

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, **Authorized** 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 the UT PI will jointly name the authorized users.

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 the 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 will have read and agreed with the statements in those papers.

Instrument and Operations Team:

Instrument team members are technical personnel who are research-capable in their technical field and have made a significant contribution to the IGRINS project. They are capable of most IGRINS instrument maintenance and upkeep tasks 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 are not expected to know the instrument specific systems in detail.

Authorized Users:

Authorized Users are personnel who have been sufficiently trained in the safe operation and maintenance of IGRINS that they can operate it on the telescope without team member supervision. Becoming an authorized user requires the nomination of the person by a sponsor on the Science and Instrument Teams and then the unanimous confirmation of the nominee by the Science and Instrument Teams.

Community Users:

All other IGRINS users are referred to as “community users”.

Proposals:

Each institution has different guidelines and expectations for proposal submission. IGRINS proposers are required to have an IGRINS science team member included on proposals 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 Kimberly Sokal (ksokal@utexas.edu), Jae-Joon Lee (leejjoon@kasi.re.kr) or Lisa Prato (lprato@lowell.edu). 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.

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.

Observations:

IGRINS observers need to be trained before they are considered trusted observers. Two clear nights of observing are generally enough training, but more may be required. Trusted observers are expected to know how to observe with IGRINS but still need support in case issues arise. The IGRINS team expects that those who provide observer support be considered collaborators on the program and included in the science program. Authorized observers are trusted observers with enough experience to embark on an observing run alone, and require confirmation as described above.

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 general 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.

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 editor in pdf form. Revisions in response to these comments can be made at the discretion of the authors. Authors should inform the IGRINS editor of the acceptance of *all* papers, refereed and non-refereed, at the time of acceptance, giving the title, journal, volume, and author list. Please contact Kimberly Sokal (ksokal@utexas.edu), Jae-Joon Lee (leejjoon@kasi.re.kr) or Lisa Prato (lprato@lowell.edu) to have your paper reviewed prior to publication.

Acknowledgements:

Any paper using IGRINS science or engineering data must reference the designated IGRINS instrument paper(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).

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 $R \sim 45,000$.