

APPROVED BY



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REGULATIONS FOR SUBMISSION OF PROPOSALS

of the Russian Telescope Time Allocation Committee (RTTAC) of the Federal Agency of
Scientific Organizations

I. GENERAL REGULATIONS

This document defined the procedure for submission of proposals of the Russian Telescope Time Allocation Committee of the Federal Agency for Scientific Organizations (hereinafter, the Committee). The document was developed in accordance with the Statute of RTTAC approved by the order of the Federal Agency of Scientific Organizations No. 675 of December 19, 2016.

The proposals are accepted two times a year - from February 1 to March 1 and from August 1 to September 10. Call for proposals is carried out electronically using interactive web forms <https://www.sao.ru/request/> (for the 6-m BTA telescope and small-sized optical telescopes) and <https://www.sao.ru/ratan/request/> (for RATAN and small-sized radio telescopes).

II. PROPOSAL STRUCTURE

A proposal consists of two parts---technical and scientific. When compiling a proposal, it is necessary to pay special attention to the scientific part of it that is to be attached to the proposal in the PDF format. It is recommended that you begin the preparation of a proposal with this part.

2.1 Technical Part

Items of the proposal technical part are the same with the corresponding forms in the online web version:

1. Program title (not more than 15 words).
2. Brief description (not more than 100 words).
3. Principal Investigator (PI).
4. Co-investigators (no limitation).
5. Proposal type: long-term (more than two years), short-term (1-2 years), or one-time

program.

6. Specify the optimum and admissible periods of observations, the possibility for the the program to be combined with other programs.

7. Mode of observations. Please, give a maximum detailed description of required instruments, light detectors, S/N-ratio, spectral or time resolution, recording systems, etc. (mode, required sectors (north, south, west, east), antenna feeds, frequencies, etc. for RATAN-600). One can find the description of observing methods proposed by SAO RAS. The investigator can propose a guest mode of observation. In this case, coordination with the administration of SAO RAS is needed. If questions arise, one has to address people in charge of the observing method or e-mail to request@sao.ru.

8. Objects of the program to be observed.

2.1 Scientific Part

The scientific part is to be issued in PDF with a volume limit---up to 5 pages with fonts of at least 11pt, it can also contain figures, formulas, etc. A required minimum structure of the scientific part of a proposal:

1. Principal Investigator (Institution) – Program Title.
2. Annotation (up to 100 words).
3. Type of objects (choose from): E - Extragalactic, S - Stars, P - Sun and Planetary systems, M - Miscellaneous, T - ToO (Targets of Opportunity).
4. Scientific problem.
 - 4a. Current state of the field of study. Topicality of the problem.
 - 4b. Brief information on objects under study.
 - 4c. Results achieved earlier (including those by co-investigators) (if available).
5. Methods proposed to solve the task.

Why additional studies are needed? How and to what extent is it proposed to conduct additional observations? What determines the selection (sample) of objects to observe? What is the scientific significance of the expected results?

6. Motivation.
 - 6a. Justification for the use of the telescope
 - 6b. Justification of the choice of an instrument(s) and receiver(s), spectral resolution, etc.
 - 6c. Observation strategy

Here, please describe the features of observations, such as, for example, seeing, priorities of objects, the duty cycle of expositions, etc. It is recommended to specify the minimum amount of

time (number of objects) which is required for the basic objectives of the proposal (without taking into account the weather factor). For the ToO proposals---the trigger of observations and the maximum possible delay in the start of observations after the trigger. The decision on conducting the ToO proposals is taken by the SAO RAS Director in accordance with the allocated quota and observing conditions.

7. Publications.

- 7a. For a new proposal---evidence of the applicant’s competence in dealing with the observation data (existing experience, publications on similar proposals, etc.).
- 7b. For an ongoing one---a list of publications in peer-reviewed scientific journals (five most significant publications on the results of the program).

In a PDF-file, it is recommended to give a table with the following structure:

| Authors | Paper title | Journal, volume, Issue | Year of publication | NASA ADS Code |
|---------|-------------|------------------------|---------------------|---------------|
| | | | | |

The structure of the proposal can be expanded at the discretion of the principal investigator.

The scientific part of a proposal is viewed by Committee experts in respective categories (it depends on the type of objects). Where necessary, the Chairman will appoint an external expert. Each proposal is reviewed by at least two experts.

III. PROCEDURE OF RATING OF PROPOSALS

Rating of proposals is carried out by the Committee based on a technical expert review and scientific investigation. The technical part is assessed by experts of the institutions managing the instruments required. The experts performing the technical review can recommend changing a number of objects, exposure time, and a plan of observations. On passing the technical review, all the proposals undergo the scientific investigation. The scientific expert review is carried out by the Committee members with possible assistance of external experts.

Based on technical and scientific investigation, proposals are assigned a category:

A – a scientifically significant and technically feasible proposal aimed at solving specific topical problems. It is of the highest priority in allocating and scheduling the requested observation time.

B – a scientifically significant and technically feasible proposal but of the lower priority than the one of category A. The time requested for observations (number of nights, objects) can be reduced. Proposals of Category B are scheduled after the distribution of proposals of Category A.

C – a scientifically significant and technically feasible proposal of low priority. The time is allocated for a minimum number of nights (objects). When scheduling, the proposals of Category are put into the time intervals (nights) remaining after the distribution of proposals in Categories A and B.

D – a proposal is not accepted (lacking of scientific justification for the requested observing time, a high risk of a non-significant scientific result, technical impossibility, etc.). Accepted proposals for urgent observations of transient sources (ToOs) are by definition assigned Category A.

The results of consideration of each proposal are part of the general minutes of results for individual telescopes.

The Executive Secretary of the Committee, after the procedure of rating of proposals, sends the principal investigator the results of the the expert review in the form of an electronic document in the PDF format containing information on the assigned category of the proposal, the amount of time allocated to the e-mail given by him in the online proposal system. PI can receive comments (obligatory for Category D).

The schedule of accepted proposals for the current half a year is made after the proposals have been assigned Categories A-D. The proposals are executed in the scheduled time and are under the control of staff members of organizations managing the instrument requested. Failure to execute the requests of all types due to bad weather conditions and other objectively reasonable causes in the time scheduled is not compensated. In some cases, the A-C non-fulfilled proposals can be executed in maintenance and buffer time (if possible) with the approval of the director of the organization and the Chairman of the Committee.

IV. OBSERVED DATA AND PUBLICATION OF RESULTS

According to the Statute on the Archive of SAO RAS Observed Data, investigators have the copyright to use data (obtained with SAO RAS instruments) for two years after which the data lose its exclusive status and are submitted for using by the astronomical community without restrictions with obligatory reference to the source their receipt.

In the case of publications of the results in Russian and foreign scientific journals, scientific periodicals, mass media, advertising, scientific and other materials, investigators should indicate that the research was carried out with the following instruments:

- the 6-m BTA/Zeiss-1000/RATAN-600 telescope of the Special Astrophysical Observatory of the Russian Academy of Sciences, the Federal State-Financed Institution of Science, Nizhny

Arkhyz. Zelechuksky district, Karachay-Cherkess Republic, Russia);

- Zeiss-2000 of the Federal State-Financed Institute of Astronomy of the Russian Academy of Sciences (Terskol, Elbrus district, Kabardino-Balkaria, Russia;
- ZTSh/RT-22 of the Crimean Astrophysical Observatory of the Russian Academy of Sciences, the Federal State-Financed Institution of Science (Republic of Crimea, Bakhchisaray District, Nauchny village;
- the "Quasar" VLBI network of the Institute of Applied Astronomy of the Russian Academy of Sciences, the Federal State-Financed Institution of Science (St. Petersburg, Russia).