



How to write proposals in dual anonymous format

ALMA Ambassadors Training

Proposal Handling Team
February 16, 2023

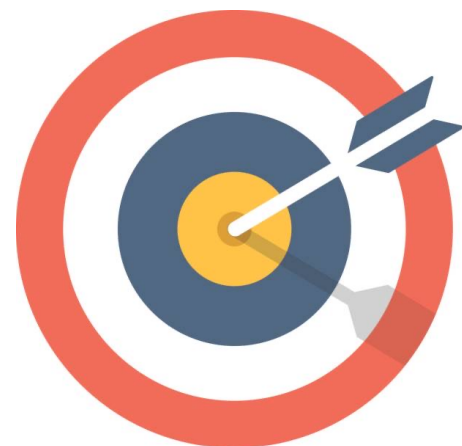
Dual anonymous: overview



Proposals must be written following the dual anonymous review guidelines



Basic principle is that the proposal should not reveal the proposal team



Reviewers should focus on the proposed science, and not the proposal team



Guidelines provided on the ALMA Science Portal (Proposing => ALMA Proposal Review).

Do not reveal the PI!

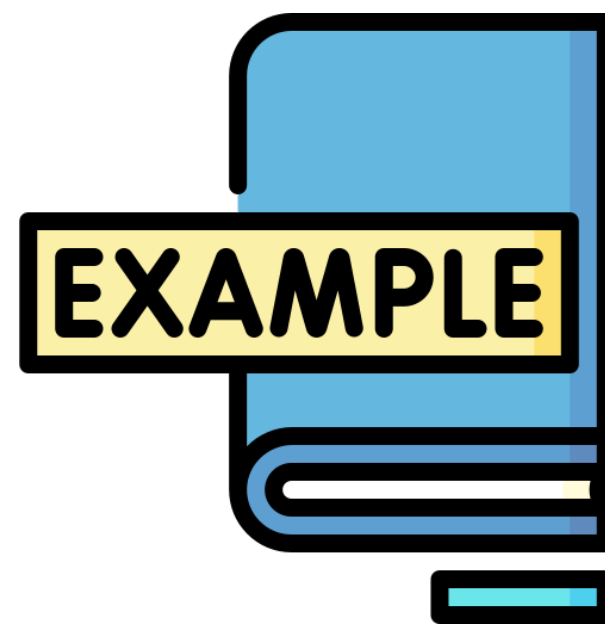


- Do not list the PI, co-PIs, or cols anywhere in the proposal
- Includes abstract, Scientific Justification, and Technical Justification

Use third person phrasing



- Reference your own work in the third person



~~*In Smith et al. (2018), we demonstrated ...*~~

~~*Our study (Hayashi et al. 2021) showed that ...*~~



As demonstrated in Smith et al. (2018), ...

Hayashi et al. (2021) showed that ...

Referencing data and software anonymously



- Do not refer to software or data from ALMA or other observatories in a self-identifying fashion
- If software or datasets are available in a public repository (e.g., GitHub) or in a public paper, they can be referenced per normal practices
- If software or datasets are not public reference them as "obtained via private communication" or similar language



~~Figure 1 shows the image from our Cycle 7 ALMA program (2019.1.01045.S, PI Smith)...~~



~~The proposed ALMA observations will be combined with our HST data ...~~

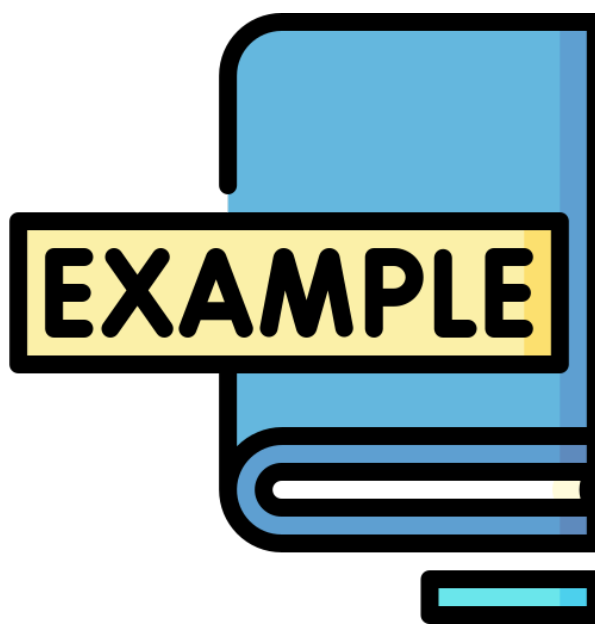
~~We use our group's line identification package STAR ...~~

Figure 1 shows the image from the Cycle 7 ALMA program (private communication)



The proposed ALMA observations will be combined with available HST data (private communication) ...

We use the line identification package STAR (obtained via private communication) ...



Do not list PIs of other proposals



- Do not name the PI when listing a project code, even if it is not your own project

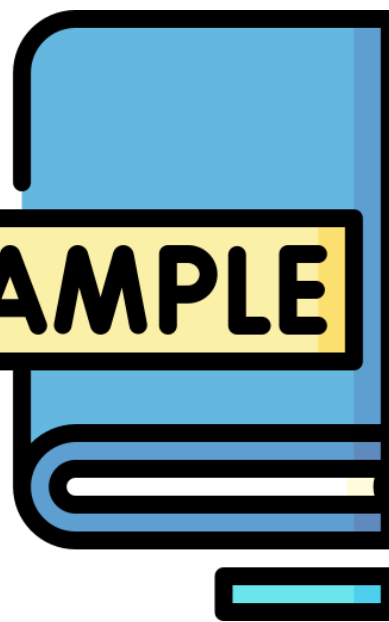


~~Figure 1 shows the image from the Cycle 7 program (2091.1.02045.S, PI Pérez).~~



Figure 1 shows the image from the Cycle 7 program (2019.1.02045.S)

EXAMPLE



Referencing papers in preparation



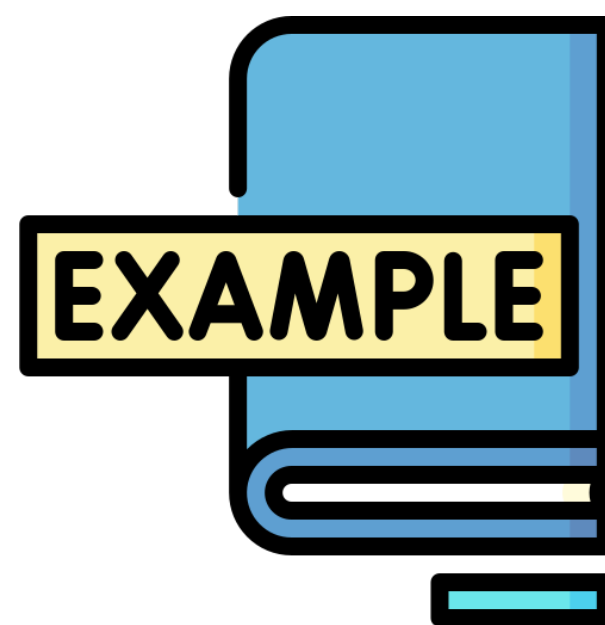
- Papers in preparation need to be referenced as private communication without an associated name.



~~Figure 1 shows the CO image from Gómez et al. (in preparation)~~



Figure 1 shows the CO image (private communication)



Referencing submitted papers



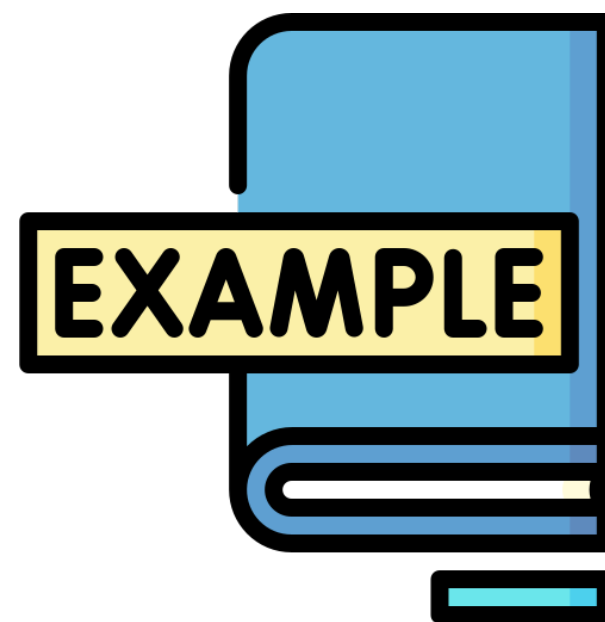
- References to submitted papers are not permitted (use “private communication”)
- If a submitted paper has been posted on the archive (e.g, arXiv), the archive paper can be referenced per usual practices



~~*Our sample was obtained from a recent survey (Chang et al. submitted).*~~



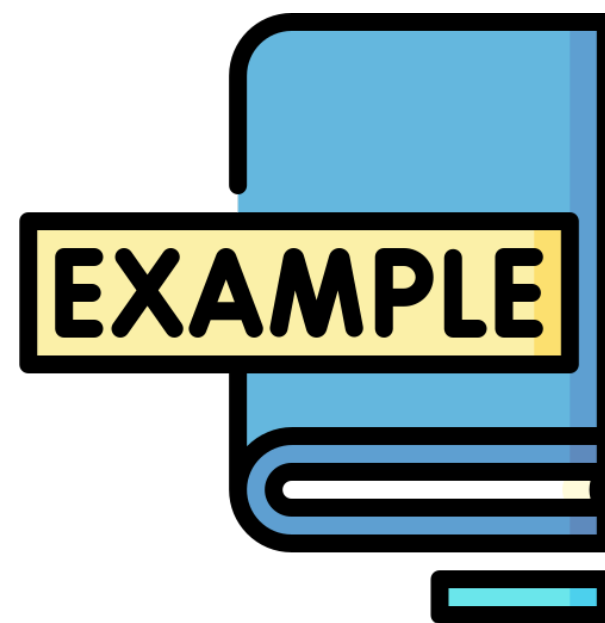
Our sample was obtained from a recent survey (private communication).



Resubmissions



- Proposers may note if they are resubmitting an ongoing proposal. This is usually done in the “duplication” box on the cover sheet.
- Do not list the proposal code, ranking, priority grade, or the PI of the previous proposal in the resubmission statement.
- If data from the previous proposal are presented in the Scientific Justification, it must be presented in a dual anonymous fashion.

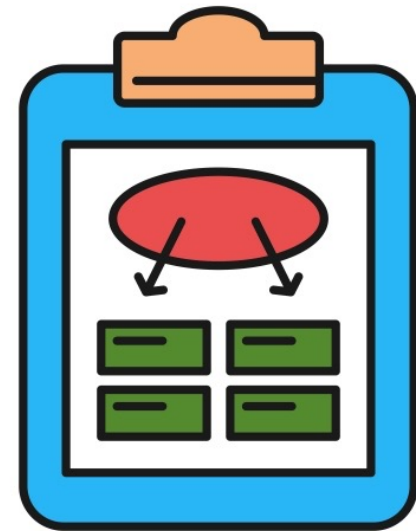


~~*This is a resubmission of our ongoing program 2021.1.02045.S (PI: Smith). Half of the targets have been observed and we are resubmitting the proposal to observe the remaining half.*~~



This is a resubmission of our ongoing program. Half of the targets have been observed and we are resubmitting the proposal to observe the remaining half.

Special note for Large Programs



- Proposals for Large Programs are required to submit a management plan
- This document is separate from the Scientific Justification
- The management plan is allowed to include names and institutions



- The ALMA Proposal Review Committee (APRC) will read the management plan only after completing the scientific ranking of the proposals.

Thank you!



Questions?

