

ESOFORM PDF \LaTeX MACROS

USERS' MANUAL FOR PHASE 1 PROPOSALS

European Southern Observatory

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ESO DEADLINE FOR PROPOSAL SUBMISSION

The ESO deadline for Period 80 LABOCA proposal submission is:

31 July 2007, 12:00 CEST

This Users' Manual and the whole ESOFORM Package is maintained by the Visiting Astronomers Department (VISAS), while the background software is provided by the User Support System (USS) Department.

1 INTRODUCTION

The ESOFORM package has been designed to enable a fully electronic preparation and submission of applications for observing time at the European Southern Observatory, for all telescopes located at the La Silla Paranal observatory.

Getting help. Should you need assistance from ESO to prepare your proposal, please send emails to the address esoform@eso.org for questions relative to the ESOFORM package as well as for more general questions about instrument performance, Observatory policy, etc.

1.1 How to Obtain the new ESOFORM Proposal Package

The ESOFORM Proposal Package may be obtained over the web via the URL:

<http://www.eso.org/observing/proposals/esoform.html>.

1.2 Description of the Content of the ESOFORM Proposal Package

The ESOFORM package consists of:

- two L^AT_EX class files (`esoform.cls` and `esoformshort.cls`), that, together with the style files `common2e.sty` and `config.sty`, define all the macros required to generate the application form for Normal and Short Programmes, respectively;
- two template proposals (`template.tex` for Normal Programme applications, and `templateshort.tex` for Short Programme applications, which the users may edit directly in order to create a new proposal;
- this Users' Manual (`usersmanual.tex`), which contains all the information required to fill the templates, as well as instructions on the electronic submission of proposals (via the Web-based WASP interface);
- a short README file.

1.3 General Features

The present manual describes the use of the ESOFORM templates, which are composed of macros that are defined in the ESOFORM class and style files. The macros allow the computer controlled typesetting of applications for observing time at ESO. If you are already familiar with T_EX or L^AT_EX, you will probably have no difficulty using the macros provided. You should follow the instructions given below and keep in mind that all your input must conform to the standard L^AT_EX rules.

The ESOFORM package has been prepared with the following version of pdfL^AT_EX: pdfT_EX, Version 3.141592 (Web2C 7.5.5). If you encounter any serious pdfT_EX or pdfL^AT_EX problem, please send an email to the address esoform@eso.org, describing the problem and indicating which version of pdfL^AT_EX you are using. For ease of use, we have adopted (and already included in the class files `esoform.cls` and `esoformshort.cls`) a number of L^AT_EX definitions of commonly used astronomical symbols (see list in Table 1).

For every observing period, the layout of the instruments will be updated according to the anticipated availability of instruments at the La Silla Paranal Observatory. *Please note that **only** proposals prepared using the **latest** version of ESOFORM will be valid and accepted by ESO.*

2 NEW FEATURES FOR PERIOD 80

The main new features or changes introduced in the ESOFORM package for Period 80 are summarised below.

- With the introduction of a new type of proposals for Period 80, the Short Programme proposals, a new template (`templateshort.tex`) has been added, and the corresponding modifications have been made to the relevant class and style files.
- Proposals that contain input outside the ESOFORM macros are now rejected by the proposal reception system.
- As of Period 80, it is possible to specify more than one alternative run per primary run.

Table 1: Astronomical L^AT_EX Symbols

<code>\ang</code>	Å	<code>90\deg</code>	90°	
<code>\halpha</code>	H α	<code>16\sqdeg</code>	16deg ²	
<code>\hbeta</code>	H β	<code>28\arcmin</code>	28'	
<code>\hgamma</code>	H γ	<code>11\arcsec</code>	11''	
<code>\lya</code>	Ly α	<code>5\fd4</code>	5 ^d 4	
<code>\lyb</code>	Ly β	<code>8\fh2</code>	8 ^h 2	
<code>\mv</code>	m_V	<code>2\fm56</code>	2 ^m 56	
<code>\Mv</code>	M_V	<code>10\fs08</code>	10 ^s 08	
<code>\ubvr</code>	UBVR	<code>23\fdg12</code>	23°12	
<code>\ub</code>	$U-B$	<code>3\farcm6</code>	3'6	
<code>\bv</code>	$B-V$	<code>0\farcs27</code>	0'27	
<code>\vr</code>	$V-R$	<code>0\fp4</code>	0 ^p 4	
<code>\ur</code>	$U-R$	<code>\onehalf</code>	$\frac{1}{2}$	
<code>\jhk</code>	JHK	<code>\onethird</code>	$\frac{1}{3}$	
<code>\jh</code>	$J-H$	<code>\twothirds</code>	$\frac{2}{3}$	
<code>\hk</code>	$H-K$	<code>\onequarter</code>	$\frac{1}{4}$	
<code>\jk</code>	$J-K$	<code>\threequarters</code>	$\frac{3}{4}$	
<code>\ion{C}{4}</code>	C IV	<code>\slantfrac{{22}}{{7}}</code>	$\frac{22}{7}$	(braces unless one character)
<code>3.6\micron</code>	3.6 μ m	<code>\squig\$</code>	~	(math mode only)
<code>25\kms</code>	25 km s ⁻¹	<code>\lesssim\$</code>	≈	(math mode only)
<code>\peryr</code>	yr ⁻¹	<code>\gtrsim\$</code>	≈	(math mode only)
<code>M\subsun</code>	M_{\odot}	<code>\la\$</code>	≈	(math mode only)
<code>\sun</code>	☉	<code>\ga\$</code>	≈	(math mode only)
<code>\earth</code>	⊕	<code>\nodata</code>	...	(tables only)
<code>\sq</code>	□			

- For APEX, only one run can be specified for each instrument.
- For APEX, the amount of Precipitable Water Vapour (PWV) and the acceptable Local Sidereal Time interval of the observation must be specified in the target list.
- A new macro (`\HasTimingConstraints`) has been introduced to flag in a generic manner programmes requesting observations to be executed at specific times or specific time intervals.

3 HOW TO FILL A NORMAL PROGRAMME TEMPLATE

As mentioned in the Introduction, you should fill in with your favourite editor the template file (`template.tex`). Instructions for Short Programmes (`templateshort.tex`) are given in Sect. 4. The easiest way to write a proposal is to modify the file `template.tex` by following the examples therein and the detailed instructions given in the present manual. Input in the template is allowed **only within the arguments of the provided ESOFORM macros**. The presence of text **outside** the macro arguments will lead to **rejection** of the proposal by the automatic proposal reception system (see Sect. 5).

Please note that **it is the responsibility of the applicants to stay within the current box limits** and to eliminate potential overfill/overwrite problems. A careful visual check of the generated pdf file is mandatory.

3.1 The Cycle, the Title, the Subcategory Code and the OPTICON Flags: BOX 1

The first macros to check in the `template.tex` files are:

- `\Cycle` contains the Period ID for this Call for Proposals, and should NOT be modified by the users;
- `\Title` must contain the title of the application (up to two lines);

- `\SubCategoryCode` must contain only one subcategory code, corresponding to the keyword (see Table 2) best summarizing the aim of your proposal. For example, a study of high-redshift clusters of galaxies will have the code A5;
- `\OPTICONfunded` must be uncommented if your proposal can apply for travel funds from the OPTICON programme. (Read more about OPTICON in the Call for Proposals.) This flag will NOT produce any visible output in the compiled document.
- `\ProgrammeType` should be `NORMAL` for Normal Programmes. The type `SHORT` is also defined for Short Programmes, but it can be used exclusively within the corresponding specific template, `templateshort.tex` (see Sect. 4).

Your first sequence will then have the following general format:

```
\Cycle{80C}
\Title{AGN host galaxies}
\SubCategoryCode{B9}
\ProgrammeType{NORMAL}
```

which means that you would like to study some AGN host galaxies, with subcategory code B9, and this would be a NORMAL programme.

3.2 The Abstract: BOX 2

This macro (`\Abstract`) contains the abstract of the proposal, i.e., a brief summary, in up to nine lines, of your scientific aim.

```
\Abstract{ .
.
.
The text of your summary which will usually be
several lines long. Line breaking will
automatically be taken care of by LaTeX.
.
.
.
} <-- Do not forget the
closing brace !
```

3.3 Information about the Different Runs: BOX 3

The next macro (`\ObservingRun`) allows the description of the different parameters characterizing your observing run(s) and is necessary for the scheduling and completion of your programme (see examples below). This macro takes nine arguments, to be specified between nine pairs of curly braces {}, which are related to the parameters described below.

1. RUN ID. Your programme will have one single observing run for this particular call. This observing run should be identified by the letter A. Provide, in the first pair of curly braces, this run identification. For example,

```
\ObservingRun{A}{}{}{}{}{}{}{}{}
```

2. PERIOD KEYWORD. Provide, in the second pair of curly braces, the period number. For normal proposals this has always to be 80.

3. INSTRUMENT. Provide the keyword of the instrument required for each observing run. The complete list of keywords of the instruments offered in Period 80 for Normal Programmes is given in Table 3.

Provide, in the third pair of curly braces, the instrument required for each observing run. For example,

```
\ObservingRun{A}{80}{LABOCA}{}{}{}{}{}
```

Table 2: ESO OPC categories and subcategories

Panels	Categories	Code	Subcategories
A	Cosmology	A1	Surveys of AGNs and high-z galaxies;
		A2	Identification studies of extragalactic surveys;
		A3	Large scale structure and evolution;
		A4	Distance scale;
		A5	Groups and clusters of galaxies;
		A6	Gravitational lensing;
		A7	Intervening absorption line systems;
		A8	High-redshift galaxies (star formation and ISM).
B	Galaxies and galactic nuclei	B1	Morphology and galactic structure;
		B2	Stellar populations;
		B3	Chemical evolution;
		B4	Galaxy dynamics;
		B5	Peculiar/interacting galaxies;
		B6	Non-thermal processes in galactic nuclei (incl. QSRs, QSOs, blazars, Seyfert galaxies, BALs, radio galaxies, and LINERS);
		B7	Thermal processes in galactic nuclei and starburst galaxies (incl. ultraluminous IR galaxies, outflows, emission lines, and spectral energy distributions);
		B8	Central supermassive objects;
		B9	AGN host galaxies.
C	ISM, star formation and planetary systems	C1	Gas and dust, giant molecular clouds, cool and hot gas, diffuse and translucent clouds;
		C2	Chemical processes in the interstellar medium;
		C3	Star forming regions, globules, protostars, HII regions;
		C4	Pre-main-sequence stars (massive PMS stars, Herbig Ae/Be stars and T Tauri stars);
		C5	Outflows, stellar jets, HH objects;
		C6	Main-sequence stars with circumstellar matter, early evolution;
		C7	Young binaries, brown dwarfs, exosolar planet searches;
		C8	Solar system (planets, comets, small bodies).
D	Stellar evolution	D1	Main-sequence stars;
		D2	Post-main-sequence stars, giants, supergiants, AGB stars, post-AGB stars;
		D3	Pulsating stars and stellar activity;
		D4	Mass loss and winds;
		D5	Supernovae, pulsars;
		D6	Planetary nebulae, nova remnants and supernova remnants;
		D7	Pre-white dwarfs and white dwarfs, neutron stars;
		D8	Evolved binaries, black-hole candidates, novae, X-ray binaries, CVs;
		D9	Gamma-ray and X-ray bursters;
		D10	OB associations, open and globular clusters, extragalactic star clusters;
		D11	Individual stars in external galaxies.

Table 3: Keywords of Available Instruments (Normal Programmes)

Telescope	Instrument keywords
APEX	LABOCA

4. REQUESTED TIME. In order to allow for the automated scheduling of proposals, you must specify the amount of time that you are requesting (hours in Service Mode).

For Service Mode (SM), provide at this stage only the total number of hours requested, followed by the letter **h** for hours, for instance 40h for 40 hours. This should include also the time related to any special calibrations required in addition to the standard calibrations provided by ESO. Any more detailed information about possible particular scheduling features will be provided during Phase 2 Service Mode proposal preparation.

Provide, in the fourth pair of curly braces, the total amount of time which is required for the observing run, with the details about possible sub-runs. For example,

```
\ObservingRun{A}{80}{LABOCA}{18h}{-}{-}{-}{-}
```

5. MONTH PREFERENCE. For service observing this should be “any”.

```
\ObservingRun{A}{80}{LABOCA}{18h}{any}{-}{-}{-}
```

6. MOON REQUIREMENT. This should be set to ‘n’ for LABOCA observations as it is irrelevant. For example,

```
\ObservingRun{A}{80}{LABOCA}{18h}{any}{n}{-}{-}
```

7. SEEING REQUIREMENT. Provide the required maximum acceptable seeing value in arcseconds (FWHM) at the wavelength of observation (see the Call for Proposals for the exact definition). Your requirement must be one of the following values:

0.4, 0.6, 0.8, 1.0, 1.2, 1.4, n

For example,

```
\ObservingRun{A}{80}{LABOCA}{18h}{any}{n}{0.8}{-}
```

8. TRANSPARENCY REQUIREMENT. Provide the transparency condition of the atmosphere required during your observations (see the Call for Proposals for the exact definition). Your requirement must be one of the following values:

photometric, a perfect night	for PHO
clear sky, although with some rare clouds	for CLR
thin cirrus, inducing absorption up to 0.2 mag	for THN

For example,

```
\ObservingRun{A}{80}{LABOCA}{18h}{any}{n}{0.8}{PHO}
```

9. OBSERVING MODE. Provide the requested observing mode: **s** = Service Mode. This is the only mode available for this call. For example,

```
\ObservingRun{A}{80}{LABOCA}{18h}{any}{n}{0.8}{PHO}{s}
```

Multiple runs

APEX users should note that all observations for a given APEX instrument must be included in a **single run**. The proposal receiver will reject any proposal with more than one run per APEX instrument.

Proprietary time

The default data proprietary time is 12 months. Nevertheless, you can ask to reduce it for your data by using the macro `\ProprietaryTime{time}`. The *time* is expressed in months, and only the following values can be entered: 0, 1, 2, 6, 12. For example,

```
\ProprietaryTime{6}
```

Please note that this macro does not produce any printable output at compilation, but the information that it contains will be duly stored in ESO's database when the proposal is submitted.

3.4 Past, Present, and Future of this Programme: BOX 4

In order to allow for the evaluation of the proposal within the broader context of the project of which it is part, taking into account the observations already obtained in the past and the data still to be acquired in the future, indicate in Box 4:

- `\AwardedNights`: the amount of time (in nights or hours) allocated to this project in previous periods, together with the programme number (e.g., 078.B-1234), and the telescope on which this time was allocated;
- `\FutureNights`: the amount of time (in nights or hours) still necessary, in the future, after this proposal, to complete the programme, if any, and the corresponding telescope(s).

For example,

```
\AwardedNights{UT1}{4n in 078.B-1234}  
\FutureNights{UT3/NTT}{2n/20h}
```

3.5 Special Remarks: BOX 5

Take advantage of this box to provide any special remark (up to three lines). For example,

```
\SpecialRemarks{This programme is a resubmission, in updated form, of  
proposal 078.B-1234, which was entirely clouded out.}
```

3.6 Name and Affiliations of PI and CoI(s): BOX 6

The macro `\PI` must be used to identify the Principal Investigator (PI) of the proposals. Its parameters are, in order, the PI's initial(s), last name, and present affiliation, the country or organisation code of his/her present institution, and his/her email address. Usage of this macro is illustrated in the following example:

```
\PI{I.}{Name1}{Paris Observatory}{F}{name1@obspm.fr}
```

where "I." is the initial of the PI. The only country or organisation codes that may be used are listed in Table 4. For those countries or organisations not explicitly appearing in this table, the code "OTHER" must be used.

You should use the macro `\CoI` to specify also, for all the Co-Investigators (CoIs) of this proposal, their initial(s), last name, present institution, and the country or organization code of the latter (as defined in Table 4). You should have one instance of the macro `\CoI` for each CoI of the proposal. The number of instances is unlimited. However, due to the limited available space, only the names of the first 20 CoIs will appear in the printed version of the proposal form, followed by an ellipsis (...) if the actual number of CoI is greater than 20. The whole list of CoIs is nonetheless stored in the ESO database, where it can be accessed for any purpose requiring it. An example of input of a CoI list follows:

```
\CoI{I.}{Name2}{Leiden}{NL}  
\CoI{I.}{Name3}{Moscow}{OTHER}  
\CoI{I.}{Name4}{STScI}{USA}  
\CoI{I.}{Name5}{ESO}{ESO}
```

Table 4: Country/organisation codes to be used in ESOFORM

Code	Country or organisation
AUS	Australia
B	Belgium
CH	Switzerland
CZ	Czech Republic
D	Germany
DK	Denmark
ESA	European Space Agency
ESO	European Southern Observatory
E	Spain
F	France
FIN	Finland
I	Italy
NL	The Netherlands
OTHER	Other Countries
P	Portugal
RCH	Republic of Chile
S	Sweden
UK	United Kingdom
USA	United States of America

3.7 Link to student PhD Thesis: BOX 7

If this programme is part of a PhD thesis work, please uncomment the line containing the macro `\Thesis{}`, give the name of the student, and indicate also the status of his/her thesis work by: s = starting, m = mid-course, n = near completion. (The status will not appear in the printed version of the form, but it will be stored in ESO's database.) For example,

```
\Thesis{StudentName. Data important for PhD thesis and student
will lead the project}{m}
```

3.8 Description of the Proposed Programme: BOX 8

The next two pages contain the description of the proposed programme. This description is restricted to TWO pages and composed of five different sections, activated by five different macros.

A) Scientific rationale: this section should describe the scientific background of the project, with pertinent references; any previous work in the field plus the justification for the present proposal should be included. The content of this section should be placed between the curly braces of the macro `\ScientificRationale{}`.

B) Immediate objective of the proposal: this section should state what is actually going to be observed and what will be extracted from the observations, so that the feasibility becomes clear. The content of this section should be placed between the curly braces of the macro `\ImmediateObjective{}`.

C) This section should provide a justification for the use of the selected telescope (i.e., APEX) with respect to other available alternatives. The content of this section should be placed between the curly braces of the macro `\TelescopeJustification{}`.

D) This section should provide a justification for the observing mode requested (i.e. Service). The content of this section should be placed between the curly braces of the macro `\ModeJustification{}`.

E) This section should provide a brief explanation of the strategy for data reduction and analysis with a description of available hardware, software, and manpower. The content of this section should be placed between the curly braces of the macro: `\Strategy{}`

The references should preferably use the simplified abbreviations used in *Astronomy & Astrophysics*.

3.14 ESO Archive: BOX 12b

You should use the `\RequestedDataRemark` macro to indicate if the data requested in the proposal are in the ESO Archive (<http://archive.eso.org>), and if so, to explain the need for new data.

3.15 Scheduling Requirements: BOX 13

If your proposal involves any of the following:

- observations to be executed on specific dates (e.g., for simultaneity with observations at other facilities);
- observations to be executed at pre-defined time intervals (e.g., at different epochs so as to achieve phase coverage of a periodically variable target);

you **must** uncomment the macro `\HasTimingConstraints`.

Please note that the macro `\HasTimingConstraints` should be **commented out** in the following cases:

- for scheduling constraints resulting only from the genuine visibility window of the target sources (defined by their location in the sky) or from the phases of the Moon;

Furthermore, in order to allow for the automated scheduling of all Service Mode observing runs, you must provide all information related to the details of the way your programme should be scheduled.

1. RUN SPLITTING. Note that Run Splitting is meaningless in Service Mode runs, for which constraints of the considered type should be fully specified at Phase 2 (but the macro `\HasTimingConstraints` should be uncommented for such runs, so that they are duly flagged). **However, please note that in Service Mode, monitoring programmes are executed on a best effort basis only. In particular, a monitoring sequence can be interrupted by unsuitable weather conditions or by runs scheduled in Visitor Mode.**

2. SPECIFIC DATE(S) FOR TIME CRITICAL OBSERVATIONS. If you have requested 2 nights in Box 3, e.g.:

$$\backslash \text{ObservingRun}\{A\}\{80\}\{\text{LABOCA}\}\{2h\}\{\text{nov}\}\{n\}\{0.8\}\{s\}\{\}$$

and if for some reason (e.g., specific phase of a variable object or parallel observations with already scheduled HST observations, etc.) you need these two nights scheduled between some specific dates, then use the macro `\TimeCritical{}{}{}{}` in the following way:

```
\TimeCritical{A}{12-nov-07}{14-nov-07}{parallel observation with HST}
```

Note that the indicated dates correspond to 12:00 noon Local Time at the Observatory location (i.e., in Chile). In other words, the first date refers to the start of the first night of the acceptable interval, and the second to the end of the last night. Please make sure to duly convert event times from Universal Time to Local Time.

3. UNSUITABLE PERIOD(S) OF TIME. If you have requested two nights in Box 3 and would like them to be scheduled to avoid some unsuitable periods of time, for some reason, then use the macro `\UnsuitableTimes{}{}{}{}` in the following way:

```
\UnsuitableTimes{A}{15-jan-08}{18-jan-08}{International Conference}
```

Times are understood according to the same convention as for the macro `TimeCritical` (see above).

3.16 Instrument configuration: BOX 14

The two template proposals (`template.tex` for normal applications, and `templateshort.tex` for Short Programme applications) contain the full configuration for the LABOCA instrument at the telescope APEX (Chajnantor). In order to provide general information about the setup of the ESO instrument you plan to use, please uncommment only the lines related to the instrument modes and configurations needed for the acquisition of your desired observations.

Note that you **must** put the run ID within the first pair of curly braces of the relevant lines. **Do not** specify any instrument configuration for alternative runs (see Box 3). Note that all parameters are **mandatory** for the `\INSconfig` macro (do not use empty fields).

Table 5: Keywords of Available Instruments (Short Programmes)

Telescope	Instrument keywords
APEX	LABOCA

4 HOW TO FILL A SHORT PROGRAMME TEMPLATE

The ESOFORM package includes a specific template (`templateshort.tex`) that must be used to generate a Short Programme proposal. The only differences between this template and the Normal Programme template are:

- Box 8: while two pages are allowed for the scientific description of Normal Programmes, the description of Short Programmes is restricted to **one page**. It comprises the same five subsections as the description of Normal Programmes: `\ScientificRationale{}`, `\ImmediateObjective{}`, `\TelescopeJustification{}`, `\ModeJustification{}`, and `\Strategy{}`;
- Box 8: in Short Programme proposals only **one additional page** is allowed for attachments (instead of two for Normal Programme proposals).

5 SUBMISSION OF THE APPLICATION

Proposals must be prepared as pdf \LaTeX source files, making use of the **latest ESOFORM** package, corresponding to the ESO Period for which they are submitted. Proposals received in any other format, or with modified ESOFORM macros, will be automatically rejected by the automated proposal handling system.

When the \LaTeX source file of your application is complete, **please process it with pdf \LaTeX** so as to identify any possible \LaTeX format errors. In particular, we **strongly** recommend that you

- review the log file generated by \LaTeX so as to check for the presence of warning messages issued by the ESOFORM macros. Such messages report, among others, instances in which a text field is too long, so that your input is truncated in the pdf file that is generated, and part of the information that you submit will not be communicated to the OPC;
- carefully inspect a printed copy of the output to make sure that all parts of the application are duly completed, and that their formatting is appropriate.

Please note that while a significant number of checks are performed by the ESOFORM package when running pdf \LaTeX , a successful outcome of this process **does not guarantee** that a proposal is fully compliant. Indeed, many other checks (about half of the total number) can only be performed by the proposal reception system at the time when the proposal is submitted.

In particular, please be aware that as of Period 80, the proposal reception system checks for **the presence of text outside the argument fields of the ESOFORM macros** in the \LaTeX source of the proposal, and rejects proposals in which such text is found. Although no such check is implemented at the stage of processing of the proposal with pdf \LaTeX , its presence can be identified through inspection of the printed output. Any text (or extra space) appearing above the ESO logo on top of the first page of the latter results from the occurrence of input outside the ESOFORM macros in the \LaTeX source. This input **must be commented out or relocated within the relevant macro** before the proposal is submitted.

Proposals must be submitted via the Web Application for Submitting Proposals (WASP):

<http://www.eso.org/observing/wasp/welcome.do>

You should upload the \LaTeX file of your proposal, following the instructions on your browser. A number of checks are executed at the various steps of the submission process; if requested to do so, please keep reloading the page with your browser until you see the results of these checks. Should a problem be detected, it will be clearly reported by the system: fix it in your proposal and make a new attempt at submitting it. Otherwise, you

can proceed with the upload of the attachments. Further tests are done on these files (in particular, regarding their formats and their filenames). If they are successfully completed, you will be requested to finalise the submission by clicking on the corresponding button. **It is essential that you execute this final step:** your proposal will not be submitted until this is done, even though you have uploaded all the necessary files! Upon submission of a correctly completed proposal, the ESO proposal validation software will return an identifier assigned to the valid proposal. This identifier, and the acknowledgment page in which it appears, represent the official confirmation that the proposal successfully entered the proposal handling system. We recommend that you take note of the identifier; you may also want to print the acknowledgment page for your records. In addition, an email confirmation is sent to the submitter and to the PI of the proposal.

Note that WASP can be used just to verify your proposal without actually submitting it. In particular, you should take advantage of this by verifying a “skeleton” version of your proposal (containing only the technical details of your programme) well in advance of the Phase 1 deadline.

Submission Problems

The proposal submission acknowledgment page normally appears within seconds of completion of a submission. However, during the last few hours before the Phase 1 deadline, the system may be slowed down by the high load, and the acknowledgment process may take several minutes. Please **be patient**: even though it may look like “nothing is happening”, the system most likely is actually busy processing a queue of proposals. Please **do not** abort your submission or make a new attempt at submitting the same proposal: this would only increase the load on the system and make it slower. However, if you have not succeeded in completing your submission within 1 hour, please contact ESO via email to esoform@eso.org. **Do not under any circumstance** attach your application (in any format) to this email. **Do not try to resubmit your application** before receiving further instructions from ESO. **Do not panic!** Once you have uploaded the L^AT_EX source of your proposal, your attempt, and the time at which you initiated it, are recorded in the ESO system, so that anomalous delays due to the proposal reception system will be duly identified. **Be aware** that if you experience difficulties due to the proposal reception system, you most likely are not the only user in this case, and the various problem reports must be handled sequentially, so that it may take some time before you receive feedback from ESO.

As mentioned above, the acknowledgment Web page providing the identifier of your proposal is the official confirmation of its successful submission. The subsequent email notification is only sent to you as a secondary confirmation, and delay in its delivery should not represent a concern. However, if you have not received it within 24 hours of your submission, please report this anomaly to esoform@eso.org.

A safe way to avoid submission problems (often related to heavy system load during the last few hours before the deadline) is to submit your proposal early. We strongly encourage you to send in your applications and all attachments several days before the deadline.

All proposals and their attachments must reach the ESO servers via the WASP interface BEFORE 12:00 noon (Central European Summer Time) on the date of the deadline. Responsibility for verifying that ESO has correctly received, processed, and acknowledged your proposal before the proposal submission deadline rests entirely with you. Revisions, corrections, and/or modifications will not be accepted after the deadline.

IMPORTANT NOTICE

Electronic proposal submission does not allow applicants to sign their proposals. Therefore ESO assumes that PI's take full responsibility for the contents of the proposal, in particular in regard to the names of co-investigators and the agreement to act according to the instructions for visiting astronomers, should observing time be granted.