

Policy of Use for the Michigan/Magellan Fiber System (M2FS)

April 3, 2015

Introduction: M2FS is a PI instrument and at least one of the seven PIs must be present whenever the instrument is mounted or used on the Magellan/Clay telescope. The M2FS PIs have agreed that any observations made with M2FS must be part of a collaborative arrangement with all seven PIs, who will be given the option of being co-authors on any papers based on data taken with the instrument. The seven M2FS PIs are Jeb Bailey, Jeff Crane, Mario Mateo, Ed Olszewski, Steve Shectman, Ian Thompson and Matt Walker.

The M2FS PIs expect that in most cases the use of the instrument will be organized into one or two blocks of time during the semester and observations for different programs will be carried out by the M2FS PIs within all blocks in an informal queue. Observing time will be provided by the various institutional TAC's to individual researchers or groups for specific programs, but the M2FS PIs must be included as co-investigators on the proposals. The PIs welcome additional observers who wish to be present at the telescope to help carry out the observations or data reduction/analysis.

Mario Mateo (mmateo@umich.edu) is the point of contact for researchers who wish to learn more about M2FS or who plan to use the instrument.

Applying to use M2FS: Researchers at all institutions with access to the Magellan telescopes may apply to use M2FS for the 2015B semester. Researchers who wish to use M2FS should contact Mario Mateo at least ten days before their observing proposal is due at their home institution, and provide the following information for each project they intend to propose to carry out with M2FS:

- The project title.
- A complete list of researchers collaborating on the project. In the case of large teams (e.g. SDSS or DES), the team name, the team PI, and the names of specific researchers on the team who are closely associated with the science aims of the particular M2FS observing project are sufficient.
- An abstract providing basic scientific and technical information about the project.

- The approximate RA and Dec of the target fields as well as the range of V magnitudes of the targets to be observed.
- The number of nights to be requested.

This information will be used by the M2FS team to assess any obvious technical, scientific or scheduling issues and will be treated as confidential. Scheduling and support of M2FS is limited by a combination of lunar cycle, instrument team availability, and other demands and commitments of the Magellan staff and PIs. Accordingly it may not be possible to support every program that requests collaboration in a given semester. In such situations the M2FS team will attempt to balance scientific and technical considerations of the suite of requests, and provide a prompt explanation of reasoning if a request is declined.

Once the M2FS PIs have agreed to collaborate on a project, researchers should prepare an observing proposal for their individual TAC that includes the seven M2FS PIs as co-investigators. This proposal should conform to the appropriate format for the individual TAC, and should be sent to the M2FS PIs no later than three days prior to the TAC proposal deadline at the researcher's home institution.

The M2FS team will make every effort to provide feedback to proposers on technical and scientific issues in the proposal within two days. Apart from changes related to comments by the M2FS PIs and other co-investigators on the project, it is expected that there will be no substantive changes made to the proposal without informing the M2FS PIs.

Collaborating with the M2FS PIs: Experience suggests that different researchers and groups may have quite different expectations of how a collaboration operates. Moreover, specific projects may necessarily entail unique approaches to collaboration that best utilize the skills of the collaborating scientists. Because of this, the M2FS team strongly encourages researchers to initiate discussions aimed at defining collaborative protocols on a project-by-project basis as early as possible in the process. These discussions should aim to come to a clear agreement regarding any issues defining the collaboration, such as specifying the roles of individual collaborators in the project, the details of how data will be obtained with M2FS, the disposition of the data once obtained, the reduction process and

distribution of reduction products and the authorship of papers that result from the observations, to name a few of the most obvious.

The M2FS PIs expect that in most cases the M2FS PIs will prepare the fiber plug-plates based on coordinates supplied by individual researchers, and will reduce most data to one-dimensional, wavelength-calibrated and sky-subtracted spectra, although individual researchers will also have access to the raw data and calibration frames to reduce if they wish.

The M2FS observers during each observing run will make a concerted effort to organize the observations for the various programs in order to fully satisfy the requirements for each individual observing program. The M2FS PIs would like potential users of M2FS to understand that some compromises will be inevitable on account of variable seeing and cloud cover, the distribution of targets during the night, changing illumination by moonlight and so on.

The cost of preparing plug plates, travel to Las Campanas, and lodging on the mountain are substantial, and under most circumstances these costs will be incurred largely by the M2FS observing team. For this reason the M2FS PIs wish to share the charges for nightly lodging on the mountain among the various M2FS research programs, in proportion to the time allocated to each program within a given semester.

Regarding the preparation of papers based on data obtained with M2FS, the M2FS PIs expect that under normal circumstances all collaborators in an M2FS project will be kept abreast of intermediate results as they are obtained, and be given access to drafts of publications as they are prepared, with enough time to participate in the analysis of the results and to comment on the papers well before they are submitted or posted. The M2FS PIs typically expect that the individual researchers with whom they are collaborating will assume the main responsibility for subsequent analysis of the data and preparation of publications.

M2FS Equipment: Filters, gratings and other equipment owned by M2FS are available to all M2FS users with no restrictions. A list of all available filters and gratings for M2FS can be obtained from Mario Mateo on request.

Some individual users have provided additional filters and gratings and their institutions retain ownership of these items. The M2FS PIs strongly suggest

that all user-supplied filters and grating be made available for all M2FS observing programs. However in some cases it may be necessary for individual researchers to obtain permission to use some particular items. While the M2FS PIs discourage the removal of such items from the mountain, they would like to request at least a one-year notice in order to minimize the disruption to ongoing projects.