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 koaadmin@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.