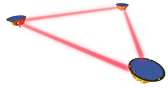




# LISA Consortium Application Process

<b>N/Ref :</b>	LISA-LCST-MIS-PR-001
<b>Title</b>	<b>LISA Consortium Application Process</b>
<b>Abstract</b>	A description of the LISA Consortium application process.

	<b>Name</b>	<b>Date</b>	<b>Signature</b>
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Checked by	LISA Coordination Group & LISA Board	2018/03/19	
Checked by (QA)			
Approved by	LISA Consortium Board	2018/03/19	



## Document Change Record

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Ver.	Date	Author	Description	Pages
1.0	2018/03/20	M. Hewitson (AEI)	Current Version	

### Distribution list

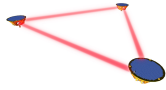
Recipient	Restricted	Not restricted
LISA Consortium	X	



Ref : LISA-LCST-MIS-PR-001	
Issue : 1	Revision : 0
Date : 2018/03/20	Page : 3/ 8

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## Purpose and Scope

The scope of this document is to describe the process of submitting an application to be a member of the LISA Consortium. The description of membership types and their expected roles in the Consortium are discussed in the LISA Consortium Management Plan [1], and are repeated here in part.

## 1 Application Types & Policy

As described in [1], there are two types of Consortium application considered. The first is for full membership of an external group (containing one or more persons) which commits to do work (in the form of dedicated FTE resource), and the second is for associate membership, which requires no commitment other than being an active member of one or more of the Consortium Working Groups.

Full Consortium Members help shape the mission. They have full access to all Consortium information and are involved in all mission-critical decisions that the Consortium is allowed to take. Associate Members will work in the context of the mission but have no obligations and no decision making power.

All applications should be prepared using the templates provided and submitted to the Consortium through the application portal (<https://signup.lisamission.org>).

Persons applying for LISA Consortium membership can be part of, and organised in, an external group. Such a group is an association of one or more scientists. A group is led by a Lead Scientist and makes a firm commitment to the work of the Consortium. The members of the group are chosen by the Lead Scientist but all members must be named and put forward to the Consortium Application Review Board for approval. This last step is a formality to ensure that the group members are properly recorded in the Consortium and that their credentials for Consortium IT services can be managed properly. Becoming a member of the LISA Consortium is a formal process that is based upon a commitment to contribute directly to the goals and work of the consortium.

Examples of commitment would be:

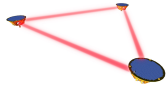
- technology development and design of flight hardware for Consortium deliverables;
- performing laboratory tests of parts of the LISA instrument;
- development of data analysis pipelines, or parts of one;
- management of, or commitment to, one or more work packages;
- performing a coordination role.

### 1.1 Consortium Membership Rights & Duties

#### 1.1.1 Rights

All LISA Consortium Full members:

1. Will have access to the LISA Consortium IT services like mailing lists, git, wiki, document management and communication channels;
2. Will have access to documents from the LISA Consortium Document Management System according to the groups to which they belong;
3. Will have access to detailed information of the LISA Consortium and relevant information about the project;
4. Will have direct access to all (as appropriate) LISA data the consortium produces, both during development and operations;



5. Will have access to LISA simulated data and other LISA materials produced by the Consortium during the implementation and the operation phases;
6. Will be authorized to write papers, technical notes, make presentations using LISA Consortium materials, provided it follows the LISA Consortium Publication & Presentation rules (TBW);
7. Will help to shape the Consortium deliverables in the early phases of the project;
8. Will help to shape the goals and structure of the Consortium;
9. Can propose new Work Package that can be included in the list of Work Packages after review.

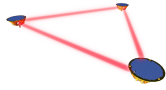
All LISA Consortium Associate members:

1. Will have appropriate access to the LISA Consortium IT services like mailing lists, git, wiki, document management and communication channels, according to the groups to which they belong (see list below);
2. Will have appropriate access to documents from the LISA Consortium Document Management System according to the groups to which they belong (see list below);
3. Will have access to LISA simulated data produced within their working group(s) (see list below);
4. Will be authorized to write papers, technical notes, make presentations using LISA Consortium materials, provided it follows the LISA Consortium Publication & Presentation rules (TBW);

### 1.1.2 Duties

All LISA Consortium Full members:

1. Have to declare a primary affiliation (and any change of this affiliation);
2. Must clearly define their contribution to LISA and report in due time the LISA activities they are involved in. The objectives, deliverables, fraction of time spent Consortium activities, and schedule should be clearly spelled out;
3. Have to belong to at least one approved Consortium working or coordination group;
4. Agree that any Consortium information or LISA materials they have access to, or are aware of, will not be used for other purposes, or in another context than the LISA mission, without permission of the relevant LISA Consortium persons (LISA Consortium Board or person assigned by the LISA Consortium Board);
5. Agree to inform, far in advance, the relevant LISA Group and the LISA Publication and Presentation Committee of any scientific papers in preparation that uses LISA Consortium materials or work performed in the framework of the LISA Consortium and comply with the LISA Publication & Presentation policy (TBW);
6. Agree that scientific papers, technical notes and presentations using LISA Consortium material should acknowledge the LISA Consortium;
7. Should comply with the LISA Consortium internal confidentiality policy (TBW);
8. Agree that non-publicly available LISA Consortium data will not be used in collaboration with non-LISA Consortium members without agreement of the LISA Consortium Board (TBC);



9. Understand that, as part of the LISA Consortium, any scientific projects that may use LISA Consortium data with restricted access (during any proprietary period or specific simulations) will be done in collaboration with all scientists of the LISA Consortium;
10. Agree, in good faith, that in case of resignation, if they have a responsibility to any Work Packages of the LISA Consortium, they will inform the LISA Consortium Board at least 2 months before leaving and will guarantee a two-month hand over period to transfer information, starting at the date of the official resignation;
11. Agree that in case of resignation, none of the LISA Consortium internal information or materials they may have in hand, or are aware of, will be used or circulated further.

All LISA Consortium Associate members:

1. Have to declare a primary affiliation (and any change of this affiliation);
2. Have to belong to at least one approved Consortium working group (see list below);
3. Agree that any Consortium information or LISA materials they have access to, or are aware of, will not be used for other purposes, or in another context than the LISA mission, without permission of the relevant LISA Consortium persons (LISA Consortium Board or person assigned by the LISA Consortium Board);
4. Agree to inform, far in advance, the relevant working group chairs, and the LISA Publication and Presentation Committee, of any scientific papers in preparation that uses LISA Consortium materials or work performed in the framework of the LISA Consortium and comply with the LISA Publication Presentation policy (TBW);
5. Agree that scientific papers, technical notes and presentations using LISA Consortium material should acknowledge the LISA Consortium;
6. Should comply with the LISA Consortium internal confidentiality policy (TBW);
7. Agree that non-publicly available LISA Consortium data will not be used in collaboration with non-LISA Consortium members without agreement of the LISA Consortium Board (TBC);
8. Understand that, as part of the LISA Consortium, any scientific projects that may use LISA Consortium data with restricted access (during any proprietary period or specific simulations) will be done in collaboration with all scientists of the LISA Consortium;
9. Agree that in case of resignation, none of the LISA Consortium internal information or materials they may have in hand, or are aware of, will be used or circulated further.

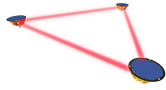
For associate members, relevant working groups are:

- Fundamental Physics WG,
- Cosmology WG,
- Astrophysics WG, and
- LISA Data Challenges WG.

## 2 Preparing a Group Application

For full memberships, the following hold:

- All full-member applications to the Consortium can be considered as ‘group’ applications.
- A group is defined as one or more individuals.



- Each group will be led by a Lead Scientist.
- The Group Lead is responsible for managing the members of the group.
- The Group Lead is responsible for informing the Consortium when members of the group change.

Note: Consortium groups can also contain associate members, which can be submitted as part of the group application. For those group members, only the relevant fields need to be completed.

A group should indicate in their application:

- the number of FTE available for Consortium work;
- any Consortium coordination or management roles held within the group, including WG chairs;
- willingness to assume a work package leadership role(s);
- interest in contributing to particular work packages;
- areas of interest;
- other deliverables to the Consortium.

For each member of the group, the following information should be provided to the Consortium:

- Name
- Title
- Desired username (for Consortium credentials)
- Affiliation
- the membership type (full or associate)
- Nationality
- Email
- FTE commitment (true Full-Time-Equivalent)
- Any LISA appointments, or indication of intended group memberships
- Areas of expertise / interest
- Proposed work / contribution

Ideally the details of each individual member could be tabulated in the application.

This allows proper allocation of resource management at Consortium coordination level, as well as appropriate credentials and access rights to be assigned to the group members.

If a group has un-appointed members who will be active on LISA in the future, and are therefore part of the application, placeholder details (i.e., Name = Not-Known) should be submitted.

### **3 Preparing an Associate Application**

While it is expected that associates join one or more working groups, there may be cases where that is not appropriate, in which case, the relevant column in the application sheet can be left blank.

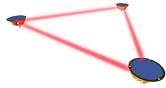
All associates:

- will be invited to full Consortium meetings;
- will receive reports on consortium activities (maybe in the form of a news letter every month or two);
- may be called upon to do give input to the Consortium in their area of expertise.

Applications for Consortium Associate are made by individuals or as part of a group application (see above). The application should include a description of the areas of interest/expertise of LISA Science. The application should also indicate which (if any) of the Consortium working groups the applicant wishes to join.

Each applicant should supply:

- Name
- Title
- Desired username (for Consortium credentials)



- Affiliation
- the membership type (associate)
- Nationality
- Email
- Indication of intended group memberships
- Areas of expertise / interest

## 4 Ex-officio Consortium Members

Typically this will refer to agency staff (ESA or NASA) who are working on the LISA project and will interact at various levels in the Consortium activities. It could also refer to experienced researchers who have a long LISA heritage but can not participate significantly in Consortium activities. Ex-officio members will be invited directly by the Consortium board.

## References

- [1] LISA-LCST-MIS-PL-001, *LISA Consortium Management Plan*.