

EXPLANATORY NOTES

Please attempt to complete the form in full. Lack of information will delay your proposal's review as it will be returned to you for amendment.

1. Keep the title brief and concise.
2. List the Principal Investigators (PIs) and Co-investigators. Indicate (with a Y) if any are students (they may receive priority time allocation as appropriate, if observing is part of a limited term course). Indicate observers with a Y. Observing assistance is limited so more observers are an advantage.
3. The contact investigator should be the person most familiar with the project, and easily accessible for communication. In the case of a student PI, it should be their supervisor.
4. List all related proposals from all investigators listed in section 2. Failure to communicate the results of previous proposals will cause considerable delay, as these documents will probably be required in order to properly assess the current proposal. (See also note 12.)
5. Keep the summary brief, concise and in plain English (this will assist in explaining our activities to the Department and Government).
6. Complete the scheduling information. Dark nights are those around New Moon, grey nights are those around First and Last Quarter (specify Quarter), and bright are those around Full Moon. Additional nights may be requested in a subsequent proposal if you have one basic project with more than one distinct observing component. Contact the Government Astronomer concerning the availability of another time allocation in the case of inclement weather or equipment malfunction affecting your observing run. Note: Automatic reallocation of time is not standard practice and should NOT be assumed, but will be assessed on a case-by-case basis.
7. Specify which telescope or instrument you wish to use.
8. Specify the instrument you wish to use.
9. List targets and approximate number of observations.
10. Complete the details of your principal targets. Mag = magnitude (specify system), S Br = surface brightness (specify units); only low-resolution target positions are required, unless essential to the project; allocate the target's priority (just in case your observing time is curtailed, see note 6); Exp Time = exposure time.
11. Keep the justification concise and within the guidelines. An overly long justification will delay an application's assessment as it will be returned to you for amendment.
12. Please conduct your observations in a safe manner, and follow staff directions concerning State government and Observatory Occupational Health and Safety matters. It is expected that all publications arising from observations with Perth Observatory equipment will be promptly forwarded to the Government Astronomer. Also, applicants must realise that significant resources are expended in maintaining the facilities and assisting you in achieving the goal of your application. Thus acknowledgement and/or authorships are to be negotiated as appropriate. This will assist the Observatory in future funding applications and thus enable us to continue our support of observing applications more effectively. (See also note 4.)
13. Should the application be approved, a staff assistant will also be allocated for the times indicated, and their contribution to your efforts is to be acknowledged as outlined in note 12. Note: Limited staff numbers and "business cycle" activities may dictate that the staff assistant allocated cannot always assist you in routine observations.
14. Amended proposals may be re-submitted for those that do not gain approval on first application.

Dr James Biggs

Government Astronomer for Western Australia / Director Perth Observatory

2006/01/18

Note: Conditions may dictate that these guidelines be varied at short notice.