Quick manual of the Ryugu Sample AO System for Reviewer

as of Nov 13, 2023

This document describes usage of the AO system for reviewers. The due date of review submission is Nov 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.

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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.
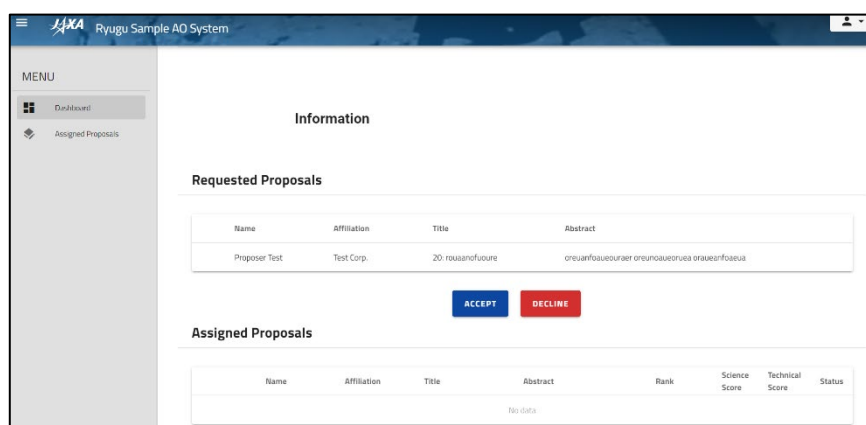

Figure. 1. *Dashboard* and *Requested Proposals* table

3. Input review score and comments for each proposal.

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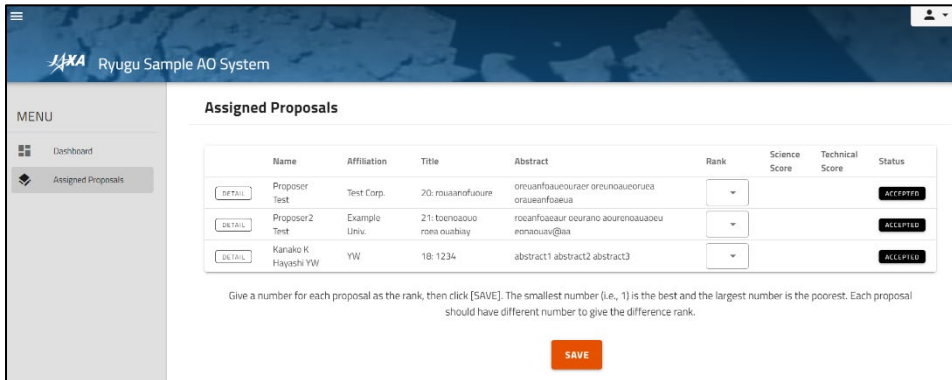
・*Assigned Proposals* table will open.

Figure. 2. *Assigned Proposals* table

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

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.

Figure. 4. *REVIEW* window

6) Crick [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.

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.

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.