



EUROPEAN ARC  
ALMA Regional Centre || Italian



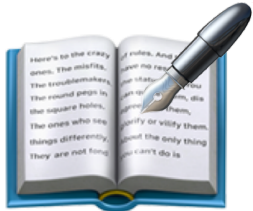
## Part IV

# 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



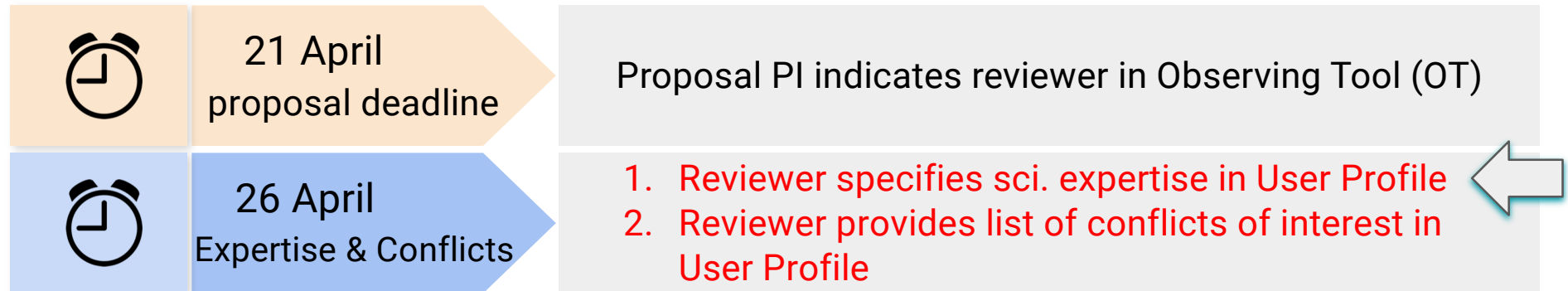
Proposal Handling Team (PHT) assigns 10 proposals to the reviewer



Reviewer ranks and writes comments for each proposal

\* Excluding Large Programs

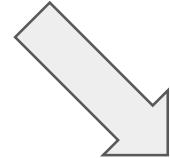
# Reviewers' timeline Cycle 9



# How to indicate your expertise/keywords

Go to science portal: [almascience.eso.org](http://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



The screenshot shows the ALMA Science Portal homepage. At the top is the ALMA logo and the text "Atacama Large Millimeter/submillimeter Array In search of our Cosmic Origins". To the right of the logo is a search bar with the text "only in current section" and a "Search Site" button. Further right are links for "Log in", "Register", "Reset Password", and "Forgot Account". Below the header is a navigation bar with links: "About", "Science", "Proposing", "Observing", "Data", "Processing", "Tools", "Documentation", and "Help". The main content area is divided into four columns. The first column, "Science Highlight", features a blue background with the text "Normal, Dust-Obscured Galaxies in the Epoch of Reionization" and a grid of four panels showing galaxy images and spectra. The second column, "Observatory News", lists several updates including "ALMA Science Archive previews", "QA0+ results now available from SnooPI", "ALMA Cycle 9 Pre-Announcement", "ALMA Science Archive object-type search, text-based similarity search and Jupyter Notebooks", and "Cycle 8 2021 has started!". The third column, "EU ARC News", lists updates for the "ALMA Regional Centre Astronomer - ESO Garching" and "Research associate - ARC node researcher/developer (closed)", along with "Research Associate (UK ARC Node Scientist) position (closed)". The fourth column, "ALMA Status", shows a "Configuration Schedule" with "Refereed publications: 2712", "Last observed source: Cen A", and "Current configuration: C-1". At the bottom of the page is a "Quick Links" section.

**Science Highlight**  
Normal, Dust-Obscured Galaxies in the Epoch of Reionization

[CII] 158  $\mu$ m line and dust emission detections for (a) the REBELS-29 field at  $z=6.68$  and (b) the REBELS-12 field at  $z=7.35$ . Background images are HST F140W and VIDEO J-band, respectively.

As part of the ongoing ALMA large program REBELS (Reionization-Era Bright Emission Line Survey), 40 UV-luminous primary targets were observed at  $z > 6.5$ . Among these targets are REBELS-12 and REBELS-29. In their recent paper, Fudamoto and colleagues report two additional

**Observatory News**

- ALMA Science Archive previews  
Feb 14, 2022
- QA0+ results now available from SnooPI  
Jan 31, 2022
- ALMA Cycle 9 Pre-Announcement  
Dec 15, 2021
- ALMA Science Archive object-type search, text-based similarity search and Jupyter Notebooks  
Dec 14, 2021
- Cycle 8 2021 has started!

**EU ARC News**

- ALMA Regional Centre Astronomer - ESO Garching  
Dec 09, 2021
- Research associate – ARC node researcher/developer (closed)  
Dec 06, 2021
- Research Associate (UK ARC Node Scientist) position (closed)  
Nov 15, 2021
- Research Associate (UK ARC Node Scientist) position (closed)  
Jul 05, 2021

**ALMA Status**

Configuration Schedule

Refereed publications: 2712  
Last observed source: Cen A  
Current configuration: C-1

The ALMA Science Portal is a one-stop source for information and tools aimed at the scientific community as a whole, including proposers, archive researchers, ALMA staff, journalists, and funding agencies.

**Quick Links**



**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**

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- > Galaxies and Galactic Nuclei
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- > Circumstellar disks, exoplanets and the solar system
- > Stellar Evolution and the Sun

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

## Expertise

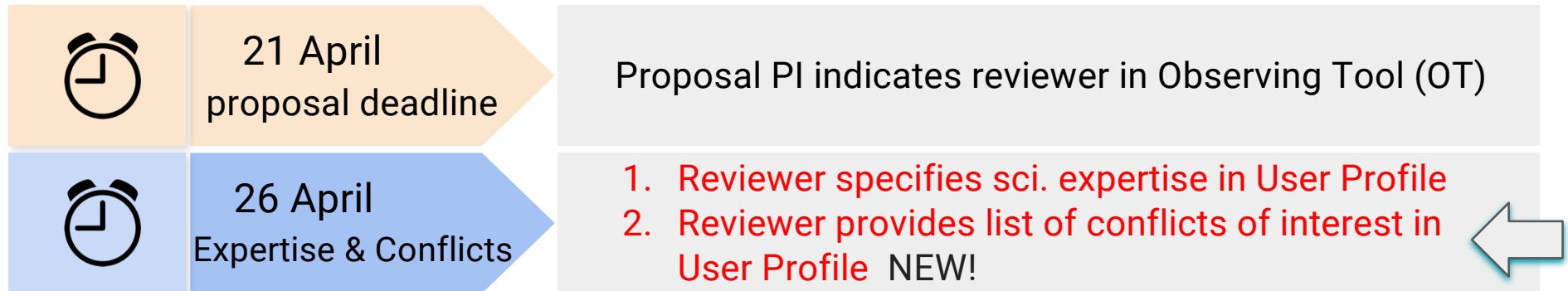
Please select the category/keyword pair/s that best match your scientific expertise. You may select keywords in more than one category. If you are a reviewer for Distributed Peer Review (DPR) you will preferentially be assigned proposals that match your selected keywords.

- > 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

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- 5) Go to **Confirm** tab to save



# Reviewers' timeline Cycle 9



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

### Conflicts of interest

If you are a reviewer for Distributed Peer Review or the Panel Review, please provide a list of your conflicts of interest. Consult the [conflicts of interest criteria](#) for guidance on what is considered a conflict. You will not be assigned to review a proposal in which the PI, a coPI, or a col is in your list of conflicts of interest. Reviewers only need to identify conflicts of interest that are registered ALMA users since all reviewers must be registered. If a close collaborator is not in the ALMA user registry below, they do not need to be listed.

Providing this information is optional. If you do not provide a list of conflicts and do not check the box below, the JAO will identify potential conflicts based on your past ALMA collaborations.

I have no conflicts of interest to declare ☐

+ Add collaborator - Remove collaborators Clear selection

- 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?



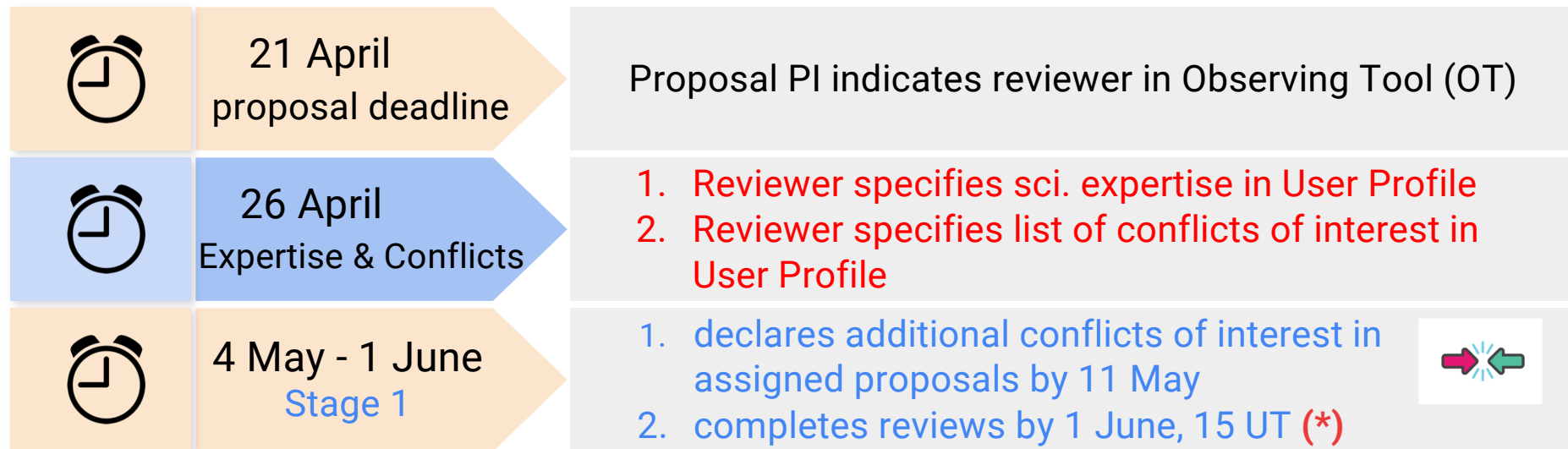
- In general, a reviewer has a major conflict of interest when their personal or work interests would benefit if the proposal under review is accepted or rejected.



- 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



(\*)

- 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.





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## **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/earcdata/itrain13/HowToWriteReview\\_ITRAIN.pdf](https://almascience.eso.org/earcdata/itrain13/HowToWriteReview_ITRAIN.pdf)