

# Draft APF ToO Policy 17/7/17

## Scope

The Automated Planet Finder runs autonomously most nights using a queue. The APF can quickly slew and that queue can be updated instantly to provide rapid follow-up of ToOs. Below, we provide a framework for how time and targets will be allocated.

## Time Allocation

- An average maximum of one (1) hour and 5 minutes per night can be allocated to a ToO. If the PI for that night agrees, longer can be allocated. This does mean that, in the case of faint targets, 2 hours, 10 minutes could be allocated but that removes the ability to ask for the time on a future night. The additional 5 minutes per night is for overhead, thus allowing an hour of on target time.
- ToOs can only occur on a general observer night allocated through the normal call process. Time allocated to the original APF builders and time allocated through memorandums of understanding will not be available except at the discretion of the PIs of those programs.

## Target Allocation

- Target allocation should be done with as much notice as possible.
- If multiple ToO programs request the same target, If multiple ToO programs request the same target, each will be charged what they request.
- In the case where multiple teams need the same instrument setup but require different signal to noise, the maximum possible exposure shall be taken. However, teams shall only receive the data they requested and will only be charged for that request.
- If there are requirements for different instrument setups and those cannot be shared across programs, then the time will be allocated to the team that first requests the time.

## Proprietary Period

- All data taken with a ToO will be proprietary to the PI for that ToO program unless it shared across programs.

- The ToO data will have the standard MH proprietary period of 24 months.
- After the period, that data will be publically available in the archive.

## Triggering a ToO

- A ToO must be triggered by an email sent to the APF Observatory Scientist while also copied to the UCO Director and Deputy Director.
- Time stamps of the receipt of the email at UCO will be used to adjudicate the target allocation process.

## Calibrations

- All calibrations shall be shared across ToO teams and will also be shared with the regular programs scheduled for that night.