

HOW TO SUBMIT A CYCLE 8 PHASE I HST PROPOSAL

For *HST Observing Proposals*, the only option for preparing and submitting the proposal, is the submission of an electronic Proposal (filled-in LaTeX template) file and PostScript or PDF file.

For *HST Archival Research Proposals*, the only option for preparing and submitting a proposal is the submission of an electronic Proposal (filled-in LaTeX template) file and a paper proposal with signatures.

- The submission deadline is **September 11, 1998 (8:00 p.m. EDT)**. We urge applicants to submit their proposals well before the deadline, to avoid possible last-minute hardware or overloading problems, or network delays/outages.
- The proposer must send via electronic mail both the filled-in LaTeX Proposal Template and the PostScript or PDF file output from LaTeX (which can incorporate any desired monochrome figures as encapsulated PostScript). For large PostScript or PDF files, an ftp area is available. Student Principal Investigators (PIs) should also send one copy of the certification letter from the faculty advisor, as described in section 5.2 of the Call for Proposals.
- **The total length of a proposal must not exceed 10 pages.** Note however that target lists longer than 1 page and the list of previously approved HST programs are not counted against the total page limit.
- Submission of the Archival Research Paper proposal should include: **Two (2) complete, single-sided copies of the proposal as well as Budget Forms GF-97-1 through GF-97-3 (attached to both copies of the proposal), with required institutional signatures.**

Where to Submit Proposals

The electronic version of the Proposal Template file (and the postscript file should be sent via computer network mail directly to the following proposal-submission electronic mail addresses:

INTERNET: newprop@stsci.edu

Paper Archival Research forms should be sent to the following address:

Science Programs Selection Office, Room N307A
Space Telescope Science Institute
3700 San Martin Dr.
Baltimore, MD 21218 USA

Proposers will receive an acknowledgement of their e-mail after it is received at the STScI; due to the volume of incoming proposals, especially close to the deadline, the acknowledgement messages may be delayed, if no acknowledgement is received within 24 hours, proposers should contact the Science Programs Selection Office. The e-mail user-id for general correspondence is **help@stsci.edu**, and the telephone number is 800-544-8125 (toll-free within the U.S.) or 410-338-1082. For postscript submission, a separate message will be sent regarding the printing status (success or failure) of the file. If you want to have someone other than the PI be the contact person for the PostScript printing status, please use the field in the template, do not send email messages to newprop or the help desk.

Step-by-step Instructions

1. **Obtain the Template and Style Files.** To obtain electronic copies of the .tex template files and the style file, please send an e-mail message to user-id **newprop**, containing the words “request templates” in the **subject** line. Proposers will receive the following files by automatic “return e-mail”:
 - the Phase I Observing Proposal Template file **obstemplate.tex** and the Phase I Archival Research Proposal Template file **artemplate.tex**,
 - the style file **phase1.sty**,
 - an example of a completed observing template file in **obsexample.tex**,
2. **Fill out the Template File.** Fill out the Phase I Proposal Template file using any text editor on the proposer’s local computer. Detailed instructions can be found in the template itself or the Call for Proposals.
3. **Send the Template File Electronically - Unformatted Submission.** Send the completed Phase I proposal \LaTeX template file to the STScI by e-mail to the account named **newprop**, before the deadline for electronic submission. *This is the first step of the submission.*
4. **Send the formatted version of your Proposal to STScI - Formatted Submission.** There are two options for the Formatted Submission. You can either send a PostScript or PDF file via email or via FTP for an Observing Proposal or via Paper for an Archival Research Proposal. See the Cycle 8 Page for details:

<http://www.stsci.edu/ftp/proposer/cycle8/announce.html>.