

WIYN Observatory Target of Opportunity Observations (ToO)
Brief Summary for Proposers
WIYN Science Steering Committee
Draft: 05 APR 2018

The WIYN Science Steering Committee's Target of Opportunity (ToO) document covers a variety of situations, not all of which are relevant for ToO proposers. This brief summary is directed at observers writing proposals for, and later executing, target of opportunity observations. Proposers should read the main document, which contains more details about the ToO proposal and execution process than are presented here.

The general approach to target of opportunity observations is one of voluntary cooperation by the holder of the scheduled observing time that will be interrupted by a ToO. **(A WIYN partner may decide to compel ToO observations using only their own scheduled telescope time.)** While not required, you may wish to consider offering compensation for observing time lost to execute your ToO, making it more likely that your request will be granted. Compensation includes: scientific acknowledgement in publications, including co-authorship; and observing time. Any observing time offered must be approved by your TAC.

Please submit a proposal through the regular TAC process by established deadlines if you plan to seek ToO observations either as a standalone team or as part of a large-scale program. Please include details of the program, anticipated needs, a discussion of logistics (e.g., desired instrument availability, calibrations required, which qualified observers will conduct the observations on site or remotely, anticipated lead time between a trigger and expected observations, etc.), and a request for the maximum observing time to be offered as compensation to affected scheduled observers, if any. Please inform the WIYN Operations Coordinator that you have submitted a ToO proposal. This will allow for a feasibility review by WIYN staff and make the ToO process more predictable and smooth.

When it comes time to execute your ToO observation please do so through the WIYN Operations Coordinator for assistance in working with the holder of the scheduled observing time. If the immediacy of the ToO precludes this step, approach the holder of the time directly and inform the Operations Coordinator. Any interactions with students must include the advisor as well. If you are providing proprietary non-public information as part of your ToO execution, it is your responsibility to identify which information is privileged and any restrictions on its use or dissemination.

The names and contact information of current WIYN personnel involved in the ToO process (WIYN Operations Coordinator, Head of WIYN Operations, Executive Director, instrument scientists) are listed at <http://www.wiyn.org/contactus.html>.