ProMS 2.0
quick guide for users

Computer and Data Management Division, Subaru Telescope, NAOJ

Some aspects in ProMS 2.0

- We have changed ProMS interface from email to web form since S12A.   To submit your proposal, fill webform fields (proposal title, CoIs, abstract, ... etc) on the web-form and upload a PDF file of scientific justification (and finding chart for Service programs).

- Items filled in the fields will be automatically embedded in a ProMS latex template file, which will be compiled to create a PDF file for referees' review.

- You need a STARS ID or ProMS ID to submit your proposal. If you don't have them, get a ProMS ID.

- You will be immediately notified that your proposal is received or failed at some stage on your web browser.

- If you are not familiar with latex, use an input mode in which you don't care about latex.

- You can also upload a tex file from the past semesters to save your time. You can revise the items on the web form after your upload.

- You can copy from a proposal that has been submitted using ProMS2.0 to edit and create a new proposal.

Enable Javascript and Access to
https://proms.naoj.hawaii.edu/proms2/login.php

**National Astronomical Observatory of Japan
Subaru Telescope
Proposal Management System 2.0 (ProMS 2.0)**

If you don't have a STARS ID,
get a ProMS ID here.

login page

user's guide

GET a ProMS ID

proxy submission

FAQ

Input your STARS ID/password to login.
If you don't have a STARS ID,
input your ProMS ID/password.
You can get a ProMS ID/password at 'Get a ProMS ID'.

STARS ID+password
or
ProMS ID+password

ID

Password

login

Forgot your password?
Go to 'Get a ProMS ID' and reset your password.

**Have you checked the public data of
Subaru Telescope using SMOKA?**
Applicants are required to check their targets in
SMOKA database (Public Data Archive of
Subaru) before submission.

Go to SMOKA

Get a ProMS ID

Your email address will be your ProMS ID.
Password will be sent to the email address soon.

Use only English alphabets and apostrophe ' and hyphen - for the first and last names.

email

first name

last name

submit

Fill these fields and submit.

Then you will receive an email
notifying the password
for your ProMS ID, i.e., your email address.

If you **forget** your password,
submit your email and names again via this web form.
Your password will be reset and
you will receive a new password via email.

You can use your ProMS ID in the future semesters as well.

Your ProMS page

Welcome to your ProMS page!
Kiyoshi Imawano (promsopr@nao.ac.jp)

current semester : S12C
Normal+Intensive deadline : 2012/08/24 16:00:00 JST
Service deadline :   2012/08/25 12:00:00 JST
Current JST :   2012/08/10 13:28:29

You can load a ProMS tex file
for past semesters from your local disk,
if you want to submit a similar proposal.

ProMS2.0 reads the tex file and
fills the web form.

Select a telescope
category.

Create a new proposal

Normal+Intensive program

◉ Subaru ○ Gemini ○ Keck
○ Subaru+Gemini ○ Subaru+Keck

load a tex file :

[   ] [Browse...]

copy from [--No proposal-- ◇]

[create your proposal]

Service program

load a tex file :

[   ] [Browse...]

copy from [--No proposal-- ◇]

[create your proposal]

'create your proposal' to the next step

If you want your CoI to submit proposals to the ProMS on your behalf,
please go to proxy submission setting page.
[go to proxy submission setting page]

Notes on tex file upload

- Because we have new items from S12A, you have to fill some fields manually even you uploaded a tex file if its format is **older than S12A**.

- We require you to fill both first and last names for CoIs since S12A. If you have written first and last names as

  - {first last} (space separated)

  - {first. last} (. separated or .+space separated)

  - {last, first} (f and l inverse and ,+space separated)

  in the first {} of \CoI{}{} in the **old** tex file, they are input to the web form correctly. If more than two people's names are in the {}, only the first one is picked up. Names written in the second {} is ignored.

- Some applicants inserted comments in the tex fields of observing run and target name in the past semesters.

- We created comments fields for observing run and target name for the web form. Please write your comments in them if necessary.

the web form

Use only ASCII characters.
Don't use multi-byte characters.

Webform for Normal+Intensive program

STEP1 : Fill the application form and upload your Scientific Justification PDF file file here.
STEP2 : Filled items are checked. Preview the application PDF file created by ProMS and submit your proposal.
STEP3 : Confirmation of receipt of your proposal are displayed. You will receive a confirmation email.

[Back to your ProMS page]

Do you want LaTeX special characters(e.g., ^ _ $ ...) to work in fields marked with (tex) ?   ○ no ⊙ yes

Regardless of whether you select 'yes' or 'no', LaTeX special characters do not work in fields without (tex).
If you are not familiar with LaTeX, please **select** the radio button 'no'.

1. Title of Proposal (tex)
Enter your title here; it should fit on one line when printed to PDF.

Latex special characters written in the fields
are effective by default.

Select the radio button of 'no'
if you want to make latex special characters
ineffective and to print letters verbatim.

2. Principal Investigator
Provide contact details for the PI. The observatory may contact the PI if there are any questions regarding the proposal or observations.

first name   Kiyoshi

last name   Imawano

Institute   ---Select an Institute--- ⬍

             if others [   ]

Mailing Address (tex) [   ]

E-Mail Address   promsopr@nao.ac.jp

Phone   [   ]

Are you a student?   ⦿ no   ○ yes

Select your institute from the pick list.
If your institute is not in the list,
please select 'Others' and fill the field
at the right of 'if others'

3. Scientific Category   ---Select a category--- ⬍

Select a category from the pick list.

Each Normal/Intensive program proposal will be reviewed usually by 5 referees (anonymous) who are experts in the appropriate category.

4. Abstract (tex) (within 11 lines when printed to PDF with the normal font size)
Provide a clear and concise description of your proposed observations and their scientific importance.

[   ]

4. Abstract (tex) (within 11 lines when printed to PDF with the normal font size)
Provide a clear and concise description of your proposed observations and their scientific importance.

When you use the normal font size not using \Large or \Huge,
the abstract area will be filled up with 11 lines on PDF.

The size of the text field, as long as there is no scroll bar at the right edge,
for abstract in the web form roughly matches the amount of 11 lines on
PDF, if you use only plain text.

As for the size of the text field, the same is true for the other fields
with plural rows; list of publications, technical details, ... etc.

Select CoI's institute from the pick list.
If CoI's institute is not in the list,
please select 'Others' and fill the field of 'if others'.

5. Co-Investigators
All potential observers should be listed here, since our travel support will be limited up to 3 Japanese researchers listed here.
For this reason, please avoid using the name of a team or group.
Items input here are also used for STARS/MASTARS registrations. **Please fill a complete first name as well.**

first name	last name	institute	(if others)	email	delete
		---Select an Institute--- ⇕			☐
		---Select an Institute--- ⇕			☐
		---Select an Institute--- ⇕			☐
		---Select an Institute--- ⇕			☐
		---Select an Institute--- ⇕			☐
		---Select an Institute--- ⇕			☐
		---Select an Institute--- ⇕			☐
		---Select an Institute--- ⇕			☐
		---Select an Institute--- ⇕			☐
		---Select an Institute--- ⇕			☐

[add a row] [delete the last row]

How many students do you have among CoI? [ ]
This will not be used for the screening. Just for educational surveys.
If the number is zero, please fill 0. Thank you.

If you want to delete a row,
please check the check box of
delete column.

If you have more than 10 CoIs,
add rows with 'add a row' button.

12. Observing Run

Dark time is defined as being within 3 nights of the New Moon, and Bright time is within 3 nights of the Full Moon; Gray time is the remaining part of the lunar cycle. Applicants who request Dark time for infrared observations should justify its necessity in their scientific justification.

Instrument	Nights (decimal)	Moon	Preferred Dates (tex)	Acceptable Dates (tex)	Observing Mode (tex)	check to delete
Select an instrument		any				☐
Select an instrument		any				☐
Select an instrument		any				☐
Select an instrument		any				☐

Comments on Observing Run if any : (tex) (within 3 lines when printed to PDF with the normal font size)

Enter the minimum acceptable number of nights to achieve your science goals.
You may leave this empty if you require your full request.

Minimum acceptable nights

If you have comments on observing runs, please fill this field. This will be printed just under the observing run area on PDF.

Equinox is J2000.0 by default.
If you use other equinox, please
specify in the comments field.

You can upload a tab-separated values file
to fill the target list. Select your file with the
Browse button and push the upload button.

14. List of Targets
Equinox is J2000.0 unless otherwise specified in Comments on Targets
HH MM SS +/-DD MM SS or HH:MM:SS +/-DD:MM:SS are recommended for format of RA and Dec

Fill the fields **or** upload a tab-separated values file: [ ] Browse... upload

[clear] to clear the list

Target name (tex)	RA	Dec	Magnitude (Band) (tex)	check to delete
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐
				☐

[add a row] [add 5 rows] [delete the last row]

If you have more than 10 targets,
add rows with 'add a row' or 'add 5 rows' button.

Comments on Targets if any : (tex) (8 lines)

If you have comments on targets, please fill this field.
This will be printed just under the targets area on PDF.

Upload a PDF file for your Scientific Justification from your local disk.

Please upload your Scientific Justification (SJ) PDF file

[ ] [Browse...]

The SJ of the proposal should be prepared in a PDF file with its size no larger than 4 MB.
A brief abstract (e.g., a few lines) should be presented after PI's name in the SJ for Service program.
Please be sure to strictly keep to the requirements of SJ.

'I have not completed to fill all the fields, but I am tired today......'
OK. Then save the current form with 'Save this proposal temporally' button.

Even if you have not completed to fill the form, you can download a tex file at the moment.

[Download a tex file]

You can download a tex file on which filled items above will be put, if you want to complete the tex file with your local machine and submit it to this webform.
Style files for the tex file will be found at our FAQ page.

A temporal ID will be assigned to your proposal and you will remain this page. You can go back to Your ProMS page and resume later.

[Save this proposal temporally]

even if you have not filled all the mandatory fields, you can save this proposal temporally and keep staying this page.
Notice: the temporally saved proposal has not been submitted.

[to the next step] **to check and preview**

[Back to your ProMS page]

If you complete to fill the form, push the 'to the next step' button.

Notice that it is not submitted yet.
A temporal ID will disappear after a deadline.

"Requirements for Observation" and "Finding Chart" for   Service program

7. Requirements for Observation

Describe the requirements for observation here **AS A PLAIN TEXT** .

Each instrument has a different format for specifying the requested observations. Please see the appropriate Appendix of Call for Proposals for each instrument. In addition to specifying the instrument configuration(s) for your observation, you will also need to indicate the site conditions (seeing, photometric, etc.) required for your observations to achieve the proposed science.

You can request the best conditions for your observations if you really need, but in general your program has a higher chance of being executed if you do request the best conditions.

No page limit.

Please upload the PLAIN TEXT file of your Requirements for Observation.

[　　　　　　　　] [Browse...]

Upload a plain text file for your "Requirements for Observation" from your local disk.

Please upload your Scientific Justification (SJ) PDF file

[　　　　　　　　] [Browse...]

The SJ of the proposal should be prepared in a PDF file with its size no larger than 4 MB.

A brief abstract (e.g., a few lines) should be presented after PI's name in the SJ for Service program.

Please be sure to strictly keep to the requirements of SJ.

Please upload your Finding Chart PDF file, if necessary. No larger than 12 MB.

[　　　　　　　　] [Browse...]

Upload a PDF file for your "Finding Chart" from your local disk, if necessary.

check and preview

Webform for Normal+Intensive program

STEP1 : Fill the application form and upload your Scientific Justification PDF file and Requirements for Observation text file here.

STEP2 : Filled items are checked. Preview the application PDF file created by ProMS and submit your proposal.

STEP3 : Confirmation of receipt of your proposal are displayed. You will receive a confirmation email.

ProMS has checked your input items.
If there are some errors, they are displayed in red.

Your proposal for Subaru

1. Title of Proposal
No hell below us above us only sky

2. Principal Investigator
first name   Kiyoshi
last name   Imawano
Institute   NAOJ
Mailing Address Osawa, Mitaka, Japan
E-Mail Address promsopr@nao.ac.jp
Phone
Student   no

3. Scientific Category
Milky Way

4. Abstract
Mandatory

If a mandatory field/file is not filled/uploaded, an error message appears.

Scientific Justification PDF
Upload your PDF file of Scientific Justification

You cannot go further.
Please go back to the previous page with the button.

Fill the mandatory fields

Back to the previous page

4. Abstract

These notes provide a summary of the major changes in the V2.15 release. IRAF V2.15 is a major release of the IRAF system for all supported platforms. The main feature of this release is support for 64-bit Linux and Mac OSX systems, although there are numerous other enhancements as well. Because changes to the system interfaces were fairly substantial, and extended test release was made available to the community to gather feedback about potential problems in the science code. There were only a few reported problems and we now consider the system to be stable for general release and recommended for all users. More detailed technical documentation of all system changes will be found in the 'notes.v214' file in the iraf$local directory, detailed revisions notes for each application package are in the package directories in a file called Revisions, e.g. onedspec$Revisions. Please see also the 'sysnotes.v215' file in this directory for a detailed list of the V2.15 changes, and similar files for the detailed revisions of each patch.IRAF V2.15 is a major release and will require a new installation, there is no upgrade path from earlier releases. This is, in part, due to some architecture name changes, and in part due to new installation procedures. This applies only to the core IRAF system, existing external packages may continue to be used however we generally recommend that packages be updated in this release as well.

13 lines !!

to new installation pro cedures. This applies only to the core IRAF system, existing external pac k ages ma y con tin ue to b e used ho w ev er w e generally recommend that pac k ages b e up dated in this release as w ell.

is out of the boudary.

If a multiple-row field text goes beyond the boundary when printed to PDF, an error message appears to tell you which part is out of the boundary.

Please check your PDF file of the application form, before submit

To check if all the contents are readable on PDf file is your responsibility.

Back to the previous page

preview of the PDF file of your application form (This does not include Scientific Justification.)
Please check the PDF file. Is this what you intended?
To check if all the contents are readable on PDF file is your responsibility.

Download the PDF file

If the PDF file **is not OK**, please go back to the previous page.

Back to the previous page

If the PDF file **is OK please submit.**

submit

If it is OK, please submit.

After you press the submit button,
you will see a confirmation message.

Webform for Normal+Intensive program

STEP1 : Fill the application form and upload your Scientific Justification PDF file and Requirements for Observation text file here.
STEP2 : Filled items are checked. Preview the application PDF file created by ProMS and submit your proposal.
STEP3 : Confirmation of receipt of your proposal are displayed. You will receive a confirmation email.

Dear Kiyoshi Imawano,

Your proposal for Subaru Telesceope Semester S12C Open Use:
Title :   Death stars near the Sun
Category : Normal
has been received with a registration ID=S12C0032N.

Please download and review the PDF files.
Download PDF files

Your co-investigators can download the proposal PDF files at
https://proms.naoj.hawaii.edu/proms2/proposals.html
with ID=S12C0032N and password=g&MvsUX8

An email notifying the download page, ID, and password
will be sent to each of your co-investigators right after the deadline.
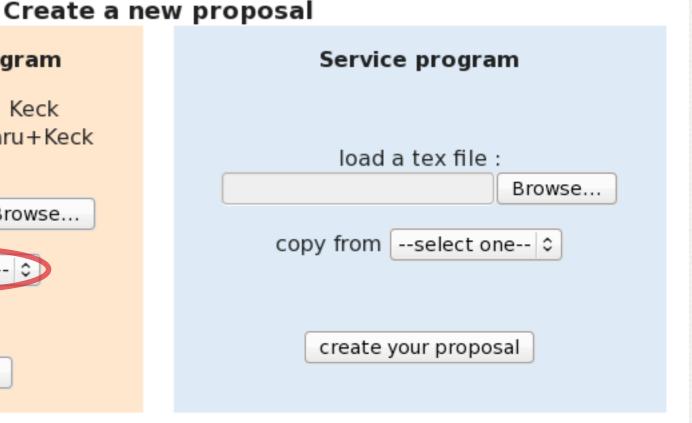
You can update your proposal(s) at your ProMS page.
Back to your ProMS page

Also, you will receive a confirmation email.

You can copy from the past proposals to create a new one.

after a submission

Create a new proposal

Normal+Intensive program

○ Subaru ○ Gemini ○ Keck
○ Subaru+Gemini ○ Subaru+Keck

load a tex file :

[   ] Browse...

copy from --select one-- ◇

create your proposal

Service program

load a tex file :

[   ] Browse...

copy from --select one-- ◇

create your proposal

Received proposal(s)

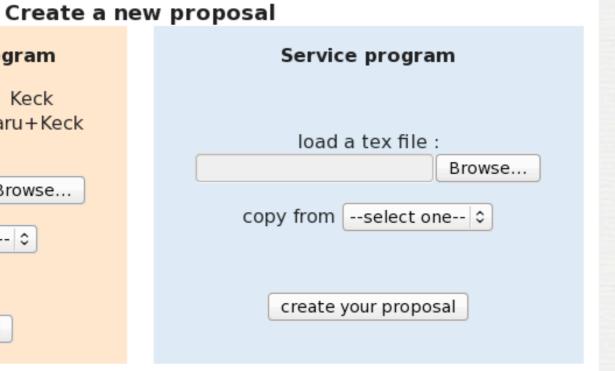| Proposal ID	Title	update	remove	Col info/ pdf & tex
S12C0032N	Death stars near the Sun	update	remove	next page

You can check Col's information which are not printed in the application form PDF file, i.e. email address and Col's information of > 20th (10th for service) members by clicking the button of Col info/pdf & tex column.

You can update or remove your proposal here.

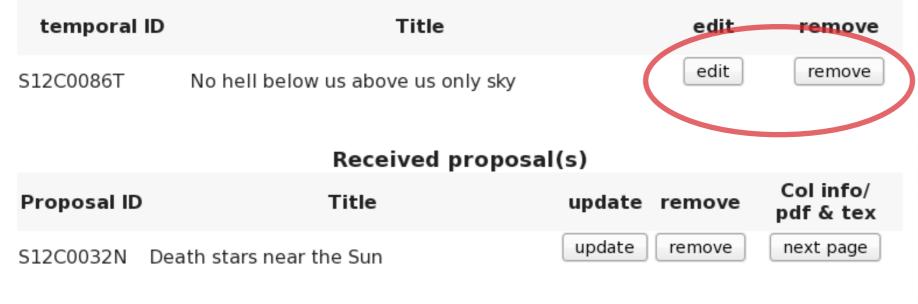ProMS2.0 compatible LaTeX file is available.

See 2 pages later for the details.

Create a new proposal

Normal+Intensive program

◉ Subaru ○ Gemini ○ Keck
○ Subaru+Gemini ○ Subaru+Keck

load a tex file :

[   ] [Browse...]

copy from [--select one-- ◇]

[create your proposal]

Service program

load a tex file :

[   ] [Browse...]

copy from [--select one-- ◇]

[create your proposal]

You can edit or remove your temporally saved proposal here.

temporally saved proposals

temporal ID	Title	edit	remove
S12C0086T	No hell below us above us only sky	[edit]	[remove]

Received proposal(s)

Proposal ID	Title	update	remove	Col info/ pdf & tex
S12C0032N	Death stars near the Sun	[update]	[remove]	[next page]

You can check Col's information which are not printed in the application form PDF file, i.e. email address and Col's information of > 20th (10th for service) members by clicking the button of Col info/pdf & tex column.

You can download a tex file for a received proposal.
This is the source tex file of the application PDF file in which the items
from the web form were embedded.

The file is
(1) for a text based file backup for applicants
(2) for those who want to edit a tex file with a text editor in the local machine
as much as possible and upload the tex file

To compile the tex file, please download the style files that are available
at a linked page from ProMS2 FAQ page.

Template tex files are also available at a linked page from ProMS2 FAQ page.
You can edit the tex file from scratch.

Notes on PDF file of application form

5. Co-Investigators			2 more Co-Is
Name	Institute	Name	Institute
Ichiro Suzuki	NAOJ	Rokurou Yamaha	Univ. of Edinburgh
Jiro Honda	Hiroshima Univ.	Nanae Kasshie	Seoul National Univ.
Saburo. Toyota	Kyoto Univ.	Hachi Panda	Iwate Univ.
Shiro Matsuda	Osaka Univ.	Kyu Roboto	Nagoya City Univ.
Goro Kawasaki	Caltech	Ju-zaburo Handa	Pennsylvania State Univ.

6. List of Applicants' Related Publications *(last 5 years)*

publication list here

If the number of your Co-Is is more than 10 for Service and 20 for Normal+Intensive,
only the first 10 or 20 Co-I'S information is printed
on the PDF and how many more Co-Is present
is displayed at the top-right.

All the Co-Is information is stored in our database
and it will be used for selection of referees
and STARS CoI registration when your proposal is accepted.

7. Observing Run

Instrument	# Nights	Moon	Preferred Dates	Acceptable Dates	Observing Modes
FOCAS	2	dark	Nov-Dec	Oct-Dec	Imaging
HDS	2	dark/gray	Nov-Dec	Oct-Dec	

comments here comments here comments here comments here comments here comments here comments here comments here

Total Requested Number of Nights [4]   Minimum Acceptable Number of Nights [1]

8. List of Targets

5 more targets in page 4

Target Name	RA	Dec	Magnitude (Band)
hoge1	12 00 00	+10 00 00	V=17
hoge2	12 00 00	+10 00 00	V=17
hoge3	12 00 00	+10 00 00	V=17
hoge4	12 00 00	+10 00 00	V=17
hoge5	12 00 00	+10 00 00	V=17
hoge6	12 00 00	+10 00 00	V=17
hoge7	12 00 00	+10 00 00	V=17
hoge8	12 00 00	+10 00 00	V=17
hoge9	12 00 00	+10 00 00	V=17
hoge10	12 00 00	+10 00 00	V=17

comments here comments here comments here comments here comments here comments here comments here comments here comments here comments here comments here comments here comments here

Comments on observing run and targets appear like these.

9. Scheduling Requirements   [★] *Request Remote Observation*

Explain any scheduling requests Explain any scheduling requests Explain any scheduling requests Explain any scheduling requests

any comments and question?

promsopr _at_ nao.ac.jp