

CIRCULAR LETTER No. 2

We hereby inform you that beginning from January 1, 1994 a new form of the 6 m telescope time request is introduced. The new form and the way it is to be filled in are enclosed (Enclosure 1) and (Enclosure 2), respectively. When applied for the indicated versions of equipment do not need to be specially coordinated with SAO. Yet it should be born in mind that the instrumentation is permanently being improved, new versions of observations are introduced, and part of the equipment needs repairing and up-dating. Therefore prior to making a request the applicant is recommended to communicate with the astronomer-in-charge of the observing version.

THE COMMITTEE HAS ALTERED THE PROCEDURE OF MAKING TIME REQUESTS!

One needs submit to the Committee three copies of the request signed by the principle investigator (1 copy to the Chairman of the Committee, St. Petersburg; 2 copies to the Secretary of the Committee, SAO) in English or in Russian. The Committee members living in Moscow, St. Petersburg and SAO are supplied with copies by the Secretary.

E-mail and mail of the Committee's chairman and secretary:

Gnedin Yu.N. - gnedin@gaoran.spb.su
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Requests unregistered by the Committee Secretary will not be considered.

I. I. Romanyuk
Secretary of the 6 m telescope
Allocation Committee
November 22, 1993

6 M TELESCOPE PROGRAM COMMITTEE OF RUSSIAN AS

SAO RAS, Nizhnij Arkhyz, Karachai-Circassian Republic
357147 Russia
Secretary, e-mail: roman@sao.stavropol.su

6 M TELESCOPE OBSERVING TIME REQUEST

dead-line:

I half year (January 1 - June 30) II half year (July 1 - December 31)
by September 10 by March 1

Request.... 199 half year telescope

Received....

1. Program title.....
-
2. Brief statement of the program.....
-
-
3. Principal investigator.....
-
4. Co-investigator.....
-
-
-
5. Request status
-
6. Number of nights (hours)....., phase of the Moon.....
- periods (months) of observations.....
- Program type (principal, combined blocks).....
- Observing conditions (seeing, etc.).....
-
7. Mode of observations
- focus.....
- optical equipment.....
-
- spectral range.....
- required S/N or exposures.....
- recording system, detectors.....
- additional requirements.....
-
8. Scientific justification:
-
-
9. Why the 6 m telescope is needed

.....

10. List of objects

Object	Coordinates	Mag	Object	Coordinates	Mag
.....
.....
.....

11. Was the request sent earlier? Brief summary of results.

12. Results of observations obtained by applicants at the 6 m telescope on other programs over the last three years..... (reports, publications)

13. Date.....Signature.....

14. Applicant's address
 mailing address.....
 telex, fax.....
 e-mail.....

Late and incorrectly completed applications will not be accepted by the Committee.

(Enclosure 2)

How to fill in the application form

As a rule, the 6 m Telescope Program Committee meets one time request from the principal investigator. When submitting time requests for several programs each should be issued separately following the instructions below.

The applicant has to answer all points on the questionnaire. Reformatting the application form is not admitted. The applicant is free to accompany the request by a supplement of any size and form, which may contain, if necessary, larger lists of objects, detailed scientific justification and other additional information.

1. Name of the program - not more than 15 words.
2. Brief (not more than 100 words) description of the scientific content of the program.
3. Full name of the principle investigator, institution.
4. Full names of the co-investigators, institution.

5. Request status: long-term (more than two years), short-term (1-2 years), or a one-time program.

6. Amount of time needed, optimal and admissible periods of observations. Can the program be combined with other programs? Is this a principal or secondary program? The applicant should bear in mind that a blocked program is one united with other programs when scheduling observations accomplished by the same techniques or in the other focus of the telescope. For blocked programs the calendar principle of time allocation is absent, and the number of nights in the schedule is indicated according to the time quota allotted by the Committee. The secondary program is fulfilled in bad weather conditions (seeing, etc.) or in the twilights as supplementary with respect to the principal one.

7. The request must be filled in correspondence with the latest list of variants of observations realized and operative at the 6 m telescope.

One should indicate here: focus of the telescope (Prime Focus, N1 and N2); optical equipment (spectrograph, photometer, etc.); spectral range used; light detector (CCD, photon counter, photomultiplier, photographic plate, etc.); dispersion, filters, the needed S/N ratio, spectral resolution; registration system (computer, software).

In case equipment lacking at SAO will be used, state additional requirements and inform the Committee if the installation of this equipment on the 6 m telescope has been coordinated with the administration of SAO.

If the applicant intends to use a non-standard variant of observation not included in the list of equipment of the 6 m telescope, the Committee recommends contacting the administration of SAO prior to submitting the request to discuss specifications.

8. Scientific justification of the program.

9. Substantiate use of the 6 m telescope and proposed methods of observations. A brief description of the methods is desirable.

10. Indicate coordinates and magnitudes of the program objects. If the number of objects is larger than 20, present their list in the Supplement or point out the sky region.

11. Indicate if this request was allocated observing time earlier and its amount. Which results were obtained?

12. Indicate if the applicants have observed on the 6 m telescope within the last 3 years on any program. Which results were published?

13. Signature of the principal applicant.

14. Address of the principal applicant.

The applicant must submit 3 signed copies of the request to: Gnedin Yu.N., Committee chairman (MAO RAS) - 1 copy, Romanyuk I.I., Committee secretary - 2 copies.

Requests not registered by the secretary will not be considered.

Requests sent by e-mail only will be accepted by the Committee secretary by way of exception with the permission of the Committee Chairman or Director of SAO.