Approval process of a PI-instrument installation to Subaru

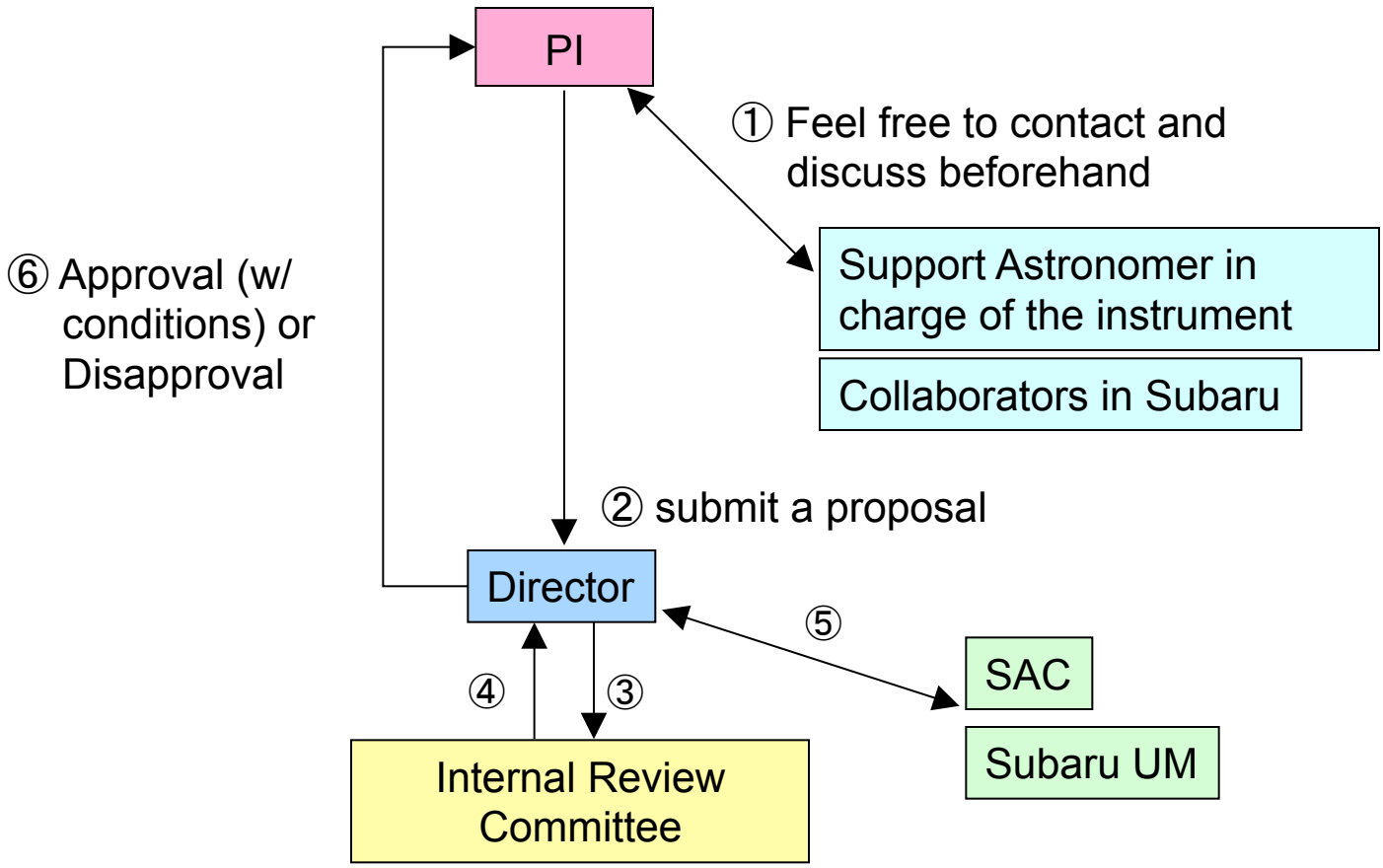
Ver2.1 revised 2011.12.23

You are requested to **submit a proposal to the director**, if you (=PI) are planning to ...
- carry-in a new focal plane instrument
- carry-in a new attachment to an existing instrument
- upgrade an existing PI instrument.

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.

If your proposal is approved, Subaru will
- support its installation
- provide **engineering time,** if necessary.

Obtaining science time needs a separate process for you to apply for open-use time.



The proposal* is reviewed based on
- 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

* Guideline for proposals is posted at the following site.
http://www.naoj.org/Observing/Instruments/ProposalGuideline.pdf

After your carry-in proposal is approved …

STATUS REPORT

The PI team is requested to report the status of the project to the chair of the "internal review committee" every three months if the development takes longer than six months. This is for scheduling Subaru's resources.

REVIEW & TESTING

The project needs to pass the following reviews and test under a panel organized by the chair of the "internal review committee". Critical points to be checked for each step is specifically mentioned in the notification of project approval.

- **Readiness review**
  The project is reviewed immediately before transportation of the instrument (or other carry-in attachments, hereafter called just "instrument") to either the base facility or the summit. If the project passes the readiness review for transportation to the summit, the PI team can install the instrument to the telescope and conduct day-time engineering.

- **Engineering acceptance test**
  When the instrument is ready for night-time engineering, it has to pass an engineering acceptance test (functionality test). This test is for preventing the loss of telescope time from instrument troubles. If the instrument passes the test, the PI team can proceed to night-time engineering test.

- **Final acceptance review**
  Before obtaining science time, the instrument has to be reviewed if the performance is sufficient for your proposed scientific observations.

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.