



KOA Data Release Policy

- 1.1 The default proprietary period for all data is 18 months from the date of observation.
- 1.2 The non-default proprietary option which may be requested, along with a science-based justification, is:
 - 1.2.1 A period lesser or greater than 18 months for any given observing night allocated within a semester.
 - 1.2.2 Note that all proprietary periods are specified with respect to the date of observation.
- 1.3 If a non-default proprietary period is desired, use the following procedure:
 - 1.3.1 The PI must submit to the Time Allocation Committee (TAC), along with the observing proposal, the requested non-default proprietary option for each observing night requested. The non-default proprietary option must be justified on the basis of the science investigation.
 - 1.3.2 Each institution contributing to the KOA (Caltech, Gemini, NASA, NOAO, Univ. of California, Univ. of Hawaii, and WMKO) will select one person to act as a "selecting official" for final approval of changes to the default proprietary period.
 - 1.3.3 If recommended by the TAC and approved by the selecting official, the following information will be submitted by the selecting official to KOA at the time of selection:
 - 1.3.3.1 Proposal ID
 - 1.3.3.2 Proprietary period per assigned night
 - 1.3.4 KOA will place the release date for each data set in the metadata associated with the data set at the time of data ingest.
 - 1.3.5 Upon the first release of any science data within a night or program, all of the calibration files for that program also become public.
- 1.4 This procedure applies to each semester in which a non-default proprietary option is requested. Data acquired in separate observing semesters require separate non-default proprietary option requests, with the associated scientific justification.
- 1.5 Data from backup programs obtained by any of the KOA instruments because the originally intended instrument is not used for any reasons will automatically receive a proprietary period of 18 months.
 - 1.5.1 Please contact your [Selecting Official](#) if you wish to request a non-default proprietary period for these data.
 - 1.5.2 Include koadmin@ipac.caltech.edu in your email request so that we may help track the request.
 - 1.5.3 The Selecting Officials should inform both the PI and KOA of their decision.