



# Brief Guide

for Making Proposals to RTTAC Optical  
Telescopes

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**PREPARED BY**

ROMAN UKLEIN,

SPECIAL ASTROPHYSICAL OBSERVATORY OF RAS

**CONTACTS**

[request@sao.ru](mailto:request@sao.ru)



# Intro

The Russian Telescope Time Allocation Committee at the Federal Agency for Scientific Organizations (FASO) formed by [the order of FASO](#) (PDF, English) on December 19, 2016 No675 and works based on next documents (PDF, English):

- [Regulations on the Committee \(Order No675 Annex No2\)](#)
- [Rules of Procedure of the Committee](#)
- [Regulations for Submission of Proposals of the Committee](#)
- [Regulations on the Observed Data Archives of SAO RAS.](#)

RTTAC is working on scientific expertise (reviewing) of proposals and the allocation of observational time on Russian telescopes. Proposals are accepted 2 times a year - from February 1 to March 10 and from August 1 to September 10.



**Note: Since May 2018 the Federal Agency for Scientific Organizations (FASO) transformed to the Ministry of Science and Higher Education.**

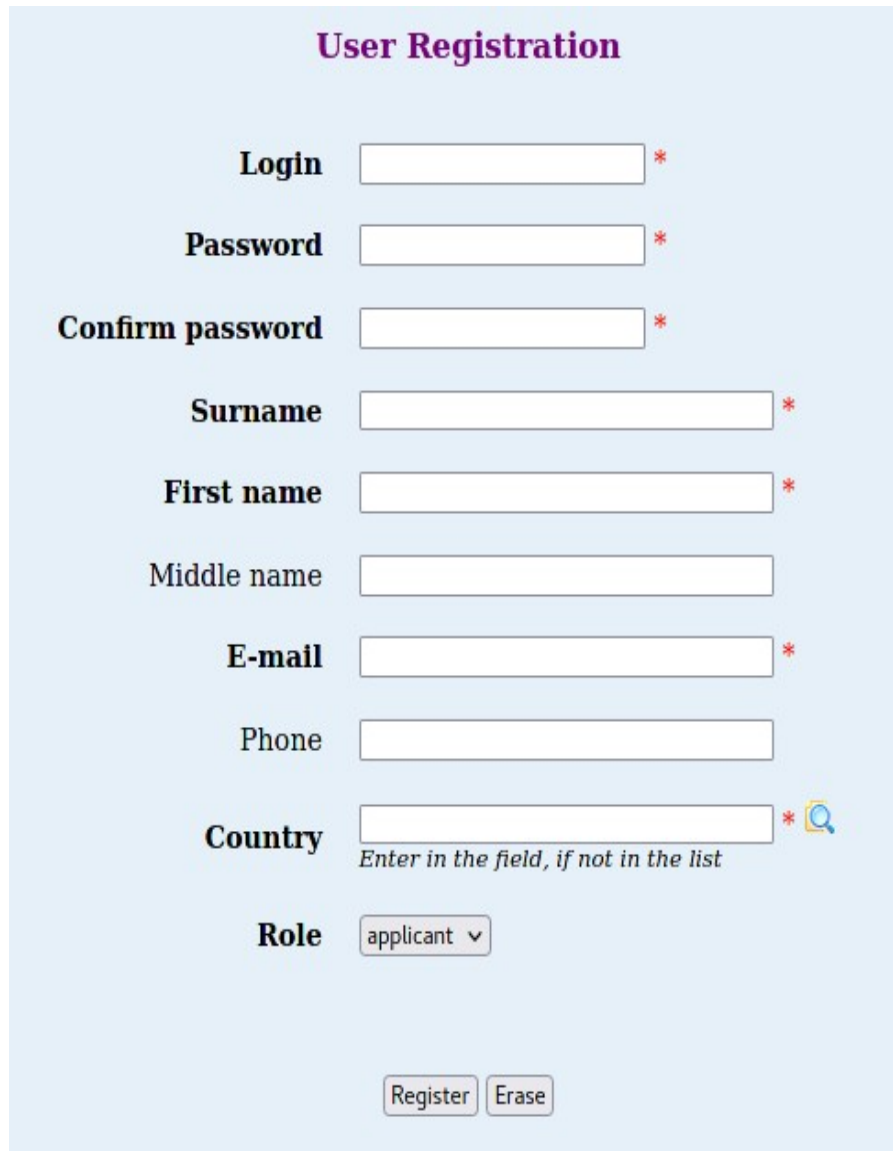
This document is the basic guide for filling out an electronic proposal for Optical telescopes under the supervision of RTTAC. The outline of the document is as follows:

- 1 Registration
- 2 Personal Cabinet
- 3 Proposal Form
- 4 View and Submit of the Proposal

Please keep in mind that the online proposal system is being developed and fundamental and cosmetic changes are possible. This document is updated as fundamental changes appear, and cosmetic changes (for example, a synonymous replacement of the form heading or the addition of a mode for the device) do not appear to confuse the PI.

# Registration

Work with proposals for telescope time is available for *registered* users only. Registration of users of the proposal system is available in two languages - Russian and English.



**User Registration**

**Login**  \*

**Password**  \*

**Confirm password**  \*


**Surname**  \*

**First name**  \*

Middle name

**E-mail**  \*

Phone

**Country**  \*   
*Enter in the field, if not in the list*

**Role**  ▾

The form is filled in by the PI (Principal Investigator) with standard personal data.

When filling out the profile for the field "**Country**", you can select your one from the list.

The opportunity to register for proposals is provided only during the periods:

- from *February 1* to *March 10* for the second half of this year;
- from *August 1* to *September 10* for the first half of the next year.

To work with a proposal registered users must be authorized using the appropriate login and password.

If you have forgotten your password, follow the link to recover it «Forgot your password?». To recover the password, enter your Login or E-mail specified during registration, and click "Send Password". It will be sent to your email address. In case you forgot both login and email, then please contact the secretary of RTTAC ([request@sao.ru](mailto:request@sao.ru)).

Please enable cookies and JavaScript in the browser; this option is enabled by default. A timeout of more than 10 hours requires reauthorization (the cookies expire).

# Personal Cabinet

After successful authorization, you will go to the Personal Cabinet.

The screenshot shows the 'RTTAC Proposal Forms for Optical Telescopes' Personal Cabinet. At the top, the user's name 'Keel William' is displayed. The interface is split into two main columns. The left column, with a light blue background, contains a 'Quick Guide' section with links to 'Submission Rules', 'BTA Schedule Archive', 'BTA Instruments and Methods', and 'Circular Letters'. Below these links is a prominent 'Start a New Proposal' button. To the right of this button is the text 'or take as a template:' followed by a dropdown menu. The right column, with a light orange background, is titled 'My Proposals' and lists several proposals with their IDs and statuses: '2025\_1 (1066) draft', '2024\_2 (991) in archive', '2024\_1 (943) in archive', '2023\_2 (869) in archive', '2023\_1 (810) rejected', '2022\_2 (739) in archive', '2022\_1 (693) in archive', '2021\_2 (612) in archive', '2021\_1 (536) in archive', and '2020\_2 (466) in archive'. A 'Show all' link is located at the bottom of this list.


The following items are presented in the Personal Cabinet in the left column: Quick guide (this guide), Submission Rules, Schedule Archive, Instruments and Methods, Circular letters, **Start a New Proposal**.

Please note that this feature is only available during the proposal submission periods:

- from *February 1* to *March 10* for the second half of this year;
- from *August 1* to *September 10* for the first half of the next year.

The right column "**My Proposals**" contains a list of all your proposals both being in the archive and in preparation and editing. ID of each proposal: YYYY\_P (N), where YYYY is for the year, P is half of the year (1 or 2); in brackets, there is the proposal number in the database.

Next to ID, there is a current proposal status: draft, submitted, rejected or in archive. Draft (unsubmitted) proposals can be edited. By clicking on the link, you will go to the main proposal form.

Proposals with a different status also available for viewing only or print the generated PDF containing the entire application (Technical Part + Scientific Part) with additional headers at the top by clicking 

After the proposal is submitted and sent for review, you can only view it and print it with standard browser tools. The administrator will further determine its status (reject, archive, delete, etc.).

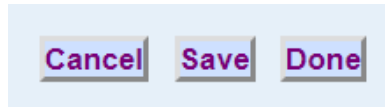
If you have previously submitted archived proposals, next to "**Start a New Proposal**" you will find a template to fill out a new proposal. To do this, select the desired half-year and after confirmation you will go to the main form with the fields filled from the selected proposal. Do not forget to update them with actual content.



**Note:** *If necessary, you can view and change your personal data entered during registration. To do this, follow the link indicated by your last name in the upper left corner of the personal account page. **This is especially relevant if your email address has changed, since it is used to contact the application system administration.***

# Proposal Form

The main form is implemented in five tabs. Required fields are marked with a \* (asterisk). There are three control buttons at the bottom:



- ❖ [Cancel] - returns you to the Personal Cabinet without saving the entered data.
- ❖ [Save] - saves the entered values in the database. After that, you can return to the Personal Cabinet by clicking the button [Cancel] and continue to filling the proposal in other sessions later.
- ❖ [Done] - saves the data and goes to the final page for viewing your proposal.


Below is a description of the features of working with tabs.

1. **Technical Part.** Here are the required and optional fields. Fields with a \* (asterisk) are required; otherwise, if you try to save the proposal, it will display messages about blank fields.

Using the drop-down list of the "Telescope" field, it is possible to change the telescope necessary for the proposal (by default - BTA).

The "Principal Investigator" field is filled with the Last and First name from the Personal Cabinet of the authorized user and is not available for modification (you cannot make a proposal using another name).

The proposal title should be no more than 15 words.

When filling out the field "Proposal Title", you can select program from the list by press the button 

Field "Abstract" is necessary for a brief description of the application. The information entered in this field can be used in public databases, allowing you to link the summary text and *Proposal Code*.



**Note: Proposal code is required for identification and quick search of the proposal. The code is generated automatically by the system. For example, "BTA242.0254E" is the BTA proposal code for the 2nd half of 2024 (242) with the database number 254 and the type of objects is E (extragalactic). It is recommended to use the proposal code in the headers of the received data (this corresponds to the PROG-ID descriptor for the FITS format).**

The "Proposal status" field allows you to select a type of a proposal: single (for one half-year), new long-term (more than one half-year), or continuing. For a continuing proposal, you must specify the percentage of completion. Your proposal will not be saved if you specify an incorrect status, for example, if you enter "single" or "new long-term" for a continuing proposal, or enter "continuing" for a program that does not exist in the database.

Please note that for an ongoing proposal there is an option to attach a report on the progress of work on the program no more than 2 pages (see the *Scientific Part* tab).

The field "Time Request (in nights)" and "Time Request (in hours)" suggest entering the time required for observing the list of targets (objects) without taking into account the weather factor.

Fields "Optimum Period" and "Permissible Period" - suggestion from the PI for observations on certain dates or periods. The telescope scheduler uses this information.

Field "Program Type" allows you to define the interaction of the proposed program with others in the schedule.

The field "Lunar Phases" have the option of multiple choice. You can select the desired option with the [Control] or [Shift] key. If your proposal requests different lunar phases simultaneously, it is recommended to specify the required phase for each target in the list of targets (see the Targets tab).

The "Type of objects" field allows you to select the type of objects (targets).



**Note: When you filing a proposal for ToO (Target of Opportunity), it is inadmissible to add other observation options. Systematic observations are carried out only on the basis of a separate proposal.**

2. **Co-Investigators.** This tab contains optional information about co-investigators. If the field "Affiliation" is not filled, then "SAO RAS" is implied by default. Type last name and first name in the "Co-Investigator" field. Academic degrees and positions are optional, enter optional information using for separation a space or comma. The symbol ';' in this field will not allow.

Clicking "Add" will provide an opportunity to add one more to the list of co-investigators.

3. **Equipment.** Provide information on the mode of observation: Instrument, Spectral Range, Spectral Resolution, S/N Ratio, Gratings, Detector, Filters, Guiding, Additional Information. Recommended fields are not required but highly advisable to be filled.

Clicking the button [Add mode] you can to add necessary configuration of the instrument or different instruments. Keep in mind that the menu of the "Instrument" field depends on the telescope indicated on the Technical Part tab.

4. **Targets.** Enter information about the objects either in the text field or attach the TXT file (it will be entered in the field after clicking the [Attach] button).

When entering data into a text field and attaching a file at the same time, the attached file will have priority and its contents will be copied to the field. After that, you can correct the objects in the text field and save the changes using the [Save] button.

Recomended format:

Name | RA (J2000) | Dec. (J2000) | Filter | Mag. | Moon | Total time (sec)

Use either the character '|' (pipe) or the character ';' (semicolon) as a separator.

Please keep the list of objects to a reasonable length for the convenience of experts. If it is too long (several thousand lines), but you still want to provide fully, then post some part, and in the last line should provide a link for experts to view it in full.

5. **Scientific Part.** Attach a pre-prepared PDF file with a scientific part. For ongoing proposals, it became possible instead of scientific justification to attach a PDF with a report on the work done. The recommended structure of the scientific part is described in the paragraphs *Structure of the scientific justification* and *Report structure* (click once to open the contents; click again on the pop-up window to close). Here you can download the template for filling in TEX or RTF format. After clicking the [Save] button, the contents of the attached file can be viewed in a separate window (or tab) of your browser and, if necessary, replaced with another one.



**Note: Both the scientific justification and the status report have limitations on the number of pages (justification - 5 pages, report - 3 pages). If the limit is exceeded, the system will issue a warning about extra pages in the attached PDF file.**

6. **Comments.** On this additional tab, enter the comments to any item of the proposal.

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## View and Submit of the Proposal

The "**Done**" button in the basic form takes you to the viewing page and the final stage of the proposal. Here, all the data you entered are displayed on the screen in the form of a completed proposal and three options are provided:

- ❖ [Edit] - go back to editing in the Proposal Form.
- ❖ [Submit] - complete the work with the proposal. After you submit, the current date is entered as the sending date, the editing capability is closed and the proposal is submitted for review to the administrator.
- ❖ [Personal Cabinet] - exit to Personal Cabinet with the possibility to return to editing the proposal in another session. (If you are on the view page, then all data are already stored in the database).

To save and/or print full version of the proposal on the preview page in PDF use the top right link "Print Version". For the submitted PDF, the signature date will be indicated in the header ("Submitted YYYY-MM-DD").



Before clicking [Submit] button, please carefully review all the items, including special items displayed by clicking "Read more" label (to minimize the text click the label again).

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When you try to submit a proposal with blank mandatory items, you will be compulsorily sent to the main form of editing with a message about blank fields, and also a message about exceeding the page limit of the scientific part (scientific justification - 5 pages, status report - 3 pages).

All entered intermediate and final data are stored in the database, which makes it possible to fill in the proposal *without being tied to one session*.

You can log into your personal account at any time, there is a limitation only on the registration of the applicant and the submission of a new proposal. See above for acceptable periods.