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Exoplanet Exploration



ABOUT

CONFERENCES

SAGAN
PROGRAMMISSIONS &
INSTRUMENTSSCIENCE AT
NExSci

SCIENCE DATA

SOFTWARE &
WEB TOOLS

HELP

Application Procedure for the Keck 2009A Semester

Online Electronic Submission is required

All proposals should be submitted online following the instructions given below. Additional information can be obtained from Dr. Zlatan Tsvetanov at NASA Headquarters (zlatan.tsvetanov@nasa.gov), or Dr. Dawn Gelino at NExSci dawn@ipac.caltech.edu.

All proposers are encouraged to read the following instructions:

- **PROPOSAL DEADLINE:** All proposals for the the 2009A semester as well as the CoRoT Key Science Project must be received at the NASA Exoplanet Science Institute (NExSci; formerly the Michelson Science Center, MSC) before **September 8, 2008, 4pm PDT**. The deadline to receive all proposal material is rigorously enforced.
- **CoRoT Key Science Proposals**
 - **Scientific justification and proposal content:** See the instructions in the [Key Science call](#) for detailed instructions on the requested justification.
- **All other 2009A proposals**
 - **Proposal Justification:** Proposers should clearly and succinctly discuss the scientific goals of the proposed observations following the [call for proposals](#). Proposers are asked to indicate which of the four disciplines is addressed by their proposal.
 - **Proposal Content:** Proposal packets (12-point font, 1-inch margin) will be limited to:
 - All proposals requesting time for 2009A should fill out the [Keck Observatory Cover Sheet](#). Please include a PDF of this cover sheet, generated **after** the proposal has been submitted on the WMKO web site.
 - 2 pages of scientific justification (and additional mission support justification, in the case of mission support proposals.)
 - 1 page detailing instrument request
 - 1 page of figures and tables
 - 1 page of references and status of allocated time on large telescopes
 - 1 page progress report for ongoing or recently completed NASA Keck projects
 - List of target stars/objects (Epoch 2000)
- **Electronic Submission:** Electronic submission is required. Proposers should print their proposal packet to PDF (preferred) or PS file(s) and submit using our [Online Submission Form](#). Proposals submitted electronically **will be acknowledged with an email** within a few minutes upon their successful receipt. If you do not receive this email, or if there are any other questions or problems with this process, please email Dawn Gelino at dawn@ipac.caltech.edu.
- **Paper Submission:** Paper submission is no longer supported. Please contact Dawn Gelino at dawn@ipac.caltech.edu if you need an exception to this rule.
- **Evaluation and Notification:** NASA will follow the guidelines in the call for proposals in assigning observing time. Scientific justification will be the primary selection criterion, except in the case of mission support proposals, in which programmatic criteria may also be important. The review process will consist of a review by the CARA staff for technical soundness and a science review by the NASA Keck TAC. Final selection is made by the selecting official, the NExSci Executive Director, based upon the recommendations of the TAC. Applicants will be notified of the outcome of their applications in June or December as appropriate. Successful applicants will be notified as early as possible and are strongly encouraged to set up communications with the CARA technical staff who are assigned to support NASA investigators. This will ensure that valuable Keck telescope time will be utilized

efficiently on their first night on the telescope.

■ **Proposal Support:**

- NASA will support the programs assigned time by the NASA Keck TAC. Principal investigators of programs assigned time by the TAC will receive limited research and travel funding. Funding awards will be determined through formulaic means. NExScI will manage the Keck PI Data Awards and will contract with the Jet Propulsion Laboratory (JPL) to administer the disbursement of most of the funds. The funding instrument used by JPL will in most cases be in the form of a Research Support Agreement (RSA) depending on the size of the award and the nature of the Principal Investigator's home institution. An RSA is a simple Fixed Price, Advance Paid, subcontract provided through JPL that is used for basic research funding where scientific reports and technical data are the only deliverables and can be awarded to educational and non-profit institutions. JPL is unable to issue grants.

- The only reporting necessary for RSAs is a final 'end of contract' report outlining the work done and listing publications from the research. *This report is not optional.*

- CARA will not offer any visitor instruments during 2009A.
- All PIs are advised to consult the [Special Instrument Notes](#) provided on the Keck Observatory web site. Please note that Keck I and Keck II have different eastern and western telescope limits. This affects the times that objects will be available for observing.

Web Curator & NExScI Cognizant Official: [Dawn Gelino](#)

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