LENS 3.0 User Guide (ANU 2.3m Telescope)

November 2024

Contents

1   Introduction

This document is intended for Principal Investigators wishing to submit a proposal for use of the ANU 2.3m telescope. LENS is managed by Data Central and Australian Astronomical Optics. This document will outline the proposal submission process, management of proposals, allocation process and observing system account management.

2 Entering a Proposal

Before submitting a proposal, all investigators must have a Data Central account (including co-investigators). To register for an account, please click the *Register Button* in the top right hand corner.

After registering and logging into LENS, you can click the start proposal button from the sidebar or the homepage. This will open the new proposal form with the first page being general proposal information. Creating a new proposal has been divided into 9 steps correspond to the subsections of this section

2.1 Proposal Details

The first step is the title of your proposal.

2.2 Co Investigator Details

You will then move onto the co-investigators step. To enter co-investigators, simply click on the field where a dropdown list and search bar will appear. You can start typing to search for a user (either by first name or surname). Please note that if a user has not logged into LENS, they will not appear in the list. Investigators must log in at least once before being added to a proposal. You can also select multiple. You can remove a selected user by clicking the "x" next to their name.

The next step is where you can set observing or student status for each investigator. Please note that the "Thesis?" field will not save unless the student field is also selected. If not applicable to any investigator, you may leave these fields blank.

The Time Allocation Committee (TAC) for the chosen telescope will not see any names or identifying information on the proposal.

2.3 Telescope and Instrument Setup

The next page is where you specify which instrument to use. Currently the ANU 2.3m Telescope offers 2 instrument options:

- WiFeS. More information can be found at *https://rsaa.anu.edu.au/observatories/instruments/wide-field-spectrograph-wifes*

- Visitor. The 2.3m has a Nasmyth port for visitor instruments. You must include a justification in your science case as well as sending a request to the SSO Director. More information can be found at *https://rsaa.anu.edu.au/observers/applying-23m-time*

2.4 Time Request

Time Request is the next section. They may be different options available depending on when you are submitting your proposal:

- Call for Proposals: This option is for submitting a proposal in response to a call for proposals. This is for submitting for the next semester.

- Director's Discretionary Time: This option is for submitting proposals in the current running semester. This time requires approval from the RSAA Director.

If there is no current call for proposals, the only option available will be Director's Discretionary Time.

After selection, there will be 3 categories of time type to apply for.

- Paid Time

- Guaranteed Time

- Open Time

You may select a single or a mixture of each category.

For each selected time category, you can enter your time request for each different time type. The time types are as follows:

- Dark Time

- Grey Time

- Bright Time

- Hard Target of Opportunity

- Regular Monitoring (including Fixed Window)

- Soft Target of Opportunity

Please include overhead hours in your time request. For more information on these time types please refer to *https://rsaa.anu.edu.au/observers/applying-23m-time*

2.5   Related Proposals

First enter the amount of related proposals you wish to submit. Then enter the proposal ID of each of them as well as the time used and any resulting publications. If there are none, you can enter 0 and continue.

2.6   Science Case and Target List

The next two pages are for your target list and your science case. These will be appended after submission to a cover sheet. Science cases must be no longer than 2 pages, if your file contains more than 2 pages any excess pages will be removed.

Target lists must be no longer than 1 page. Again any excess pages will be removed. If your target list is large, please only include a representative sample in the proposal form.

2.7 Summary

This is where you enter the summary of your proposal.

2.8 Review

The final page displays all the details entered for your proposal. If you notice a mistake, you may use the previous buttons to navigate back through the proposal to edit. You may also click on a specific step to return to. You may not click a step that you have not visited before.

Please note that if you navigate back past the file upload section of the form, you will need to re-upload your files due to security constraints enforced by web browsers.

2.9 Editing Proposals

You can edit the proposal after submission by navigating to **My Proposals** and clicking on the proposal ID. Once in the details page you can click the edit button on the bottom to open the edit form. Please note that some fields are unable to be edited in this page and if the submission deadline has passed the *Edit Proposal* button will not be available. Please refer to section 3 for more information.

You can also edit the co-investigators by clicking *Edit Co-investigators*. You may add or remove co-investigators as well as their student thesis status.

3 Proposal Management

Proposal Management can be performed by clicking *My Proposals* in the navigation bar. This brings you to a list of proposals that are attached to your account. This can either be as a principal investigator, co-investigator or as a co-observer. If you are attached to a proposal as a co-investigator or co-observer, the proposal ID will be indicated with a red asterisk.

You can view the details of a proposal or edit them by clicking the Proposal ID. From this page, you can review the details of your proposal. You may also edit the proposal (if the submission date has not elapsed) by clicking *Edit Proposal* at the bottom of the page. You may also delete the proposal. Please note that we cannot guarantee the full restoration of a proposal once deleted.

3.1 Edit Proposal

When editing a proposal, all proposal information will be available on a single page. Some fields are unable to be edited. If you need to edit your co-investigators, please navigate back to the proposal details page and click *Edit Co-investigators.*

If editing your time request, please make sure the correct time types are selected otherwise your changes will not be saved.

Changes will only be saved when you click submit, if you navigate away from the page no changes will be made.

3.2 Allocating in the 2.3m Observing System

If your proposal gets allocated, an alert will be displayed on the proposal details page. A green button will appear which will allow you to manage the proposal in the 2.3m Observing System. The allocation ID will be different from your proposal ID due to having multiple allocations of different time types. Allocation ID's follow the format YYsTxxN.

- **YY**: Last two digits of the year (eg. 2024 = 24)

- **s**: Semester indicator. (A = 1, B = 2)

- **Txx**: $300 \times J + K$ where:

    - J indicates the time type (Open = 0, Paid = 1, Guaranteed = 2)
    - K is the Index number as of application time.

- **N**: Indicates:

    - Dark = 1
    - Grey = 2
    - Bright = 3
    - Soft Target of Opportunity = 4

- Regular Monitoring (including Fixed Time Windows) = 5
- Hard Target of Opportunity = 6

When managing a proposal, you may:

- Add Observers

- Remove Observers

- Register Password

- Reset Password

They do not have to be a co-investigator and they will not have editing privileges on the proposal. They will however be able to view the details of the proposal.

To add observers, click the *Add Observers* button. This will load a form where you can add any registered user as a co-observer. You can filter the list between all users or only co-investigators and you can add a mix of each. On the next step, you have to assign permissions to each user. The principal investigator has permissions that cannot be changed and will be the point of contact for the proposal. Other observers can either have either:

- **Observations + Quick Archive Access**: This level of permissions allows an observer to prepare observations in the 2.3m Observing System as well as allowing access to data related to this proposal in the quick archive.

- **Quick Archive Access Only**: This only allows a user to access data related to the proposal in the quick archive.

Once submitted, the review page will display. This will display each allocation ID and if the user was successfully added. If they do not have an account they will not be added to the proposal. Once they create an account, you can navigate back to this page and add them to the proposal.

To remove an observer, you can click remove investigator and select them on this page. They will not be removed until you submit the form.

From this page you may also create a new account or reset your password on your existing account. You can also access these actions from the *My Account* dropdown down in the top right hand corner. For more information on account management, please see section 4

4   2.3m Observing System Accounts

If you have submitted a proposal to use the ANU 2.3m Telescope, you are required to register an account for the 2.3m Observing System. This is required in order to prepare observations and allow access to the data in the Quick Access Archive. This is a separate account to your *Data Central* account and passwords are not shared between the two accounts. It is also required that any observers on your proposal have an account in order to be added to the observation once allocated.

4.1   Registering Accounts

To register an account, simply click the *My Account* dropdown menu in the top right hand corner. You can then open the registration form by click *Register a 2.3m Observing System Account*. This will open a form which is pre-populated with the email address currently set as the default in your *Data Central* account. Please refer to the Changing Email section if you require this to be changed. The system enforces lowercase formatting for all emails and any emails containing uppercase characters will be converted to lowercase.

Passwords must be at least 8 characters long and contain at least:

- One uppercase character

- One lowercase character

- One number

- One special character

This password will not override any *Data Central* account credentials and is for authentication to the 2.3m Observing System only. This password may also be different to your Data Central account.

Your username for authentication to the 2.3m Observing System is your email address in lowercase.

4.2   Pre-existing Accounts

If you have a pre-existing 2.3m Observing System Account and a pre-existing *Data Central* account you can automatically link them together by simply logging-in if the system detects a matching email address. You can confirm by checking the homepage and if an alert states that a password reset is required for your 2.3m Observing System account then the accounts are successfully linked. If this does not come up and you have a current 2.3m Observing System Account, please check that your *Data Central* account email matches your 2.3m Observing System account. For further support please submit a ticket via the *LENS Service Desk*.

For users who have a 2.3m Observing System Account but no *Data Central* account, you can register a *Data Central* account with the same email address

as your 2.3m Observing System account and upon your first login these will be automatically linked.

4.3   Resetting Password

To reset your password, navigate to the *My Account* dropdown in the top right corner and click the *Reset 2.3m Observing System Account Password* link to open the password reset form. If it says *Register 2.3m Observing System Account*, then there is no 2.3m Observing System account linked with this *Data Central* account or the accounts are incorrectly linked. Please submit a service desk ticket if this unexpected.

In the form, the email is again pre-populated from your *Data Central* and is converted to lowercase. Password rules are the same as outlined in the Registering Accounts section.

4.4   Changing Email

In order to change the email associated with your account, navigate to the *My Account* dropdown in the top right corner and click *Manage Data Central Account*. This will take you to the *Data Central Accounts* management system. You must first click *Add new email* and confirm your email. This will then allow the email to be selected when changing your default email.

Once the default email has been confirmed and changed, please log out and log in again for the changes to take effect. Any proposals associated with your account will be updated automatically and your login to the 2.3m Observing System will also be updated however your password to this will remain the same.

Please note that this will not affect any proposals prior to semester 2025A or any proposal not submitted through *LENS*.