EUROPEAN ARC
ALMA Regional Centre || Italian

Part IV

Brave New World: it's Anonymous

Photo credit C. Malin (ESO)

Dual anonymous: overview

Proposals must be written following the dual anonymous review guidelines

Basic principle is that the proposal should not reveal the proposal team

Reviewers should focus on the proposed science

Guidelines provided on the ALMA Science Portal (Proposing => ALMA Proposal Review).

Proposals that violate anonymity will be rejected!

Most slides on this topic are adapted from slides from a presentation by the Proposal Handling Team (PHT)

Let’s play together!!!

- Go to the link

  https://www.menti.com/dymk2mqm92 or use the qr

- Choose your nickname

- Get ready to answer 5 questions in the form

  “**Can you write in your proposal: … ?**”

  of course considering ALMA double anonymous policy

- Faster answers get more points

Do not reveal the PI!
(nor the team)

- Do not list the PI, co-PIs, or Co-Is anywhere in the proposal
- Includes abstract, Scientific Justification, and Technical Justification

Some examples follow

Use third person phrasing

- Reference your own work in the third person

~~*In Smith et al. (2018), we demonstrated …*~~

~~*Our study (Hayashi et al. 2021) showed that …*~~

As demonstrated in Smith et al. (2018), …

Hayashi et al. (2021) showed that …

Do not list PIs of other proposals

- Do not name the PI when listing a project code, even if it is not your own project

~~*Figure 1 shows the image from the Cycle 7 program (2091.1.02045.S, PI Rossi).*~~

Figure 1 shows the image from the Cycle 7 program (2019.1.02045.S)

Referencing papers in preparation

- (Information from) a paper in preparation needs to be referenced as private communication without an associated name.

~~*Figure 1 shows the CO image from Gómez et al. (in preparation)*~~

Figure 1 shows the CO image (private communication)

Referencing submitted papers

- References to submitted papers are not permitted (use “private communication”)
- If a submitted paper has been posted on the archive (e.g, arXiv), the archive paper can be referenced per usual practices

✗ ~~*Our sample was obtained from a recent survey (Chang et al. submitted).*~~

✓ *Our sample was obtained from a recent survey (private communication).*

✓ *Our sample was obtained from a recent survey (Chang et al. 2022, arXiv: 2203.00001).*

Use of “private communication”

- Do not provide the name of the person when using “private communication”

~~*We will combine the observations with archival data (Liu, private communication).*~~

We will combine the observations with archival data (private communication)

Referencing data and software anonymously

Do not refer to software or data from ALMA or other observatories in a self-identifying fashion

If software or datasets are available in a public repository (e.g., GitHub) or in a public paper, they can be referenced per normal practices

If software or datasets are not public reference them as "obtained via private communication" or similar language

~~*Figure 1 shows the image from our Cycle 7 ALMA program (2019.1.01045.S, PI Smith)...*~~

~~*The proposed ALMA observations will be combined with our HST data ...*~~

~~*We use our group's line identification package STAR ...*~~

Figure 1 shows the image from the Cycle 7 ALMA program 2019.1.01045.S

The proposed ALMA observations will be combined with available HST data (private communication) ...

We use the line identification package STAR (obtained via private communication)

Resubmissions

- Proposers may note if they are resubmitting an ongoing proposal. This is usually done in the “duplication” box on the cover sheet.
- Do not list the proposal code or the PI of the previous proposal in the resubmission statement.
- If data from the previous proposal are presented in the Scientific Justification, it must be presented in an anonymous fashion.

~~*This is a resubmission of our ongoing program 2021.1.02045.S (PI: Smith). Half of the targets have been observed and we are resubmitting the proposal to observe the remaining half.*~~

This is a resubmission of our ongoing program. Half of the targets have been observed and we are resubmitting the proposal to observe the remaining half.

Special note for Large Programs

- Proposals for Large Programs are required to submit a management plan
- This document is separate from the Scientific Justification
- The management plan is allowed to include names and institutions

- The ALMA Proposal Review Committee (APRC) will read the management plan only after completing the scientific ranking of the proposals.

Duplication

Duplicate observations of the same location on the sky with similar observing parameters (frequency, angular resolution, coverage, and sensitivity) are not permitted unless scientifically justified (in the OT).

PI is responsible to check the Archive and the list of ongoing projects “Projects in the queue” to avoid duplicate observations.

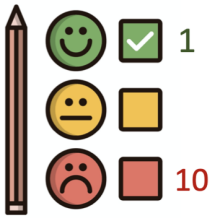
Details on the duplication policy:
Section 4.4 of the Cycle 9 Proposer's Guide;
Section 5.1 of the Users' Policies.

Visit https://almascience.eso.org/proposing/duplications for more information.

Basics of distributed peer review

Every* proposal team nominates one person to be a reviewer

Proposal Handling Team (PHT) assigns 10 proposals to the reviewer



Reviewer ranks and writes comments for each proposal

* Excluding Large Programs

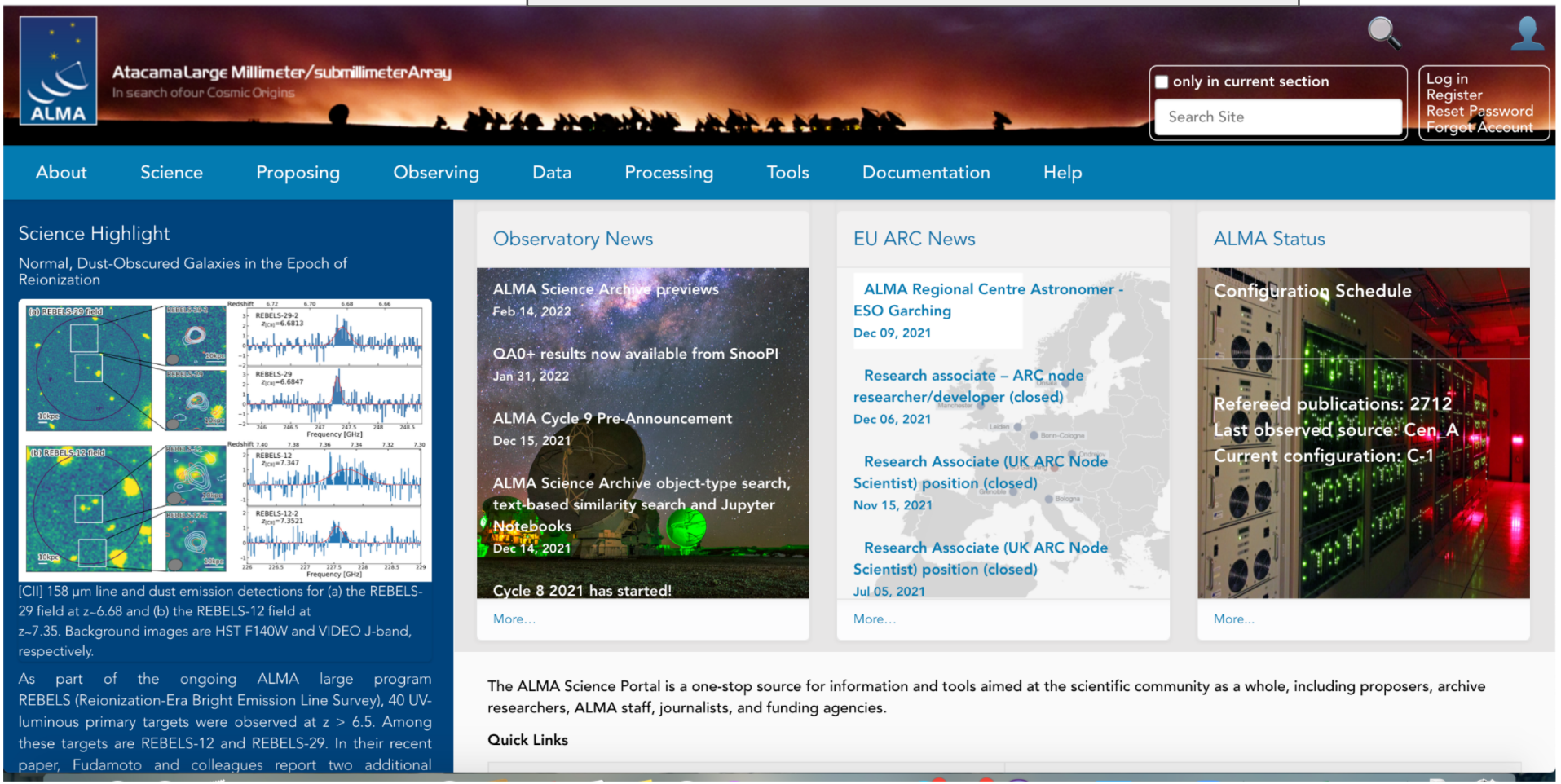
Reviewers' timeline Cycle 9

21 April proposal deadline	Proposal PI indicates reviewer in Observing Tool (OT)
26 April Expertise & Conflicts	1. Reviewer specifies sci. expertise in User Profile 2. Reviewer provides list of conflicts of interest in User Profile

How to indicate your expertise/keywords

Go to science portal: almascience.eso.org and login

1) **Log in** to science portal
2) Edit **User Profile** (“Preferences”)
3) Go to **Expertise** tab
4) Select **keywords** that match your scientific expertise
5) Go to **Confirm** tab to save



Atacama Large Millimeter/submillimeter Array

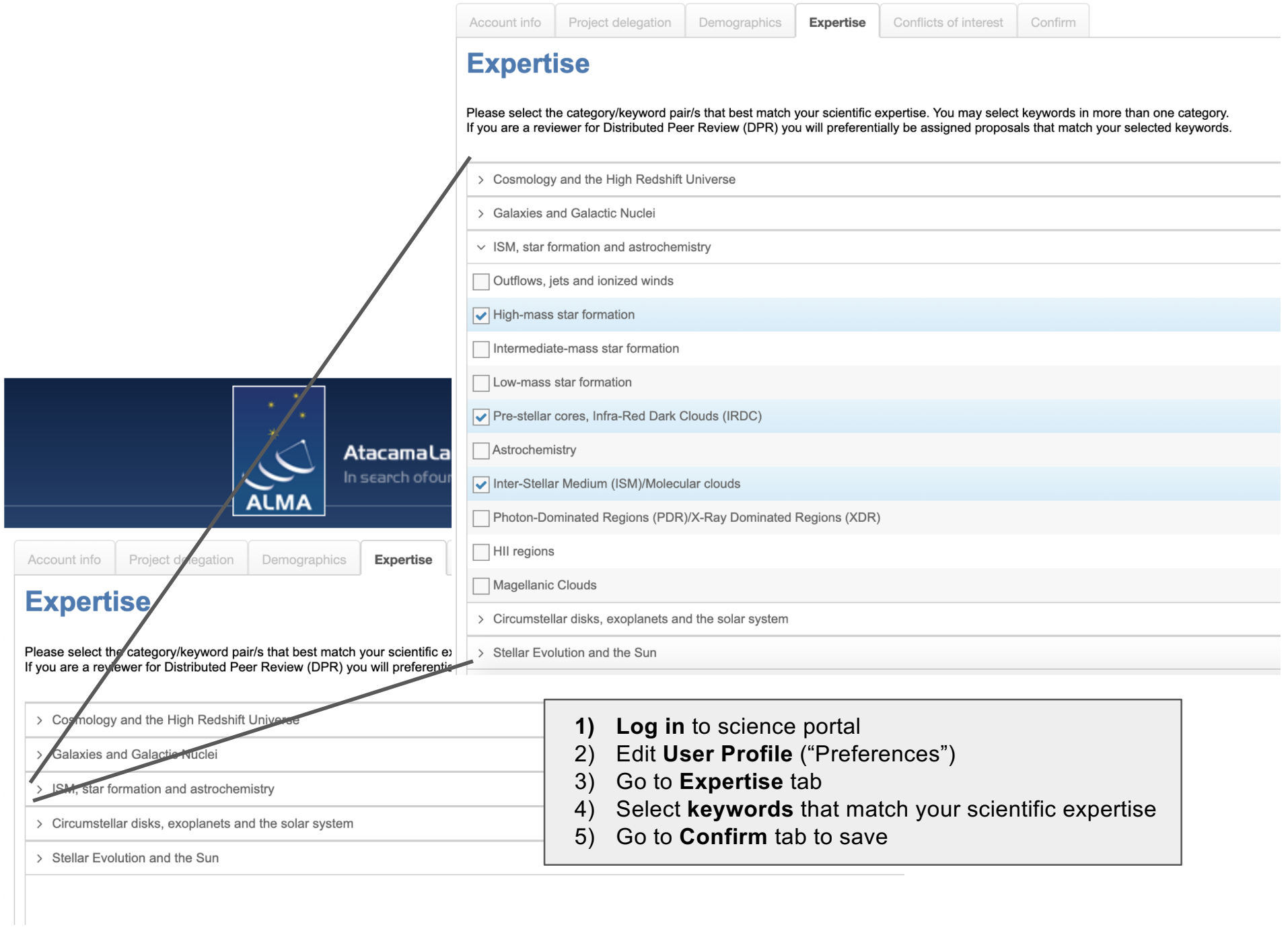
In search of our Cosmic Origins

Account info | Project delegation | Demographics | **Expertise** | Conflicts of interest | Confirm

Expertise

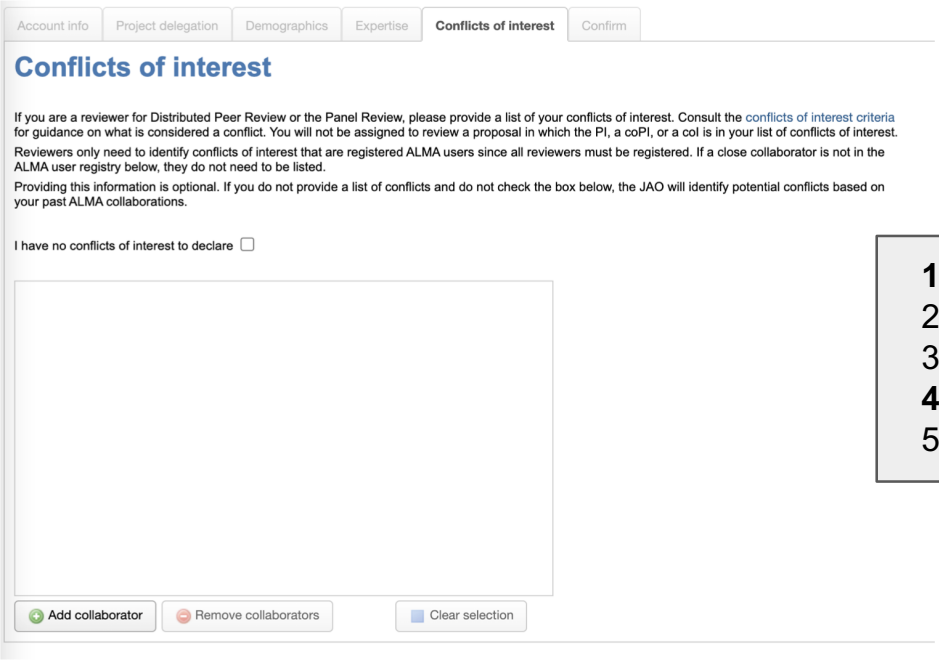
Please select the category/keyword pair/s that best match your scientific expertise. You may select keywords in more than one category.
If you are a reviewer for Distributed Peer Review (DPR) you will preferentially be assigned proposals that match your selected keywords.

- Cosmology and the High Redshift Universe
- Galaxies and Galactic Nuclei
- ISM, star formation and astrochemistry
- Circumstellar disks, exoplanets and the solar system
- Stellar Evolution and the Sun


Account info
Project delegation
Demographics
Expertise
Conflicts of interest
Confirm
Expertise
Please select the category/keyword pair/s that best match your scientific expertise. You may select keywords in more than one category.
If you are a reviewer for Distributed Peer Review (DPR) you will preferentially be assigned proposals that match your selected keywords.
Cosmology and the High Redshift Universe
Galaxies and Galactic Nuclei
ISM, star formation and astrochemistry
Outflows, jets and ionized winds
High-mass star formation
Intermediate-mass star formation
Low-mass star formation
Pre-stellar cores, Infra-Red Dark Clouds (IRDC)
Astrochemistry
Inter-Stellar Medium (ISM)/Molecular clouds
Photon-Dominated Regions (PDR)/X-Ray Dominated Regions (XDR)
HII regions
Magellanic Clouds
Circumstellar disks, exoplanets and the solar system
Stellar Evolution and the Sun
ALMA
AtacamaLa
In search ofour
Account info
Project delegation
Demographics
Expertise
Expertise
Please select the category/keyword pair/s that best match your scientific ex
If you are a reviewer for Distributed Peer Review (DPR) you will preferentia
Cosmology and the High Redshift Universe
Galaxies and Galactic Nuclei
ISM, star formation and astrochemistry
Circumstellar disks, exoplanets and the solar system
Stellar Evolution and the Sun
1) Log in to science portal
2) Edit User Profile (“Preferences”)
3) Go to Expertise tab
4) Select keywords that match your scientific expertise
5) Go to Confirm tab to save

Reviewers' timeline Cycle 9

21 April proposal deadline	Proposal PI indicates reviewer in Observing Tool (OT)
26 April Expertise & Conflicts	1. Reviewer specifies sci. expertise in User Profile 2. Reviewer provides list of conflicts of interest in User Profile NEW!



1) **Log in** to science portal
2) Edit **User Profile** ("Preferences")
3) Go to **Conflict of Interest** tab
4) **Identify** ALMA users for which you have a conflict
5) Go to **Confirm** tab to save

What is considered a conflict of interest?

- In general, a reviewer has a major conflict of interest when their personal or work interests would benefit if the proposal under review is accepted or rejected.

- Close collaborators, which are defined as a substantial collaboration on three or more papers within the past three years or an active, substantial collaboration on a current project. Co-membership in a large team on its own does not constitute a conflict of interest.
- Students and postdocs under supervision of the reviewer within the past three years
- A reviewer's supervisor (for student and postdoc reviewers)
- Close personal ties (e.g., family member, partner) that are ALMA users
- Any other reason in which a reviewer believes a major conflict of interest exists

If a reviewer does not provide their conflicts, the PHT will determine conflicts based on the reviewer's proposal history for the past three cycles.

Summary: Reviewers' timeline Cycle 9

21 April proposal deadline	Proposal PI indicates reviewer in Observing Tool (OT)
26 April Expertise & Conflicts	1. Reviewer specifies sci. expertise in User Profile 2. Reviewer specifies list of conflicts of interest in User Profile
4 May - 1 June Stage 1	1. declares additional conflicts of interest in assigned proposals by 11 May 2. completes reviews by 1 June, 15 UT (*)

(*)

- **Reviewer's proposal will be canceled if the reviews are not submitted on time!**
- Extensions will not be granted since Stage 2 starts on June 2.

Summary: Reviewers' timeline Cycle 9

21 April proposal deadline	Proposal PI indicates reviewer in Observing Tool (OT)
26 April Expertise & Conflicts	1. Reviewer specifies sci. expertise in User Profile 2. Reviewer specifies list of conflicts of interest in User Profile
4 May - 1 June Stage 1	1. declares additional conflicts of interest in assigned proposals by 11 May 2. completes reviews by 1 June, 15 UT (*)
2 - 16 June Stage 2	1. Reads reviews from other reviewers (optional) 2. Modifies ranks and/or comments (if needed)

(*)

- **Reviewer's proposal will be canceled if the reviews are not submitted on time!**
- Extensions will not be granted since Stage 2 starts on June 2.

Summary: how to perform a useful review

Some criteria to apply:

- select proposals on the best science
- which important questions will be addressed?
- will the observations have high impact on the field?
- is there a clear description of how to achieve the scientific goals?
- is the sample selection described clearly and justified?
- are requested S/N, angular resolution, largest recoverable scale and spectral setup sufficient to reach the science goals?
  (NB: the technical feasibility is not the reviewer's concern)
- does the proposal justify the need for new observations?

And: some uncertainty and risk-taking is OK if scientific payoff is high.
And: also upper limits can be useful

Summary: how to write a useful review

A few suggestions on the writing itself:

- be professional, polite, constructive
- keep review factual and objective, and be concise - but avoid single-sentence reviews
- summarise strengths and weaknesses
- if there are no significant weaknesses, don’t invent them just to write something
- avoid giving the impression that a minor weakness or detail was the cause for a poor ranking
- keep in mind that English is not first language for everyone
- consider whether you would feel receiving this review

Example of a useful review

Jets and outflows have been shown to be a common phenomenon during the protostellar phase, but details about the exact mechanism in the type of source proposed here are not fully known. The proposed target is very well justified and given its proximity, will provide excellent spatial resolution to study the structure of the outflow. The observations and analysis described will shed light on the physics of jet launching and accretion, leading to a better understanding of the evolution of this type of source.

However, the proposal did not adequately explain how the proposed observations will test whether the observed phenomenon is a result of the particular outflow launching mechanism or other scenarios discussed in the proposal. Also, the proposal did not adequately explain why the requested number of molecular transitions are needed for the proposed excitation analysis, compared with the pros and cons of instead observing fewer or different transitions.

Brief summary of proposal

Strengths specific to the proposal

Weaknesses specific to the proposal

Comments should indicate the strengths/weaknesses of the proposal, not the PI or the proposal team.

EUROPEAN ARC
ALMA Regional Centre || Italian

Read back at your leisure

Writing an anonymous proposal:
https://almascience.eso.org/proposing/alma-proposal-review/dual-anonymous

Information on the distributed-peer-review process:
https://almascience.eso.org/proposing/alma-proposal-review/distributed-peer-review

Guidelines for proposal reviewers:
https://almascience.eso.org/proposing/alma-proposal-review/guidelines-for-reviewers

I-TRAIN presentation on writing and reviewing proposals:
https://almascience.eso.org/euarcdata/itrain13/HowToWriteReview_ITRAIN.pdf