



Time  
Allocation



Cerro Tololo Inter-American Observatory  
Community Science and Data Center  
Gemini Observatory  
Kitt Peak National Observatory  
Vera C. Rubin Observatory

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## Frequently Asked Questions about the new Time Allocation System (TAS) and proposal submission

### How can I get help?

Our TAC team can be reached at our help email address: [proposal-help@noirlab.edu](mailto:proposal-help@noirlab.edu)

### Why do I need to login to write and submit my proposal?

*The legacy submission tool required a unique user for each proposal, in NOIRLab TAS your proposals are centralized to your user account and therefore only a single login is required for proposals across all future semesters. User accounts help our team address issues that might be encountered during the creation and submission process and allows us to provide enhanced features such as proposal sharing and recalling. This is the same login you (can) use to access the NOIRLab Science Data Archive.*

### Can I use the same login to submit more than one proposal?

*Yes! In the NOIRLab TAS your proposals are centralized to your user account and therefore only a single login is required to access proposals across all future semesters.*

### Why are there no options for Gemini instruments in the proposal form?

*As in previous semesters, all Gemini proposals must be submitted through the Gemini Phase I Tool (PIT). You can find the link here: <https://www.gemini.edu/observing/phase-i/pit>.*

### Can I see my Gemini proposals in my TAS Dashboard?

*No, Gemini proposals must be submitted through the Gemini Phase I Tool (PIT), which is a separate system. You can submit Gemini proposals at <https://www.gemini.edu/observing/phase-i/pit>.*

### Why don't you support Latex anymore?

*By simplifying the submission process we are reducing the barrier to entry for observation requests which makes our resources more accessible to the scientific community. Removing the compilation of LaTeX within our system also helps to ensure consistency between proposal renderings which provides a more fair and straight forward review process. Investigators are welcome to use LaTeX when writing the proposal attachment and we provide an Overleaf template and LaTeX ZIP file for download. The resulting PDF can be attached in the attachment field of the proposal.*

**Are there templates and .sty files available for proposals?**

*Yes, templates, and an example of how your proposal should look, are available at <https://noirlab.edu/science/observing-noirlab/proposals/attachment/standard-template>*

**Can collaborators edit proposals simultaneously?**

*No, collaborators can share the proposal text in the webform, but should not attempt to edit simultaneously as this could lead to a loss of text. You will be able to see saved changes that a collaborator with write access makes to the proposal.*

**I added a co-I with permissions to edit our proposal, but co-I says they can't get in, what is wrong?**

*You must use the same email address that your collaborator used to create their SSO. If you are using a different email address, sharing access to the proposal is not possible.*

**Does my proposal need to be anonymized for this (2022A) Call?**

*No, TAS staff has not implemented an anonymized review yet. This will be implemented in semester 2022B. However see the 'Call for proposals' if you are partnering with Canada on a Gemini proposal for 2022A. Canada has gone to Dual Anonymous review for this semester.*

**Forgot your username or password?**

*If you forgot your password use the "I forgot my password" link at the bottom of the login form. You will be prompted to enter your email address after which password recovery steps will be provided.*

**I submitted my proposal, but found an error, can I get it back to fix it?**

*IF there is still time before the proposal deadline, Yes, you can recall your proposal through your dashboard. Simply select the curved arrow beside that proposal to recall it. You can then select the pen icon to edit the proposal. REMEMBER TO RESUBMIT THE PROPOSAL BEFORE THE DEADLINE. ONLY SUBMITTED PROPOSALS WILL BE SENT TO PANELS FOR REVIEW. However, IF the deadline has passed you will not be able to recall the proposal.*

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