

ALMA OT demo worksheet  
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What needs to be done:

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- 1) Download the OT (directly on your computer via the tarball or webstart)
- 2) Cover letter/summary information
  - 2-1) add yourself as PI (/ \ you need to be a registered member of the ALMA Science Portal)
  - 2-2) fill in the cover letter of the proposal:
    - Title & Abstract
    - Proposal category
    - keywords
    - add your CO-Is (they also ALL need to be registered members of the ALMA Science Portal)
- 3) you need to have a pdf of your **\*\*science case\*\*** (following the nb-of-pages & size-of-the-file restrictions given in the call for proposal!)  
Else your proposal won't validate !!  
Note: it should not contain the technical justification, the latter should be captured by the dedicated section of your "Science Goal(s)".
- 4) creates your Science Goal(s)
  - > specification of your Spectral Setup - Spatial Field Setup
  - any Technical justification (i.e., particularly important if you consider that the estimated time does not include some necessary "extra calibrations" possibly not (well) taken into account by the "system defined" calibration settings.

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= making use of the in-built tools such as the           =
= - name resolver                                         =
= - sensitivity calculator                                 =
= - the Spectral line catalogue / splatalogue on line if necessary =
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- 5) validate your proposal
- 6) submit your proposal & make sure to save the copy of your CODE-allocated-newly submitted proposal so that you can resubmit a newer/updated version of it before the dead-line if necessary (NOTE: this overwrites your former copy of the proposal in the ALMA Science Archive)

\*) usefull links  
cf.  
<https://almascience.eso.org/proposing/observing-tool>  
"Documentation" & "Troubleshooting":

Must read:  
<https://almascience.eso.org/documents-and-tools/cycle3/alma-ot-quickstart>

Must watch:  
cf. OT video tutorials:  
<https://almascience.eso.org/proposing/observing-tool/video-tutorials>

Throubleshooting page:  
In case of OT installation-related problems -> check:  
- <https://almascience.eso.org/documents-and-tools/cycle3/known-issues>  
which lists the common problems encountered with the OT.  
Another source of more in-depth FAQ resource:  
- <https://help.almascience.org/index.php?/Knowledgebase/List/Index/1/alma-observing-tool-ot>

And if these 2 pages do not solve your problem -> put a request via the "Helpdesk Ticket" system:  
<https://help.almascience.org/cas-login.php>



```
# Outcome:
# The <sensitivity calculator> returns me
# for : Dec:-34
#     Polar: Dual
#     Observing Freq: 345 GHz
#     BW per polar:0.2 km/s (i.e., the channel width elected)
#     water vapour: automatic choice
#     reso: 0.5 arcsec
#     sensitivity 20.00 mJy
#     -> 3.5 min
#     And <the total estimated time> (with overhead, calib etc.) is ~29 min
```