

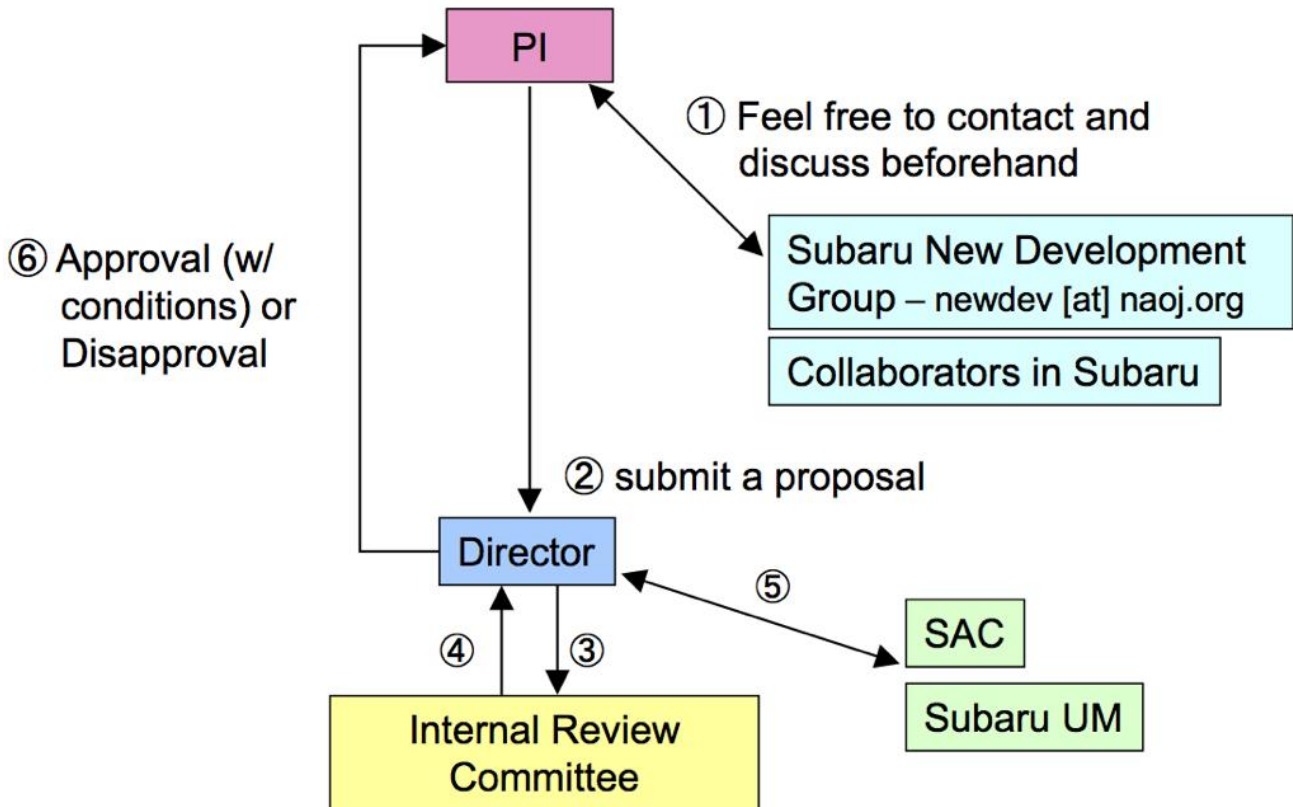
# Approval process of a PI-type instrument installation to Subaru Telescope

Subaru Telescope New Development Group<sup>1</sup>

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## 1. Proposal Submission



- You are requested to submit a carry-in instrument proposal to the director, if you (=PI) are planning to
  - carry-in a new focal plane instrument
  - carry-in a new attachment to an existing instrument
  - upgrade an existing PI instrument.
- We strongly request the PI to contact Subaru Telescope new development group about your plan **before submitting a funding proposal to any agencies.**
- Guideline for carry-in instrument proposal is posted at the following URL.  
<http://www.naoj.org/Observing/Instruments/ProposalGuideline.pdf>

<sup>1</sup> For carry-in a new filter or grism, see Call for Proposal document.  
For carry-in a HSC filter, see HSC filter policy document.

- The proposal is reviewed based on
  - Science merit
  - Feasibility (for both the PI team and observatory)
    - Manpower
    - Fitness to infrastructure (size, weight, etc.)
    - Compatibility to the telescope optics
    - Budget
    - Schedule
    - Safety
    - Etc.
  - Complementarity to existing instruments
  - Other issues
  
- If your proposal is approved, Subaru will support its installation and provide engineering time, if necessary.
- Obtaining science time needs a separate process for you to apply for open-use time.

## 2. After your carry-in proposal is approved

### STATUS REPORT

The PI team is requested to report the status of the project to the chair of the “internal review committee” every three months if the development takes longer than six months. This is for scheduling Subaru’s resources.

### REVIW & TESTING

The project needs to pass the following reviews and test under a panel organized by the chair of the “internal review committee”. Critical points to be checked for each step is specifically mentioned in the notification of project approval. Other than those reviews, the Subaru internal review committee may have review meeting between the start of the engineering observation and science operations.

### READINESS REVIEW

The project is reviewed immediately before transportation of the instrument (or other carry-in attachments, hereafter called just “instrument”) to either the base facility or the summit. If the project passes the readiness review for transportation to the summit, the PI team can install the instrument to the telescope and conduct day-time engineering.

## ENGINEERING ACCEPTANCE TEST

When the instrument is ready for night-time engineering, it has to pass an engineering acceptance test (functionality test). This test is for preventing the loss of telescope time from instrument troubles. If the instrument passes the test, the PI team can proceed to night-time engineering test.

## FINAL ACCEPTANCE REVIEW

Before obtaining science time, the instrument has to be reviewed if the performance is sufficient for your proposed scientific observations.

## Basic instrument performance information for observing proposal review

In order to make anonymous reviewers for observing proposals understand performance of your instrument, you must provide information of the instrument (such as basic instrument parameters and expected sensitivity) available, by the submission deadline of the observing proposals. Also, the instrument PI should join the proposal either as PI or as Co-I.

### Notes:

- Carry-in “instrument” is highly encouraged to be open to general users.
- Implementation of functions utilizing Gen2 (second generation Observation Control System) and STARS (Subaru Telescope Archive System) is recommended.
- The ownership of the data taken during night-time observations should be shared by both the PI team and the Subaru Telescope.
- Some steps of the above process may be skipped depending on the prospected impact of the instrument on the telescope and its operation.

## 3. Term of Science Operations

- Normally the period of PI-type instrument operations after the start of science observations is three (3) years.
- If the instrument PI wants to extend the operation period, he/she may submit a proposal to Subaru Telescope for a review. The review should be made at least two (2) months before the issue of call for proposals and it will be made in terms of:
  - Uniqueness of the instrument
  - Importance of science cases proposed
  - Educational merits (instrument development, science, relation with theses) etc.
- We request to restore the telescope and equipment to their original state.