

## **Handling of Director’s Discretionary Time (DDT) Proposals in the Beyond Mission Phase**

Spitzer is executing the “Beyond” phase of the mission which will continue through January 2020. Through the remainder of the mission DDT proposals are solicited for new, high-impact science programs. Up to 3,000 hours of DDT is available.

1. Proposals that are not time critical will be reviewed on a structured schedule. The DDT review deadlines, and expected earliest execution date for approved observations, are:

<b>Proposal Deadline</b>	<b>Estimated Earliest Possible Execution Date</b>
<b>February 8, 2019 – noon PST</b>	<b>mid-April</b>
<b>May 10, 2019 – noon PDT</b>	<b>mid-July</b>
<b>September 10, 2019 – noon PDT</b>	<b>mid-November</b>

2. All PIs that submit a DDT proposal will receive up to three proposals to review as part of the structured review process.
3. The default proprietary period for all DDT programs is zero days. A maximum 90-day proprietary period can be proposed and should be justified.
4. DDT requests must include:
  - a. A strong scientific justification (and justification of time criticality, if requested).
  - b. A description of the long-term legacy value of the program.
  - c. Completed Astronomical Observation Requests (AORs).
5. All required materials to prepare the proposal are available on the Proposal Kit webpage (<http://ssc.spitzer.caltech.edu/warmmission/propkit/>).
  - d. Read and follow the instructions in the **DDT proposal guidelines (version 4)**.
  - e. Use **DDT proposal template (version 3)** to prepare the proposal file, and adhere to the page limits.
6. Proposals must be submitted through the DDT web form (not Spot) at <https://catcopy.ipac.caltech.edu/ddt/proposal.php>.
7. Direct all questions to the Helpdesk ([help@spitzer.caltech.edu](mailto:help@spitzer.caltech.edu)).