

HST INS Work Item Data Sheet

1. SI/Title: Cal Planning/Calibration Outsource Proposal Review
2. INS Lead: W. Sparks
3. Description of Work:

The Cal Planning Lead reviews the Call for Proposals text with respect to the solicitation of outsource proposals. Once the Phase I proposals are submitted, NASA is provided information, and a chance to comment on, the submitted proposals. A small committee is formed from the Instrument Teams and meets to review the Phase I calibration outsource proposals. The proposals are reviewed for overlap with STScI calibration activities, technical feasibility, what science the calibration will enable, and a realistic assessment of the proposers actually delivering the work. The review is divided into two parts: a paper review by knowledgeable Instrument Scientists and a meeting to discuss the results of the paper review (~2-hour meeting). The proposals are then reviewed by the TAC panels and the TAC, using the results of the review as part of their deliberations. NASA is provided information on the approved proposals and their funding.

Selected proposals are scheduled via the normal process. The PIs work with the appropriate Instrument Team to produce and deliver the calibration products, including documentation and software. Some work is usually needed by the Instrument Team to deliver the calibration product to the pipeline or other relevant subsystem.
4. Schedule Constraints and Dependencies:

Review is conducted following the Phase I deadline (approximately late January), about 2 weeks prior to the TAC meeting.
5. Risks and Open Issues:
6. Priority: High
7. Priority Justification:

Selection of these proposals affects the STScI Calibration Plan, and these proposals are assessed by the TAC.
8. Resources (including estimated calendar duration for each portion):
 - a. Requirements
N/A
 - b. Development
INS Instrument Scientists (about 5)
User Support Coordinator
 - c. Testing
N/A
9. Documentation and Deliverables:

Proposal Comments for TAC

