

Mock Proposal Review Process

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30 August 2022



Setup

- Two Science Review Panels (SRPs): PCO and GWT.
- 10 Proposals per SRP. Includes:
 - Large proposal—includes DMR.
 - Proposal with two ARs for different Facilities—multiple TRs.
 - Proposal with two ARs for same Facility—same TR.
 - Proposal with HSA Facility—multiple TRs for one AR.
 - Proposal with External Facility (e.g., HST) AR—external TR.
 - Proposal with < 3 reviewers—reviewer from another SRP.

Note—Feasibility reviews include TRs and DMRs. Proposal Classes: Regular and Large.
Key: PCO—Pulsars and Compact Objects; GWT—Gravitation Waves and energetic Transients;
AR—Allocation Request; TR—Technical Review; DMR—Data Management Review.

- TTA Group Member: Dana
- Feasibility Reviews
 - Feasibility Reviewers:
 - Reid—VLA Experience
 - Sam—VLA Experience
 - Matt—GBT Experience
 - Jen—VLBA Experience
 - Mark F.—VLA/VLBA Experience
 - Stephan—DM Experience
 - Science Reviews
 - PCO SRP Chair: Reid
 - PCO SRP Members: Matt, Allie, Mark W., Jen
 - GWT SRP Chair: Mark F.
 - GWT SRP Members: Sam, Jeff, Laura, Stephan

Feasibility Review Template

Follow-up of CHIME Fast Radio Bursts

PI: [REDACTED]; CO-Is: [REDACTED]

Proposal ID: Sem25A-001
Category: GWT; Class: Regular
Total Time: 42.0 hr

Feasibility Reviewer:
CONFLICT [y/n]:

Abstract. This is a timely proposal with some potentially interesting results.

Allocation Request 1:

FACILITY: GBT

Allocation Request 2:

FACILITY: N/A

Technical Review

Allocation Request 1:

Feasibility Reviewer: Matt

COMMENTS FOR THE PI:

INTERNAL COMMENTS:

Allocation Request 2:

Feasibility Reviewer: N/A

COMMENTS FOR THE PI:

INTERNAL COMMENTS:

Data Management Review

Allocation Request 1:

Feasibility Reviewer: None

COMMENTS FOR THE PI:

INTERNAL COMMENTS:

Allocation Request 2:

Feasibility Reviewer: N/A

COMMENTS FOR THE PI:

INTERNAL COMMENTS:

Actions: Red—TTA Group member; Blue—Feasibility reviewer.

Feasibility Review Process

- ① TTA Group member assigns reviewers to proposals.
- ② Reviewer declares conflicts.
- ③ Perform Technical/DM review:
 - ① Reviewer enters “Comments for the PI.”
 - ② Reviewer enters “Internal Comments.”
 - ③ Reviewer completes review.

Science Review Template

Follow-up of CHIME Fast Radio Bursts

PI: [REDACTED]; CO-Is: [REDACTED]

Proposal ID: Sen25A-001
Category: GWT; Class: Regular
Total Time: 42.0 hr

Science Reviewer:
CONFLICT [y/n]:
Review Type:

Abstract. This is a timely proposal with some potentially interesting results.

Allocation Request 1:
FACILITY: GBT

Allocation Request 2:
FACILITY: N/A

Individual Science Review

INDIVIDUAL SCORE [0.1-9.9]:
COMMENTS FOR THE SRP:

NORMALIZED INDIVIDUAL SCORE:
FINAL NORMALIZED INDIVIDUAL SCORE:

SRP Consensus Review

MEAN NORMALIZED INDIVIDUAL SCORE:
SRP SCORE:

NORMALIZED LINEAR-RANK:
COMMENTS FOR THE PI:

INTERNAL COMMENTS:

Actions: Red—SRP chair; Blue—Science reviewer; Green—TTA Group member/Software.

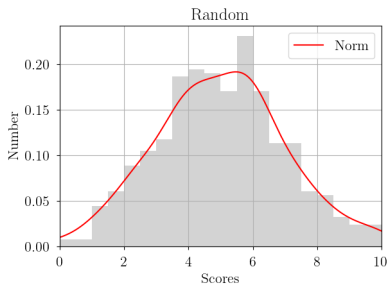
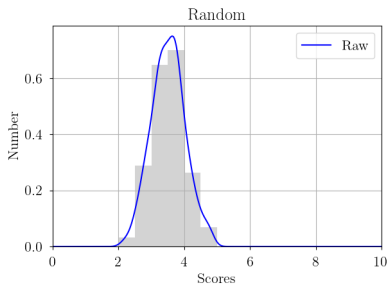
Review Type: Primary—lead discussion; Secondary—backup primary; Tertiary—provide review; None—no review; Conflict.

Table: TTA Scoring Summary

Name	Comment
Scores per Reviewer/Proposal	
Individual Score	Values between 0.1–9.9.
Normalized Individual Score	Normalized w.r.t. reviewer ($\mu = 5.0$, $\sigma = 2.0$).
Finalized Normalized Individual Score	Allows for re-voting.
Scores per Proposal	
Mean Normalized Score	Averaged over all reviewers per proposal.
SRP Score	Updated to Mean value but can be manually changed.
Normalized Linear-Rank	Values between 0.0–10.0.

- Normalized Score: $s' = a * s + b$,
where s is the raw score, $a = 2/\sigma(s)$, and $b = 5 - \mu(s)$.
- Normalized Linear-Rank: $r' = r * 10/n$,
where r is the rank and n is the number of proposals in the SRP.

Normalized Scores



Note—Raw scores are a random Normal distribution with $\mu = 3.5$ and $\sigma = 0.5$.

Science Review Process

- 1 **Reviewer** declares conflicts.
- 2 **SRP chair** assigns reviewers to proposals.
- 3 Perform Individual review:
 - 1 **Reviewers** enter “Individual score.”
 - 2 **Reviewers** enter “Comments for the SRP.”
 - 3 **Reviewers** complete reviews.
- 4 **TTA Group member** normalizes scores (per reviewer).
- 5 Perform Consensus review:
 - 1 **SRP chair** considers source conflicts.
 - 2 **SRP chair** allows a re-vote/adjusts SRP score.
 - 3 **Primary/Secondary reviewers** enter “Comments for the PI.”
 - 4 **Primary/Secondary reviewers** enter “Internal Comments.”
 - 5 **Primary/Secondary reviewers** completes reviews.
 - 6 **SRP chair/TTA Group member** checks/finalizes reviews.
- 6 **TTA Group member** generates normalized linear-rank.