

FAQ on 3.6-m DOT Science observing policy (Doc No. ARI-DOT-TEL-POL-001-V3):

Q#	Question	Clarifications
1.	Can DDT proposals (including ToO) be submitted anytime during the cycle?	DDT proposals including ToO ones are allowed to submit anytime, however, the proposers interested in ToO observations of expected nature such as SNe, Novae, GRBs, FRBs, etc are encouraged and allowed to submit proposals during the normal period of proposal submission for the cycle so that it gets reviewed and accepted by the TAC well before the start of cycle.
2.	How DDT proposals can be submitted –via DOPSES or by email to the director, ARIES? What will be the format for the proposal?	Ideally via DOPSES, but with present technical limitations, a docx/PDF file sent by email to director, with the same format as for regular proposal with the following additional fields. i.e. 1. Justification for urgency (why it can not be submitted as regular proposal) 2. Is this DDT proposal related to any of your accepted or rejected proposals in the current cycle? If yes, mention proposal ID, PI name and title. 3. List all the proposals (other than the related proposals) submitted by you (PI or Co-I) in the present cycle. 4. If this DDT proposal is related to your rejected proposal in this cycle, state the reasons why the recommendations given by TAC are not acceptable.
3.	What should be normal decision time for DDT proposals?	This may be tried to be kept for less than 3 weeks. It may be refereed within a standing committee formed by the competent authorities for this purpose so that decisions are quick. The allocation of time under DDT should be on a first-submitted-first-decision basis.
4.	Can any kind of science case (including serendipity/urgency, new object and there could be a chance that someone else may also observe it, the source is not transient) be proposed to DDT or only cases, which justify ToO or TcO of transient sources?	All proposals, which justify urgency are allowed to be submitted to the DDT channel.
5.	Can a proposal, which was fully rejected by regular TAC be resubmitted as DDT ToO in the same cycle?	Yes, Proposers may justify additionally in the DDT proposal why TAC recommendations were not acceptable.
6.	A ToO proposal was accepted for a fixed amount of time of observations in a cycle. PI exhausted this time and now wants to observe more of the same nature of sources. Can he/she apply for special time under DDT or any other channel?	Discouraged. This may not be considered in the same cycle as observing time was already allocated based on a reviewing process.
7.	A proposal was granted time by TAC for duration less than that asked by PI/ or to observe only a part of all the sources proposed by PI. Can PI apply for special time under DDT or any other channel for the not-accepted parts?	Discouraged. This may not be considered in the same cycle as observing time was already allocated based on a reviewing process.
8.	Is 1 hr every night DDT allocation justified or useful? Some proposers are allocated only 0.25 night and if 1 hr DDT is taken from	DDT slots are used for unexpected technical issues or test and maintenance of the facility, demanded compensations for normally A-grade accepted proposals that lost time due to DDT allocation or

	<p>their slot, their programs may get affected severely. The present DDT policy also does not state how the time lost against DDT will be compensated. Please state an open policy for DDT allocations.</p>	<p>technical issues, ToO proposals (both accepted before and during the cycle) and proposals requiring immediate observations. The DDT time allocation may be made in quantum of 0.25 night with an upper limit on total such duration as equal to DDT share as per the policy(i.e., 10% presently). One such slot every ~3 nights will be reserved and scheduled as DDT. The DDT time may be released on any night (irrespective of whether a DDT slot was scheduled on that night or not) with dynamic allocation as per the requirements but less than 0.25 night at a time. The compensation to the affected regular proposal should be granted immediately from the very next available DDT slot so as to minimize impact of moon phase. If a DDT slot is unutilized, then that slot may be considered under the demanded compensation time for the proposals affected due to technical issues. DDT allocation should normally be done at the earliest observable hour (rise time) for the source at Devasthal. DDT allocation should not interfere with already scheduled TcO blocks of fixed nature (e.g., regular monitoring proposal), and in general should minimize interference with regular science proposals, particularly with higher ranked and thesis proposals.</p>
9.	<p>What is the process of addressing grievances, if a proposer is not satisfied with the TAC/scheduling decision on their proposals.</p>	<p>The grievances may be addressed to the Director, ARIES.</p>
10.	<p>On what basis time is allocated on categories other than the accepted science proposals, such as Instrument Verification Time (IVT), Instrument Change Time (ICT), Telescope Maintenance Time (TMT) ?</p>	<p>This will be summarized via a note before the start of each cycle. The note will also present vital statistics on the proposals of that cycle along with the observing efficiency from the science proposals achieved from the last cycle (% of time lost etc.)</p>
11.	<p>What is the policy for compensation of lost time due to (i) technical reasons, (ii) bad weather, (iii) internet or all-sky-database server down.</p>	<p>For (i) technical reasons: Normally grade-A proposals may be allowed to be compensated appropriately. For (ii) bad weather: No compensation is allowed. Astronomers should ideally prepare their observing plans including targets, finding charts, guide stars etc. before going for observations. Hence, for (iii) internet or all-sky-database server down, no compensation may be allowed. Compensation needs to be requested by the PI for the observations in the same cycle to email:directoraries@aries.res.in with copy to dot@aries.res.in.</p>
12.	<p>Can an astronomer observe a target (not part of their accepted proposal of the current cycle) via personal requests to the observing astronomer in a night?</p>	<p>Such practices are not allowed as per the existing policy.</p>
13.	<p>What is the mechanism to observe ToO targets (part of an accepted ToO proposal)?</p>	<p>All ToO requests should be made by PI to dot@aries.res.in (or a webform) at the earliest via a fixed format and allocation should be released and informed to the observer on site/operator normally (maximum possible) before start of the night. Time once allocated to a ToO proposal in a night will always be subtracted from their total allocation irrespective of bad weather/technical issues, which may arise during the observations. ToO PI should always try to raise requests before 5PM, wherever</p>

		could have been feasible or else requests may not be considered. ToO allocations are not guaranteed and allocations are subject to the ranks assigned by the TAC.
14.	There are several transient ToO proposals accepted in a cycle aimed for certain types/categories (e.g., SNIa, sGRB etc.) of transients. When a transient happens, the exact nature of a transient is often not known in the beginning. Hence, how to decide which ToO proposal will be allowed to observe.	In such cases, data acquisition may be allowed and data rights be assigned with mutual consent of all the PIs of such accepted ToO proposals, keeping the Director (directoraries@aries.res.in) and dot@aries.res.in informed. Any immediate publication (e.g., GCN, telegram) may be allowed if all the PIs agree.
15.	Can an observer change a target from what proposed in the proposal, based on an argument that it is same class of object (e.g., a proposal was accepted for a set of dwarf galaxies and TAC recommended to observe 2 out of 4 listed sources in the proposal, but PI wants to change the source list at the time of observations). What will happen in case of ToO objects?	Generally discouraged. Since the referee often examines the source list or selection criterion also before recommending, the source list should not be changed. For ToO proposals, objects of the general class (e.g., SNIa, sGRB, Novae etc.) as accepted by the TAC may only be allowed to be observed. Redistribution of time among different ToO proposals or change of class of accepted objects may not be allowed. However, for reasons which are directly related to science output/productivity in an altered scenario, PI may submit a request to Director and dot@aries.res.in for change of source with detailed justification at least 10 days in advance. Once approved, then only the new sources can be observed.
16.	There are white (free time/source not up) time-slots between two sources. Can PI of the program use that time for observations of other sources.	Normally, scheduling should take care of such issues. However, if unassigned white slots still appear, PI is allowed to use it for their accepted programs without any additional permission. PI is requested to inform such cases to dot@aries.res.in but need not to wait for a decision.
17.	Can a PI ask to change the schedule for their sources (preponement or postponement), subject to availability of a free slot (e.g., observatory time, exchange)?	May be allowed, if the scheduling constraints are satisfied and it does not affect the schedule of other programs. The request should be sent to dot@aries.res.in with a proper justification.
18.	What can be observed in IVT/TMT nights? Can science proposals (accepted/rejected) of different nature (instrument PI himself/herself or for others) be taken on such nights?	IVT nights are allocated after a refereeing process mainly for instrument performance verification. TMT nights also have the purpose of testing performance of the telescope etc. Hence, the primary aim of all the targets acquired under such nights should be performance verification. Science may be kept as the secondary aim. A rejected proposal should not be taken up on such nights. However, if due to some technical reasons such nights are not utilized, only accepted science proposals may get observed with due permission from the Director. IVT/TMT PIs/I-Cs may be asked to submit a report at the end of the cycle with the list of all the sources observed and for what primary purpose the data was/will be utilized.
19.	How will the community know which sources have been observed by the telescope and which data may be requested by	Until the data archiving system comes online, the DOT team should publish a list of targets (PI-name, RA, DEC, time of obs, instrument, lock-in-period etc.) on the ARIES website on a regular basis. The

	the third party.	requests to get data (as per the policy) should be made to dot@aries.res.in
20.	What is the mechanism to observe a target, which suddenly appears and is of utmost scientific importance or becomes a part of an extremely rare event to be immediately covered by the observatory (e.g., an asteroid is going to possibly hit the earth and some astronomers want to observe and send a astronomy telegram as their last wish, or a supernovae in our galaxy)	This may be allocated as special time from DDT (bypassing all reviewing formalities) where the entire DOT operation team (incl. all instrument PIs and their team) may be given a due credit in such observations and all resulting publications. Requests for such objects should be communicated directly to the Director.
21.	Can a observing request for a target from a senior astronomer well-versed in their field for decades with high impact publications in prestigious journals, bypassing DDT or other regular channel be accepted by the observer on site.	The policy needs to be the same for all to gain access time on the telescope, irrespective of one's academic or other status. Hence, such requests should not be considered.
22.	How to know which observations resulted in publications? Also how to know if a publication resulted only from a duly approved proposal.	It is mandatory for the PI to declare in their publications (both refereed or non-refereed) the proposal number under which the observations were made. This also satisfies the requirements from the journals to declare source of data and how a third party may access that data.
23.	What is the standard acknowledgment for publications resulting from DOT facility and which papers may be cited.	<p>a. Observers/Proposers/Authors are encouraged to mention 3.6m DOT in title or abstract of the research publications.</p> <p>b. One may be required to cite paper describing instrument set-up etc and for this kindly visit the webpages of respective instruments.</p> <p>c. Acknowledgment section : Based on observations obtained at the 3.6m Devasthal Optical Telescope (DOT), which is a National Facility run and managed by Aryabhata Research Institute of Observational Sciences (ARIES), an autonomous Institute under Department of Science and Technology, Government of India.</p>