



Spitzer Space Telescope

Cycle-10 Call for Proposals

Version 1 1 May 2013
General Observer (GO) Program

Key Dates:

| | |
|---|----------------|
| Call for Proposals Issued: | May 1, 2013 |
| Exploration Science Letters of Intent Due: | May 31, 2013 |
| Proposal Deadline: | August 2, 2013 |

Cycle-10: December 2013 – October 2014+

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

Issued by the
Spitzer Science Center, California Institute of Technology
Pasadena, California USA



Table of Contents

| | | |
|----------|--|-----------|
| 1 | Executive Summary | 1 |
| 1.1 | MAJOR CHANGES FROM PREVIOUS CALLS FOR PROPOSALS..... | 1 |
| 1.2 | AVAILABLE OBSERVING TIME & SCHEDULING PRIORITIES | 2 |
| 1.3 | PROPOSAL TYPES | 2 |
| 1.4 | OBSERVING AND DATA VOLUME CONSTRAINTS..... | 3 |
| 1.5 | CYCLE-10 DEADLINES | 3 |
| 1.6 | PCRS PEAK-UP..... | 4 |
| 1.7 | GENERIC TARGETS..... | 4 |
| 1.8 | DATA ANALYSIS FUNDING..... | 4 |
| 1.9 | PROGRAMS NOT AVAILABLE IN CYCLE-10 | 4 |
| 2 | Mission Overview | 5 |
| 2.1 | TELESCOPE..... | 5 |
| 2.2 | ORBIT/SKY VISIBILITY | 5 |
| 2.3 | SCIENCE PAYLOAD..... | 6 |
| 2.4 | WARM MISSION OBSERVING MODE..... | 6 |
| 2.4.1 | Special Observing Modes - IERs | 6 |
| 2.5 | OBSERVATION SCHEDULING | 7 |
| 2.6 | SCIENCE OPERATIONS..... | 7 |
| 3 | Proposal Categories | 8 |
| 3.1 | EXPLORATION SCIENCE PROPOSALS | 8 |
| 3.1.1 | Provenance and Availability of Targets | 8 |
| 3.1.2 | Scheduling Profile | 8 |
| 3.1.3 | Ancillary Data | 9 |
| 3.2 | LARGE GENERAL OBSERVER PROPOSALS | 9 |
| 3.3 | SMALL & MEDIUM GENERAL OBSERVER PROPOSALS | 9 |
| 3.4 | STATISTICAL PROGRAMS | 9 |
| 3.5 | SNAPSHOT PROPOSALS..... | 10 |
| 3.6 | MULTI-CYCLE OBSERVATIONS | 10 |
| 3.7 | JOINT OBSERVING PROPOSALS..... | 10 |
| 3.7.1 | Joint Spitzer/HST Observations | 11 |
| 3.7.2 | Joint Spitzer/Chandra Observations | 11 |
| 3.7.3 | Joint Spitzer/HST/Chandra Observations..... | 12 |
| 3.8 | TARGETS OF OPPORTUNITY..... | 12 |
| 3.9 | GENERIC TARGETS..... | 13 |
| 3.10 | DIRECTOR'S DISCRETIONARY TIME | 13 |
| 3.10.1 | Spitzer/Hubble Frontier Fields | 14 |
| 3.11 | DATA PROPRIETARY PERIODS..... | 14 |
| 4 | Proposal Planning | 16 |
| 4.1 | TECHNICAL DOCUMENTATION | 17 |
| 4.2 | THE PROPOSAL KIT | 19 |
| 4.3 | ADDITIONAL GUIDELINES FOR OBSERVERS | 19 |
| 4.3.1 | Duplicate Observations | 19 |
| 4.3.2 | Constrained Observations..... | 20 |
| 4.3.3 | Calibration Observations | 20 |
| 4.3.4 | Bright Object Observations | 20 |
| 4.4 | MOVING TARGET EPHEMERIDES..... | 21 |
| 4.5 | SSC ASSISTANCE | 21 |
| 5 | Proposal Submission | 23 |

| | | |
|-----------|---|-----------|
| 5.1 | PROPOSAL SUBMISSION DEADLINES | 23 |
| 5.1.1 | Exploration Science Letters of Intent | 23 |
| 5.1.2 | Proposal Deadline..... | 24 |
| 5.2 | PROPOSAL COMPONENTS | 24 |
| 5.2.1 | Cover Sheet | 24 |
| 5.2.1.1 | Science Category | 24 |
| 5.2.2 | Astronomical Observation Requests (AORs)..... | 25 |
| 5.2.3 | PDF Attachment | 25 |
| 5.3 | PROPOSAL PAGE LIMITS..... | 25 |
| 5.4 | PROPOSAL CONTENTS | 26 |
| 5.4.1 | The Science Plan | 26 |
| 5.4.1.1 | Science Justification..... | 26 |
| 5.4.1.2 | Technical Justification | 27 |
| 5.4.1.3 | Figures, Tables and References | 29 |
| 5.4.2 | Other Contents..... | 29 |
| 5.4.2.1 | Scheduling Profile – Exploration Science Only | 29 |
| 5.4.2.2 | Brief Team Resume | 29 |
| 5.4.2.3 | Summary of Existing Programs | 29 |
| 5.4.2.4 | Observation Summary Table | 30 |
| 5.4.2.5 | Modification of Proprietary Period..... | 30 |
| 5.4.2.6 | Summary of Duplicate Observations | 30 |
| 5.4.2.7 | Summary of Scheduling Constraints/Targets of Opportunity | 30 |
| 5.4.3 | Astronomical Observation Requests (AORs)..... | 30 |
| 5.5 | SUBMISSION OF PROPOSALS..... | 31 |
| 5.5.1 | Submitting your Proposal for the First Time..... | 31 |
| 5.5.2 | Updating Your Submitted Proposal..... | 32 |
| 6 | Eligibility & Funding Support | 33 |
| 6.1 | WHO MAY SUBMIT A PROPOSAL | 33 |
| 6.1.1 | NASA Grant Circular GIC 12-01 | 33 |
| 6.2 | FUNDING SUPPORT..... | 34 |
| 6.2.1 | Overview of Research Funding Instruments | 35 |
| 6.2.1.1 | RSA -- Research Support Agreement..... | 35 |
| 6.2.1.2 | CREI -- Cost Reimbursement with an Educational Institution..... | 35 |
| 6.2.1.3 | Other JPL Contracts..... | 35 |
| 6.2.1.4 | Direct NASA Funding | 35 |
| 7 | Proposal Evaluation and Selection | 36 |
| 7.1 | PEER REVIEW | 36 |
| 7.2 | EVALUATION CRITERIA..... | 36 |
| 7.3 | PROPOSAL SELECTION | 37 |
| 7.4 | PROPOSAL CONFIDENTIALITY | 37 |
| 8 | Contacting the Spitzer Science Center (SSC)..... | 38 |
| 9 | Publication and Dissemination of Science Results | 39 |
| 9.1 | SCIENCE PUBLICATIONS..... | 39 |
| 9.2 | PRESS RELEASES | 39 |
| 10 | Cycle-10 Checklist..... | 40 |
| 11 | Appendix A: Special Telescope Overheads | 41 |
| 12 | Appendix B: Acronyms and Abbreviations..... | 42 |

Document Change Control Record

| Date | Version | Author |
|--------------------------------------|----------------|--|
| Description | | |
| 2013 May 1 Initial version issued | 1.0 | Lisa Storrie-Lombardi, Nancy Silbermann & the SSC Community Affairs Team |

The Spitzer Science Center (SSC) is operated by the California Institute of Technology for the Jet Propulsion Laboratory (JPL) and the National Aeronautics and Space Administration (NASA).

1 Executive Summary

Warm mission operations on the Spitzer Space Telescope began July 28, 2009 after the successful completion of the five and a half year cryogenic mission. The observatory and the 3.6 and 4.5-micron channels on the IRAC instrument continue to operate superbly. The observing efficiency during the warm mission continues to be excellent and we expect to observe at least 7,000 hours per calendar year in Cycles 9 and 10. 100% of the observatory science time is devoted to General Observer (GO) science through the annual calls for proposals and Director's Discretionary time. Spitzer operations are currently funded through at least October 2014. Joint observing programs with HST and CXO facilities are solicited in this cycle.

The nominal schedule for Cycle 10 is December 2013 – October 2014. The project will propose for Cycle 11 and 12 observations to the 2014 NASA Senior Review. If NASA funds operations for additional cycles, Cycle-10 observations will continue into January 2015 and a Cycle-11 call for proposals will be issued in May 2014.

1.1 Major Changes from previous Calls for Proposals

1. PROPOSAL PAGE LIMITS HAVE CHANGED (see §5.3).
2. PROPOSAL SIZES HAVE CHANGED: Small proposals are now ≤ 10 hours and Medium proposals are 10 – 100 hours (see §3.3).
3. DATA ANALYSIS FUNDING FOR SMALL PROGRAMS HAS CHANGED: Small programs are not eligible for direct data analysis funding awards but they may be eligible to have page charges paid by the SSC. Medium programs are eligible for \$5,000 - \$10,000 in direct data analysis funding awards (see §6.2).
4. Scheduling priorities will be assigned based on the review ranking. Priority 3 observations will be selected to support the transition to Cycle-11, if funded in the NASA 2014 Senior Review but will only be executed after priority 1 and 2 observations have been scheduled.
5. Snapshot proposals have no size limits (see §3.2). Snapshots are eligible for data analysis funding based on their size (see §6.2).
6. All proposals will be reviewed in one review process. Small proposals will not generally be discussed at the panel reviews but will be ranked based on preliminary grades (see §7.1.)
7. As part of Spitzer Cycles 9 and 10 Director's Discretionary Time, Spitzer will observe the first four Frontier Fields that will be targeted by HST and Spitzer (see §3.10.1).
8. Starting in November 2013 the maximum Spitzer downlink rate will be 550 kbps for the duration of the mission, down from 1.1 Mbps.

1.2 Available Observing Time & Scheduling Priorities

This Call for Proposals (CP) invites investigators worldwide to submit Spitzer Space Telescope Cycle-10 Exploration Science (ES), Regular General Observer (GO), and Snapshot proposals. We are soliciting 7,000 hours of priority 1 and 2 observations and an additional 3,000 hours in priority 3 observations. For the nominal Cycle-10 we expect to execute the majority of the priority 1 and 2 observations. Best efforts will be made to complete all priority 1 and 2 programs. Priority 3 observations will be used to fill additional gaps in the schedule and as a bridge to Cycle-11. If Cycle-11 is approved, priority 3 programs will not nominally be carried forward into Cycle-11 unless ~75% of the program has already been executed. The total hours in each category of proposals will be determined during the review process but the nominal plan is shown in Table 1.

| Program Type | Hours | Priority |
|-----------------------------|-------|----------|
| Large + Exploration Science | 6,000 | 1 and 2 |
| Small + Medium | 1,000 | 1 and 2 |
| Large + Exploration Science | 2,500 | 3 |
| Small + Medium | 500 | 3 |

Table 1: The solicited program types and expected distribution of hours for Cycle-10 programs.

1.3 Proposal Types

Exploration Science, Regular General Observer (GO) and Snapshot programs are solicited for Cycle-10. *The size definitions SMALL and MEDIUM programs have changed* and are outlined in Table 2.

| Program Type | Size (Hours) | Proprietary Period |
|---------------------|------------------------|------------------------------|
| Exploration Science | Hrs \geq 500 | Default = 0, maximum 90 days |
| Large | 100 \leq Hrs $<$ 500 | Default = 1 year |
| Medium | 10 $<$ Hrs $<$ 100 | Default = 1 year |
| Small | Hrs \leq 10 | Default = 1 year |
| Snapshot | Any size | Default = 1 year |

Table 2: The definition of the program sizes by hours.

Snapshot programs have the additional restrictions:

1. No scheduling constraints are allowed.
2. The maximum single AOR length is ~ one hour.
3. Allowed frame times are full-array/HDR \geq 12 secs and sub-array \geq 0.4 secs
4. Snapshot programs will be assigned scheduling priority 2 or 3.

All proposals will be reviewed and ranked by topical science panels. Small programs will be ranked based on the preliminary grades provided prior to the panel review telecons and discussed only in special cases. Medium, Large and Exploration Science proposals will be discussed and regraded during the panel telecons. Panels will recommend directly the awards for Small and Medium proposals. The panels will send highly ranked Large and Exploration Science proposals to the Time Allocation Committee (TAC) for further review. The TAC will meet in

person and recommend the awards for the Large and Exploration Science programs. Scheduling priorities are assigned based on the rankings from the panels and TAC.

1.4 Observing and Data Volume Constraints

Exploration Science and Regular GO proposals can include science programs that are highly constrained, with the caveat that the more constrained the program the harder it is to schedule. Though the project has continued to implement enhanced data compression strategies, data volume is a limiting factor due to Spitzer's lower downlink rates as Spitzer continues to move further from Earth. Very high data volume programs are not prohibited but are more difficult to schedule and may require additional downlink time. The difficulty in scheduling high data volume modes increases directly with the duration of the AORs. Staring mode 0.02s sub-array observations are particularly problematic. High data volume (and therefore less efficient observations) normally must be very highly ranked to be successful in the review process. Table 3 summarizes the observing modes, frame times and a rating of the expected data volume. If your observation requires a mode that is listed as 'high' data volume, please consult with the SSC before you submit your proposal to determine the feasibility of your proposed observation.

| Mode | Frame Time (secs) | 3.6 μ m/4.5 μ m Data Volume |
|------------------|-------------------|-------------------------------------|
| Full-array | 0.4, 2 | High |
| Full-array | 6 | Low |
| Full-array & HDR | 6, 12 | Moderate |
| Full-array & HDR | 30, 100 | Low |
| Sub-array | 0.02 | High |
| Sub-array | 0.1 | Moderate |
| Sub-array | 0.4, 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 Cycle-10 Deadlines

The deadlines and milestones for the proposal cycle are listed in Table 4.

| Milestone | Date - 2013 |
|---|-------------------|
| Issue Call for Proposals | May 1 |
| Exploration Science Letters of Intent Due | May 31 |
| Proposal Deadline | August 2 |
| Review Panel Telecons | September 16 - 20 |
| TAC Meeting | October 15 - 16 |
| Announce Results | October 18 |
| AORs for Large/ES Programs due | November 20 |
| Cycle-10 begins executing | December |

Table 4: The Cycle-10 deadlines and milestones.

1.6 PCRS Peak-Up

During Cycle-8 the PCRS Peak-Up capability was added to the IRAC Post-Cryo Mapping AOT. PCRS Peak-Up provides enhanced accuracy in positioning a target on an array and can greatly improve the photometric precision in staring mode observations. It is designed to facilitate high precision relative photometry (e.g. any very long staring observation). Observations that do not require high-precision relative photometry will not benefit from this option. **All observers that use the PCRS Peak-Up should include an additional 30-minute AOR at their target position BEFORE their first long PCRS Peak-Up staring AOR (use a “chain” constraint) to accommodate a transient drift effect.** See the Warm SOM (<http://ssc.spitzer.caltech.edu/warmmission/propkit/som/>) and the IRAC Peak-Up Memo (http://irsa.ipac.caltech.edu/data/SPITZER/docs/irac/pcrs_obs.shtml) for details.

1.7 Generic Targets

Generic targets are defined as targets that can be described scientifically, but lack specific celestial coordinates and/or the brightness estimate is known only to within a factor of 1.5 *at the time of the proposal submission deadline*.

1.8 Data Analysis Funding

FUNDING AWARDS FOR SMALL PROGRAMS HAVE CHANGED (see §6.2).

It is anticipated that the total NASA data analysis funding available for Cycle-10 will be ~ \$4 million. For eligible investigators (see §6) the guidelines based on program size are as follows.

1. Small programs are not eligible for direct data analysis funding awards but they may be eligible to have page charges paid by the SSC.
2. Medium programs are eligible for \$5,000 - \$10,000 in direct data analysis funding awards.
3. Large and Exploration Science programs will receive a formulaically determined amount.

Snapshot programs are funded using the above guidelines based on the hours awarded. The additional funding to support the creation of enhanced data products that was provided to Legacy teams during the cryogenic mission is no longer available.

1.9 Programs not available in Cycle-10

1. Archival Research (AR) or Theoretical Research (TR) programs are not available through this call for proposals. NASA continues to support AR and TR science through other programs. Please consult the NASA Research Opportunities in Space and Earth Sciences (ROSES) solicitations for details.
2. High- and medium-impact ToO observations are not supported in Cycle-10 proposals. They may be requested via Director’s Discretionary Time.
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 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 ~ 5 arcmin square. Spitzer is capable of achieving tracking rates of ~ 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° to 120° 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, 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 Continuous Viewing Zone, and those with $60^\circ < |\text{ecliptic-latitude}| < 82.5^\circ$ are annually visible to Spitzer in one continuous ~ 7 -month time interval. Targets with $|\text{ecliptic-latitude}| < 60^\circ$ are observable twice per year in ~ 40 -

day windows. For any given target position, sky visibility is available using *Spot*, the Spitzer 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 μm arrays were optimized for warm operations. Most significantly the applied bias across the 3.6 μm 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 ~ 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 ~ 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

In the warm mission 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*.

For Small and Medium GO proposals a full set of AORs must be submitted with the proposal. For Exploration Science or Large GO proposals a representative set of AORs that fully describes the observing program must be submitted with the proposal, though the entire set may also be submitted.

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 may be executed with Instrument Engineering Requests (IERs). *Long staring observations that in the*

past used IERs (i.e. extrasolar planets) should now use AORs with a PCRS Peak-Up. Due to the SSC resources required to support the creation and execution of IERs, these observations will be approved in a limited number of cases and only for very highly ranked science programs. **The principal investigator for any program that requires the generation of IERs should consult with the SSC well in advance of submitting the proposal.**

2.5 Observation Scheduling

The warm mission is scheduled using the same procedures utilized during the cryogenic mission. Interruptions for downlinks are less frequent, now scheduled every 24–48 hours. Interruptions for quick turn-around (high/medium impact) target of opportunity observations will be supported only through DDT (§3.10). Low-impact ToO observations with an 8-week lead-time will 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 (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

Proposals are solicited covering all science topics. Investigations (except Snapshot programs) can include programs that are highly constrained or produce high data volumes, with the usual caveat that more constrained programs are harder to schedule. All scheduling constraints require a strong scientific justification. Please consult with the SSC Helpdesk (help@spitzer.caltech.edu) in advance of the proposal deadline if you have questions about AOR submission for your proposals.

3.1 Exploration Science Proposals

ES proposals must meet the following criteria:

- 500 hours minimum observing program.
- No limit on maximum size of observing program.
- Sample AORs must be submitted with the proposal. *Successful programs that submit a full set of AORs with the proposal may begin scheduling immediately.*
- Default is no proprietary period. Maximum proprietary period that may be requested is 90 days.

A list of approved Exploration Science programs is available at <http://irsa.ipac.caltech.edu/data/SPITZER/docs/spitzermission/observingprograms/es/>. The suite of selected ES programs must provide sufficient variety in the target visibilities to enable efficient use of the observatory. Therefore program scheduling may be taken into consideration as a final step in the review process.

Non-binding letters of intent are requested for ES proposals by May 31 (see §5.1).

3.1.1 Provenance and Availability of Targets

All ES proposals can include observations of targets for which the exact position is not currently known. These can either be classified as generic targets or low impact targets of opportunity (ToOs, see §3.8 and 3.9). Proposers must include a clear and concise description of how the targets for their program will be identified. This is to provide the TAC with confidence that the targets will exist and to resolve any conflicts between proposed observations and DDT proposals for targets discovered in the future. We anticipate that the majority of ES proposals will include full, well-defined target lists but recognize that this will not be the case for all science programs. Studies of newly discovered extra-solar planets or targets from large surveys that have yet to be released are examples of such science categories.

If your proposed targets are not defined at the time of proposal submission then you must provide a credible schedule for defining the targets and delivering the AORs. Details will be worked with all successful teams.

3.1.2 Scheduling Profile

The selected suite of ES programs must provide observations to schedule throughout the year. During the cryogenic mission the large number of selected programs provided this variety simply

due to the diversity of the requested observations. By selecting ~80% of the observing hours in a small number of programs the impact on the scheduling pool throughout the year must be considered during the review process instead of after the programs are selected.

ES proposers should provide a description of the scheduling profile of their program. For example, a survey of hundreds of individual targets spread over the sky would be available to schedule at all times. A program of individual targets concentrated in a single region in the ecliptic plane would only be available for ~6 weeks, twice a year. See §3.2 of the *Warm SOM* and Figure 3.7 in that section for a detailed discussion of sky visibility and target viewing periods with Spitzer. We request that proposers provide this information to assist the TAC in ensuring that the complete suite of selected programs provides observations that can be scheduled throughout the year.

3.1.3 Ancillary Data

ES programs sometimes include ancillary data sets from other facilities necessary to complete their proposed science. Given the substantial investment in Spitzer observing time that will go into each ES program, we encourage ES teams to provide the ancillary data to the community and to describe their plans for public release of their ancillary data in the proposal.

3.2 Large General Observer Proposals

Large GO proposals must meet the following criteria:

- Proposal size between 100 and 500 hours.
- Sample AORs must be submitted with the proposal. *Successful programs that submit a full set of AORs with the proposal may begin scheduling immediately.*
- Default proprietary period is one year.

3.3 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. *Successful programs will move immediately into the scheduling pool.*
- Default proprietary period of one year.

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 Snapshot Proposals

Snapshot proposals are solicited in all science categories. Snapshot programs are specifically solicited to provide a substantial number of hours of unconstrained, lower data volume science that can be easily scheduled to fill gaps in the schedule introduced by the existing highly constrained ES and GO programs. Snapshot proposals must meet the following criteria:

- No maximum or minimum program size limitation.
- Sample AORs must be submitted with the proposal.
- The maximum single AOR length is ~ one hour.
- Default proprietary period is one year.
- Allowed frame times are
 - Full-array/HDR ≥ 12 seconds
 - Sub-array ≥ 0.4 seconds
- No scheduling constraints of any kind are allowed.

Snapshot proposals are statistical programs by nature (§3.4), i.e. more observations are submitted than are actually required to do the science. Snapshot proposals should include targets providing visibility windows throughout the year. A Snapshot program limited to a small region of the sky with short visibility windows is less likely to be executed.

The SSC will endeavor to execute at least 50% of any Snapshot program that is started. Proposers should discuss how the science will be accomplished if only 50% of the program is executed. 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) 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. Due to continued excellent scheduling efficiency most Snapshot programs have been fully executed.

3.6 Multi-Cycle Observations

Operations beyond Cycle-10 are not yet funded, therefore multi-cycle observations will not be accepted.

3.7 Joint Observing Proposals

Observing programs in which the primary science is obtained from the Spitzer Space Telescope and in which observing time utilizing the Hubble Space Telescope and/or the Chandra X-Ray Observatory is required are supported in Cycle-10. Joint observing proposals should be submitted in response to this call for proposals only if Spitzer provides the primary science. *The SSC can only support a limited number of programs that require simultaneous or highly constrained joint observations.* Proposers should contact all relevant science centers in advance of submitting such a proposal. Joint time can be requested for ES or Regular GO proposals but not Snapshot proposals.

Proposers requesting joint time must enter the appropriate observatory acronym(s) into the Joint Observatories field in the *Spot* proposal tool, e.g., **HST** and/or **CXO**. For example, in addition to your Spitzer hours if you require 5 orbits with HST and 100 ksec with Chandra then enter

HST, CXO into the Joint Proposal field and justify the observations for HST and Chandra in your proposal.

Data analysis funding for HST or Chandra observations approved as part of a joint proposal may be provided directly through the Space Telescope Science Institute or the Chandra X-Ray Center using their data analysis funding processes. Investigators should contact STScI or CXC for details.

3.7.1 Joint Spitzer/HST Observations

If your science project requires observations from both Spitzer and the Hubble Space Telescope, then you can submit a single proposal to request time on both observatories to either the Spitzer Cycle-10 or the HST Cycle-22 review. By agreement with the Space Telescope Science Institute (STScI), the SSC will be able to award up to 60 orbits of HST observing time *with no more than 20 orbits awarded to a Small/Medium Spitzer proposal and 50 orbits to a Large or ES Spitzer proposal*. Similarly, STScI will be able to award up to 60 hours of Spitzer time to highly rated proposals, *with no more than 20 hours awarded to any single HST proposal*. The only criterion above and beyond the usual review criteria is that the project is fundamentally of a multi-wavelength nature, and that both sets of data are required to meet the science goals. Proposals for combined Spitzer and HST observations should be submitted to the observatory that represents the prime science, not to both observatories.

The HST Cycle-22 deadline is expected to be in February 2014. While there is multi-wavelength expertise in the review panels for both observatories, typically the Spitzer panels will be stronger in infrared science and the HST panels in the optical/UV science. Evaluation of the technical feasibility of the proposed HST observations is the responsibility of the observer, who should review the HST documentation or contact the STScI Helpdesk (help@stsci.edu). For proposals that are approved, STScI will perform detailed feasibility checks and a Phase II proposal submission to STScI will have to be completed. STScI reserves the right to reject any previously approved observation that proves to be non-feasible, impossible to schedule, and/or dangerous to the HST instruments. Any HST observations that prove infeasible or impossible could jeopardize the overall science program and may cause revocation of the corresponding Spitzer observations. STScI may also reject duplicate HST observations. Data analysis funding for HST observations approved as part of a joint proposal will be provided to U.S. proposers directly through the Space Telescope Science Institute using their normal funding process.

Spitzer proposers requesting HST time must enter ‘**HST**’ into the Joint Observatories field in the *Spot* proposal tool.

3.7.2 Joint Spitzer/Chandra Observations

If your science project requires observations from both Spitzer and the Chandra X-ray Observatory, you can submit a single proposal to request time on both observatories to either the Spitzer or the Chandra review. By agreement with the Chandra X-ray Center (CXC), the SSC will be able to award up to 200 kiloseconds of Chandra observing time. Similarly, the CXC will be able to award up to 60 hours of Spitzer time to highly rated proposals, *with no more than 20 hours awarded to any one proposal*. The only criterion above and beyond the usual review

criteria is that the project is fundamentally of a multi-wavelength nature, and that both sets of data are required to meet the science goals.

Of the 200 kiloseconds of Chandra observing time that can be awarded in the Spitzer review only ~25% of the observations, where an observation is an individual pointing at a target, may be time-constrained. No rapid ToOs can be awarded (less than 30 days turn-around time). A Chandra ToO is defined as an interruption of a command load, which may include several predictable observations within that one-week load. Spitzer proposers should keep their Chandra requests within these limits. Proposals for combined Spitzer and Chandra observations should be submitted to the observatory that represents the prime science, not to both observatories.

Chandra time approved in Spitzer Cycle-10 will be expected to execute in Chandra Cycle 15. While there is multi-wavelength expertise in the review panels for both observatories, typically the Spitzer panels will be stronger in infrared science and the Chandra panels in X-ray science. The proposer is responsible for assessing, specifying and justifying the technical feasibility of the proposed Chandra observations. Proposers should review the Chandra documentation and/or consult with the CXC. For proposals that are approved, the CXC will perform detailed feasibility checks.

The CXC reserves the right to reject any previously approved observation that proves to be non-feasible, impossible to schedule, and/or dangerous to the Chandra instruments. Any Chandra observations that prove infeasible or impossible could jeopardize the overall science program and may cause revocation of the corresponding Spitzer observations. Duplicate Chandra observations may also be rejected by the CXC. Data analysis funding for Chandra observations approved as part of a joint proposal will be provided directly through the Chandra X-ray Center using their budget proposal process.

Spitzer proposers requesting Chandra time must enter ‘**CXO**’ into the Joint Observatories field in the *Spot* proposal tool.

3.7.3 Joint Spitzer/HST/Chandra Observations

Proposals that require observations from all three great observatories should be submitted to the observatory that represents the prime science. If submitting to the SSC, follow the guidelines previously spelled out in the above sections.

3.8 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, gamma ray bursts and extrasolar planets) 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 §3.10). **High/medium impact ToOs must be requested via DDT proposals. The Spitzer project will support a limited number of such observations annually (1-2 per cycle), 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/>). *Unexecuted ToO observations expire at the end of the cycle in which they are selected.*

3.9 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.

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.

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/>).

The targets and AORs for Cycle-10 generic targets should be completely specified by March 10, 2014. Please contact the Helpdesk before submitting your proposal if you have questions or issues regarding generic targets.

3.10 Director's Discretionary Time

Up to ten percent of the total Spitzer observing time is allocated by the SSC Director as Director's Discretionary Time (DDT). This time is intended to facilitate proposals that address emerging scientific topics and unanticipated phenomena. Any observation requiring execution in less than 8 weeks from the time the phenomenon is identified must be requested via a DDT proposal.

Scientists wishing to request DDT can do so at any time during the year through the online DDT Proposal Submission form available at the SSC website

(<http://ssc.spitzer.caltech.edu/warmmission/ddttoo>). Abstracts of approved DDT proposals are also available at the website. Investigators should not utilize DDT to resubmit all or part of a proposal that was rejected by the normal peer review process.

3.10.1 Spitzer/Hubble Frontier Fields

The Hubble and Spitzer projects proposed to make new public deep field observations as part of the NASA 2012 Senior Review. The details of the fields that have been selected and the observations planned for Spitzer and Hubble are available at:

<http://ssc.spitzer.caltech.edu/warmmission/scheduling/approvedprograms/ddt/frontier>

and

<http://www.stsci.edu/hst/campaigns/frontier-fields/>

As part of Spitzer Cycles 9 and 10 Director's Discretionary Time, Spitzer will observe the first four Frontier Fields (Abell 2744, MACSJ0416.1-2403, MACSJ0717.5+3745, MACSJ1149.5+2223). The basic plan is to observe the cluster fields and the HST parallel fields in both IRAC channels 1 and 2 for up to 50 hours per channel. The exact amount of new DD time will depend on the results from our ongoing detailed studies of each field and how many hours of observations already exist but the total is expected to be 600 – 800 hours. The observations will be designed to make the area covered with Spitzer as large as possible, but the primary concern is data quality. The Spitzer Science Center will produce image mosaics, but not catalogs, for these fields.

3.11 Data Proprietary Periods

Exploration Science Program AORs will have a maximum proprietary period of 90 days. Regular General Observer and Snapshot AORs shall have a nominal proprietary data period of twelve months. The proprietary period commences when scientifically usable data from commissioned pipelines are made available to the Principal Investigator via the Spitzer Science 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 Science 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 (though we expect only a small number of observations to possibly be impacted by this.)

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 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 (§2), 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-10 proposals must be submitted with *Spot* (version 19)**, 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. 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 warm 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.

BE SURE TO USE THE CYCLE-10 TEMPLATES FOR YOUR CYCLE-10 PROPOSALS. Proposals not using the Cycle-10 templates will be rejected outright.

A GO proposal requests Spitzer Space Telescope observing time and consists of these elements:

- A science justification for the program.
- A technical justification 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 for Cycle-10.

An Exploration Science GO proposal includes the elements listed above for GO proposals and adds the following:

- Statement of technical feasibility and ability of the team to carry out the observations. *Proposers should explain the work they have done to validate the technical feasibility of their program and the expertise of their team since the SSC has substantially fewer resources available for user support during the warm mission.*
- Description of the target provenance for programs requesting generic or ToO targets (e.g. “The targets will be selected from Mission-X survey, which is currently scheduled to occur on XXX.”). In addition, a schedule should be provided showing when throughout Cycle-10 the AORs will be available to schedule. Large quantities of time cannot be allocated to programs without known targets unless there is a clear plan for availability of the targets throughout Cycle-10.
- A description of the schedulability of the program, e.g. what constraints do the target visibilities and necessary science scheduling constraints place on the availability of the program for scheduling. For example, the targets may be spread across the sky and therefore something will be available at all times to schedule or the targets could be concentrated in a particular field that is visible from approximately May 15-June 15 and December 10-Jan 15.
- A statement that no proprietary period is requested for the data, or a request for up to 90 days of proprietary data rights with a justification.

No cost plans are required for the proposals. The science data analysis funding for approved and eligible investigators will be determined through formulaic means (§6.2).

4.1 Technical Documentation

The documents needed to plan, prepare and submit a proposal are listed below. 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-10 Call for Proposals (CP) *Version 1.0 (May 1, 2013)*

The *Call for Proposals* is the present document.

High Precision IRAC Photometry Using PCRS Peak-up Memo *(April 10, 2013)*

This memo provides detailed information for observers to plan high precision observations (i.e. long staring observations for extrasolar planets). The memo is online with the IRAC documentation: http://irsa.ipac.caltech.edu/data/SPITZER/docs/irac/pcrs_obs.shtml.

Spitzer Space Telescope Observer's Manual-Warm Mission *Version 12.0 (May 1, 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 2.0.3 (February 2013)

The *IRAC Instrument Handbook* is the primary reference for planning and analyzing observations using IRAC. For recent IRAC information updates please see the News page at <http://ssc.spitzer.caltech.edu/warmmission/news/>.

Spot User's Guide

Spot version 18/19 (June 2008)

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 18/19 (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 (<http://sha.ipac.caltech.edu/applications/Spitzer/SHA/>) for obtaining Spitzer data.

Spitzer Space Telescope Reserved Observations Catalog (ROC) *Version 14.0 (May 1, 2013)*

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.

Spitzer Space Telescope Warm Mission Observing Rules *Version 2.1 (October 15, 2010)*

The Observing Rules describe the rules and processes governing duplicate observations, the declaration and modification of AORs, and other policies governing Spitzer observations. The Observing Rules required no updates specific for Cycle 10.

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.

The documents described above are available within the Proposal Kit section of the SSC website. The reader is urged to regularly consult the SSC Website for the latest news, technical

information and telescope performance updates. The *Frequently Asked Questions (FAQ)* section of the site, organized by topic, will be updated regularly with new questions and answers.

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 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. 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.**

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 Additional Guidelines for Observers

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

4.3.1 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 will not be done during the warm mission.

4.3.2 Constrained Observations

If your program requires scheduling constraints to achieve your science goals, please use the minimum number of constraints that you need 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*. Snapshot proposals cannot contain constrained observations.

4.3.3 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 (§3.11). Observers are encouraged to contact the SSC to discuss and plan special calibrations for those programs requiring a higher level of calibration.

4.3.4 Bright Object Observations

Given the high sensitivity of Spitzer, it is perhaps not surprising that bright objects affect the detector arrays. While saturation will not permanently damage the detector arrays, latency effects will 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. Scheduling of observations of bright sources so as not to impact other programs is a scheduling issue.

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. 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.

4.4 Moving Target Ephemerides

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 ~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.

4.5 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). 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-10 submission process is one phase for Small and Medium GO/Snapshot proposals. Investigators proposing a Small (≤ 10 hours) or Medium (10 – 100 hours) GO program are required to submit all of their completed Astronomical Observation Requests (AORs) with their science proposal. These AORs should be the final set you expect to have executed if the proposal is successful.

The submission process is two-phase for Exploration Science and Large GO/Snapshot proposals. These investigators must submit representative AORs that clearly define the proposed observations. The proposal need not include the entire program of AORs. These proposals must include complete target lists and descriptions of the observations in the proposal. The final AORs for the successful proposals 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-10 proposals must be submitted with the S19 (or later) version of Spot which is available to download from the Proposal Kit website.***

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).

Cycle-10 proposal PDF files must be prepared with the SSC-provided Cycle-10 templates. The templates are available in Latex and Microsoft Word formats in the online Proposal Kit. Proposals not using the Cycle-10 templates will be rejected outright.

5.1 Proposal Submission Deadlines

5.1.1 Exploration Science Letters of Intent

Non-binding Letters of Intent (LOI) for Exploration Science GO proposals are due 5:00 pm PDT on Friday, May 31, 2013. The purpose of gathering this information is to enable the SSC to identify proposal reviewers without conflicts for the Exploration Science proposal selection. The LOIs should be submitted as an email to the Spitzer Helpdesk (help@spitzer.caltech.edu) and should include the following information:

1. Principal Investigator + Institutional Affiliation
2. Co-Investigators + Institutional Affiliations

3. Proposal Title
4. Proposal Science Category (from the list in the Spot Proposal Submission Tool)
5. Estimated hours that will be requested
6. Brief Abstract

5.1.2 Proposal Deadline

The proposal submission deadline is the same for all proposal sizes:

Friday, August 2, 2013, 5:00pm PDT

Proposals must be submitted electronically via *Spot* prior to the deadline. 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. There will be a clock on the SSC website that tells you what time it is at the SSC and you can therefore accurately gauge when the deadline is.

If you experience computer or Internet problems just prior to the deadline such that you are not able to submit your proposal by 5:00 pm, please 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 local 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 will review all proposals. The proposal review will utilize parallel panels, as in previous cycles, so that proposers can serve as reviewers.

5.2.2 Astronomical Observation Requests (AORs)

The submission of Astronomical Observation Requests (AORs) is required for observing proposals. All AORs must be created using the IRAC Post-cryo Mapping AOT. The IRAC Mapping AOT used during the cryogenic mission is no longer valid. Investigators proposing *Small* or *Medium* GO/Snapshot programs are required to submit all of their completed AORs with their proposal. For statistical programs (§3.4) this should include AORs for all possible targets. Investigators proposing Exploration Science or Large GO/Snapshot programs must submit representative AORs that clearly define all of their observations, but are not required to submit the entire program of AORs with the proposal.

AORs are created in *Spot* and then submitted electronically to the SSC. You create your AORs and save them to a text file on your local computer. When you are ready to submit the proposal, load the AORs into *Spot* and they will be automatically transmitted with the cover sheet and PDF attachment to the SSC when you submit it. The cover sheet information, PDF attachment, and AORs can be updated separately or all at once after your initial submission.

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/>) to use in preparing your PDF attachment.

The Cycle-10 templates must be used to prepare your Cycle-10 proposal. ** The PAGE LIMITS have changed. **

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.

Proposals will be provided to each panel and TAC reviewer as PDF files. It is the responsibility of the proposer to ensure that their PDF file is legible when opened with Acrobat Reader.

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-10 proposals are summarized in Table 5. 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.

| USE THE PROPOSAL TEMPLATES !!! | Proposal Type | | | |
|--|---------------|---------------|----------------|-----------|
| | Small | Medium | Large | ES |
| Science Plan Sections | hr ≤ 10 | 10 < hr < 100 | 100 ≤ hr < 500 | hr ≥ 500 |
| Science Justification | 1 | 3 | 4 | 5 |
| Technical Justification | 1 | 1 | 3 | 4 |
| Figures, Tables, Refs | 1 | 3 | 3 | 5 |
| <i>Total for the SCIENCE PLAN</i> | 3 | 7 | 10 | 14 |
| Additional Required Sections - subject to page limits | | | | |
| Scheduling Profile | | | | 1 |
| Brief Team Resume | 1 | 1 | 1 | 2 |
| Summary of Existing Programs | 1 | 1 | 1 | 1 |
| Additional Required Sections - NOT subject to page limits | | | | |
| Observations Summary Table | | | | |
| Modification of Proprietary Period | | | | |
| Summary of Duplicate Observations | | | | |
| Summary of Scheduling Constraints/Targets of Opportunity | | | | |

Table 5: Page limits for Cycle-10 proposals. SNAPSHOT proposals should conform to the size limit based on the hours requested. ONE ADDITIONAL PAGE for each observatory is allowed in the technical section describing requested joint Hubble and/or Chandra observations.

For joint observatory proposals **one additional page per joint observatory** should be included to describe the **technical justification** of the joint observations. Therefore the total number of allowed pages increases by one page for each joint observatory included.

5.4 Proposal Contents

Proposals must include the following sections and are subject to the page limits provided in §5.3. The required proposal templates are available from the Proposal Kit web page. Proposals not using the Cycle-10 templates will be rejected outright. The required sections (except the AORs) must be combined into a single PDF file for submission with *Spot*.

5.4.1 The Science Plan

All investigators should recognize that the peer review process (§7) utilizes external scientists organized into topical Review Panels. Reviewers are selected such that their expertise reflects the proportional mix of proposals submitted in previous cycles. 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.* 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 general importance of the proposed project to the astronomical sciences. 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 brightnesses should be provided in the following units:

Point Sources **micro-Jy, milli-Jy, or Jy**

Extended Sources **MJy/sr**

Telescope and scheduling constraints placed by investigators on proposed observations must include a compelling scientific justification (§4.3.2). Observers proposing observations of bright objects (§4.3.4) 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. 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.

If your proposed targets are not known at the time of proposal submission you must provide a credible schedule for determining the targets and delivering the AORs to the SSC for scheduling within Cycle-10. Details will be worked with all successful teams.

Joint Observatory proposals must include technical information for all proposed observations. Up to one additional page for each observatory is allowed in the technical justification for joint proposals requesting observations from HST and/or CXO.

5.4.1.2.1 *Joint Spitzer/HST Observations*

Proposers requesting joint Spitzer-HST observations must provide a full and comprehensive technical justification for the HST portion of their program. This justification must include:

1. The choice of instrument, filters, and configuration required.
2. The requested exposure time, justification for the exposure time, and assumptions made in its determination.
3. Information on whether the observations are time-critical. Indicate whether the observations must be coordinated in a way that affects the scheduling of either HST or Spitzer.

Proposers should refer to the HST Cycle-21 Call for Proposals (http://www.stsci.edu/hst/proposing/documents/cp/cp_cover.html) for the HST observing modes offered in Cycle-21 and to the HST Primer (http://www.stsci.edu/hst/proposing/documents/primer/primer_cover.html) for instrument-specific information and constraints. Full specification of approved observations will be requested by STScI and detailed feasibility checks will be made (http://www.stsci.edu/hst/programs/phase2_overview).

5.4.1.2.2 *Joint Spitzer/Chandra Observations*

Proposers requesting joint Spitzer-Chandra observations must provide a full and comprehensive technical justification for the Chandra portion of their program. This justification must include:

1. The choice of instrument (and grating, if used).
2. The requested exposure time, justification for the exposure time, target count rate(s) and assumptions made in its determination.
3. Information on whether the observations are time-critical; indicate whether the observations must be coordinated in a way that affects the scheduling (of either Chandra or Spitzer observations).
4. The exposure mode and chip selection (ACIS) or instrument configuration (HRC).
5. Information about nearby bright sources that may lie in the field of view.
6. A demonstration that telemetry limits will not be violated.
7. A description of how pile-up effects will be minimized (ACIS only).

Proposers should note the current restrictions on uninterrupted observations in several pitch angle ranges. Long observations at certain pitch angles must be split into segments. Please refer to the information on Pitch Angle restrictions on the CXC website. Also refer to the Chandra Proposers' Observatory Guide (POG) and available web tools for more information (<http://cxc.harvard.edu/proposer>).

Technical documentation about Chandra is available from the Chandra X-ray Center (CXC) website, which also provides access to the Chandra Helpdesk. Full specification of approved observations will be requested by the CXC if the proposal is approved.

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 Scheduling Profile – Exploration Science Only

The suite of selected ES programs must provide targets visible throughout the cycle. Since the majority of available time is being devoted to ES programs the schedulability of the programs may be considered as part of the selection process. Proposers should provide a description of when their program is available for scheduling to assist the TAC in this process.

For example, a survey of hundreds of individual targets spread over the sky would be available to schedule at all times. A program of individual targets concentrated in a particular region would be available to scheduling during the visibility window for that region of the sky.

5.4.2.2 Brief Team Resume

Describe briefly the qualifications of the Principal Investigator and key co-investigators and include a list of major publications related to the proposed research. Two pages for this section are allowed for Exploration Science proposals and one page is allowed for Regular GO and Snapshot proposals.

5.4.2.3 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 CoIs 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.

5.4.2.4 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 brightnesses 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.

5.4.2.5 Modification of Proprietary Period

If a proprietary period of other than 0 days for Exploration Science proposals or less than 365 days for all other proposals 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. ES programs can request up to a maximum 90-day proprietary period. 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.

5.4.2.6 Summary of Duplicate Observations

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

5.4.2.7 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.

5.4.3 **Astronomical Observation Requests (AORs)**

Each *Small* and *Medium* GO/Snapshot proposal 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. *Large GO/Snapshot* and *Exploration Science* proposals must submit representative AORs that fully encompass the proposed observations. If a full set of

AORs is submitted with a Large GO/Snapshot or ES proposal, they will begin scheduling immediately.

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 180 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 (480 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. **Observers approved for Cycle-10 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.

5.5 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 not using the Cycle-10 templates will be rejected outright. 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.
2. Download a 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 (either **GO** or **Snapshot**). Exploration Science proposals are type **GO**.
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 the above, are eligible to submit a proposal in response to the Spitzer Space Telescope Cycle-10 *Call for Proposals*. The Spitzer Science Center (SSC) will offer NASA funding to investigators affiliated with U.S.-based institutions, subject to availability and the limitations cited in this call for proposals, to support the analysis of data from proposals selected by the SSC.

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 (§6.1.1). 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.

An administrative PI can be designated for funding purposes for any program. This information will be collected *after* the proposal is approved.

6.1.1 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.

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.

6.2 Funding Support

** FUNDING FOR SMALL PROGRAMS HAS CHANGED **

The SSC will provide financial support for Cycle-10 investigators, subject to the availability of NASA funds and the eligibility guidelines described below. Investigators affiliated with U.S.-based institutions, regardless of nationality, are eligible for funding support. Investigators may be affiliated with educational institutions, non-profit non-academic organizations, industry, NASA centers and other government agencies. We expect the total funding for Cycle 10 to be ~ \$4 million.

The SSC cannot award NASA research funds to investigators affiliated with non-U.S. institutions. While non-U.S. based Co-Is are permitted on all proposals, no NASA funds may flow to them through the PIs. Therefore, researchers affiliated with non-U.S. institutions that propose investigations with Spitzer should seek support through their own appropriate funding agencies.

Small Programs: No direct data analysis funding will be awarded. The program investigators can request page charges for publishing work that directly results from the small program. The paper must be published and the funding requested while the Spitzer Science Center is still operating.

Medium Programs: Total direct data analysis funding will be \$5,000 - \$10,000, depending on available funding. (All medium programs will receive the same amount.)

Large and ES Programs: Each program will receive a formulaically determined amount. For purposes of determining funding levels, the sum of the efforts by U.S.-based Co-Investigators on a proposal led by a foreign Principal Investigator cannot exceed 50%. After the funding awards for each program are determined the principal investigator (PI) is responsible for providing the breakdown of funds between the eligible CoIs and providing the financial contact information necessary for issuing the contracts. Foreign-led programs should designate a NASA PI to handle the funding.

Snapshot programs are eligible for funding based on their size using the guidelines provided above.

Please make sure that your Sponsored Research Office has a copy of your proposal so that if it is successful they are ready to handle the funding process.

The SSC will manage Spitzer research funds and will contract with the Jet Propulsion Laboratory (JPL) to administer the disbursement of most of the funds. The funding instrument used by JPL (not always a contract) will depend on the size of the award and the nature of the Principal Investigator's home institution. JPL is unable to issue grants. Additional details about the Spitzer research funding contracts are provided in below.

6.2.1 Overview of Research Funding Instruments

6.2.1.1 RSA -- Research Support Agreement

The Research Support Agreement (RSA) is a Fixed Price, Advance Paid, subcontract provided through JPL that is used for basic research funding where scientific reports and technical data are the only deliverables and can be awarded to educational and non-profit institutions. RSA amounts are determined formulaically. **No budget submission to the SSC or JPL is required**, though your institution may require you to create a budget for internally handling the funds. Your institution is sent the RSA paperwork, returns the completed forms, and JPL then mails your institution a check for the entire award amount. The administrative overhead for executing RSAs is about half that of standard contracts so using these instruments allows us to send out more money for research and pay less for the administrative costs. We plan to issue the RSAs with a 3-year period of performance. No-cost extensions beyond a three-year contract length are generally not offered. Institutions that are eligible to receive RSAs but elect not to accept them will generally be issued cost-reimbursable contracts. The additional cost in issuing these contracts, rather than RSAs, may be deducted from the science funding for those investigators eligible for RSA funding but whose institutions request a different funding instrument.

The only reporting necessary for RSAs is a final 'end of contract' report outlining the work done and listing publications from the research. The RSAs are the fastest contracts to execute and are therefore funded first in the cycle. The SSC does not have all the funding for the Cycle available when it starts; therefore the funding awards are issued over a period of several months.

6.2.1.2 CREI -- Cost Reimbursement with an Educational Institution

CREIs are a standard JPL contract that will be utilized for any contracts over \$500,000. If an institution elects not to accept an RSA, utilization of CREIs will require institutionally endorsed budgets. These will be requested after the proposal is selected.

6.2.1.3 Other JPL Contracts

If you are at an institution that cannot accept RSAs or CREIs (e.g., a for-profit institution) then you will be funded by JPL with the appropriate contract. An institutionally endorsed budget may be required and will be requested after the proposal is selected.

6.2.1.4 Direct NASA Funding

Investigators affiliated with NASA Centers will receive their award of formulaically determined funds directly from NASA, following guidance provided by the SSC. The SSC and JPL provide NASA Headquarters with the investigators, institutions and formulaically determined funding amounts, and Headquarters sends these funds directly to the appropriate NASA centers.

7 Proposal Evaluation and Selection

Spitzer Space Telescope Cycle-10 programs will be selected through a competitive peer review process.

7.1 Peer Review

Proposals received by the submission deadline will be evaluated by topical science panels and a Time Allocation Committee (TAC) using the evaluation criteria listed in the next section. The reviewers will be members selected at large from the astronomical community. The TAC will provide recommendations to the SSC Director who will make the final selection.

Proposals will be provided to each panel and TAC reviewer as PDF files. It is the responsibility of the proposer to ensure that their PDF file is legible when opened with Acrobat Reader.

All proposals will be reviewed in broad, topical panels that cover extragalactic and Galactic/planetary science. In order to minimize institutional, professional, and personal conflicts of interest, there will be parallel panels to the extent possible. The panel review meetings will be held by telecon. The panels will read all proposals and provide preliminary grades prior to a panel review telecon. Based on the preliminary grades, proposals with low average grades are triaged and are not further considered in the review process.

1. **Small Proposals:** Recommendations for time awards will be based on the preliminary grades. Small proposals will not be discussed at the review telecon unless the panel feels discussion of a small proposal is essential, e.g. proposals with substantial dispersions in the preliminary grades.
2. **Medium Proposals:** Medium proposals will be discussed by the panels and recommendations for time awards will be made by the panel.
3. **Large and Exploration Science proposals** will be discussed by the panels. The panels will recommend which ES and Large GO/Snapshot proposals should be forwarded to the TAC. The TAC will be composed of the panel chairs, plus a TAC chair, and will meet face-to-face for the final review and selection process. The TAC makes the time award recommendations for Large and ES programs.

7.2 Evaluation Criteria

Proposals received by the submission deadline will be evaluated by the Science Review Panels and the Time Allocation Committee. The proposal evaluations will be based on the criteria listed in this section. The numbered criteria are listed in descending order of importance.

- (1) The overall scientific merit of the proposed investigation and its potential contribution to the advancement of scientific knowledge.
- (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.
- (4) 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.
- (5) The long-term archival value of the proposed observations.
- (6) For joint proposals requesting an award of time on other telescopes, the extent to which the project is fundamentally multi-wavelength in nature and both datasets are required to meet the science goals.
- (7) The demonstrated competence and relevant experience of the Principal Investigator and any Co-Investigators as an indication of their ability to carry out the proposed research to a successful conclusion.

7.3 Proposal Selection

The Science Review Panels and the Time Allocation Committee will be organized by the Spitzer Science Center (SSC) and will recommend a list of programs to the SSC Director, who is the selection official for all Cycle-10 programs. Upon selection by the SSC Director, observing programs are entered into the Spitzer observations database for execution as part of Cycle-10.

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)

The mailing address is:

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

The telephone numbers are:

Phone: +1-626-395-8000 Fax: +1-626-432-7484

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

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

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

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://ssc.spitzer.caltech.edu/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 and Exploration Science Programs should cite appropriate references to the appropriate program (<http://ssc.spitzer.caltech.edu/spitzermission/observingprograms>).

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). *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-10 Checklist

1. Read a summary of the capabilities of the Spitzer Space Telescope (§2).
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 S19 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.
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. Determine whether to submit a Small, Medium or Large GO, Snapshot or ES proposal.
8. 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.
9. Contact the electronic Spitzer Helpdesk (help@spitzer.caltech.edu) for assistance, if needed.
10. 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-10 templates will be rejected outright.
11. Note the evaluation criteria listed in §7.2.
12. NASA data analysis support for eligible investigators (§6.2) will be page charges for Small GO (≤ 10 hours) and \$5000 - \$10,000 for Medium GO (10-100 hours) programs. Funding for ES and Large GO programs will be determined formulaically. No cost plan is necessary. If you are expecting funding you will be contacted *after* the proposal has been approved to provide data funding distribution and financial contact information.
13. Follow the steps described in §5.5 to electronically submit your proposal, cover sheet, and accompanying AORs to the SSC prior to the deadline of 5:00pm PDT, Friday, August 2, 2013.
14. If you experience computer or Internet problems just prior to the deadline such that you are not able to submit your proposal by 5:00 pm, do not wait until after the deadline to contact us. 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, as well as late ephemeris updates for Solar System observations, as part of GO proposals. These observations may be submitted via DDT proposals. The Spitzer project will support a limited number of such observations annually as permitted by available resources. We anticipate supporting 1-2 per year.

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 |
| CREI | Cost Reimbursement with an Educational Institution |
| CXC | Chandra X-Ray Center |
| CXO | Chandra X-Ray Observatory |
| DDT | Director's Discretionary Time |
| ES | Exploration Science |
| FAQ | Frequently Asked Questions(s) |
| FOV | Field of View |
| GO | General Observer(s) |
| GTO | Guaranteed Time Observer(s) |
| HST | Hubble Space Telescope |
| IDC | Indirect Cost(s) |
| IER | Instrument Engineering Request(s) |
| IRAC | InfraRed Array Camera |
| JPL | Jet Propulsion Laboratory |
| NAIF | Navigation and Ancillary Information Facility |
| NASA | National Aeronautics and Space Administration |
| PCRS | Pointing Calibration and Reference Sensor |
| PDF | Portable Document Format |
| PI | Principal Investigator |
| ROC | Reserved Observations Catalog |
| RSA | Research Support Agreement |
| STScI | Space Telescope Science Institute |
| SHA | Spitzer Heritage Archive |
| SOM | Spitzer Observer's Manual |
| SSC | Spitzer Science Center |
| TAC | Time Allocation Committee |
| ToO | Target(s) of Opportunity |
| TR | Theoretical Research |
| Warm SOM | Spitzer Observer's Manual – Warm Mission |