

# Quick manual of the Ryugu Sample AO System for Reviewer

as of Sep 13, 2024

This document describes usage of the AO system for reviewers. **The due date of review submission is Oct 2, UTC.** If there is any question, mail to the AO administration office ([jaxa-curation-ao@jaxa.jp](mailto:jaxa-curation-ao@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.

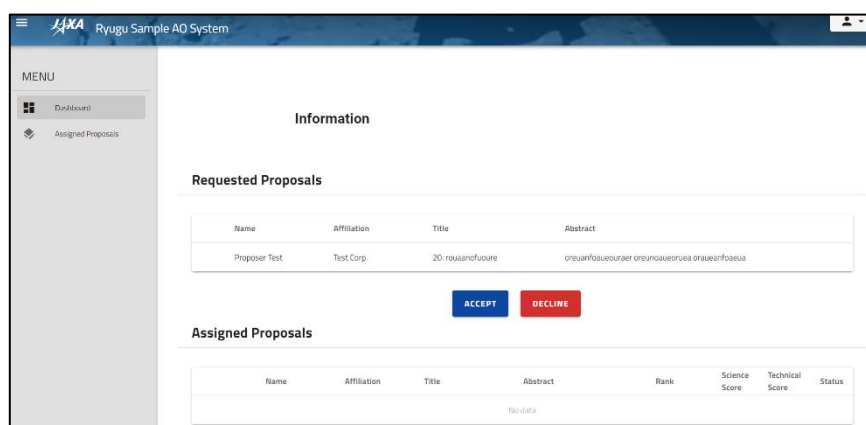


Figure. 1. Dashboard and Requested Proposals table

### 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.

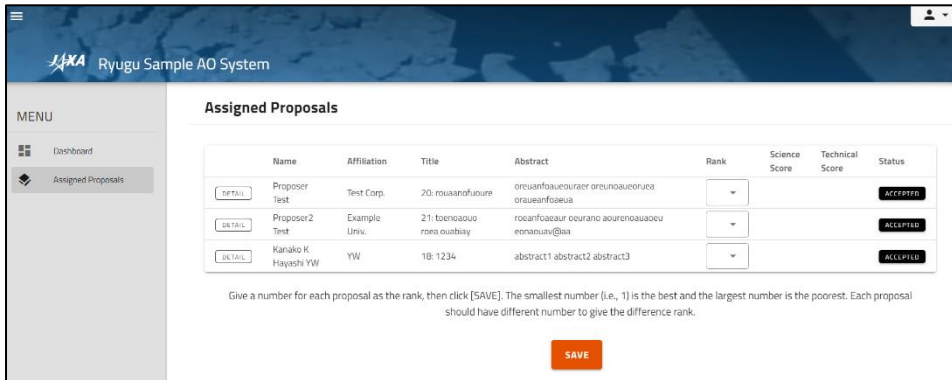


Figure. 2. *Assigned Proposals* table

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

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

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			
<b>EDIT</b>			

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 ▾

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Technical score ⓘ 3:Good ▾

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Science Comment Strength ⓘ

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Science Comment Weakness ⓘ

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Technical Comment Strength ⓘ

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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	<input type="button" value="SUBMITTED"/>
<input type="button" value="DETAIL"/>	This is Test	TestTest	3: This is Test Mail	This is Test Mail	2	5	5	<input type="button" value="ACCEPTED"/>
<input type="button" value="DETAIL"/>	Kanako Hayashi	testtest	5: testtest	aaa bbcc ccc	3			<input type="button" value="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.