**Template for NASA Keck Expertise and Access (E&A) Document**

Header should include a short title and semester. Do NOT include your name.

*[the first 2 pages of this template contain general information and instructions; please remove them before submitting your proposal]*

The NASA Keck proposal review is now using a Dual Anonymous Proposal Review (DAPR) process. We have prepared [Guidelines for Proposers](https://nexsci.caltech.edu/missions/2022A_test_770/DAPR_proposer.shtml) to assist with the preparation of your proposal in order to comply with DAPR. This template is for the Expertise and Access (E&A) Document that must accompany each NASA Keck proposal. It includes the non-anonymized information for your proposal. **Use of this template is required.**

In addition to the non-anonymous E&A document, each proposal must also include an anonymized [Science Program](https://nexsci.caltech.edu/missions/2022A_test_770/gen-info.shtml#Ibi) prepared using this template available in [Word](https://nexsci.caltech.edu/missions/2022A_test_770/sci_program_template.doc) or [Latex](https://nexsci.caltech.edu/missions/2022A_test_770/sci_program_template.tex). Further information on both the E&A document and the Science Program can be found in the [Call for Proposals](https://nexsci.caltech.edu/missions/2022A_test_770/gen-info.shtml).

Email us at keckcfp@ipac.caltech.edu with any questions.

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| **\*\* E&A DOCUMENT PAGE LIMITS \*\*** |
| 1. Team Expertise
 | up to 1 page |
| 1. Access to Keck and/or Subaru Time
 | up to 1 page |
| 1. Progress Report for Ongoing or Recently Completed Keck Projects AND Status of Allocated Time on Large Telescopes
 | up to 1 page |
| 1. References
 | up to 1 page |
| **Total for E&A Document** | **Up to 4 pages** |
| Mission Support Letters, one from NASA HQ and one from the supported project. These are required for [Mission Support](https://nexsci.caltech.edu/missions/2022A_test_770/gen-info.shtml#IIb) proposals. | No limit; applies *only* to proposals requesting Mission Support status |
| * The NExScI coversheet is generated via the submission website and includes fields for a title, PI and co-I names, abstract, NASA strategic relevance, and the Keck Observatory Archive data check. These should not be repeated in the proposal text.
* The WMKO cover sheet is generated through the [WMKO Observer Login Page](https://www2.keck.hawaii.edu/inst/PILogin/login.php). The WMKO proposal number should include the correct semester and start with an “N”, indicating NASA as the allocating institution. You must upload a PDF of this coversheet when you submit your proposal.

The NExScI and WMKO coversheets do not count against the above 4-page limit.  |

* This template is intended to outline a typical Expertise and Access (E&A) document for a NASA Keck proposal. Section heading titles can make the proposal easier to read but are not required. Multiple sections can be put onto the same page, however shortening one section does not mean you can increase the page limit of another.
* Proposals must use 12-point font with 1-inch margins on all sides. Do not change the default font in this template since other fonts have different character spacing that can affect readability.
* Once your proposal is complete, use the [online submission portal](https://catcopy.ipac.caltech.edu/nasakeck/proposal.php) to submit the following PDF documents:
	+ [Anonymized Science Program](https://nexsci.caltech.edu/missions/2022A_test_770/gen-info.shtml#Ibi)
	+ [Non-anonymized Expertise and Access document](https://nexsci.caltech.edu/missions/2022A_test_770/gen-info.shtml#Ibii)
	+ WMKO coversheet
	+ Mission Support letters (if applicable)
* Following submission, you will receive a confirmation email with both the anonymized science program and the non-anonymized E&A document attached as PDFs. If you do not receive this confirmation email, please contact us at keckcfp@ipac.caltech.edu

**1 Team Expertise (up to 1 page)**

Up to one-page on the team’s expertise in the following: Keck instrumentation, data reduction and analysis/modeling, and observational experience. Please see the [Call for Proposals](https://nexsci.caltech.edu/missions/2022A_test_770/gen-info.shtml#Ibii) for a full description. Note that if your team is particularly large (more than 10 people), you can include an additional page for this section.

# 2 Access to Keck and/or Subaru Time (up to 1 page)

Please include a description of team access to non-NASA Keck or Subaru time and how that time is being used (or not) for the proposed project. If the team has access, you must include a justification of why NASA Keck time is needed above and beyond the accessible non-NASA time available through the other partners, specifically the University of California, Caltech, Yale, Keck Observatory, Swinburne, and the University of Hawaii. Please see the [Call for Proposals](https://nexsci.caltech.edu/missions/2022A_test_770/gen-info.shtml#Ibii) for a full description.

Failure to account for your appropriate level of access to non-NASA Keck time both on the submission page and in the text of this document, will cause the proposal to be rejected as a non-compliant submission.

# 3 Progress Report for Ongoing or Recently Completed Keck Projects AND Status of Allocated Time on Large Telescopes (up to 1 page)

Please summarize the PI’s and key Co-I’s current involvement on existing Keck research programs to inform the reviewers of the status of completed and planned observations, data analysis, and publications. A similar summary should be made for other relevant large or space-based telescope time that has been awarded during the past two years.

# 4 References (up to 1 page)

This section should only contain references specific to the E&A document that cannot be included in the Science Plan. References may be in 10-point font and should be formatted using the author’s last name and year of the cited publication, e.g. (Smith, 2015) (Smith & Smith, 2015) or (Smith et al., 2015).

# Mission Support Letters (if applicable, no page limit)

If you are requesting Mission Support status for your program, you must include current letters of support from the NASA Headquarters Program Scientist and from the supported flight project. See the Call for Proposals for the criteria and further information on letters required for [Mission Support](http://nexsci.caltech.edu/missions/KeckSolicitation/gen-info.shtml#IIb) programs.

Letters must be uploaded as PDFs directly on the online submission page, and not included here.