executive Committee

| | | | |
|---|---|---|---|
| Galactic TAC Chair | Wyatt, Mark | Univ. of Cambridge | Meeting Chair |
| Exoplanet Atmospheres 1 | Biller, Beth | Univ. of Edinburgh, IfA | Chair |
| Exoplanet Atmospheres 1 | Dragomir, Diana | Univ. of New Mexico | Vice-Chair |
| Exoplanet Atmospheres 2 | Dang, Lisa | Univ. of Waterloo | Chair |
| Exoplanet Atmospheres 2 | Berta-Thompson, Zach K. | Univ. of Colorado-Boulder | Vice-Chair |
| Exoplanet Atmospheres 3 | Wakeford, Hannah | Univ. of Bristol | Chair |
| Exoplanet Atmospheres 3 | Bardalez Gagliuffi, Daniella Carolina | Amherst College | Vice-Chair |
| Exoplanetary Systems 1 | Matra, Luca | TCD | Chair |
| Exoplanetary Systems 1 | Bergin, Edwin Anthony | Univ. of Michigan | Vice-Chair |
| Exoplanetary Systems 2 | Murray-Clay, Ruth A. | UC Santa Cruz | Chair |
| Exoplanetary Systems 2 | Dong, Ruobing | Peking Univ. | Vice-Chair |
| Gas, Dust and the ISM 1 | Molinari, Sergio | INAF - Istituto di Astro | Chair |
| Gas, Dust and the ISM 1 | Boulanger, Francois | Ecole Normale Superieure | Vice-Chair |
| Gas, Dust and the ISM 2 | Viti, Serena | Univ. Leiden | Chair |
| Gas, Dust and the ISM 2 | Mac Low, Mordecai-Mark | Amer. Mus. of Nat. Hist. | Vice-Chair |
| Solar System | Hendrix, Amanda R. | Planetary Science Instit | Chair |
| Solar System | Hueso, Ricardo | Univ. del Pais Vasco | Vice-Chair |
| Stars and Stellar Populations 1 | Johns-Krull, Christopher Michael | Rice Univ. | Chair |
| Stars and Stellar Populations 2 | Kastner, Joel H. | RIT | Chair |
| Stars and Stellar Populations 2 | Ezzeddine, Rana | Univ. of Florida | Vice-Chair |
| Stars and Stellar Populations 3 | Crowther, Paul A. | Univ. of Sheffield | Chair |

# Extragalactic Executive Committee

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|---|---|---|---|
| Extragalactic TAC Chair | Fan, Xiaohui | Univ. of Arizona | Meeting Chair |
| At-Large Member | Treu, Tommaso L. | UCLA | At-Large |
| Galaxy Ecosystems 1 | Shapley, Alice E. | UCLA | Chair |
| Galaxy Ecosystems 1 | Kartaltepe, Jeyhan | RIT | Vice-Chair |
| Galaxy Ecosystems 2 | Whitaker, Katherine E. | Univ. of Massachusetts | Chair |
| Galaxy Ecosystems 2 | Kreckel, Kathryn | Universitat Heidelberg | Vice-Chair |
| Galaxy Frontiers 1 | Papovich, Casey | Texas A & M Univ. | Chair |
| Galaxy Frontiers 1 | Garnavich, Peter M. | Univ. of Notre Dame | Vice-Chair |
| Galaxy Frontiers 2 | Jha, Saurabh W. | Rutgers St. Univ. of NJ | Chair |
| Galaxy Frontiers 2 | Finlator, Kristian | New Mexico St. Univ. | Vice-Chair |
| Galaxy Frontiers 3 | Dave, Romeel | Univ. of Edinburgh, IfA | Chair |
| Galaxy Frontiers 3 | Finkelstein, Steven L. | UT Austin | Vice-Chair |
| SMBH 1 | Jahnke, Knud | Max Planck Institute for | Chair |
| SMBH 1 | Greene, Jenny Emma | Princeton Univ. | Vice-Chair |
| SMBH 2 | Trump, Jonathan R | UCONN | Chair |
| SMBH 2 | Tremblay, Grant R. | SAO | Vice-Chair |

# JWST Cycle 5 Proposal Review Schedule

| Date | Milestone |
|---|---|
| October 15, 2025 | Cycle 5 Proposal Deadline |
| November 10, 2025 | Discussion Panels Orientation |
| November 12, 2025 | SPD releases proposals to panelists for review and preliminary grading |
| January 9, 2026 | Deadline for panelists to submit preliminary grades |
| January 16, 2026 | SPD releases lists of which proposals will be discussed by the panels |
| January 20, 2025 | Executive Committee Orientation |
| February 2 – February 6, 2026 | Discussion Panel Meetings (online) 10am-4pm<br>Galactic Panels: Monday, February 2 – Thursday, February 5<br>Extragalactic Panels: Tuesday, February 3 – Friday, February 6 |
| February 9 – 12, 2026 | Executive Committees Meetings (in person) 9am-5pm ET<br>Galactic EC: Monday, February 9 – Tuesday, February 10<br>Extragalactic EC: Wednesday, February 11 – Thursday, February 12 |
| Early-Mid March 2026 | PI notification letters are distributed |
| July 1, 2026 | Start of Cycle 5 Observations |

# Duplication Checking

# Duplication Checking

- The JWST SPG needs your help to identify and adjudicate duplications. See https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information/general-info-and-getting-started/jwst-duplication-identification-and-adjudication-procedures-for-the-tac for detailed info
- Observation Duplications:
  - When observations of the same target or field using the same instrument, same mode, same optical elements and with an exposure time within a factor of four.
  - The primary goal of the JWST Duplicate Observations Policy is to maximize telescope efficiency by eliminating unnecessary observations. Duplications are only allowed if there is a clear scientific justification.
- Science Duplications:
  - When the scientific outcomes of different programs are very similar and could overlap or be redundant.
  - There is no policy prohibiting Science Duplications but in some cases the TAC may consider them an inefficient use of JWST time, leading to the rejection of one of the proposals.

# Duplication Checking

- 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 and Discussion panels
    - The Panel Chair should solicit the opinion of the Discussion panel to determine how the duplication should be handled.
  - Duplications among parallel Discussion panels.
    - The corresponding 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.
    - The corresponding Panel Chairs are asked to determine how the duplication should be handled.

# Duplication Checking

- Before the Panels Meet
  - STScI will run duplication checking software to search for Observation Duplications between the highly ranked Very Small proposals from the External panels and the Small and Medium proposals that will be discussed by the Discussion panels. This information is made available to the corresponding Chairs.
  - The Chairs will also receive the titles and the abstracts of the recommended External panel proposals to be able to identify Science Duplications.
- During the Discussion Panel Meetings
  - **Chair Tag-ups** will provide a forum for Executive Committee members chairing Discussion panels corresponding to the same Scientific Category (a.k.a. mirror panels) to compare the highly ranked Small and Medium proposals from their panels. **This provides an opportunity to identify any Science Duplications in the mirror Discussion panels**.
  - Science and Observation Duplications with the External panels and among the mirror Discussion panels are adjudicated by the Discussion panel Chairs, with feedback from the Discussion panels, when required. This is done after the preliminary ranking of the Discussion panels is completed.

# Duplication Checking

- During the Executive Committee Meeting
  - Prior to the EC Meeting, STScI will run duplication checking software to search for Observation Duplications among the high-ranked Small and Medium proposals from the Discussion panels and the high-ranked Very Small proposals from the External panels .
  - At the EC meeting, chairs will summarize highly ranked Medium proposals, detailing the high-level science questions that will be addressed.
  - During the ranking phase of the EC proposals, the Chairs and Vice-Chairs will discuss any Science Duplications of top-ranked EC proposals with proposals in their respective Discussion panels. These are typically Medium proposals, whose scope may reach that of some EC proposals. The EC will make a recommendation if a genuine Science Duplication exists. The outcome could be a downgrade of an EC proposal if the recommended Discussion panel proposal achieves identical science. Vice versa, the EC may find that a Large/Treasury proposal supersedes a recommended Discussion panel proposal. In this case, the ranking of the EC proposal may stay the same. The EC should not re-rank the proposals in the affected Discussion panel but inform the Director of the Science Duplication with the Discussion panel proposal.
- After the TAC has disbanded
  - The STScI Director is the Allocating Official for JWST so ultimately all duplications are adjudicated by Director, based on TAC recommendations.

# The Review Process:
# before the Discussion panels meet

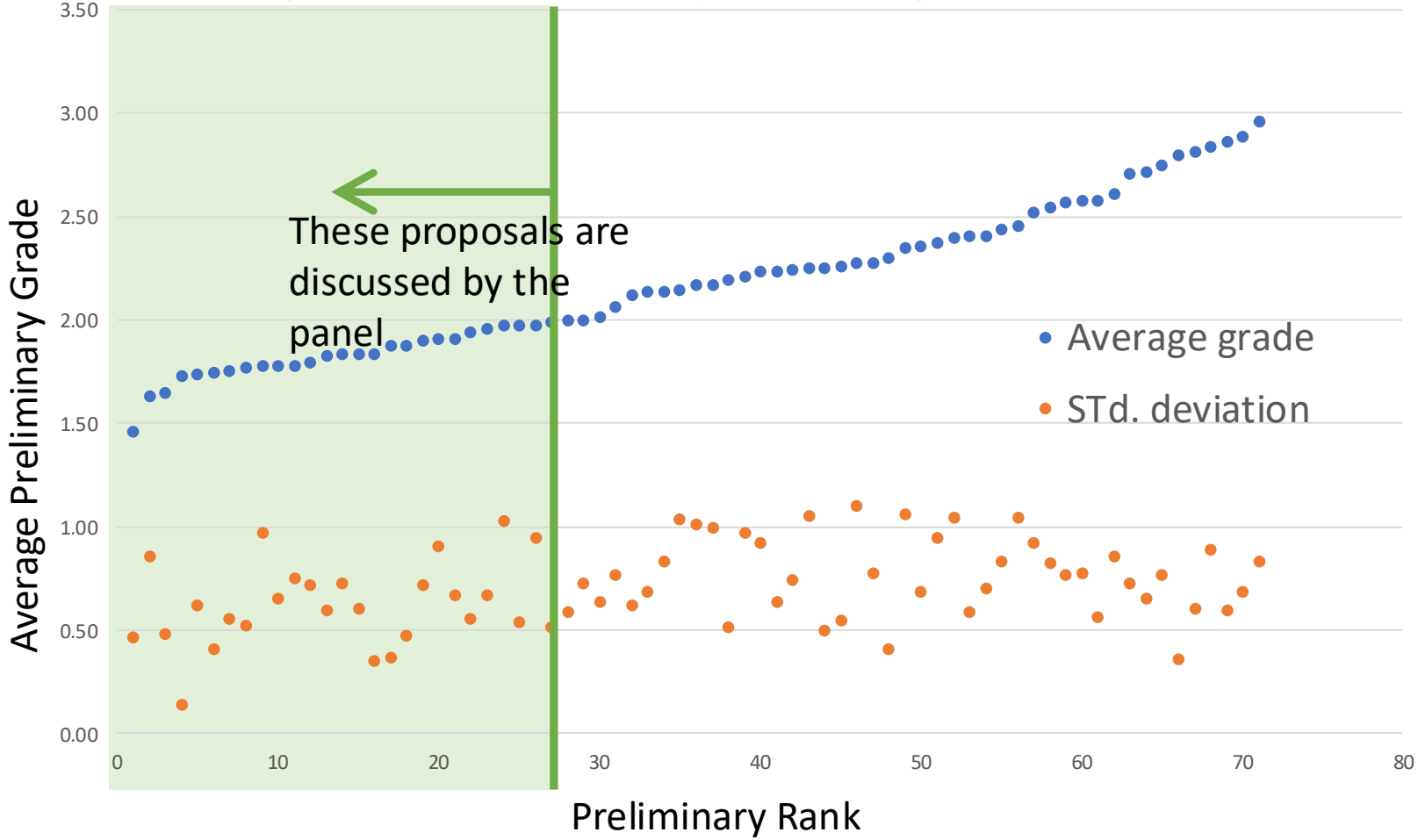
# Preliminary Grading

- January 9, 2026: Deadline for EC panelist to submit preliminary grades for EC proposals (same deadline as for External and Discussion panelists)
- January 16, 2025: SPD released lists of EC proposals to be discussed at EC meetings and of Discussion proposals to be discussed at Discussion panel meetings.

# Preliminary ranking determines which proposals will be discussed

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

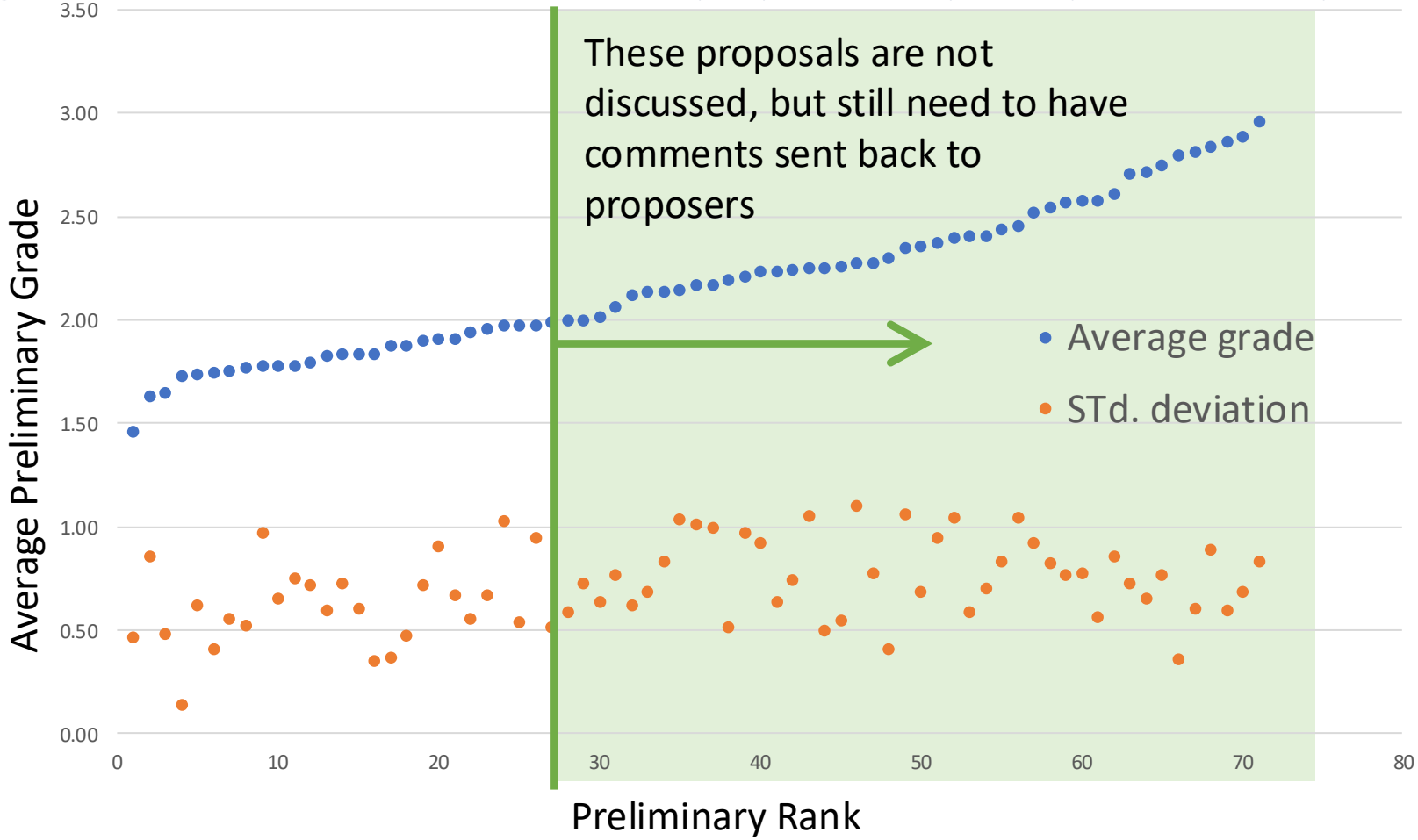
- Preliminary grades and specific ranks are not circulated to the panels; proposals to be discussed should be reviewed as a group without bias of prior ranking



# Preliminary ranking determines which proposals will be discussed

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

- Your panelists will need to review all surviving proposals so they can contribute to the discussion.
- Each non-conflicted panelist may suggest up to 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

- STScI will run duplication checking software to search for Observation Duplications between the Very Small proposals likely to be recommended to the Director by the External panels and the Small and Medium proposals that will be discussed in the Discussion panels. This information is made available to the corresponding Chairs. The Chairs will also receive the titles and the abstracts of the recommended External panel proposals to be able to identify Science Duplications.

# The Review Process:

preparing for the Discussion panel meetings

# The Discussion Panel Meetings

- The Discussion panels will meet virtually via Webex
  - Galactic: Monday-Thursday, February 2-5, 2026
  - Extragalactic: Tuesday-Friday, February 3-6, 2026
- 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.
- 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

- We recommend that you set up a shared google spreadsheet with the schedule in it so panelists can see it ahead of time. (Shared sheets are very useful so everyone can keep track of changes in real time, and we can share these with STScI support staff.) This can also be used to keep track of conflicts and reviewers, also the status of the proposal feedback comments, 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.

# Panel Schedules: Plan them 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 p |
| **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!



# The Review Process:

during the Discussion panel meetings

# Roles and Responsibilities

- The Panel Chair runs the meeting, the Vice Chair supports the panel chair.
  - Everyone 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 a 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 Webex. Connection information will both be emailed to you and posted to Slack.
  - 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 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

# Tools for a virtual meeting: Slack

- Slack Channels:
  - #jw5-[topicalpanel] – the channel for each discussion panel. Panelists, Chairs, non-conflicted SPG members and At Large Member
  - #jw5-ec-galactic – the Galactic Executive Committee, plus the SPG.
  - #jw5-ec-extragalactic – the Extragalacitc Executive Committee, plus the SPG.
- 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.
- 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** 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 Discussion Panel Meeting -- Overview

1. Discussion Panels discuss and grade each proposal.
2. Once the grading is complete, the ranked list is compiled.
3. Discussion Panels can re-rank proposals within this list to allow for science balance, account for Science Duplications, etc.
4. Once the ranking is complete, Discussion panelists can review the Team Expertise for the top proposals.
5. Discussion Panelists provide written consensus reports for *every* proposal.
6. Discussion Panelists comment on a subset of the Executive Committee (Large, Treasury, AR Legacy) proposals to assist the Chair and Vice-Chair in their reviews.

# 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

- 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. |

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 and Vice-Chairs may be conflicted on some proposals. In case that both have a conflict, you will designate a panelist to act as the Panel Chair during the discussion of the proposal for which you are both conflicted.
- 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.
- Do not reveal the nature of your Conflicts, nor make remarks like “I don’t know why I’m conflicted”.

# 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 and Vice-Chair manage the process and may participate in the discussion, but do not grade.
3. The primary reviewer summarizes and reviews the 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, justification of duplications, and justification of 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 (abstentions are not allowed).
7. The primary reviewer is responsible for collating all relevant comments and recording those comments in SPIRIT (this will be necessary at the time of writing the proposals feedback comments).

# Proposal Ranking: Procedures

1. Each panel has an allocation of *N* hours for Small proposals and *M* hours for Medium proposals.
   - All proposals must be graded and ranked on the same scale.
   - Calibration proposals are drawn from a separate pool of hours and do not count against the panel's hour allocation (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

3. The panel then discusses and agrees on **a final ranked list of programs** that encompasses at least 2×*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

- 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 1*N* 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 1*N* 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 1*N* line.
- Thereafter, Medium hours must come out of the Small hour pool if the panel wishes to recommend additional Medium proposals above the 1*N* line.
- If the Medium proposals above the 1*N* line do not fully use the Medium hour allocation, those Medium hours will be returned to the general 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.

# Ranking – Example with Smalls only

| | | | Allocation N = 210 | |
|---|---|---|---|---|
| **Rank** | **Size** | **Hours Requested** | **General Allocation Used** | **Notes** |
| 1 | Small | 30.0 | 30.0 | Approved |
| 2 | Small | 35.0 | 65.0 | Approved |
| 3 | Small | 40.0 | 105.0 | Approved |
| 4 | Small | 35.0 | 140.0 | Approved |
| 5 | Small | 40.0 | 180.0 | Approved |
| 6 | Small | 35.0 | 215.0 | 1N line, status TBD |
| 7 | Small | 40.0 | 255.0 | Not Approved |
| **Result:** 5 Small proposals approved, +1 Small on the line pending. | | | | |

# Ranking – Example with Smalls and Mediums; unused Mediums

| | | | Allocation N = 210 | Allocation M = 160 | |
|---|---|---|---|---|---|
| **Rank** | **Size** | **Hours Requested** | **General Allocation Used** | **Medium Allocation Used** | **Notes** |
| 1 | Small | 30.0 | 30.0 | 0.0 | Approved |
| 2 | Medium | 100.0 | 30.0 | 100.0 | Approved |
| 3 | Small | 40.0 | 70.0 | 100.0 | Approved |
| 4 | Small | 35.0 | 105.0 | 100.0 | Approved |
| 5 | Small | 40.0 | 145.0 | 100.0 | Approved |
| 6 | Small | 35.0 | 180.0 | 100.0 | Approved |
| 7 | Small | 40.0 | 220.0 | 100.0 | 1N line, status TBD |
| 8 | Small | 30.0 | 250.0 | 100.0 | Not Approved |

**Result:** 5 Small proposals approved, +1 Small on the line pending.
1 Medium proposal approved. **60 medium hours are unallocated.**

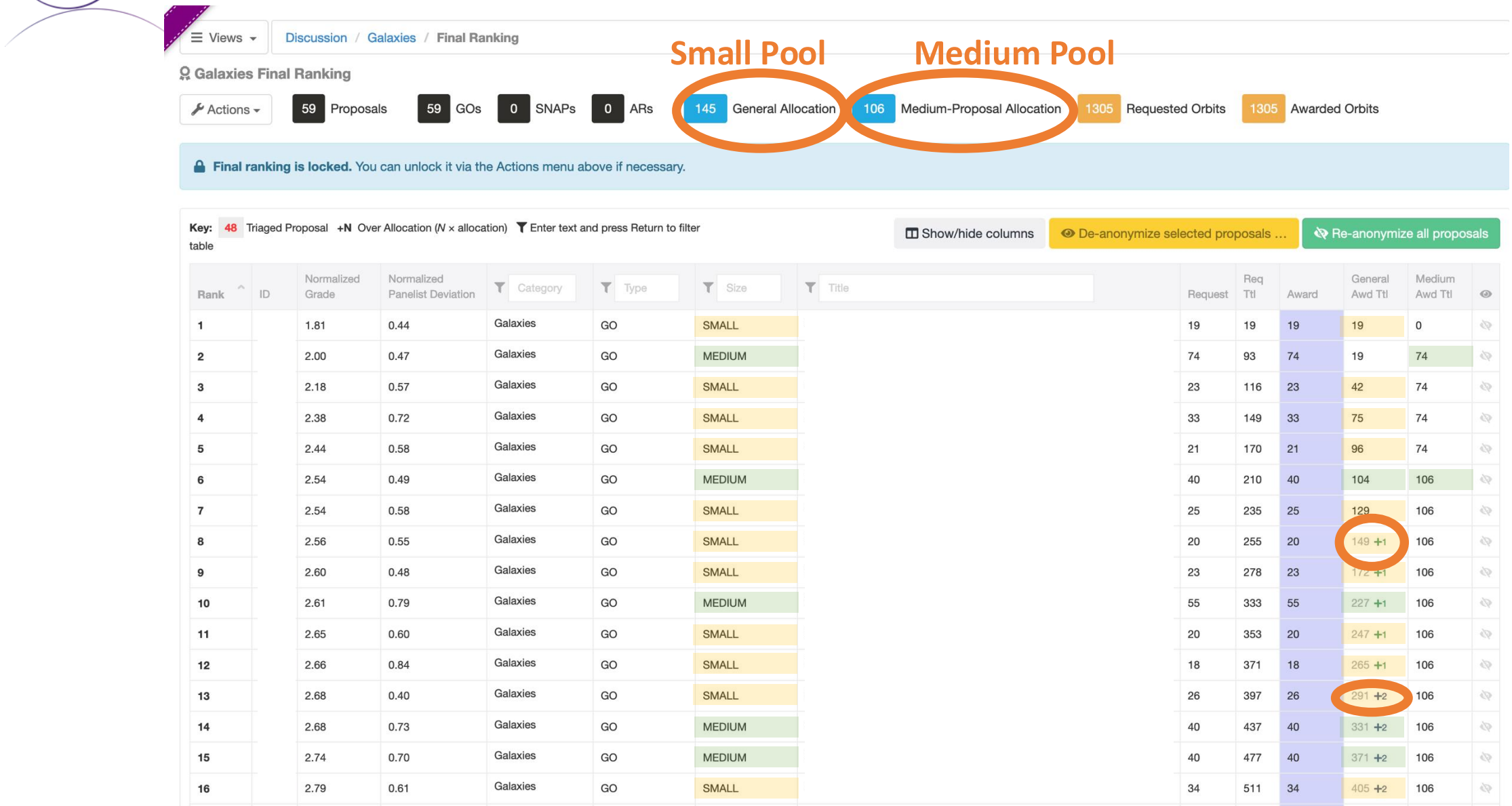
# Ranking – Example with Smalls and Mediums; Mediums exceeded

| | | | Allocation N = 210 | Allocation M = 160 | |
|---|---|---|---|---|---|
| **Rank** | **Size** | **Hours Requested** | **General Allocation Used** | **Medium Allocation Used** | **Notes** |
| 1 | Small | 30.0 | 30.0 | 0.0 | Approved |
| 2 | Medium | 100.0 | 30.0 | 100.0 | Approved |
| 3 | Small | 40.0 | 70.0 | 100.0 | Approved |
| 4 | Small | 35.0 | 105.0 | 100.0 | Approved |
| 5 | Medium | 100.0 | 145.0 | 160.0 | Approved using 60 medium hours and 40 general hours |
| 6 | Small | 35.0 | 180.0 | 160.0 | Approved |
| 7 | Small | 40.0 | 220.0 | 160.0 | 1N line, status TBD |
| 8 | Small | 30.0 | 250.0 | 160.0 | Not Approved |
| **Result:** 4 Small proposals approved, +1 Small on the line pending. 2 Medium proposals approved. Medium **allocation exhausted.** | | | | | |

# Ranking – Example with Smalls and Mediums; no Mediums approved

| | | | Allocation N = 210 | Allocation M = 160 | |
|---|---|---|---|---|---|
| **Rank** | **Size** | **Hours Requested** | **General Allocation Used** | **Medium Allocation Used** | **Notes** |
| 1 | Small | 30.0 | 30.0 | 0.0 | Approved |
| 2 | Small | 35.0 | 65.0 | 0.0 | Approved |
| 3 | Small | 40.0 | 105.0 | 0.0 | Approved |
| 4 | Small | 35.0 | 140.0 | 0.0 | Approved |
| 5 | Small | 40.0 | 180.0 | 0.0 | Approved |
| 6 | Small | 35.0 | 215.0 | 0.0 | 1N line, status TBD |
| 7 | Small | 40.0 | 255.0 | 0.0 | Not Approved |
| 8 | Medium | 100.0 | / | / | Not Approved |
| **Result:** 5 Small proposals approved, +1 Small on the line pending.<br>0 Medium proposals approved. **160 medium hours are unallocated.** | | | | | |

# Ranking View




| Rank | ID | Normalized Grade | Normalized Panelist Deviation | Category | Type | Size | Title | Request | Req Ttl | Award | General Awd Ttl | Medium Awd Ttl |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | 1.81 | 0.44 | Galaxies | GO | SMALL | | 19 | 19 | 19 | 19 | 0 |
| 2 | | 2.00 | 0.47 | Galaxies | GO | MEDIUM | | 74 | 93 | 74 | 19 | 74 |
| 3 | | 2.18 | 0.57 | Galaxies | GO | SMALL | | 23 | 116 | 23 | 42 | 74 |
| 4 | | 2.38 | 0.72 | Galaxies | GO | SMALL | | 33 | 149 | 33 | 75 | 74 |
| 5 | | 2.44 | 0.58 | Galaxies | GO | SMALL | | 21 | 170 | 21 | 96 | 74 |
| 6 | | 2.54 | 0.49 | Galaxies | GO | MEDIUM | | 40 | 210 | 40 | 104 | 106 |
| 7 | | 2.54 | 0.58 | Galaxies | GO | SMALL | | 25 | 235 | 25 | 129 | 106 |
| 8 | | 2.56 | 0.55 | Galaxies | GO | SMALL | | 20 | 255 | 20 | 149 +1 | 106 |
| 9 | | 2.60 | 0.48 | Galaxies | GO | SMALL | | 23 | 278 | 23 | 172 +1 | 106 |
| 10 | | 2.61 | 0.79 | Galaxies | GO | MEDIUM | | 55 | 333 | 55 | 227 +1 | 106 |
| 11 | | 2.65 | 0.60 | Galaxies | GO | SMALL | | 20 | 353 | 20 | 247 +1 | 106 |
| 12 | | 2.66 | 0.84 | Galaxies | GO | SMALL | | 18 | 371 | 18 | 265 +1 | 106 |
| 13 | | 2.68 | 0.40 | Galaxies | GO | SMALL | | 26 | 397 | 26 | 291 +2 | 106 |
| 14 | | 2.68 | 0.73 | Galaxies | GO | MEDIUM | | 40 | 437 | 40 | 331 +2 | 106 |
| 15 | | 2.74 | 0.70 | Galaxies | GO | MEDIUM | | 40 | 477 | 40 | 371 +2 | 106 |
| 16 | | 2.79 | 0.61 | Galaxies | GO | SMALL | | 34 | 511 | 34 | 405 +2 | 106 |

1N line
+1

2N line
+2

# What happens to unallocated time?

- 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 even across 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
  - Gather scientifically-motivated recommendations from the panel about what to do with additional time, if it were to be available to your panel.
  - Communicate these preferences at the EC meeting and in your Panel Chair report
- The Science Policy Division members will also be present for this discussion and will pass the information on to the Director.

# Proposal Ranking Guidelines

- Decide ahead of time how you will go about running the ranking stage.
- Proposals above the 1*N* line will be recommended for execution; proposals between 1*N* and 2*N* are in reserve; proposals straddling the *1N* 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. Take also into account the top-ranked proposals from the External panel.
- Top ranked proposals are very unlikely to drop below the 1*N* Allocation line: only discuss if there are very serious reservations. Similarly, proposals near the 2*N* 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.
- 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 (2N).

# … and Proposal Ranking Don'ts

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

# Final recommendation

- Panelists are asked to rank proposals all the way down to twice the hour allocation (the 2N line); this is in case any changes need to be made to the top-ranked proposals (for example, an approved proposal in another panel proposes the same observations, thus making the proposal in the panel a duplication) or if it's necessary to add additional programs at a late stage in the cycle. Panelists are also asked to set a do-not-approve line, if they deem it appropriate.

# Proposal De-anonymization and Team Expertise Review

- After the ranking has been finalized and is frozen, the proposals above the 1*N* line are de-anonymized and panels will review the Team Expertise description for each recommended proposal.
- If necessary, the panel may express concerns about insufficient expertise, which will be recorded and communicated with the Director.
- Any concerns will not change the ranking of the proposals in the panel but may affect the Director's decision to accept a particular proposal.
- Even if no concerns are raised, this process is in place to alleviate community anxieties about the dual anonymous review process.

# Chair Tag-ups

- Galactic EC members meet on Thursday, February 5
  - EC members representing the galactic science categories meet separately to discuss potential duplications among External panel proposals and highly ranked Discussion proposals in their science area.
- Extragalactic EC members meet on Friday, February 6
  - EC members representing the extragalactic science categories meet separately to discuss potential duplications among External panel proposals and highly ranked Discussion proposals in their science area.
- Chair Tag-ups should occur after preliminary ranking is complete.
- 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

- Given the time limitations and the workload, it is at the discretion of the panel Chair and Vice Chair to decide on which EC proposals they would like to receive feedback, i.e. for which proposals the panel feedback will be most useful for the Executive Committee discussion.
- Chairs should communicate to the panelists the list of EC proposals to be discussed so they have time to read them ahead of the panel meeting. Panelists do not provide a grade, only comments.
- To avoid introducing biases, do no communicate why you want feedback on a particular EC proposal.
- It is at the Chair's discretion to decide how to distribute the EC proposals amongst the discussion panelists, whether to solicit feedback from all the panelists, or to distribute proposals to subsets of them following a primary/secondary scheme.
- These EC proposals may cover a wide range of science areas, and some may not correspond to the panel science category. This is because the proposals sent to the discussion panel will be based on what the panel Chair and Vice Chair have been assigned as primary and secondary, and the EC members are expected to evaluate proposals in a wide range of science areas.

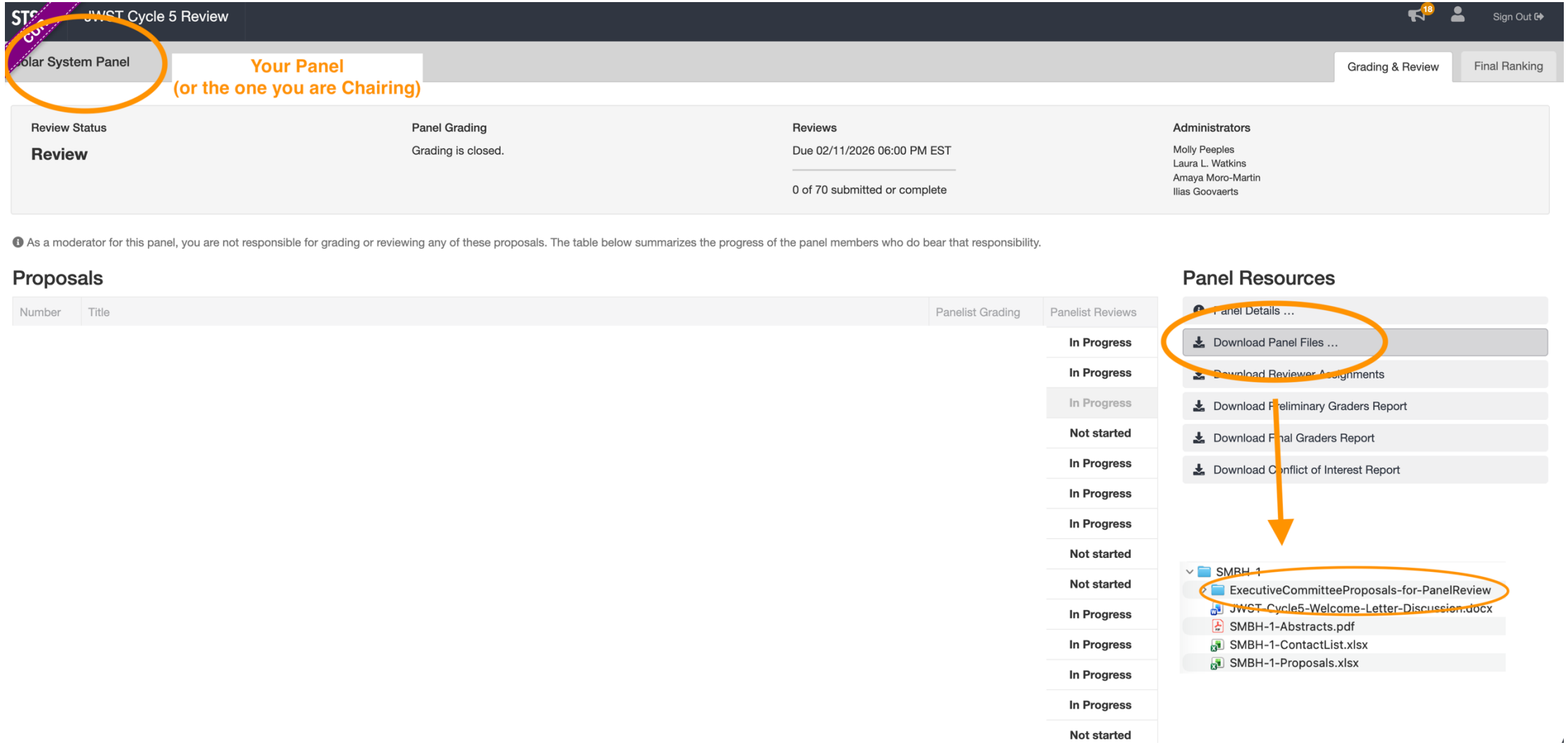
# Discussion Panel Review of Executive Committee Proposals:

Chair and Vice Chair To-Do list:

1. to work together to select which proposals from your combined pool of primary and secondary assignments you want to discuss with your panel, taking into account
    a) the information in the EC reading list (listing which EC proposals will be discussed by the EC)
    b) how much time you expect to allocate for the discussion of each EC proposal, using this to guide how many proposals you ask the panelists to read
    c) for which proposals this feedback will be most useful for the EC
2. to communicate to your discussion panel a week before the panel meeting at the latest, the list of EC proposals that you have chosen to discuss, so panelists have time to read them before the meeting
3. to schedule the discussion time of EC proposals in the agenda.

# Executive Committee Proposals

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




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



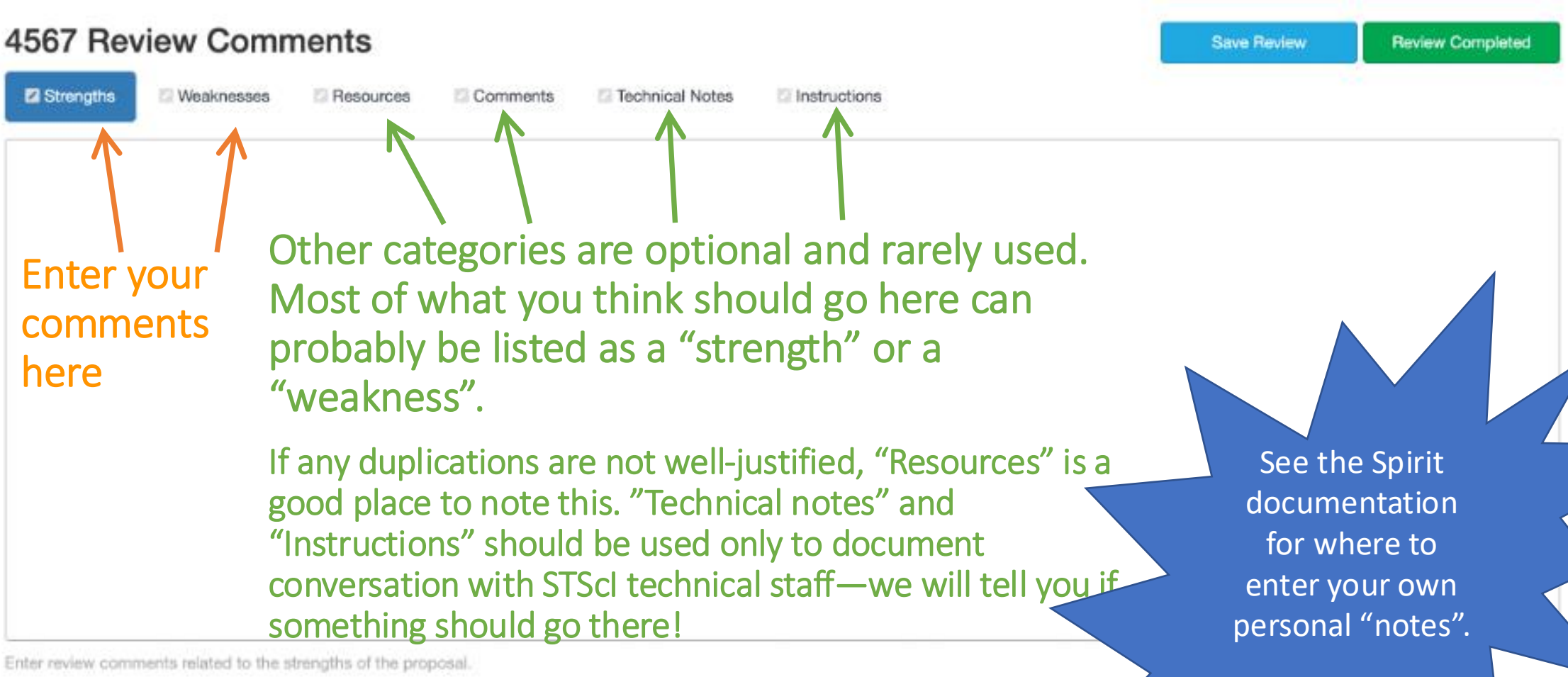
# The Review Process:

finalizing proposal feedback comments

# Proposal Feedback Comments

- Proposal Feedback Comments are required for **all** proposals (including triaged proposals).
- Final Proposal Feedback Comments may be entered after the meeting finishes; expect to spend time as a group to work on the comments.
- Deadlines:
  - **Wednesday, February 11, 2026:** Deadline for feedback comments for Discussion proposals
  - **Wednesday, February 18, 2026:** Deadline for Chairs to sign-off feedback comments for Discussion proposals
  - **Friday, February 13, 2026:** Deadline for feedback comments for Galactic EC proposals
  - **Tuesday, February 17, 2026:** Deadline for feedback comments for Extragalactic EC proposals
  - **Friday, February 20, 2026:** Deadline for Galactic TAC Chair to sign-off feedback comments for EC proposals
  - **Tuesday, February 24, 2026:** Deadline for Extragalactic TAC Chair to sign-off feedback comments for EC proposals
- Primary reviewer is responsible for writing the comments; adds any comments arising from the discussion to produce a final set of Proposals Feedback 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 Feedback Comments: Practical Instructions




See the Spirit documentation for where to enter your own personal "notes".

# Proposal Comments: Detailed Instructions

- 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

- 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 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

# Workflow for Finalizing Proposal 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 5 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."



# The Review Process:
## the Executive Committee Meeting

# The Executive Committee Panel Meeting

- Proposal discussion, grading and ranking work the same as in the Discussion Panels, but with the Panel Chairs and Vice-Chairs acting as the Panelists and the Galactic and Extragalactic TAC Chairs acting as Chairs.
- Make sure you read all the proposals in the discussion list (i.e. those that have passed triaged before the EC meeting.
- Each non-conflicted panelist may suggest up to one (1) proposal from the triage for inclusion in the review. If you do so, communicate this to your TAC Chair. A strong justification must be provided.
- Special consideration will be taken at the ranking stage for programmatic balance, including the recommendations from the Discussion Panels and the External Panels.
- At the EC meeting, chairs will summarize highly ranked Medium proposals.
- The Chairs and Vice-Chairs will discuss any Science Duplications of top-ranked EC proposals with proposals in their respective Discussion panels.

# Time Allocations

# JWST Cycle 5 Allocations

- Total allocation for Cycle : **8,000** hours
- We will allocate based on the relative time pressure in the different categories (Small/Medium/Large, Science topics).
- Your panels' individual allocation (for both Small and Medium) will be available in SPIRIT.

# Policy Issues and Help

# Conflict of Interest: Procedures During Panel Review

- Panel Chairs (aided by Panel Support Scientist) are responsible for checking conflicts.
- Note conflicts before discussing each 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.**

# Confidentiality

- 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.

# General Guidelines

- 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 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

# Where (or Who) to Go To for Help

- 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

- Questions? When in doubt, email your Panel Support Scientist (PSS)!
- Potential conflict of interest? Email your PSS.
- Problems accessing Spirit? Email wasabi@stsci.edu and/or Alex Hamanowicz (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 TAC Chair.



**Proposing Opportunities**

- Opportunities and Policies
- Call for Proposals for Cycle 5
- Cycle 4 Director's Discretionary (DD) Time Proposals
- Director's Discretionary Time
- General Science Policies
- JWST Peer Review Information
  - JWST Peer Review Guide
    - Discussion Panelists
    - Executive Committee (Chairs and Vice Chairs)
    - External Panelists
    - Panel Support Scientists
  - General Info and Getting Started
  - Reviews, Grades, and Comments
  - Panel Meetings
  - STScI Staff
- Past Proposal Opportunities

**Observatory**

- Observatory Hardware
- Observatory Characteristics and Performance

**Instruments**

- Mid Infrared Instrument
- Near Infrared Camera
- Near Infrared Imager and Slitless Spectrograph
- Near Infrared Spectrograph

**Proposal Preparation**

- Getting Started with JWST Proposing



# Executive Committee (Chairs and Vice Chairs)

The Executive Committee (EC) process is very similar to the Discussion Panelist process, with a few additions and a few extra deadlines.

| 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 (***Galactic Panels:*** *Solar System; Exoplanet Atmospheres and Habitability; Exoplanetary System Formation and Dynamics; Stars and Stellar Populations; Gas, Dust and the ISM)*<br>February 3 - 6, 2026 (***Extragalactic Panels:*** *Nearby Galaxies to Cosmic Noon; High-Redshift Galaxies and the Distant Universe; Super Massive Black Holes and Active Galaxies)*<br>February 9 - 10, 2026 ***(Executive Committee Galactic)***<br>February 11 - 12, 2026 ***(Executive Committee Extragalactic)*** | February 13 - 17, 2026 |
| 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! | During this phase, you will:<br>• Be assigned as a **Grader** for a subset of the proposals assigned to the EC.<br>• Check for and report additional conflicts of interest with any of your assigned proposals ASAP.<br>• Read **all** of your assigned proposals.<br>• Enter numerical scores as preliminary grades for **all** of your assigned proposals.<br>• 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 | During this phase, you will:<br>• Prepare for the EC meeting.<br>• Review all EC proposals listed for discussion (especially those you did not read for preliminary grading).<br>• Consider whether you wish to raise a triaged EC proposal for discussion.<br>Panel Chairs will also:<br>• Set a schedule for your Discussion panel and communicate this to the panel ahead of the meeting. | First, the Discussion panels meet for 4 days. During the meeting, you will:<br>• Facilitate the panel discussions, if you are a Panel Chair.<br>• Support the Panel Chair with Chair duties if you are a Vice Chair.<br>• Discuss and gather feedback from discussion panel on a subset of EC Proposals. It is at your discretion to decide for which proposals this feedback will be most useful, and how to distribute these subset of EC proposals amongst the discussion panelists, whether to solicit | During this phase, you will:<br>• Write proposal feedback comments for every primary assignment (including triaged proposals). **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.**<br>• Assist the primary reviewer with proposal feedback comments for every secondary assignment.<br>• Read, check for consistency, and sign-off on comments for proposals in your |

https://jwst-docs.stsci.edu/jwst-opportunities-and-policies/jwst-peer-review-information/jwst-peer-review-guide/executive-committee-chairs-and-vice-chairs

# Personnel and Logistics

# Relevant STScI Personnel

- **Jennifer Lotz** – STScI Director
- **Rachel Osten**– Interim 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
- **Brett Blacker** – Deputy 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)

- 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
  - **Amber Straughn:** JWST Deputy Project Scientist for Science Communications, 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

# Panel Personnel

| Panel | SPD Manager | Panel Support Scientist |
|---|---|---|
| **Solar System** | Molly Peeples | Ilias Goovaerts |
| **Exoplanet Atmospheres** | Amy Jones | Alejandro Crespo Gomez (1)<br>Pierluigi Rinaldi (2)<br>Melissa Sahbandeh (3) |
| **Planetary Systems** | Linda Smith | Jegug Ih (1)<br>Calum Hawcroft (2) |
| **Stars and Stellar Populations** | Becca Levy | Mans Holmbert (1)<br>Mariarosa Marinelli (2)<br>Archene Dyrek (3) |
| **Dust and Gas** | Nimisha Kumari | Santosh Harish (1)<br>Logan Jones (2) |
| **Galaxy Ecosystems** | David Stark | Jimena Rodriguez (1)<br>Avery Kim (2) |
| **Galaxy Frontiers** | Nikolay Nikolov | Matthew Dalas (1)<br>Sachindev Shenoy (2)<br>Ian Wong (3) |
| **SMBH** | Lou Strolger | Farhanul Hasan (1)<br>Federico Fogantini (2) |
| **Galactic and Extragalactic ECs** | Amaya Moro-Martin | Aleksandra Hamanowicz |

# Thank you!

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