

Science Operation Managers:

All questions and user approvals should be directed to one of the Science Operations Managers (SOMs). At KASI this is Jae-Joon Lee (leejjoon@kasi.re.kr), at UT this is Kimberly Sokal (ksokal@utexas.edu), and at Lowell Observatory it is Lisa Prato (lprato@lowell.edu).

Team Members and Users:

There are 2 classes of IGRINS team members and 2 classes of IGRINS users: **Science team** member, **Instrument and Operations team** member, **Trusted** user and **Community** user. A single individual can belong to more than one of these classes. “IGRINS team” is defined as a collection of Science, Instrument and Operations teams. The KASI PI and UT PI each have the right to designate science, instrument, and operations team members as they choose. Each PI will periodically inform the other of who counts as an official team member for KASI or UT. Disputes about the appropriateness of membership shall be resolved by the mechanisms outlined in the MOU.

Science Team:

Science team members are individuals with a strong involvement in IGRINS and an appropriate astronomical background. Normally, qualifications for membership would include either a PhD or PhD Candidacy in Astronomy, Physics, or Space Science or at least one first-author paper in a refereed astronomical journal but the KASI or UT PI can waive these requirements when appropriate. Science team members serving as PIs or Co-Is of IGRINS observing proposals will take responsibility for insuring the quality and integrity of IGRINS data products derived from projects in which they are involved. Science team members listed as co-authors on papers shall have read and agreed to the statements in those papers.

Instrument and Operations Team:

Instrument team members are technical personnel who are research-capable in their technical field and are making a significant contribution to the maintenance and upgrade of IGRINS. They are capable of most IGRINS instrument specific issues and can be a point of contact for issues related to IGRINS operation. Operations team members at KASI, UT, McDonald Observatory, and Lowell Observatory are in charge of the general operation of IGRINS but may not be expected to know the instrument specific systems in detail.

Trusted Users:

Observers become trusted users when they have sufficiently trained for the safe operation and maintenance of IGRINS and they can operate it on the telescope without a team member’s on-site supervision. Becoming a trusted user requires the confirmation by all three SOMs.

Community Users:

All other IGRINS users are referred to as “community users”. Community users are not allowed to attend IGRINS observation without on-site supervision by a trusted user or IGRINS team member.

Proposals:

Each institution has different guidelines and expectations for proposal submission. However, every IGRINS proposal is required to have an IGRINS science team member included as a collaborator. This provides assurance on the science feasibility and the observing expertise of the proposal.

If you need an IGRINS science team member collaborator, then please contact a SOM. When several groups are working on similar science programs, the IGRINS team will try to inform the groups of this fact. While we encourage appropriate collaboration and data sharing between groups, it is up to the groups themselves to make such arrangements.

DCT Partner Proposals:

Most IGRINS users at DCT have been community users. As such, they require an IGRINS science team member on their proposal to check feasibility. They should be in contact with the DCT SOM (Lisa Prato) before proposing and planning observations. Failure to interact with the SOM may result in lost IGRINS access if no support is available or the proposed project is deemed infeasible.

UT and KASI Proposals for McDonald Observatory Time:

All proposals will be reviewed and ranked by the McDonald TAC. The Korean community will have a member of the TAC during trimesters when IGRINS proposals are considered. All members of the TAC are chosen by the McDonald Director. The Korean member will review all proposals for all McDonald telescopes along with the rest of the TAC. Guaranteed time proposals will receive their time allocation independent of their ranking. KASI proposals will be awarded IGRINS time by ranking on an equal basis with UT proposals and without regard to limits on the amount of non-UT time awarded.

IGRINS Proposals for Other Telescope Time:

The IGRINS team respects the timetable for proposal review and time allocation of the host observatory. However, detailed procedures for IGRINS proposals can be subject to discussion and agreement by the KASI PI and UT PI under the consultation of the host observatory Director. Instrument and personnel safety have to be primary considerations along with facilitating science.

Observations:

IGRINS observers need to be trained before they are considered trusted users. Trusted users are expected to know how to observe safely with IGRINS, but may need support if technical issues arise. Those who provide observer support and training (ex. Larissa Nofi, Kimberly Sokal, Jae-Joon Lee) should be considered collaborators on the program and included in the science program while it progresses. Trusted users are qualified to embark on an observing run alone after being approved by all three SOMs.

The IGRINS team will archive IGRINS spectra and the current proprietary period is 24 months from the date the data are taken. At the discretion of the IGRINS team, this period can be extended for up to 36 months upon request for graduate students who have not yet completed their dissertation.

Publications:

Decisions about authors and author orders of publications are the responsibility of the proposal PI. The IGRINS team member(s) on the observing proposal(s) should be included as paper authors. Wherever possible, PI's should seek reasons to give first authorships to junior team members, in particular to students and postdocs. All authors should have intellectual ownership of the material and have contributed to the work. The IGRINS team is committed to ethics in publication and does not condone "courtesy" authorships. For this reason, please involve junior team members throughout the scientific process.

Authors should inform the IGRINS SOMs of the acceptance of *all* papers, refereed and non-refereed, at the time of acceptance, giving the title, journal, volume, and author list.

Standard Acknowledgements:

The standard acknowledgement for IGRINS is:

"This work used the Immersion Grating Infrared Spectrometer (IGRINS) that was developed under a collaboration between the University of Texas at Austin and the Korea Astronomy and Space Science Institute (KASI) with the financial support of the US National Science Foundation under grant AST-1229522, of the University of Texas at Austin, and of the Korean GMT Project of KASI."

The facility that IGRINS is used at should also be acknowledged.
IGRINS' spectral resolution is $R \sim 45,000$.

Any paper using IGRINS science or engineering data must reference the designated IGRINS instrument citation(s):

Park, C. et al., "Design and early performance of IGRINS (Immersion Grating Infrared Spectrometer)," Proc. SPIE 9147 (2014).

Lee, Jae-Joon & Gullikson, Kevin. (2016). plp: v2.1 alpha 3 [Data set].
Zenodo. <http://doi.org/10.5281/zenodo.56067>

Mace, G. et al., “300 nights of science with IGRINS at McDonald Observatory,”
Proc. SPIE 9980 (2016).

Refereeing:

The IGRINS team has an internal refereeing process for observing and instrumentation papers. We strongly recommend that all papers to be submitted to a refereed journal, and using IGRINS data or technical information, go through the IGRINS internal refereeing process. Papers for non-refereed conference proceedings may also make use of this service. First authors should submit papers that are ready for publication to the IGRINS SOMs for comment. Revisions in response to these comments can be made at the discretion of the authors.