

Quick manual of the Ryugu Sample AO System for Reviewer

as of May 2, 2023

This document describes usage of the AO system for reviewers. **The due date of review submission is May 21, UTC.** If there is any question, mail to the AO administration office (JAXA-curation@jaxa.jp).

Workflow

1. Login the AO system.
2. Select [accept]/[decline] to show you accept the review work or not.
3. Input review score and comments for each proposal.
4. Rank your reviewed proposals to show relative superiority among the proposals.

1. Login the AO system.

Click [Login] on the top page (<https://jaxa-ryugu-sample-ao.net/>). Your account (ID and password) is described an invitation mail from the AO system.

2. Select [Accept]/[Decline].

After your login, dashboard (your home window) will open. *Requested Proposals* table shows proposals which are being asked you to review. Click [ACCEPT] if you accept to review or click [DECLINE] if not willing to do. In the case you decline, the AO administrators would appreciate receiving suggestions for alternative reviewers.

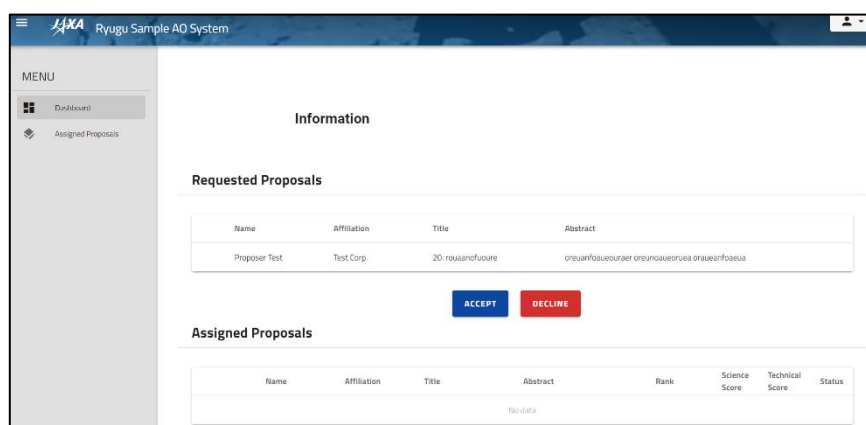


Figure. 1. Dashboard and Requested Proposals table

3. Input review score and comments for each proposal.

- 1) Click *Assigned Proposals* on the menu left side of the Dashboard window.

- *Assigned Proposals* table will open.

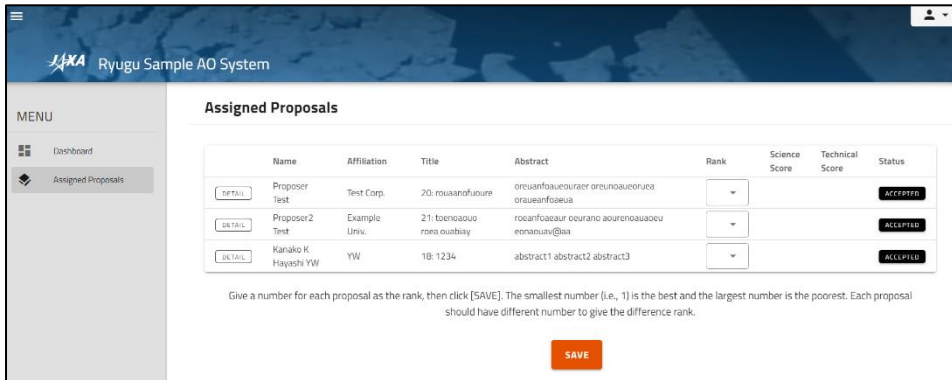


Figure. 2. *Assigned Proposals* table

- 2) Click [Detail] left side of a proposal line on the table.
 - *PROPOSAL* window will open.

PROPOSAL	ADDITION	SAMPLE	REVIEW
Collaborator	Taro Suzuki / example univ (taro@example.com) Jiro Tanaka / test test (jiro@example.com)		
Title	This is Proposal of xxx.		
Abstract	test test test aaa bbb ccc ddd eee ffff		
Keywords	Space weathering Regolith Keyword		
Analysis Method	AAAA		
Number / Weight of necessary samples	Number : 2 / Weight : 10.0 mg (Each) , 20 mg (Total)		
Properties of necessary samples	sample test		
Post-analysis alternation	post analysis test		
Methods to handle the sample	sample sample sample		
Requested environmental condition for the transfer process	Standard process (sample container: FFTC, environment: pure N2 gaspurge, transportation: commercial delivery) Other (describe detail in the box below)		
PDF EXPORT			

Figure. 3. *PROPOSAL* window

- 3) Click [PDF EXPORT] to download a full information of the proposal.
- 4) Check and read the proposal PDF.
- 5) Click *REVIEW* tab on the detail window.
 - *REVIEW* window will open.

PROPOSAL	ADDITION	SAMPLE	REVIEW
Science Score	3	Technical Score	3
Science Comment Strength			
Science Comment Weakness			
Technical Comment Strength			
Technical Comment Weakness			
EDIT			

Figure. 4. REVIEW window

6) Click [EDIT] at the bottom of the window.

• REVIEW EDIT form will open.

- Science score
Choose one score from 5-point scale from the viewpoint of scientific merit.
- Technical score
Choose one score from 5-point scale from the viewpoint of technical feasibility.
- Science Comment Strength/Weakness
Write your review comment of strength/weakness points of the reviewed proposal from the viewpoint of scientific merit.
- Technical Comment Strength/Weakness
Write your review comment of strength/weakness points of the reviewed proposal from the viewpoint of technical feasibility.

Review

Science score ⓘ 3:Good ▾

Technical score ⓘ 3:Good ▾

Science Comment Strength ⓘ

Science Comment Weakness ⓘ

Technical Comment Strength ⓘ

Technical Comment Weakness ⓘ

CANCEL
SAVE

Figure. 5. REVIEW EDIT form

- 7) Input your review information on the form, then click [SAVE]. If there is no comment, just input something like "None" or "No comment."
- 8) OPEN *REVIEW* tab again and check your review information. There is [SUBMIT] button when you completed the form.

Figure. 6. [SUBMIT] button on the *REVIEW EDIT* window

- 9) Click [SUBMIT] to finish the review.
 - You have a mail from the system when [SUBMIT] is succeeded.
 - If you need to correct your review information, repeat procedures from edit and save to submit.

4. Rank your reviewed proposals to show relative superiority.

- 1) Click *Assigned Proposals* on the menu left side of the Dashboard window.
 - *Assigned Proposals* table will open.

	Name	Affiliation	Title	Abstract	Rank	Science Score	Technical Score	Status
<input type="button" value="DETAIL"/>	Kanako Hayashi	YW	1: This is Proposal of xxx.	test test test aaa bbb ccc ddd eee ffff	1	5	4	SUBMITTED
<input type="button" value="DETAIL"/>	This is Test	TestTest	3: This is Test Mail	This is Test Mail	2	5	5	ACCEPTED
<input type="button" value="DETAIL"/>	Kanako Hayashi	testtest	5: testtest	aaa bbcc ccc	3			ACCEPTED

Give a number for each proposal as the rank, then click [SAVE]. The smallest number (i.e., 1) is the best and the largest number is the poorest. Each proposal should have different number to give the difference rank.

Figure. 7. Rank column/cells on *Assigned Proposals* table

- 2) Select a number for each cell proposal in *Rank* column on the table.
- 3) Click [SAVE].
 - You can change the rank information anytime until the due date.