



ALMA distributed peer review

ALMA Ambassadors Training

Proposal Handling Team
February 16, 2023

Goal of presentation



Basics of ALMA distributed peer review



Cycle 9 distributed peer review

Basics of distributed peer review



One member of each proposer team* commits to participate in the review process



Each reviewer reviews 10 proposals (Proposal Set) for each submitted proposal

The process



- Stage 1
 - Reviewers identify conflicts of interest
 - Reviewers rank the proposals from 1 to 10 (best to weakest) and provide a comment
- Stage 2
 - Access to anonymized reviews
 - Ranks and comments can be modified

* Excluding Large Programs

Reviewer timeline for Cycle 10



May 10

Proposal deadline

- 1) Proposal PI designates the reviewer in Observing Tool (OT)

May 15

Expertise & conflicts

- 1) Reviewer specify scientific expertise in User Profile
- 2) Reviewer provide list of conflicts of interest in User Profile
- 3) Deadline to provide alternative reviewer, if necessary

May 24 - June 28

Stage 1

- 1) Plenary session (optional, but highly recommended)
- 2) Declare any conflicts of interest in assigned proposals by June 1
- 3) Complete reviews by June 28 @ 15 UT **(MANDATORY!)**

June 29 - July 13

Stage 2

- 1) Read reviews from other reviewers (optional)
- 2) Modify your ranks and comments as needed (optional)

PI designates the reviewer



May 10

Proposal deadline

1) Proposal PI designates the reviewer in Observing Tool (OT)

Reviewer Information

Please designate a reviewer who will participate in the distributed review process. The reviewer may be the PI of the proposal or one of the other investigators. A student (without a PhD) may serve as the reviewer only if they are the PI of the proposal and a mentor (with a PhD) is identified. The mentor does not need to be an investigator on the proposal.

Reviewers are requested to update their user profiles with combinations of scientific categories and keywords which describe their area(s) of expertise using the new 'Expertise' tab in <https://asa.alma.cl/UserRegistration/secure/updateAccount.jsp>. Available expertise information will be used in the distribution of proposal assignments.

Reviewer has a PhD? No Yes

Select Mentor

Mentor name

Mentor has a PhD? No Yes



Student PIs can be reviewers, but need to specify a mentor who will assist in the review.

PI designates the reviewer



May 10

Proposal deadline

1) Proposal PI designates the reviewer in Observing Tool (OT)

Reviewer Information

Please designate a reviewer who will participate in the distributed review process. The reviewer may be the PI of the proposal or one of the other investigators. A student (without a PhD) may serve as the reviewer only if they are the PI of the proposal and a mentor (with a PhD) is identified. The mentor does not need to be an investigator on the proposal.

Reviewers are requested to update their user profiles with combinations of scientific categories and keywords which describe their area(s) of expertise using the new 'Expertise' tab in <https://asa.alma.cl/UserRegistration/secure/updateAccount.jsp>. Available expertise information will be used in the distribution of proposal assignments.

Reviewer has a PhD? No Yes

Select Mentor

Mentor name

Mentor has a PhD? No Yes



A single reviewer can be assigned a maximum of **FIVE** Proposal Sets

Reviewer expertise



May 15
Expertise & conflicts

- 1) Reviewer specify scientific expertise in User Profile
- 2) Reviewer provide list of conflicts of interest in User Profile
- 3) Deadline to provide alternative reviewer, if necessary

Account info | Project delegation | Demographics | **Expertise** | Confirm

Expertise

← Previous → Next

Please select at least 3 category/keyword pairs that best match your scientific expertise. You may select keywords in more than one category. If you are a reviewer for Distributed Peer Review (DPR) you will preferentially be assigned proposals that match your selected keywords.

- > Cosmology and the High Redshift Universe
- > Galaxies and Galactic Nuclei
- ▼ ISM, star formation and astrochemistry
 - Outflows, jets and ionized winds
 - High-mass star formation
 - Intermediate-mass star formation
 - Low-mass star formation
 - Pre-stellar cores, Infra-Red Dark Clouds (IRDC)
 - Astrochemistry
 - Inter-Stellar Medium (ISM)/Molecular clouds
 - Photon-Dominated Regions (PDR)/X-Ray Dominated Regions (XDR)
 - HII regions
 - Magellanic Clouds
- > Circumstellar disks, exoplanets and the solar system
- > Stellar Evolution and the Sun

- 1) Log in to the ALMA Science Portal
- 2) Edit your User Profile
- 3) Go to the **Expertise** tab
- 4) Select keywords that match your scientific expertise
- 5) Go to the **Confirm** tab to save

How the PHT uses keywords to assign proposals



Priority #1

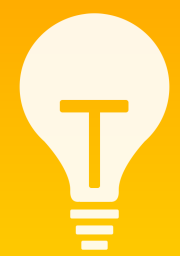
Assign proposals with the same keyword as the reviewer's selected keywords.

Priority #2

Assign proposals in the same scientific category as the reviewer's expertise.

Priority #3

Assign proposals in other scientific categories.



If a reviewer does not specify their expertise, the keywords of their proposal will be used.

Reviewers can specify their conflicts of interest



May 15

Expertise & conflicts

- 1) Reviewer specify scientific expertise in User Profile
- 2) Reviewer provide list of conflicts of interest in User Profile
- 3) Deadline to provide alternative reviewer, if necessary

Account info Project delegation Demographics Expertise **Conflicts of interest** Confirm

[← Previous](#) [→ Next](#)

Conflicts of interest

If you are a reviewer for Distributed Peer Review or the Panel Review, please provide a list of your conflicts of interest. Consult the [conflicts of interest criteria](#) for guidance on what is considered a conflict. You will not be assigned to review a proposal in which the PI, a coPI, or a col is in your list of conflicts of interest.

Reviewers only need to identify conflicts of interest that are registered ALMA users since all reviewers must be registered. If a close collaborator is not in the ALMA user registry below, they do not need to be listed.

Providing this information is optional. If you do not provide a list of conflicts and do not check the box below, the JAO will identify potential conflicts based on your past ALMA collaborations.

I have no conflicts of interest to declare

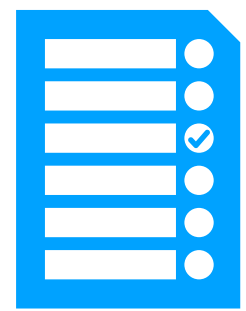
[+ Add collaborator](#) [- Remove collaborators](#) [Clear selection](#)

- 1) Log in to the ALMA Science Portal
- 2) Edit your User Profile
- 3) Go to the **Conflicts of Interest** tab
- 4) Identify ALMA users for which you have a conflict
- 5) Go to the **Confirm** tab to save

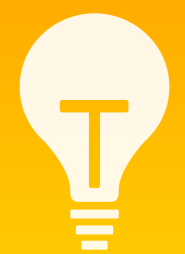
What is considered a conflict of interest?



- In general, a reviewer has a major conflict of interest when their personal or work interests would benefit if the proposal under review is accepted or rejected.



- Close collaborators, which are defined as a substantial collaboration on three or more papers within the past three years or an active, substantial collaboration on a current project. Co-membership in a large team on its own does not constitute a conflict of interest.
- Students and postdocs under supervision of the reviewer within the past three years
- A reviewer's supervisor (for student and postdoc reviewers)
- Close personal ties (e.g., family member, partner) that are ALMA users
- Any other reason in which a reviewer believes a major conflict of interest exists



If a reviewer does not provide their conflicts, the PHT will determine conflicts based on the reviewer's proposal history for the past three cycles.

Reviewers can specify their conflicts of interest



May 15

Expertise & conflicts

- 1) Reviewer specify scientific expertise in User Profile
- 2) Reviewer provide list of conflicts of interest in User Profile
- 3) Deadline to provide alternative reviewer, if necessary



A single reviewer can be assigned a maximum of **FIVE** Proposal Sets

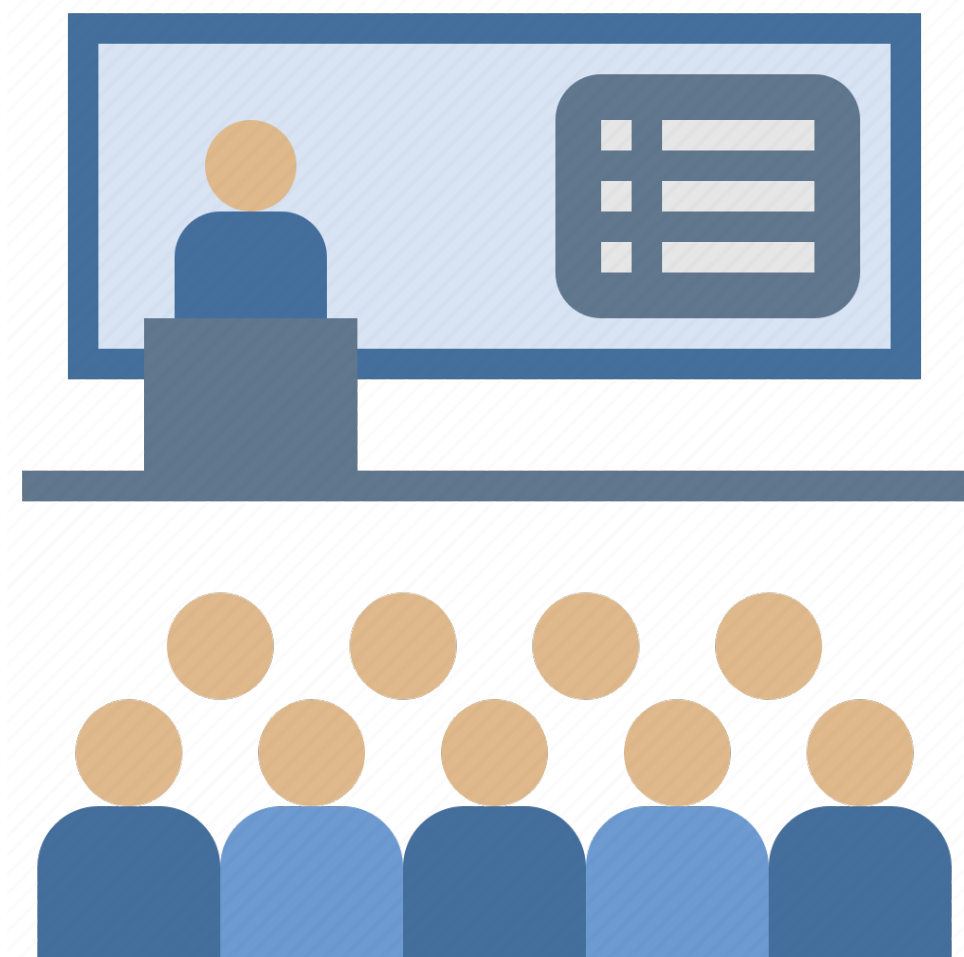
- After the proposal deadline, the PHT will contact those reviewers who were selected to receive more than five Proposal Sets
- It is expected that for these cases, the reviewer identifies a new reviewer among the proposal co-Is
- If no alternative has been identified by the deadline, the PHT will cancel the reviewer's extra proposals

Stage 1: Review assigned proposals



May 24 - June 28
Stage 1

- 1) Plenary session (optional, but highly recommended)
- 2) Declare any conflicts of interest in assigned proposals by June 1
- 3) Complete reviews by June 28 @ 15 UT **(MANDATORY!)**



- The PHT will host three Webinars*
- During this sessions, the PHT will explain the different aspects of distributed peer review, and will be available to answer questions
- The presentation and slides will be posted in the ALMA Science Portal before the Webinars
- Attending to one of the sessions is not mandatory, but it is highly recommended

*Dates to be confirmed

Stage 1: Review assigned proposals



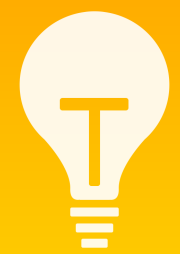
May 24 - June 28
Stage 1

- 1) Plenary session (optional, but highly recommended)
- 2) Declare any conflicts of interest in assigned proposals by June 1
- 3) Complete reviews by June 28 @ 15 UT **(MANDATORY!)**



Declare any additional conflicts in your assigned proposals

- for example: observing the same object(s) with the same goals



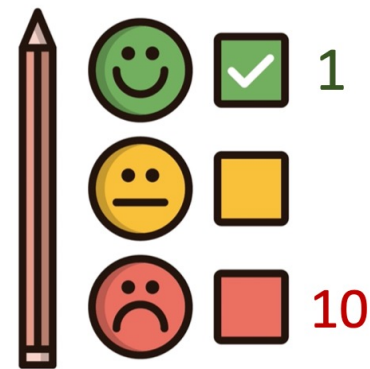
If you identify a conflict after you submitted your conflicts, contact the PHT to be assigned another proposal.

Stage 1: Review assigned proposals



May 24 - June 28
Stage 1

- 1) Plenary session (optional, but highly recommended)
- 2) Declare any conflicts of interest in assigned proposals by June 1
- 3) Complete reviews by June 28 @ 15 UT **(MANDATORY!)**



- Rank the proposals from 1 (strongest) to 10 (weakest) based on scientific merit.



- Write comments that summarize the strengths and weaknesses of the proposal
- Comments will be sent to the PI verbatim.



- **Reviewer's proposal will be canceled if the reviews are not submitted on time!**
- Extensions will not be granted since Stage 2 starts on June 29.



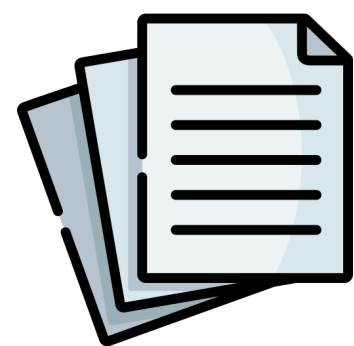
The reviewer can be changed after the proposal deadline in exceptional circumstances by having the proposal PI contact the PHT. The Stage 1 deadline though will remain the same.

Stage 2: Finalize the ranks and reviews



June 29 - July 13
Stage 2

- 1) Read reviews from other reviewers (optional)
- 2) Modify your ranks and comments as needed (optional)



Read comments from the other reviewers to see if you overlooked any critical strengths or weaknesses.



Update your ranks and comments as needed.



Stage 2 is optional. If a reviewer does not complete Stage 2, the Stage 1 ranks/comments are considered final.



More information



<https://almascience.nrao.edu/proposing/alma-proposal-review>

- Dual-anonymous guidelines
- Description of the distributed peer review
- Detailed guidelines for the reviewers
- FAQ

Thank you!



Questions?

