Acceptance Procedure for PI instrument

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Background

- To encourage instrumentation activity
- To lower barriers to carry-in PI instrument

Simplify the acceptance procedure

Previously,

Currently, (effective since 2009.12.14)

When is it applied?

If you (=PIs) are planning to

- carry-in a new focal plane instrument

- carry-in a new attachment(*) to an existing instrument

- upgrade an existing PI instrument,
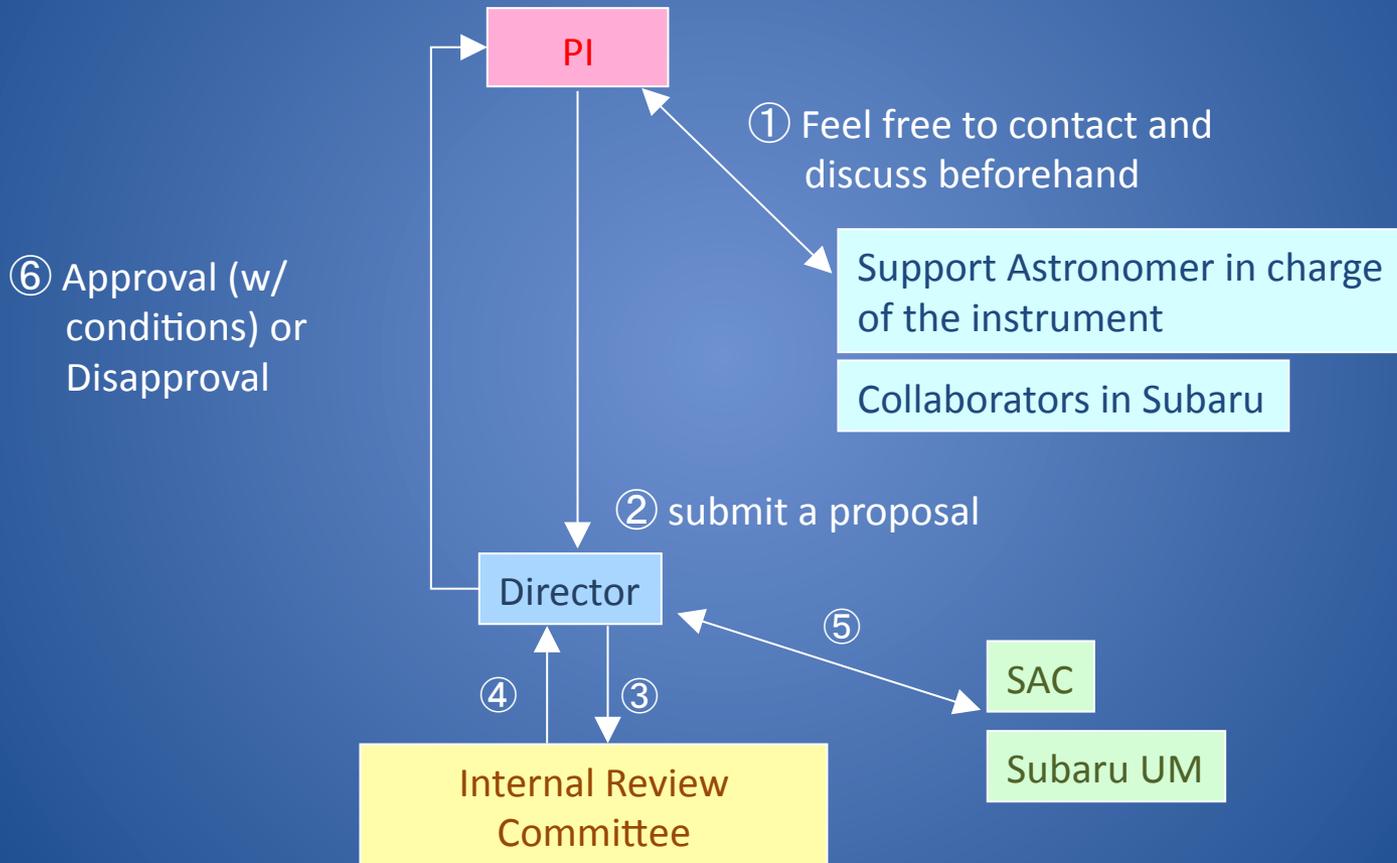
it is requested to **submit a proposal to the director**.

(*) NOTE:
For carry-in a new **filter or grism**, see Call for Proposal document.
For carry-in a HSC **filter**, see HSC filter policy document.

Applied Procedures

PI

① Feel free to contact and discuss beforehand

Support Astronomer in charge of the instrument

Collaborators in Subaru

⑥ Approval (w/ conditions) or Disapproval

② submit a proposal

Director

⑤

SAC

④ ③

Subaru UM

Internal Review Committee

Reviewing points

- ✓ science merit
- ✓ feasibility (for both the PI team and observatory)
  - manpower
  - fitness to infrastructure (size, weight, etc.)
  - compatibility to the telescope optics
  - budget
  - schedule
  - etc.
- ✓ complementarity to existing instruments
- ✓ other issues

Once it is approved,

The observatory will
  - support its installation
  - provide **engineering time**, <u>if necessary.</u>

Please be advised that
  obtaining science time **needs a separate**
  process for you to apply for open-use time.

Hiroshi TERADA (Subaru Telescope)

After approval,

- **<u>STATUS REPORT</u>**

  Once per three months(*) to Internal Review Committee

- **<u>Review & Testing</u>**

  3 steps reviews and testing

  1) Readiness review

     to bring to the summit

  2) Engineering acceptance test

     to conduct the engineering test (night time)

  3) Final acceptance review

     before obtaining science time

  (*) NOTE:
        If the development takes longer than six months.

Note:

- Carry-in "instrument" is highly encouraged
    to be open to general users.
- Implementation of functions utilizing SOSS (Subaru
    Observation Software 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.

    The complete document is on the web site:
    http://www.naoj.org/Observing/Instruments/ApprovalProcessPIinstrument.pdf