

Completion Policy for CFHT Large Programs

CFHT SAC v3

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Large Programs (LPs) form a key part of CFHT's high level of science productivity. In the past, unexpected weather or technical failures have hampered data collection for some LPs causing them to be severely incomplete at the end of their allocation terms. This policy seeks to address this issue by enabling a process whereby LPs may be granted additional time allocation such that the originally planned science goals, on which the LP was awarded time, might be achieved.

Definitions:

- **LP** is a CFHT Large Program started from semester 2017A onwards.
- **Term** is the range of semesters of the original LP allocation.
- **Program completion** is the ratio of validated time to original allocated time for the entire LP.
- **Semester completion** is the ratio of validated time to allocated time for a single semester.
- **LP completion review** is a review by a sub-committee made up of representatives from the SAC and national TACs contributing to the specific LP.

LPs are subject to periodic review by the CFHT Scientific Advisory Council (SAC). Progress reports are submitted by PIs and reviewed by SAC each semester. A more comprehensive review by SAC is typically held midway through the term. These reviews consider the progress in data collection, processing, analysis and scientific exploitation by the LP team.

Starting with the mid-term review and for each semester thereafter, SAC will at its regular meeting examine for each LP, the individual semester completion and expected program completion by the end of the term. The expected program completion by the end of the term will take into account prior realized performance and expected future performance based on typical events (for example, especially poor weather conditions or technical issues in prior semesters are not expected to occur in the future). If a LP has an expected program completion below 80%, and/or SAC considers that the LP may not achieve the proposed science goals, then a LP completion review is triggered. This review should be performed within 2 weeks of the SAC meeting.

The LP completion review sub-committee will consider the science impact of the LP and need for an additional time allocation to achieve the original program science goals. If the review is favorable, the LP will be allocated time in future semesters in order to bring the program completion to at least 80%. Depending upon the available pool of future unallocated LP time (considering the maximum fraction for LPs set by the agencies), these allocations could be in semesters during and/or after the term. The aim is to reach the final program completeness as soon as possible. The sub-committee will work with CFHT to determine the amount and scheduling of the additional time allocations.