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# Spitzer Space Telescope

## Cycle-14 Call for Proposals

Version 2.0                      15 February 2018  
General Observer (GO) Program

### Key Dates:

Call for Proposals Issued	December 15, 2017
Call for Proposals Updated	<b>February 15, 2018</b>
Proposal Deadline	<b>Friday, March 23, 2018, PDT 2:00pm</b>
Cycle-14	<b>November 1, 2018 – November 30, 2019</b>
<del>Proposal Deadline</del>	<del>Friday, March 16, 2018, PDT 2:00pm</del>
<del>Cycle 14</del>	<del>November 1, 2018 – March 31, 2019</del>

<http://ssc.spitzer.caltech.edu/>

Issued by the  
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## Document Change Control Record

<b>Date</b>	<b>Version</b>	<b>Author</b>
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2018 February 15 Updated for 8-month extension of the cycle	2.0	Lisa Storrie-Lombardi, Nancy Silbermann & the SSC Community Affairs Team
2017 December 15 Initial version issued	1.0	Lisa Storrie-Lombardi, Nancy Silbermann & the SSC Community Affairs Team

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# 1 Executive Summary

## 2018 February 15 Update:

*Consistent with the 2016 Astrophysics Senior Review, which recommended that Spitzer be operated until the James Webb Space Telescope is launched and successfully commissioned, NASA has extended the Spitzer mission through November 2019. This Call for Proposals solicits the final year of Spitzer observations and has been updated in response to the mission extension.*

This is the **FINAL CALL FOR PROPOSALS** for observations with the Spitzer Space Telescope. The Beyond phase of the Spitzer mission is now funded by NASA through November 2019. While Cycle-13 was planned as the last comprehensive proposal call for Spitzer time, sufficient hours are available to warrant a full Cycle-14 call for proposals. Since the start of the Beyond mission we have had two structured Director's Discretionary Time (DDT) proposal reviews. Cycle-14 takes the place of what was planned as the final structured DDT review. New science, that could not reasonably be proposed by the Cycle-14 deadline, will continue to be supported through Director's Discretionary Time. All other proposals should be submitted in response to this call. The guidelines are as follows:

1. Up to 6,000 hours of observing time will be selected in Cycle-14. All programs will be assigned a scheduling priority (1-2) based on the review ranking of the proposal.  
**Priority 1: 4,000 hours      Priority 2: 2,000 hours**
2. Proposals are due: **Friday, March 23, 2018, 2pm PDT**
3. The primary review criterion is the overall scientific merit of the proposed investigation and the importance of the program as a component of the final legacy of the Spitzer mission.
4. Cycle-14 runs from November 1, 2018 – November 30, 2019. Timing constraints for observations prior to November 1, 2018 must be well justified, as these observations would delay priority 1 observations already in the scheduling pool.
5. Proposals of any size may be submitted. Prior to proposing, investigators should understand the visibility windows for their proposed targets.
6. The default proprietary period for all Cycle-14 programs is one year.
7. Generic targets and low-impact target of opportunity observations may be proposed. For such observations proposers must include a well-defined description of the provenance of the targets and a proposed schedule for when they will be available.
  - a. TESS follow-up proposals, utilizing generic targets, may be submitted by any eligible investigator. If a successful Cycle-14 TESS follow-up proposal includes investigators from the TESS science team, any targets that the team plans to observe that are included in the first public data release must be defined at the

time of the release. Definition of the targets is accomplished through the submission of completed AORs for those targets to the SSC.

8. No joint time with other observatories is available in Cycle-14.
9. Proposals will be reviewed by topical science panels and a Time Allocation Committee in an in-person review meeting.
10. Proposals must be submitted using the Cycle-14 proposal template and follow the page limits and other instructions provided in these guidelines.
11. There is no direct data analysis funding available for successful Cycle-14 proposers.

## 1.1 Cycle-14 Deadlines

The deadlines and milestones for the proposal cycle are listed in Table 1.

Milestone	Date
<b>Update Call for Proposals</b>	February 15, 2018
<b>Issue Call for Proposals</b>	December 15, 2017
<b>Proposal Deadline</b>	2pm PDT, Friday, <b>March 23, 2018</b>
<b>Announce Results</b>	May 25, 2018
<b>Cycle-14 Execution</b>	November 1, 2018 – November 30, 2019

Table 1: Cycle-14 proposal deadlines and milestones.

## 1.2 Proposal Types

This CP invites investigators worldwide to submit Spitzer Space Telescope Cycle-14 proposals of all sizes. Sizes and the guidelines for proprietary periods are summarized in §3 and Table 2.

Program Type	Size	Default Proprietary Period
<b>Large</b>	Hours $\geq$ 100	1 year
<b>Medium</b>	10 < Hours < 100	1 year
<b>Small</b>	Hours $\leq$ 10	1 year
<b>Snapshot</b>	Hours < 100	1 year

Table 2: The definition of the program types, sizes and default proprietary periods.

## 1.3 Available Observing Time & Scheduling Priorities

The Cycle-14 Time Allocation Committee (TAC) will be asked to recommend to the SSC Director up to 4,000 hours of priority 1 science and 2,000 hours of priority 2 observations to facilitate efficient scheduling of the observatory. The scheduling priority (1 or 2) assigned to the selected programs will be primarily based on the TAC ranking and the program's responsiveness to the selection criteria outlined in §7.2.

The project will make every effort to schedule all priority 1 observations but cannot guarantee execution. Priority 2 observations will be placed in the scheduling pool as gaps develop.

## 1.4 Observing and Data Volume Constraints

All proposals (see limitations for Snapshot programs, §3.3) can include observations that are constrained, with the caveat that the more constrained the program, the harder it is to schedule. Though the project has implemented enhanced data compression strategies, data volume is a limiting factor due to the downlink rate, as Spitzer is more than 1.6 au from the Earth. Very high data volume proposals are not prohibited but will be executed only in extraordinary circumstances. Table 3 summarizes the observing modes, frame times and a rating of the expected data volume. If your observation requires a ‘very high’ data volume mode, please consult with the SSC before you submit your proposal to determine the feasibility of your proposed observation.

Mode	Frame Time (secs)	Data Volume
<b>Full-array</b>	0.4, 2	Very High
<b>Full-array &amp; HDR</b>	6, 12, 30	Moderate
<b>Full-array &amp; HDR</b>	100	Low
<b>Sub-array</b>	0.02, 0.1	Very High
<b>Sub-array</b>	0.4	Moderate
<b>Sub-array</b>	2	Low

**Table 3: The Data Volume Ratings for the available observing modes and frame times. These ratings apply to data taken with “data collection” turned on for one or both arrays.**

## 1.5 Programs not available in Cycle-14

1. Archival Research (AR) or Theoretical Research (TR) programs are not available through this call for proposals. NASA supports AR and TR science through other programs (see NASA Research Opportunities in Space and Earth Sciences - ROSES).
2. High- and medium-impact ToO observations are not supported in warm mission GO proposals. They may be requested via Director’s Discretionary Time (§3.7).
3. The 200-second frame time for IRAC full-array observations is not supported. The maximum supported frame time is 100 seconds.

## 2 Mission Overview

This section briefly summarizes the scientific capabilities of the Spitzer Space Telescope. The reader is urged to consult the companion document, the *Spitzer Space Telescope Observer's Manual-Warm Mission (Warm SOM, hereafter)*, for complete technical details of the telescope and the IRAC instrument. The *Warm SOM* is available in the Proposal Kit section of the Spitzer Science Center (SSC) website (<http://ssc.spitzer.caltech.edu/warmmission/propkit/>).

The Spitzer Space Telescope is the fourth and final element in NASA's family of Great Observatories and represents an important scientific and technical component of NASA's astrophysics program. The telescope was launched from Cape Canaveral, Florida into an Earth-trailing heliocentric orbit on August 25, 2003. The Spitzer primary mirror is 0.85 meters in diameter. After the cryogen was depleted on May 15, 2009, the 3.6- and 4.5-micron IRAC arrays continued to be operational. The telescope operates at an ambient temperature of 27.5 K. Warm mission science observations began on July 28, 2009 after a characterization period of the IRAC instrument and Warm Mission astronomical observation template (AOT). Observatory performance is excellent and basically unchanged from the cryogenic mission.

### 2.1 Telescope

The Spitzer telescope is of Cassegrain design, with beryllium optics, and operates during the warm mission at ambient temperature (27.5 K). The telescope offers pointing accuracy of better than 1.0 arcsec (1-sigma radial rms), and pointing stability of 0.1 arcsec (1-sigma radial rms, 200 sec) with the star-tracker. The imaging field-of-view is  $\sim 5$  arcmin square. Spitzer is capable of achieving tracking rates of  $\sim 1$  arcsec/sec for fast-moving (e.g., Solar System) targets.

### 2.2 Orbit/Sky Visibility

The Spitzer Space Telescope is in an Earth-trailing heliocentric orbit with radius 1 au, and is drifting away from Earth at a rate of about 0.1 au per year. In this orbit, the telescope is in a benign thermal environment. Moreover, this choice of orbit substantially reduces the projection of the Sun-Earth-Moon avoidance zones on the sky, yielding high astronomical observing efficiencies.

The telescope's instantaneous visibility region is a 37.5-degree wide annulus, extending from  $82.5^\circ$  to  $120^\circ$  in solar elongation, and encompassing all ecliptic latitudes. The size of this region is constrained in two ways. First, the telescope cannot point within 82.5 degrees of the Sun, for reasons of thermal control. Second, the telescope cannot point more than 120 degrees from the Sun (except for downlinks), in order to maintain sufficient illumination of the power-generating solar panels and for thermal control. About one-third of the entire sky is accessible to Spitzer at any given time. The visibility and observing constraints are basically unchanged in the warm mission with respect to the cryogenic mission.

The amount of time that any particular target is visible to Spitzer is a function of ecliptic latitude. Objects with  $|\text{ecliptic-latitude}| > 82.5^\circ$  are located within the CVZ, and those with  $60^\circ < |\text{ecliptic-latitude}| < 82.5^\circ$  are annually visible to Spitzer in one continuous  $\sim 7$ -month time interval. Targets with  $|\text{ecliptic-latitude}| < 60^\circ$  are observable twice per year in  $\sim 40$ -day windows. For any



given target position, sky visibility is available using *Spot*, Spitzer's observation planning software (§4.2).

## **2.3 Science Payload**

In the warm mission, the Spitzer Space Telescope science payload consists of the InfraRed Array Camera (IRAC) 3.6- and 4.5-micron channels. The IRAC arrays are thermally controlled to 28.7 K and the temperature is stable to 10 mK (the precision of the temperature sensors). In addition to the temperature set points, several of the programmable biases for the 3.6- and 4.5-micron arrays were optimized for warm operations. Most significantly, the applied bias across the 3.6-micron array was reduced from 750 mV to 500 mV to mitigate the increased number of noisy pixels at the higher operating temperature. The arrays exhibit both bias and photometric stability consistent with cryogenic performance and demonstrate no significant radiation-induced damage at the higher operating temperature.

Warm IRAC provides simultaneous  $\sim 5$  arcmin square images in two channels ( $\lambda / \Delta\lambda \sim 4$ ) centered at 3.6 microns (Channel 1) and 4.5 microns (Channel 2). The 256 x 256 pixel focal-plane arrays use Indium Antimonide (InSb) detectors. The pixel scale for each detector array is  $\sim 1.2$  arcsec/pixel. Two nearby fields of view (FOV) are simultaneously imaged, with Channel 1 comprising one FOV, and Channel 2 the other FOV. The Principal Investigator for IRAC is Giovanni G. Fazio, Smithsonian Astrophysical Observatory, Harvard-Smithsonian Center for Astrophysics.

## **2.4 Warm Mission Observing Mode**

Observations are executed with one observing mode – IRAC Post-Cryo Mapping. Observers completely specify their observations through the use of an Astronomical Observation Template (AOT). The complete specification of targets and observing parameters is done using *Spot*, the software for Spitzer observation planning. The AOT in *Spot* provides observers with control of all the relevant parameters for their observation. An AOT with target information and observer-selected parameters specified becomes an Astronomical Observation Request (AOR), the fundamental unit of Spitzer observing. Details about observing with IRAC and the available choice of AOT parameters are provided in the *Warm SOM*.

The maximum duration for warm IRAC AORs is 24 hours, *BUT since instrument and observatory calibrations generally occur every 12 hours, only when the science requires longer uninterrupted on-source time should AOR durations exceed 6-8 hours*. AOR durations longer than this must be justified in the proposal.

### **2.4.1 Special Observing Modes - IERs**

In special circumstances, observations that cannot be supported with the warm IRAC AOT have been executed with Instrument Engineering Requests (IERs). Please consult with the SSC well in advance of submitting a proposal that requires IERs. *Long staring observations that in the past used IERs (e.g. extrasolar planets) should now use AORs with a PCRS Peak-Up*.

### **2.4.2 High-Precision Photometry Observations**

The IRAC Instrument Support Team has created a website that presents the IRAC team's best understanding of how to plan, execute, and analyze high-precision photometry observations.

Please consult <http://irachpp.spitzer.caltech.edu> for the latest recommendations.

## **2.5 Observation Scheduling**

Observations are scheduled with interruptions for downlinks every 24 – 48 hours. Interruptions for quick turn-around (high/medium impact) target of opportunity observations will be supported only through DDT (§3.7). Low-impact ToO observations with *at least* an 8-week lead-time can be supported through the proposal process (or through DDT).

## **2.6 Science Operations**

An integrated team of personnel from the Jet Propulsion Laboratory (JPL), Lockheed Martin Space Systems Company (Denver) and the Spitzer Science Center (SSC) conducts flight operations for Spitzer. Science operations activities are based at the SSC, on the campus of the California Institute of Technology, Pasadena. The SSC solicits research investigations through Calls for Proposals; organizes the peer review of the proposals by science experts; and administers supporting NASA research funds for investigations selected by the SSC Director. In addition, the SSC schedules all science observations (including instrument and spacecraft calibrations), conducts pipeline processing of all Spitzer Space Telescope data, places the data in the electronically accessible science data archive and provides science user support to the community through the Helpdesk.

### 3 Proposal Categories

Please consult with the SSC Helpdesk ([help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu)) in advance of the proposal deadline if you have questions about AOR submission for your proposals.

The default proprietary period for all Cycle-14 proposals is one year.

#### 3.1 Small & Medium General Observer Proposals

Small and Medium GO proposals must meet the following criteria:

- *Small*: 10 hours or less of observing time requested.
- *Medium*: Greater than 10 hours and less than 100 hours of time requested.
- A full set of AORs must be submitted with the proposal.

#### 3.2 Large General Observer Proposals

Large GO proposals must meet the following criteria:

- 100 hours or more of observing time requested.
- Sample AORs must be submitted with the proposal.

#### 3.3 Snapshot Proposals

Snapshot proposals are solicited in Cycle-14. Snapshot programs are needed to provide easy to schedule, lower data volume science that can fill gaps in the observing schedule introduced by highly constrained observing programs.

Snapshot programs have the following specific features:

1. The restriction on ‘no scheduling constraints’ for Snapshot programs was relaxed in Cycle-12. Loose grouping constraints can be supported, e.g. two epochs of each target are desired greater than 3 weeks apart.
2. For filling typical schedule gaps the ideal AOR length is ~ 30 minutes or less.
3. The maximum single AOR length is ~ one hour.
4. Allowed frame times are full-array/HDR = 100 sec and sub-array  $\geq 0.4$  sec
5. Snapshot programs are assigned scheduling priority 2.
6. Distribution of Targets:
  - a. Programs with targets in or near the CVZ (see §2.2) are most desirable.
  - b. Programs with targets spread throughout the sky can also be supported.
7. Snapshot proposals should be < 100 hours and follow the small/medium GO page limits. A full set of AORs must be submitted with the proposal.

If you are uncertain if your proposed program is appropriate as a Snapshot proposal, please send questions to the SSC Helpdesk ([help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu)) well in advance of submitting the proposal. The total time requested on the cover sheet for Snapshot proposals should be the total for the AORs submitted, not the 50% expected to be executed.

### 3.4 Statistical Programs

Statistical programs, where a specific number of observations are required for the science but the set of observations required is not unique, may be submitted. For example, if your program requires observations of 100 targets and you have 200 targets total in the sample, the proposal can be submitted with AORs specifying observations of 200 targets but time is only requested to observe 100 of them. This should be clearly described in the technical justification section of the science plan.

### 3.5 Targets of Opportunity

Observations of phenomena whose exact timing and/or location on the sky are uncertain at the time of the proposal submission deadline (e.g., newly discovered comets or near-earth asteroids, weather patterns on outer planets, gamma ray bursts and other transients) are typically submitted as General Observer Target of Opportunity (ToO) proposals. **ToO observations classified as low-impact ONLY (see below) can be requested.**

Targets of Opportunity are categorized by the extent to which the execution of such an observation affects normal scheduling and observing procedures. A *low-impact* ToO is one where the time between triggering the ToO and the execution of the observations is longer than eight weeks. There is no limit on the number of these low-impact ToO observations that can be approved.

Observations of unanticipated phenomena should be requested through Director's Discretionary Time (DDT) procedures (see §3.7). **High/medium impact ToOs must be requested via DDT proposals. The Spitzer project can potentially support one high/medium impact ToO in Cycle-14 as permitted by available resources.** Additional overheads are assessed for high/medium-impact Targets of Opportunity and are described in Appendix A.

An approved ToO observation will be executed only in the event that the specified phenomenon actually occurs within the Cycle. Additional information on Targets of Opportunity, including the procedures for activation of an approved AOR, can be found in the *Spitzer Warm Mission Observing Rules* (<http://ssc.spitzer.caltech.edu/warmmission/propkit/sor/>).

### 3.6 Generic Targets

*Generic targets* have more refined and predictive spatial and temporal information than a ToO. Generic targets can be described scientifically, but lack *precise* celestial coordinates or brightness estimates *at the time of the proposal submission deadline*. A generic target can be selected from a complementary observing program with Spitzer, or with any other telescope, but one in which the conditional observations (assumed to be under the control of or clearly available to the Spitzer Principal Investigator) are scheduled or will be scheduled with high likelihood, but have not been executed or analyzed prior to the Spitzer proposal deadline. Studies of newly discovered extra-solar planets or targets from large surveys that have yet to be released are examples of such science categories.

*TESS follow-up proposals, utilizing generic targets, may be submitted by any eligible investigator. If a successful Cycle-14 TESS follow-up proposal includes investigators from the*

*TESS science team, any targets that the team plans to observe that are included in the first public data release must be defined at the time of the release. Definition of the targets is accomplished through the submission of completed AORs for those targets to the SSC.*

An investigator may propose observations of generic targets, describing them in as much detail as possible in the proposal. For a moving generic target (e.g., Solar System object) proposers must submit an AOR with a target position ‘to be determined’ from Navigation and Ancillary Information Facility (NAIF) identification, or from orbital elements and the AOR duration must be specified to within a factor of 1.5. Examples of generic moving targets can include near-Earth asteroids, main-belt asteroids, comets, and Kuiper Belt Objects. Because of the time urgency of observations, comets near perihelion should be treated as Targets of Opportunity.

The observations must be completed within the observing time allocation awarded when the proposal was approved. Examples of generic targets and additional details and limitations pertaining to their use can be found in the *Spitzer Warm Mission Observing Rules* (<http://ssc.spitzer.caltech.edu/warmmission/propkit/sor/>).

**Generic targets must be defined and final AORs submitted to the SSC as soon as feasible so that they have the maximum likelihood of being scheduled. Please contact the Helpdesk before submitting your proposal if you have questions regarding generic targets.**

### **3.7 Director’s Discretionary Time**

New science, that could not reasonably be proposed by the Cycle-14 deadline, will continue to be supported through Director’s Discretionary Time. All other proposals should be submitted in response to this call. Details about submitting DDT proposals are available in the Spitzer proposal kit at <http://ssc.spitzer.caltech.edu/warmmission/propkit/>.

Abstracts of approved DDT proposals are also available at the SSC website. Investigators should not utilize DDT to resubmit all or part of a proposal that was previously rejected.

### **3.8 Data Proprietary Periods**

The default proprietary period for all Cycle-14 programs is one year. The proprietary period commences when scientifically usable data from commissioned pipelines are made available to the Principal Investigator via the Spitzer Heritage Archive. Once the proprietary period for an AOR expires, the raw and pipeline-processed data enter the public domain and are available to anyone through the Spitzer Heritage Archive.

*Note that each observation (AOR) has its own proprietary period. This means that the AORs within a program are, as their proprietary periods expire, released to the public regardless of how many unobserved AORs remain in the program.*

For observations with a proprietary period, observers expect exclusive access to their science data, intended to facilitate the processing and scientific analysis of the data by the relevant investigator. The SSC does not have the resources to do duplication checks or embargo data from duplicating observations in the warm mission. Therefore, the SSC cannot ensure that all

proprietary periods will be protected for observations taken in Cycle-5 onwards. DDT proposals have a nominal proprietary period of 0 days, though up to 90 days may be proposed. The SSC Director reserves the right to designate any Target of Opportunity or DDT data for early release when such a release is deemed to be in the interest of the community. The Spitzer Time Allocation Committee and reviewers may recommend a shorter proprietary period for individual proposals due to the high value of the data to the general astronomical community. As part of their proposal, observers may request that the SSC Director waive all or part of their proprietary period if the proposal is approved. This information should be provided in the coversheet information in the *Spot* proposal submission tool.

## 4 Proposal Planning

This call for proposals (CP) provides an overview of the technical capabilities of the observatory (§0), eligibility criteria (§6), the current research opportunities (§3) and information on planning and submitting a proposal (this section). The CP is accompanied by other technical documents (§4.1). Interested scientists may retrieve digital copies of these documents from the Proposal Kit section of the Spitzer Science Center (SSC) website (<http://ssc.spitzer.caltech.edu/warmmission/propkit/>). An important component of the Proposal Kit is *Spot*, the Spitzer software required for observation planning and proposal submission. **All Cycle-14 proposals must be submitted with *Spot***, a free software package available now within the online Proposal Kit. *Spot* must be downloaded to your computer.

In addition to handling proposal submission, *Spot* allows observers to construct detailed Astronomical Observation Requests (AORs) by specifying observation parameters for the required observing mode. The observing mode IRAC Post-Cryo Mapping is available in *Spot* to support warm operations. *Spot* also includes useful visualization tools to permit the investigator to see how proposed Spitzer observations will be laid out on the sky.

Questions pertaining to the current CP should be sent electronically to the Spitzer Helpdesk at [help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu). Questions (and answers) that are deemed by the SSC to be of broad interest to Spitzer investigators are listed in the Frequently Asked Questions section of the SSC website.

Before submitting a Spitzer Space Telescope proposal, it is important that investigators consult relevant technical documentation about the capabilities of the telescope, the sensitivities of the IRAC instrument and the nature of the pipeline-processed data delivered to investigators by the SSC. Proposals must include credible and justifiable estimates of requested observing time. *Spot*, the Spitzer observation planning and proposal submission software, and other online resources are provided for this purpose. All of these resources may be found within the Proposal Kit section of the SSC website (<http://ssc.spitzer.caltech.edu/warmmission/propkit/>).

The documentation listed in §4.1 provides details on how researchers can learn about the capabilities of Spitzer, plan and define their detailed observational program, check for possible duplicate observations, and modify their planned observations. Specific questions should be submitted electronically to the Helpdesk at [help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu).

A Cycle-14 proposal requests Spitzer Space Telescope observing time and consists of these elements:

- A scientific justification for the program.
- A technical plan describing how the scientific investigation will be implemented, including an explanation of target selection and observing strategy, and how the data will be analyzed.
- Detailed specification of Spitzer observations, through Astronomical Observation Requests (AORs) generated by *Spot*. Only AORs utilizing the *IRAC Post-Cryo Mapping* Astronomical Observation Template (AOT) will be accepted.

## 4.1 Technical Documentation

The documents needed to plan, prepare and submit a proposal are listed below and are available in the Proposal Kit (§4.2). The version numbers are current as of the date of publication of this CP and may be superseded by a later version.

**Spitzer Space Telescope Cycle-14 Call for Proposals (CP)** *Version 2.0 (Feb. 15, 2018)*  
The *Call for Proposals* is the present document.

**IRAC High Precision Photometry website** <http://irachpp.spitzer.caltech.edu>  
All information related to best practices and recommendations for planning and analyzing high precision photometry observations is now provided on this website. Consult the ‘What’s New’ section for the latest updates.

**Spitzer Space Telescope Warm Mission Observing Rules** *Version 2.2 (September 17, 2014)*  
The Observing Rules describe the rules and processes governing duplicate observations, the declaration and modification of AORs, and other policies governing Spitzer observations.

**Spitzer Space Telescope Observer’s Manual-Warm Mission** *Version 12.1 (July 19, 2013)*  
The *Spitzer Observer’s Manual-Warm Mission (Warm SOM)* provides technical information about the telescope and the IRAC Instrument. It includes information on planning, editing and submitting Astronomical Observation Requests (AORs), the user-provided specification of individual observation parameters. The *Warm SOM* is an essential document for all investigators. <http://ssc.spitzer.caltech.edu/warmmission/propkit/som/>

**IRAC Instrument Handbook** *Version 2.1.2 (November 2015)*  
The *IRAC Instrument Handbook* is the primary reference for planning and analyzing observations using IRAC.  
<http://irsa.ipac.caltech.edu/data/SPITZER/docs/irac/iracinstrumenthandbook/>

**Spot User’s Guide** *Spot version 19 (September 2011)*  
The *Spot User’s Guide* is a comprehensive guide to the Spitzer observation planning software package (see §4.2). All proposals must be submitted using *Spot*.

**Leopard User’s Guide** *Leopard version 19 (June 2008)*  
Leopard is the primary tool that proposers should be using to search the contents of the Reserved Observations Catalog (ROC). Data downloads via Leopard were deactivated on

November 4, 2010. All users should use the Spitzer Heritage Archive for obtaining Spitzer data. (<http://sha.ipac.caltech.edu/applications/Spitzer/SHA/>)

### **Spitzer Space Telescope Reserved Observations Catalog (ROC) Version 19.0 (Feb. 1, 2018)**

The *Reserved Observations Catalog* includes an itemized list of all executed and approved observations. Proposers should use *Leopard* or *Spot* to query for executed or approved observations. The ROC is also available online in ASCII text format.

(<http://ssc.spitzer.caltech.edu/warmmission/propkit/roc/>)

### **Spitzer Space Telescope Observation Planning Cookbook Version 10.0 (April 17, 2013)**

The Observation Planning Cookbook provides detailed examples of how to construct Spitzer observations. <http://ssc.spitzer.caltech.edu/warmmission/propkit/cookbook/>

### **Solar System Observing with Spitzer**

Version 6.1 (September 11, 2014)

This webpage provides helpful tips and a summary of information specifically related to observing objects in our Solar System. <http://ssc.spitzer.caltech.edu/warmmission/propkit/sso/>

## **4.2 The Proposal Kit**

The online Proposal Kit is the web page that provides all of the information necessary for the prospective General Observer (GO) researcher. It includes each of the documents listed in §4.1 and can be found on the SSC website (<http://ssc.spitzer.caltech.edu/warmmission/propkit>). The reader is urged to consult the SSC Website for the latest observatory news.

The Kit also includes instructions for installing *Spot*, the Spitzer observation-planning tool, on the user's host machine. *Spot* is used to plan and prepare observations, and to submit all proposals electronically to the SSC. It allows observers to construct and edit detailed Astronomical Observation Requests (AORs) by selecting from a variety of preset instrument-specific functions. *Spot* also includes useful visualization tools to permit the investigator to see how proposed observations will be laid out on the celestial sky. These capabilities allow users to retrieve relevant images from other astronomical surveys and archives. It also describes how an investigator can obtain estimates of observing time for a proposed program.

***Spot* requires JAVA version 1.6 or 1.7. It does not work with version 1.8. Prospective GO investigators are strongly encouraged to download *Spot* and to start planning their observing programs well before the proposal submission deadline. Allow *Spot* to auto-update to the latest version (Options => Use Automatic Spot Version Update), if you have not already. If you use Linux and JAVA version 1.8, we recommend you download *Spot* for Linux from the Proposal Kit webpage and do a clean re-install, then let *Spot* auto-update (Spot Main Toolbar: Options -> Use Automatic Spot Version Update).**

*Spot* allows prospective investigators to plan, develop and modify their proposal in an iterative manner. That is, a proposer can write a portion of their proposal and define their accompanying AORs, save the results locally, and then re-load those results at a later time for subsequent modification. The saved cover sheet information, proposal text and AORs can be modified repeatedly until the proposal is submitted to the SSC. The submitted proposal can be updated at any time before the proposal deadline.



A separate section of the online Proposal Kit contains information specifically designed for Solar System researchers. It includes asteroid count estimates and tips for utilizing the HORIZONS database supported by the Solar System Dynamics Group at the Jet Propulsion Laboratory.

### **4.3 Solar System Observations - Moving Target Ephemerides**

Spitzer is capable of achieving tracking rates of  $\sim 1$  arcsec/sec for fast-moving (e.g., Solar System) targets. The online Proposal Kit (<http://ssc.spitzer.caltech.edu/warmmission/propkit/>) contains a section specifically designed to support Solar System researchers. It includes asteroid count estimates and tips for utilizing the HORIZONS database supported by the Solar System Dynamics Group at the Jet Propulsion Laboratory.

To obtain an accurate estimate of the observing time required for your moving target observation, an ephemeris file for your target must be installed at the SSC. *Spot* can query the HORIZONS database at JPL for an ephemeris file if the SSC does not have the file installed locally. *Spot* will do this when you do a visibility calculation or calculate resource estimates. There is a slightly longer delay (on the order of  $\sim 5$  seconds during ‘normal’ periods) for this transaction to occur. As with all internet-based resources, there are likely to be peak demand periods and times when the resource is not available due to unforeseen events. Proposers are encouraged to start early in planning their observations.

We note also that ephemerides can have large intrinsic errors, and the ensuing positional errors can be sufficiently large that the object has a very low probability of being acquired by Spitzer. We therefore *strongly* recommend that the observer check the available positional accuracy for a Solar System target before proposing to observe it with Spitzer. Instructions on how to do this can be found in the Horizons documentation in the Solar System section of the online Proposal Kit at the SSC website (<http://ssc.spitzer.caltech.edu/warmmission/propkit/sso>).

Late ephemeris updates, i.e., specification of the final ephemeris less than 5 weeks prior to scheduling, are no longer supported in GO proposals. Any observations requiring a late ephemeris update must be submitted via a DDT proposal.

### **4.4 Additional Guidelines for Observers**

This section contains additional guidelines and policies that investigators must know as they plan their observing proposal.

#### **4.4.1 Duplicate Observations**

In general, duplicate observations with the Spitzer Space Telescope are not permitted. *It is the responsibility of the investigator to avoid the duplication of previously approved observations.* A list of all such observations is available in the *Reserved Observations Catalog* (ROC). Quantitative descriptions of what constitutes a duplicate observation can be found in the *Spitzer Space Telescope Warm Mission Observing Rules* (<http://ssc.spitzer.caltech.edu/warmmission/propkit/sor/>). Because of resource limitations in the warm mission, the SSC will not identify such duplications. Approved observers that identify potential duplications should submit these to the SSC, where the potential duplication will be

reviewed and acted upon accordingly. For example, if the duplicating observation has not yet been executed it may be deleted from the program. In cryogenic cycles, approved duplicate observations were generally embargoed until the proprietary period of the prior observation expired. Due to resource limitations, this is not done during the warm mission.

#### **4.4.2 Constrained Observations**

If your program requires scheduling constraints to achieve your science goals, apply the minimum number of constraints needed for your science and provide a clear justification in the proposal. Contact the Helpdesk early in your planning process for advice on how to best utilize scheduling constraints. As a rule of thumb any constraint that involves a time range should be at least twice as long as the AORs you want scheduled within the time range. For example, if you have 10 hours of mapping AORs, any timing or grouping constraints should allow a *minimum* of 20 hours for their execution. **Observing constraints must be specified in *Spot*.**

#### **4.4.3 Calibration Observations**

The SSC establishes and maintains the calibration of the science instrument to levels specified in the *Warm SOM*. Data resulting from these routine calibrations will generally enter the Science Archive upon processing and validation by the SSC.

The initial on-orbit calibration of the telescope was performed as part of the commissioning of each observing mode. The IRAC Post-Cryo Mapping AOT was validated during the characterization phase after the depletion of the cryogen. The SSC continues to conduct the periodic observations necessary to maintain the calibration. Observations of celestial targets necessary for calibration are not subject to rules regarding duplicate observations.

For investigations that require a higher level of calibration, it is the responsibility of the Principal Investigator to include those *special calibrations* as part of their proposal. The SSC will process such observations through its normal data processing pipeline(s), and the data will be subject to the applicable proprietary data periods (§3.8). Observers are encouraged to contact the SSC to discuss and plan special calibrations for those programs requiring a higher level of calibration.

#### **4.4.4 Bright Object Observations**

Given the high sensitivity of Spitzer, bright objects can affect the detector arrays. While saturation will not permanently damage the detector arrays, latency effects can compromise subsequent observations.

Proposals that involve observations of bright sources are not precluded. However, investigators should be aware of infrared sources that may saturate the Spitzer detectors, whether they are the intended target, or whether their celestial position is near the proposed target. They can also complicate scheduling in our effort to prevent observations of bright targets from impacting other programs. **Programs with substantial numbers of bright targets (<http://ssc.spitzer.caltech.edu/warmmission/propkit/som/brights>) will be identified as difficult to schedule by the SSC, and their evaluation will be affected accordingly.**

The *Warm SOM* provides current estimates of the saturation limits for each wavelength and frame time. A list of bright celestial sources likely to exceed the saturation limits is provided in

the online Proposal Kit. *Spot* also has a bright object search feature to check for bright objects near your target(s). Note that the SSC reserves the right to exclude some targets as a result of impacts that these bright objects might have on subsequent observations. Observers proposing observations of bright objects should discuss their impact in the technical justification.

## **4.5 SSC Assistance**

All questions of a scientific, technical, programmatic or financial nature should be submitted electronically to the Spitzer Science Center Helpdesk ([help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu)). The SSC is committed to answering all questions as rapidly as feasible, and normally within two business days from the receipt of a query. Note that as the proposal deadline approaches, the turnaround times for an SSC response (particularly for definitive answers to complex technical questions) will likely increase. It is the responsibility of proposers to take this reality into consideration when submitting queries shortly before the proposal submission deadline.

Questions and answers deemed by the SSC to be of interest to the broader community will be archived as an anonymous Frequently Asked Question (FAQ) on the SSC website. Therefore, all questions and comments submitted to the Helpdesk become the property of the SSC and California Institute of Technology.

## 5 Proposal Submission

The Spitzer Cycle-14 submission process is one phase for proposals requesting < 100 hours. Investigators proposing < 100 hour programs are required to submit all of their completed AORs with their science proposal (unless the proposal includes generic targets or ToOs). These AORs should be the final set you expect to have executed if the proposal is successful.

The submission process is two-phase for proposals requesting 100 hours or greater and proposals including generic targets or ToOs. Investigators must submit representative AORs that clearly define the proposed observations. The proposal must include complete target lists and descriptions of the proposed observations. The AORs for successful proposals with defined targets will be due approximately a month after the selections are announced.

All proposals must be submitted through *Spot*, a downloadable software package developed by the SSC. The AORs and cover sheet information are entered directly into *Spot* for transmittal. ***The science justification and all other required elements must be submitted as a single PDF file attachment.*** The AORs and cover sheet information created in *Spot* can be saved as text files on your local computer. The cover sheet information, the proposal PDF file and the AORs are all submitted electronically via *Spot*. ***Cycle-14 proposals must be submitted with the S19 (or later) versions of Spot which is available to download from the Proposal Kit website.***

**\*\* Proposal PDF files must be prepared with the SSC-provided Cycle-14 templates that are available in the proposal kit.**

There is no limit to the number of proposals that may be submitted by a Principal Investigator or by Co-Investigators. Proposals should not contain classified information or depend on access or use of classified information or facilities for any portion of the proposed activities. The Principal Investigator may withdraw a proposal from consideration at any time prior to the completion of the selection process by contacting the Helpdesk ([help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu)).

## 5.1 Proposal Submission Deadlines

The proposal submission deadline is the same for all proposals:

**Friday, March 23, 2018, 2:00pm PDT**

Proposals must be submitted electronically via *Spot* prior to the deadline. **The Spot proposal submission system is open.** Proposals received after the deadline will not be accepted. If you need information from a source outside of the SSC that you do not directly control, particularly a service available via the Internet, then we recommend obtaining this information well in advance of the deadline. You may update your submitted proposal as many times as you want prior to the deadline. If the SSC servers have started (or completed) processing of your proposal when the deadline is reached, the proposal will be accepted.

If you experience computer or Internet problems just prior to the deadline such that you are not able to submit your proposal by 2:00 pm, send an email to the Helpdesk if possible ([help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu)) or call us immediately at 626-395-8000 (SSC central phone line) so that we can assist you.

## 5.2 Proposal Components

### 5.2.1 Cover Sheet

For all proposals, the Cover Sheet information is entered into *Spot* and then submitted electronically to the SSC. This information can be saved to your local computer as a text, PDF or html file. We recommend that all proposers start early. You can update the cover sheet information from *Spot* as many times as necessary prior to the proposal deadline.

#### 5.2.1.1 Science Category

An important piece of information that is provided in the Cover Sheet is the **Science Category**. All proposals must include a single science category. This information is used to help distribute the proposals to the panels for the review. Please select the science category that best describes your proposal. The categories are divided into three broad groups: Extragalactic, Galactic and Solar System. The Solar System group is for observations in our Solar System. If your proposal is related to extra-solar planets, please select that in the Galactic group. The Galactic group includes a category for proposals that are doing detailed stellar studies outside of our Galaxy. These proposals have historically ended up in extragalactic panels while the best expertise to review them is in the Galactic panels.

Broad topical science panels or individual external reviewers will review all proposals. The panel review will utilize parallel panels so that proposers can serve as reviewers.

## 5.2.2 Astronomical Observation Requests (AORs)

Proposals requesting < 100 hours must be accompanied by a complete list of Astronomical Observation Requests (AORs). For statistical programs (§3.4) this should include AORs for all possible targets. The submitted AORs should be the final ones you expect to have executed if the proposal is successful. All other proposals must submit representative AORs that fully encompass the proposed observations.

All AORs are created in *Spot* and submitted electronically to the SSC. The AORs that you have loaded in *Spot* at the time you are submitting your proposal are the AORs that will be transmitted to the SSC and stored in our database. Do not include the AORs as text in the proposal PDF file.

You can create or edit your AORs in *Spot* at any time prior to submitting or updating your proposal. They can be saved as an ASCII text file on your local computer and then reloaded for editing or submission at a later time. The AORs include the total time required to execute a given observation with the telescope. **Each AOR includes an assessed overhead of 210 seconds to account for the average time required to acquire the target, regardless of the actual time utilized.** The average acquisition time is based on our experience to date. **Each moving target AOR is assessed an additional 300 seconds (510 seconds total) overhead per AOR.** Moving target AORs require an additional 5 minutes to execute compared to an identical fixed target AOR.

Providing robust, ready-to-execute AORs with your proposal is the fastest way to ensure that your observations get quickly into the scheduling pool. **Successful proposers will not, in general, have any opportunity to make major modifications (see the *Spitzer Space Telescope Warm Mission Observing Rule*) to their AORs after selection. Proposers are urged to carefully plan and construct the AORs that accompany their proposal.** AORs submitted with the proposals can be updated at any time prior to the proposal submission deadline.

## 5.2.3 PDF Attachment

Templates in Latex and Microsoft Word formats are provided on the SSC Proposal Kit web page (<http://ssc.spitzer.caltech.edu/warmmission/propkit/>) and MUST be used to prepare your PDF attachment.

## The Cycle-14 templates must be used to prepare your proposal.

Additional details pertaining to proposal contents are listed in §5.4. All proposals must be written in English and a printable version must utilize fonts that are *no smaller than 12 point, and must adopt one-inch margins on all sides on 8.5 × 11-inch paper*. Color figures or tables can be included but proposers should confirm that they reproduce legibly in black and white. *The PDF file size limit for submission is 10 megabytes, so extremely large or complex color figures may not be acceptable.* No preprints or reprints should accompany the proposal, as they will not be forwarded to the review panels.

All investigators should recognize that the peer review process (§0) utilizes external scientists organized into topical Review Panels. A given Review Panel will necessarily span a wide variety

of research disciplines. *Therefore, proposals should be written for a knowledgeable, but broad-based, audience. The science category you select in Spot to characterize the science in your proposal will determine which panel or set of external reviewers reads it.* Proposals will be evaluated according to the criteria listed in §7.2. *Providing more figures+tables and less text is often viewed favorably by the reviewers.*

Proposals will be provided to each reviewer as PDF files. It is the responsibility of the proposer to ensure that their PDF file is legible when opened with Acrobat Reader other PDF viewers. Proposals with flagrant violations of the page limits, font size, etc. will be deemed not responsive to the Call for Proposals and rejected without review.

### 5.3 Proposal Page Limits

The page limits for Cycle-14 proposals are summarized in Table 4. The descriptions of what should be included in each section are provided in §5.4. Figures and tables can be embedded in the narrative or segregated. *Do not include any additional material, e.g., letters of endorsement.*

Proposal Size	Small	Medium	Large
<b>Science Plan Sections</b>	hours ≤ 10	10 < hours < 100	hours ≥ 100
Science Justification	1	2	3
Technical Justification	1	1	2
Figures, Tables, References	1	2	3
<b>Total for Science Plan</b>	<b>3</b>	<b>5</b>	<b>8</b>
Additional Required Sections - subject to page limits			
<b>Summary of Existing Programs</b>	1	1	1
Additional Required Sections - NOT subject to page limits			
<b>Observation Summary Table</b>			
<b>Modification of Proprietary Period</b>			
<b>Summary of Duplicate Observations</b>			
<b>Summary of Scheduling Constraints/Targets of Opportunity</b>			

Table 4: Page limits for Cycle-14 proposals.

### 5.4 Proposal Contents

#### 5.4.1 The Science Plan

All investigators should recognize that the peer review process (§7.1) uses external scientists, many of whom are not experts in your subfield. Reviewers are selected such that their expertise reflects the proportional mix of proposals submitted in previous cycles. *Proposals should be written for a knowledgeable, but broad-based, audience.* Proposals will be evaluated according to the criteria listed in §7.2.

### 5.4.1.1 Science Justification

Proposals must include a clear statement of observing goals and describe the importance of the proposed project to the astronomical sciences and as a component of the final legacy of the Spitzer mission. It should address why the Spitzer capabilities are uniquely important in advancing knowledge in the proposed area of research. The science justification and its underlying rationale should be readily comprehensible to broad-based scientists. It must include a justifiable and reasonably accurate request for observing time and must be based on the resource estimates calculated with *Spot*, the SSC proposal planning and submission software.

### 5.4.1.2 Technical Justification

The technical justification must include a description of the proposed observing strategy and information about target selection. For all observations, the technical justification must include quantitative descriptions of the required sky/target position(s), expected target flux density or surface brightness, required sensitivity/depth (1-sigma noise or S/N ratio), wavelength(s), and coverage strategy (including redundancies). The technical justification should also show that the proposers have checked the sky background brightness and saturation issues for their observations and provide the maximum expected flux densities or surface brightness in the fields of view. The proposal must define the photometric accuracy needed and any special calibration requirements.

**All flux densities and surface brightness estimates should be provided in the following units:**

<b>Point Sources</b>	<b>micro-Jy, milli-Jy, or Jy</b>
<b>Extended Sources</b>	<b>MJy/sr</b>

Telescope and scheduling constraints placed by investigators on proposed observations must include a compelling scientific justification (§4.4.2). Observers proposing observations of bright objects (§4.4.4) should discuss their impact in the technical justification.

In all cases, the target list for Spitzer observations must be adequately justified and explained. Investigators should describe why the proposed targets were selected, and any assumptions made about their targets and/or sample. For proposals requesting time for targets that have yet to be discovered, the provenance of the targets must be explained. The reviewers must be able to determine the likelihood that the targets will be discovered and that the proposers have access to the necessary data.

Statistical programs (§3.4) should be explicitly declared and described in the technical justification.

The technical justification should include a data analysis plan. A description of the IRAC pipeline can be found in *Spitzer Observer's Manual-Warm Mission* and the *IRAC Instrument Handbook*.



The technical justification should include a description of how the proposers have validated their particular technical strategy, e.g. from previous observations or modeling. This should be described in detail.

### 5.4.1.3 Figures, Tables and References

Figures, tables and references that support the science justification and technical sections should be included in the Science Plan. Figure captions and tables may be listed in 10-point font (rather than 12-point). **The Observation Summary table required for all observing proposals is not included in this page limit (it is a separate section, see below).** Color figures or tables can be included but should be legible when reproduced in black-and-white. They should be of adequate size to be comprehended by a reader. *The PDF file size limit for submission is 10 megabytes so extremely large or complex color figures may not be acceptable.*

## 5.4.2 Other Contents

### 5.4.2.1 Summary of Existing Programs

Proposers must explicitly summarize their current involvement as a Principal Investigator or Technical Contact on existing Spitzer Space Telescope research programs. This applies to the PI and principal Co-Is on the proposal. The proposer should indicate the status of each Spitzer GTO, GO, Legacy, Exploration Science, DDT, Archival or Theoretical program and any publications resulting from the program(s). For observing programs, include the status of the data analysis effort.

Proposers that are the PI/Technical contact for multiple Spitzer programs are not required to provide a detailed status for every program. They should provide a summary that includes the number of programs, overall status (e.g. 75% observed, 50% data analysis complete, 20 papers published, 20 papers submitted, etc.) that will allow the reviewers to understand the state of the programs. This section should be a maximum of one page in length.

### 5.4.2.2 Observation Summary Table

An Observation Summary Table is required for **all** proposals. The Observation Summary Table is not subject to the proposal page limits. For each proposed observation, the table must include all target position(s), imaging array(s) (e.g., 3.6 and/or 4.5 microns), integration time per array, and estimated source flux. The background flux, sensitivities and depth reached should be included in the technical justification and can optionally be included here. Low-impact targets of opportunity should be identified in the table. All flux densities and surface brightness estimates must be provided in correct units:

Point Sources:        micro-Jy, milli-Jy, or Jy  
Extended Sources:    MJy/sr

As discussed in §3.4 the SSC will accept ‘statistical programs’ in which a specific number of observations are required for the science but the set of observations required is not unique. For example, if your program requires observations of 10 targets in your sample and you have 20 targets total in the sample the proposal can be submitted with AORs specifying observations of

20 targets but time is only requested to observe 10 of them. All of the targets should be described in the Observation Summary Table for all proposal types and sizes.

A Perl script that parses information from the AOR file into a format that can be reformatted into a table is available in the Proposal Kit.

#### 5.4.2.3 Modification of Proprietary Period

If a proprietary period of other than the default for the proposal type is requested, this should be specified here. There is a field specifying the number of days in the proprietary period in the *Spot* proposal submission tool. Any modifications should also be entered there. Note that each observation (AOR) has its own proprietary period. This means that the AORs within a program are, as their proprietary periods expire, released to the public regardless of how many unobserved AORs remain in the program.

#### 5.4.2.4 Summary of Duplicate Observations

Briefly summarize the justification for any proposed duplicate observations. The details should have been provided in the Science Plan.

#### 5.4.2.5 Summary of Scheduling Constraints/Targets of Opportunity

Briefly summarize the justification for any proposed scheduling constraints. The details should have been provided in the Science Plan. Also provide a summary of any ToO scheduling issues.

### 5.5 Submission of Proposals

Proposals must be submitted to the SSC electronically through *Spot*, the Spitzer observation planning software (*Spot*; see §4.2), and must be consistent with the page and format guidelines listed throughout this section. The PDF file must be created using one of the templates available at the Proposal Kit website. Proposals using the old templates will be rejected. Detailed instructions on using the software are available in the *Spot User's Guide*, and are summarized below.

#### 5.5.1 Submitting Your Proposal for the First Time

1. Download *Spot* from the Proposal Kit section of the SSC website (<http://ssc.spitzer.caltech.edu/warmmission/propkit/>) and install it on your host machine. Use the S19 version of *Spot*, which was released September 9, 2011. Turn on the auto-update feature to make sure you get the relevant updates. **If you use Linux and JAVA version 1.8, we recommend you download *Spot* for Linux from the Proposal Kit webpage and do a clean re-install, then let *Spot* auto-update (*Spot* Main Toolbar: Options -> Use Automatic *Spot* Version Update).**
2. Download a Cycle-14 proposal template from the Proposal Kit website and use it to create the proposal PDF file.
3. Start up *Spot* and open the Proposal Tool (Tools -> Proposal Tool).
4. Enter the coversheet information or load any previously generated cover sheet information file, into the Proposal Tool.
5. Select the correct Proposal Type: **GO** or **Snapshot**

6. Enter the total observing time required.
7. Make sure you have updated the proprietary period, if necessary.
8. Load the AORs that comprise your program. Make sure you have updated the resource estimates for the AORs.
9. For low-impact ToO proposals, check the Target of Opportunity box.
10. Click on the SUBMIT Menu in the Proposal Tool and select 'Submit proposal to SSC.'
11. Prior to the proposal submission deadline, proposals can be modified by using the 'Update Proposal at SSC' option.
12. The proposal PDF file, cover sheet, and any accompanying AORs that reside at the SSC at the time of the proposal submission deadline shall be defined to be the final version of the proposal.

Note that neither NASA nor JPL/Caltech will be responsible for any cost incurred in preparing or submitting a proposal.

### **5.5.2 Updating Your Submitted Proposal**

At any time during the Call for Proposals you may modify any aspect of your submitted proposal, except proposal username and password. You can submit a revised science plan, updated set of AORs, and/or corrected coversheet information.

1. Start up Spot.
2. Load in new/revised set of AORs if you are updating the AORs.
3. Open the Proposal Tool under the Tools menu in Spot.
4. Load in the coversheet file saved from your earlier submission (i.e., filename.cs) by clicking on File-> Open Proposal.
5. Make any desired changes to the coversheet information. Be sure the 'Hours Requested' is accurate and that the Proposal Tool is pointing to the proper justification file (if submitting an updated file).
6. Click on the 'Submit' menu item and then 'Update proposal at SSC.'
7. Enter your password and email address when requested.
8. If you made any changes to the coversheet information, Spot will again require you to save your coversheet file.
9. Spot will inform you when it has successfully transferred your updated proposal to the SSC. You will also receive an email confirmation.
10. You may submit as many updates as needed prior to the proposal deadline. The software will automatically reject submissions after the deadline and Spot will return an error message.

Modifications to proposals are not permitted after the deadline. Please proofread your proposal before the final submission.

## 6 Eligibility & Funding Support

Investigators worldwide, subject to NASA Grant Circular 12-01 (below), are eligible to submit a proposal in response to the Spitzer Space Telescope Cycle-14 *Call for Proposals*.

### 6.1 Who May Submit a Proposal?

This solicitation for proposals is open to investigators of any nationality, subject to NASA Grant Circular GIC 12-01 (§6.2). Each proposal must identify a single individual who will serve as Principal Investigator (PI) and will be responsible for the scientific and administrative conduct of the project. *The PI for GO proposals may have any institutional affiliation.* There is no limit to the number of Co-Investigators (Co-Is) that may appear on a proposal. The PI may designate a Technical Contact for purposes of communications with the SSC Science User Support Team.

Graduate students and post-docs can apply for Spitzer time as principal investigators. Before applying they should check with their advisors regarding any specific requirements of their home institution regarding proposal submission.

### 6.2 NASA Grant Circular GIC 12-01

This rule effectively says that no proposals may be accepted that include ONLY investigators from Chinese institutions or Chinese plus U.S. institutions, i.e. a bilateral program between the US and China. Proposals can be accepted that include investigators from institutions in China, the US and investigators from institutions in another country. The text below is extracted from NASA GIC 12-01 and describes the rules which apply to possible US/China observing proposals.

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An Assurance of Compliance with The Department of Defense and Full-Year Appropriation Act, Public Law 112-10 Section 1340(a); The Consolidated and Further Continuing Appropriation Act of 2012, Public Law 112-55, Section 539; and future-year appropriations herein after referred to as “the Acts”, whereas:

- (1) NASA is restricted from using funds appropriated in the Acts to enter into or fund any grant or cooperative agreement of any kind to participate, collaborate, or coordinate bilaterally with China or any Chinese-owned company, at the prime recipient level and at all subrecipient levels, whether the bilateral involvement is funded or performed under a no-exchange of funds arrangement.
  - (2) Definition: “China or Chinese-owned Company” means the People’s Republic of China, any company owned by the People’s Republic of China, or any company incorporated under the laws of the People’s Republic of China.
  - (3) The restrictions in the Acts do not apply to commercial items of supply needed to perform a grant or cooperative agreement.
  - (4) By submission of its proposal, the proposer represents that the proposer is not China or a Chinese-owned company, and that the proposer will not participate, collaborate or coordinate bilaterally with China or any Chinese-owned company, at the prime recipient level or at any subrecipient level, whether the bilateral involvement is funded or performed under a no-exchange of funds arrangement.
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### **6.3 Funding Support**

No NASA funding is expected to be available to support direct data analysis awards in Cycle-14. Cycle-14 programs are eligible for page charges, paid directly by the SSC, for publishing work directly related to the results from the observing program. The paper must be accepted and the funding requested, via an email to the Spitzer Helpdesk, while the Spitzer Science Center is still operating.

## **7 Proposal Evaluation and Selection**

Spitzer Space Telescope Cycle-14 programs will be selected through a competitive peer review process.

### **7.1 Peer Review**

External science reviewers will evaluate proposals received by the submission deadline. The reviewers will be members selected at large from the astronomical community. Topical science panels (Extragalactic and Galactic/Planetary) will review all proposals. Highly ranked proposals will be forwarded to the Time Allocation Committee for final review. The Time Allocation Committee is composed of the panel chairs and one or two at-large members. The TAC will provide recommendations on allocations to the SSC Director who will make the final selection.

Proposals will be provided to reviewers as PDF files. It is the responsibility of the proposer to ensure that their PDF file is legible when opened with Acrobat Reader or other PDF viewers.

Based on the preliminary grades, proposals with low average grades are triaged and are not further considered in the review process. After programs are selected, scheduling priorities are assigned based on the final proposal rankings.

The SSC works to avoid conflicts of interest throughout the review process to the extent possible.

### **7.2 Evaluation Criteria**

External science reviewers will evaluate proposals received by the submission deadline. The evaluations will be based on the criteria listed in this section. The criteria are listed in descending order of importance.

- (1) The overall scientific merit of the proposed investigation and the importance of the program as a component of the final legacy of the Spitzer mission. Support of other NASA missions and responsiveness to the priorities of the 2010 Decadal Review of Astronomy and Astrophysics will be considered as part of the scientific merit.
- (2) The extent to which the proposed investigation requires the unique capabilities of the Spitzer Space Telescope.
- (3) The technical feasibility and robustness of the proposed observations.
- (5) The extent to which the observations can be accommodated within routine Spitzer operations and the extent to which the overall science program enables an efficient use of the observatory.
- (6) The long-term archival value of the proposed observations.

### **7.3 Proposal Selection**

The Spitzer Science Center (SSC) will organize the Science Review Panels and the Time Allocation Committee. The end result of the review process is a list of recommended programs that is provided to the SSC Director, who is the selection official for all Cycle-14 programs. Upon selection by the SSC Director, observing programs are entered into the Spitzer observations database for execution as part of Cycle-14.

### **7.4 Proposal Confidentiality**

Proposals submitted in response to this Call for Proposals will be kept confidential to the extent allowed by the review process. For approved investigations only, the SSC will make the titles, investigator names, and abstracts publicly available after the selections are announced. The remainder of the approved proposal, and the entirety of proposals not selected, shall remain confidential. In addition, AORs from the approved observing investigations will be incorporated into future versions of the Reserved Observations Catalog and will also be available to download from the Spitzer science operations database using *Spot*, *Leopard* and the *Spitzer Heritage Archive*.

If a proposal contains proprietary information that should not be used and/or disclosed for any purpose other than the proposal evaluation, it should be clearly marked by placing the following legend on a separate page that does not count against the proposal page limit:

“NOTICE: The information (data) contained in [insert page numbers or other identification] of this proposal constitutes a trade secret and/or information that is commercial or financial and confidential or privileged. It is furnished to the Government and the Jet Propulsion Laboratory/California Institute of Technology (“Institute”) in confidence with the understanding that it will not, without permission of the proposer, be used or disclosed other than for evaluation purposes; provided, however, that in the event a contract (or other agreement) is awarded on the basis of this proposal, the Government or the Institute shall have the right to use and disclose this information (data) to the extent provided in the contract (or other agreement). This restriction does not limit the Government’s or Institute’s right to use or disclose this information (data) if obtained from another source without restriction.”

## **8 Contacting the Spitzer Science Center (SSC)**

Questions about any aspect of the Spitzer Space Telescope, including the Call for Proposals, may be submitted electronically to the Helpdesk at:

**help@spitzer.caltech.edu**

Contacting the Helpdesk is the fastest and most efficient way to get the answer to your question.

The mailing address is:

**Spitzer Science Center  
California Institute of Technology  
Mail Code 314-6  
1200 East California Boulevard  
Pasadena, CA 91125 USA**

The main telephone number is:

**Phone: +1-626-395-8000**

The science community should consult the Spitzer Science Center Website at:

<http://ssc.spitzer.caltech.edu/>



## 9 Publication and Dissemination of Science Results

The publication and dissemination of science results is critical in assessing the success of the Spitzer Space Telescope mission, and in assessing how effectively it meets the goals of NASA's strategic plans in space science. The Spitzer research community is reminded of the important responsibility inherent in utilizing this national resource, and in sharing the scientific results with the general public. In particular, investigators with potentially important and newsworthy results should contact the SSC as early as possible to help NASA plan appropriate news releases.

### 9.1 Science Publications

It is expected that scientific results obtained through Spitzer observations, archival research, and theory investigations will be published in the scientific literature. All publications based on Spitzer data or theory investigations must carry an appropriate acknowledgement. Investigators should consult the SSC website for the appropriate acknowledgement template(s).

(<http://irsa.ipac.caltech.edu/data/SPITZER/docs/spitzermission/publications/ackn/>)

In papers describing Spitzer results, investigators should provide reference(s) to seminal papers describing the telescope, including the relevant science instruments. These references are posted on the SSC website (<http://ssc.spitzer.caltech.edu/spitzermission/publications/>). Moreover, the SSC advises investigators to accurately trace the original heritage of any Spitzer archival data.

In particular, scientific results based on data from the Legacy Science Program should cite appropriate references to the appropriate program

(<http://ssc.spitzer.caltech.edu/spitzermission/observingprograms/legacy/>).

### 9.2 Press Releases

Researchers who receive Spitzer Space Telescope observing time and/or NASA funding support are strongly encouraged to release Spitzer-related and newsworthy information through NASA channels. This does not preclude news releases by other institutions, although such parallel releases must be coordinated with NASA. The SSC utilizes the public affairs resources of NASA and the Jet Propulsion Laboratory to maximize the impact of discoveries and newsworthy items resulting from Spitzer research investigations. NASA has "first right of refusal" for such items and has a policy to distribute all information and news fairly and equitably. This policy also means that exclusive news releases are not supportable.

Scientists with potentially newsworthy observations should contact the SSC Director's Office via the Helpdesk ([help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu)). *Spitzer investigators should initiate such contact well before the expected publication of those results*, in order to allow the SSC, JPL, and NASA to prepare press releases and supporting materials. The contact may either be initiated by the Principal Investigator of the Spitzer investigation, or through the public affairs office of their home institution. For a potential press release, the SSC and NASA will coordinate with the PI and/or institutional public affairs office in the preparation of a draft news release and other supporting materials. In general, the press release date will be timed to coincide with acceptance of the research for publication in a science journal, or presentation at a major astronomical meeting. For additional information on Spitzer public affairs, including guidelines on what may constitute a newsworthy result, consult the 'Got News' link on the SSC website.

## 10 Cycle-14 Checklist

1. Read this Call for Proposals.
2. Download the *Warm SOM* from the Proposal Kit section of the SSC website (<http://ssc.spitzer.caltech.edu/warmmission/propkit/>) to obtain additional details about the telescope and the IRAC Post-Cryo Mapping AOT.
3. Download and install the v19 version of *Spot*, the Spitzer proposal planning and submission software package, available in the online Proposal Kit, to your host machine. Allow *Spot* to auto-update to the latest version. **If you use Linux and JAVA version 1.8, we recommend you download Spot for Linux from the Proposal Kit webpage and do a clean re-install, then let Spot auto-update (Spot Main Toolbar: Options -> Use Automatic Spot Version Update).**
4. Download and read the *Spot User's Guide* and learn how to create and edit an Astronomical Observation Request (AOR), the fundamental unit of Spitzer observing.
5. Download and read the *Spitzer Space Telescope Observation Planning Cookbook*, also in the Proposal Kit, to see examples of typical observations.
6. Use *Spot* to create, edit and save AORs.
7. Be sure that your proposed observations do not duplicate existing Spitzer Space Telescope observations by consulting the *Reserved Observations Catalog* or searching the Spitzer database with *Leopard*. If duplicate observations are proposed be sure you have provided a strong scientific justification.
8. Contact the electronic Spitzer Helpdesk ([help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu)) for assistance, if needed.
9. Prepare your observing proposal according to the guidelines listed in §5.2. Templates for preparing the PDF proposal attachment in Latex and Microsoft Word formats are available in the online Proposal Kit. Proposals submitted that do not utilize the Cycle-14 templates will be rejected outright.
10. Note the evaluation criteria listed in §7.2.
11. Follow the steps described in §5.4.1.3 to electronically submit your proposal, cover sheet, and accompanying AORs to the SSC prior to the deadline of **2:00pm PDT, Friday, March 23, 2018.**
12. If you experience computer or Internet problems just prior to the deadline such that you are not able to submit your proposal by 2:00 pm, do not wait until after the deadline to contact us. Contact the electronic Spitzer Helpdesk ([help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu)), if possible or call us immediately at 626-395-8000 (SSC central phone line) and let us know.

## 11 Appendix A: Special Telescope Overheads

**Resource limitations in terms of staff during the warm mission preclude continued support for medium and high impact ToO programs, late ephemeris updates for Solar System observations, and IERs as part of GO proposals. These observations may be submitted via DDT proposals. The Spitzer project may support a limited number of such observations annually as permitted by available resources.**

Special overhead burdens are applied to high/medium-impact Targets of Opportunity (ToO). This special overhead is added to the normal overhead applied to each Astronomical Observation Request (AOR) computed by *Spot*, the software required for Spitzer observation planning and proposal submission. It accounts for the time required to prepare for the observation and to return the Telescope to its nominal schedule. As described in the *Spitzer Space Telescope Warm Mission Observing Rules*, the special overhead is intended to reflect the observing time lost in other programs as a result of executing the relevant observation(s).

In evaluating ToO proposals, peer reviewers will assess the value of observations with special overhead burdens against other proposed observations. Proposals *must* include these overheads in the total requested observation time. The relevant special overheads during the warm mission are:

### **High-Impact Target of Opportunity: 6.5 hours**

This overhead will be applied to the first AOR in a *group*, *chain* or *sequence* of AORs to be executed consecutively during a single observing session on a single ToO with one science instrument. For observations that are constrained with a *follow-on* constraint, the overhead must be applied to every AOR individually. The *group*, *chain* or *sequence* constraints mean that observations can be scheduled contiguously and therefore have less impact on the schedule than those constrained with a *follow-on* constraint.

### **Medium-Impact Target of Opportunity: 2.6 hours**

This overhead will be applied to the first AOR in a *group*, *chain* or *sequence* of AORs to be executed consecutively during a single observing session on a single ToO. For observations that are constrained with a *follow-on* constraint, the overhead must be applied to every AOR individually.

These overheads must be specified using *Spot* when the AORs for the proposal are created. From within the relevant AOR dialog click the **Special ...** button and select the overhead from the list. *Spot* will calculate the required time and add it to the Total Duration returned on the main *Spot* AOR page.

## 12 Appendix B: Acronyms and Abbreviations

AOR	Astronomical Observation Request(s)
AOT	Astronomical Observation Template(s)
AR	Archival Research
Co-I	Co-Investigator
CP	Call for Proposals
CVZ	Continuous Viewing Zone
DDT	Director's Discretionary Time
FAQ	Frequently Asked Questions(s)
FOV	Field of View
GO	General Observer(s)
GTO	Guaranteed Time Observer(s)
IER	Instrument Engineering Request(s)
IRAC	InfraRed Array Camera
JPL	Jet Propulsion Laboratory
Legacy	Frontier Legacy
NAIF	Navigation and Ancillary Information Facility
NASA	National Aeronautics and Space Administration
PCRS	Pointing Calibration and Reference Sensor
PDF	Portable Document Format
PDT	Pacific Daylight Time
PI	Principal Investigator
ROC	Reserved Observations Catalog
SHA	Spitzer Heritage Archive
SOM	Spitzer Observer's Manual
SSC	Spitzer Science Center
TAC	Time Allocation Committee
TESS	Transiting Exoplanet Survey Satellite
ToO	Target(s) of Opportunity
TR	Theoretical Research
Warm SOM	Spitzer Observer's Manual – Warm Mission