



# LISA Consortium Membership Quick Guide

v1.6 updated May 9, 2025

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# 1. Introduction

In this manual, we describe the process for joining the LISA Consortium and maintaining their membership and service tracking currency. Special instructions valid only for members of the old Consortium and to be applied during the **TRANSITION** period will be marked as such. *(They will be removed after transition is completed.)*

**Before applying, all prospective members must read the present document**, the [Bylaws](#) document, the [Policies and Procedures](#) document, the [Work Plan](#) document, the [Code of Conduct](#) and the [Privacy Policy](#) that can be found in the right grey tab in the [sign-up page](#).



## LISA Consortium sign-up

**IMPORTANT: READ THIS BEFORE APPLYING**

- We manually review each application and it takes time to process everybody's sign-up. Please wait until we approve your sign-up before submitting your pledge or creating a Member Group.
- Please read the [Membership Quick Guide](#) for more details on sign-up, pledges, Member Groups and projects. It's shorter than you think!

Once your membership is activated, the following data will be viewable by all users in the LISA Directory.

<b>Type of membership*</b> <input type="radio"/> <b>Community member</b> <small>I mainly want to be informed</small>	<input type="radio"/> <b>Core member</b> <small>I will work on Consortium deliverables</small>	<b>E-Mail address*</b> <input type="text" value="email address"/>
<b>First name*</b> <input type="text"/>	<b>Last name*</b> <input type="text"/>	<b>Nationality*</b> <input type="text" value="Select your nationality"/>
<b>Pronouns*</b> <input type="text" value="Select your preferred pronouns"/>	<b>Current position*</b> <input type="text" value="Select a position"/>	<b>Affiliation country*</b> <input type="text" value="Select a country"/>
<b>Title*</b> <input type="text" value="Select a title"/>	<b>Capitcha*</b>	
<b>Affiliation*</b> <input type="text" value="Your institution"/>		

**Help**

Your application will be reviewed and you will be notified of the outcome in due course. LISA Consortium membership is handled by the Membership Committee (MC). Additional information about the Consortium and membership is available below.

If you run into issues or have questions with regards to your LISA Consortium application please [contact us](#).

**Code of Conduct and Privacy Policy**

All members are required to abide by the LISA Consortium Code of Conduct. [Code of Conduct](#).

To join the consortium, all members must also agree to the [Privacy Policy](#).

**Additional Documents**

The following documents are available for reference when indicating areas of commitment.

- [LISA Membership Quick Guide](#)
- [Executive Summary of Consortium Bylaws](#)
- [LISA Consortium Policies and Procedures](#)
- [LISA Consortium Work Plan](#)

## 2. Individual sign-up

### 2.1 Sign-up form

The user signs up for the LISA Consortium as an individual member in the [sign-up page](#). They can choose between Community membership and Core membership:



# LISA Consortium sign-up

**IMPORTANT: READ THIS BEFORE APPLYING**

- We manually review each application and it takes time to process everybody's sign-up. Please wait until we approve your sign-up
- Please read the [Membership Quick Guide](#) for more details on sign-up, pledges, Member Groups and projects. It's shorter than!

Once your membership is activated, the following data will be viewable by all users in the LIS

**TRANSITION:** *All former members of the Consortium must sign up anew if they want to continue their membership. If you made a mistake, **DO NOT** send another application: contact the MC ([membership@lisamission.org](mailto:membership@lisamission.org)). Once again:*

**IMPORTANT**

→→→ **IF YOU MADE A MISTAKE IN THE SIGN-UP FORM, DO NOT SUBMIT ANOTHER ONE.**

The sign-up form is made of two parts. The first part collects a series of fields whose answers will appear in the member's page in the LISA Consortium [Directory](#). All but one field are mandatory:

- **Type of membership** (Community or Core).
- **E-Mail address**.
- **First and last name**.
- **Pronouns** (has an "I prefer not to answer" option; will be used also for statistical purposes).
- **Nationality** (**optional**; will be used also for statistical purposes).
- **Title**.
- **Current position**.
- **Affiliation** (it auto-fills with other users' selections but one can freely type their own affiliation if it does not appear in the dropdown menu).
- **Affiliation country**.



If you choose Community membership, then an extra **optional** field appears where you can subscribe to one or more mailing lists dedicated to each WG:

Mailing list	WG *
Community-Astrophysics	Astrophysics
Community-Cosmology	Cosmology
Community-Waveform	Waveform
Community-Fundamental-Physics	Fundamental Physics
Community-ISP	Instrument Simulation and Processing
Community-Instrumentation	Instrumentation
Community-Data-Analysis-RD	Data Analysis Research and Development
Community-ECS	Early Career Scientists

**\* IMPORTANT**

**→→→ SUBSCRIPTION TO THESE MAILING LISTS DOES NOT AMOUNT TO JOINING ANY OF THE WORKING GROUPS.**

## LISA Consortium sign-up

**IMPORTANT: READ THIS BEFORE APPLYING**

- We manually review each application and it takes time to process everybody's sign-up. Please wait until we approve your sign-up before submitting your pledge or creating a Member Group.
- Please read the [Membership Quick Guide](#) for more details on sign-up, pledges, Member Groups and projects. It's shorter than you think!

Once your membership is activated, the following data will be viewable by all users in the LISA Directory.

**Type of membership\***

**Community member**  
I mainly want to be informed

**Core member**  
I will work on Consortium deliverables

**E-Mail address\***

email address

**First name\***

\_\_\_\_\_

**Pronouns\***

Select your preferred pronouns

**Title\***

Select a title

**Affiliation\***

Your institution

**Last name\***

\_\_\_\_\_

**Nationality**

Select your nationality

**Current position\***

Select a position

**Affiliation country\***

Select a country

**Working Group mailing lists**

If you wish to receive news and information from specific Working Groups, you can subscribe to the following mailing lists:

Community-Astrophysics
  Community-Cosmology
  Community-ECS



For Core membership, the following fields also appear:

- **Intended Consortium group(s)**. The user can indicate as many Working Groups (WG) as desired; then they are prompted to select a primary science WG, for the purpose of Council representation. The “Support Team” option is only for staff not involved in the scientific, technical or technological output of the Consortium and cannot be selected together with any science WG.
- **Member group**. Select which member group you wish to join. For convenience, groups in the user’s affiliation country are listed first, followed by all the others. The user can choose not to join any member group (select “I do not wish to join any member group at this time”).

**TRANSITION:** *Since member groups are formed at a later stage during transition, currently only very few member groups and the option “I do not wish to join any member group at this time” are available.*

Type of membership\*

Community member  
I mainly want to be informed

Core member  
I will work on Consortium deliverables

E-Mail address\*

email address

First name\*

Last name\*

Pronouns\*

Select your preferred pronouns

Nationality

Select your nationality

Title\*

Select a title

Current position\*

Select a position

Affiliation\*

Your institution

Affiliation country\*

Select a country

Intended Consortium group(s)\*

science WGs marked with \*

Astrophysics WG \*  Cosmology WG \*  Early Career Scientists WG \*

Select your intended primary science WG

Astrophysics WG  Cosmology WG

Member group

Select a member group



If the applicant for Core membership is a **student**, they are prompted to indicate their supervisor e-mail. Supervisors should sign-up as Core members **before** their students and the e-mail indicated by the student should be the same the supervisor used for sign-up. If the supervisor is not in (and does not intend to join) the Consortium, then the applicant can indicate the email of a Core member who can take the role of a mentor. The student should contact their supervisor or, in their stead, the mentor before applying for membership.

Type\*

Community member  
I mainly want to be informed

Core member  
I will work on Consortium deliverables.

**Supervisor/Mentor E-Mail**

Indicate the email of your supervisor if they are part of the LISA Consortium or, if they are not, of a Core Member who can play the role of a mentor. Ensure to contact your supervisor or mentor before submitting this form.

Captcha\*

outcome in due course. LISA Consortium the Membership Committee (MC). Ad Consortium and membership is availi If you run into issues or have questio Consortium application please [con](#)

**Code of Conduct and Pri**

All members are required to abide by Conduct. [Code of Conduct](#).

To join the consortium, all members r [Policy](#).

**Additional Documents**

The following documents are availab areas of commitment:

- [Membership Quick Guide](#)
- [Executive Summary](#)
- [Consortium Bylaws](#)
- [Consortium Policies and Procedures](#)
- [Consortium Work Plan](#)

s and duties as outlined in the [Consortium](#)

Supervisors or mentors are informed automatically about their student's sign-up. They can check any pending application [here](#).



The second part of the sign-up form is made of four optional demographic questions whose answers are stored for statistical purposes in a database accessible by the Diversity Equity Inclusion committee and the Directory administrators. These answers do not appear in the member's personal page. Statistical summaries may be prepared from these data and shared with the Consortium.

## Demographic Questions

Answers to the following questions will not be publicly viewable in the Consortium Directory. They will be accessible to members of the Consortium DEI Committee ([✉ diversity@lisamission.org](mailto:diversity@lisamission.org)) only for the purpose of understanding and consulting on the diversity status of Consortium groups, and to the Consortium leadership and technical developers of the Directory only for practical necessity. Respondents will have the opportunity to update these responses at a future point.

### Highest level of education

- 1+ years of college-level study
- Bachelor's degree
- Masters degree
- Doctoral degree
- Other
- I prefer not to answer

### Gender Identity

- Woman
- Man
- Transwoman
- Transman
- Nonbinary
- Not listed
- I prefer not to answer

### Do you identify as a person with a disability?

- Yes
- No
- I prefer not to answer

### Do you work in the country of your birth?

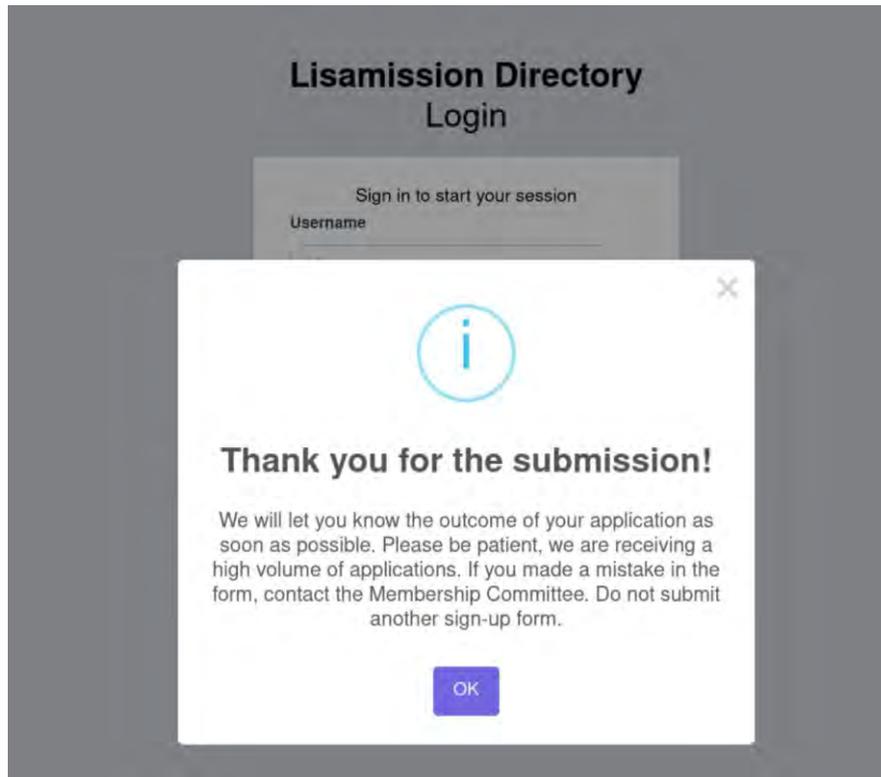
- Yes
- No
- I prefer not to answer

Send Application





Remember to click the **Send Application** button at the end of the page. If it went through correctly, a confirmation window will appear:



## 2.2 Sign-up review and completion

All individual applications are reviewed by the Membership Committee (MC; former Membership Management Team). The outcome of the application is communicated to the user via the e-mail indicated at sign-up. Once again:

### IMPORTANT

→→→ THE SIGN-UP IS NOT APPROVED AUTOMATICALLY. IT IS REVIEWED MANUALLY BY THE MC.

When the application is approved, a personal page is created in the [Directory](#), the user is **automatically added to the mailing lists or WGs they indicated** and, if not done so already, is prompted via e-mail to log in for the first time to accept the Terms of Service and set their password. These actions are mandatory to complete one's membership and should be taken within **two weeks** from the e-mail alert. A reminder one week and one day before the deadline will be sent.



If the user does not accept the Terms of Service and set their password within two weeks, their personal page is removed and the user is encouraged to reapply for Consortium membership.

When the user accepts the Terms of Service and sets their password, if they signed up for Community membership then the process is completed and they officially become a LISA Consortium Community member.

If the user signed up for Core membership, then the process is *not* completed until they submit their pledge and the latter is approved (see section 3). The time stamp for Core membership, which determines when the member is due to submit their service tracking statement, is given at the moment their pledge has been approved. **Only at this point do you officially become a LISA Consortium Core member.**

**TRANSITION:** *Members of the old Consortium already have access to the Directory and do not have to reset their password reset and accept the Terms of Service again, despite what the e-mail will say. However, they do have to submit their pledge as indicated (except Legacy members).*

At any time, members can modify their personal data in their page. They can also indicate multiple e-mails and whether they want Consortium communications sent only to the primary e-mail or to all. Remember to click the **Save** button (at the top and the bottom of the page).

The screenshot shows a personal data form with the following fields and options:

- First name\***: John
- Last name\***: Doe
- Pronouns**: please select
- Nationality**: [empty]
- Title**: [empty]
- Current position\***: Choose position
- Type\***: Community
- Username**: [empty]
- Affiliation\***: [empty]
- Affiliation country\***: Choose your workplace
- Email\***: test@email1.com (checked), test@email2.com (unchecked). Includes '+ Add additional email' and 'Please choose primary Email'.

Red boxes highlight the 'Save' button at the top right and the 'Save' button at the bottom left, as well as the email field.

**TRANSITION:** *The fields in the personal page are organized differently than before. Members of the old Consortium may have to rearrange or refill some of the fields by hand. Please check all your data carefully upon your first log-in.*



### 3. Service tracking pledge

Before the start of their membership, all new (also called probationary) Core members except Legacy members must submit a **pledge** describing their intended Consortium activities for the first year. A pledge must also be submitted every year by Core members after their latest statement is approved.

#### IMPORTANT

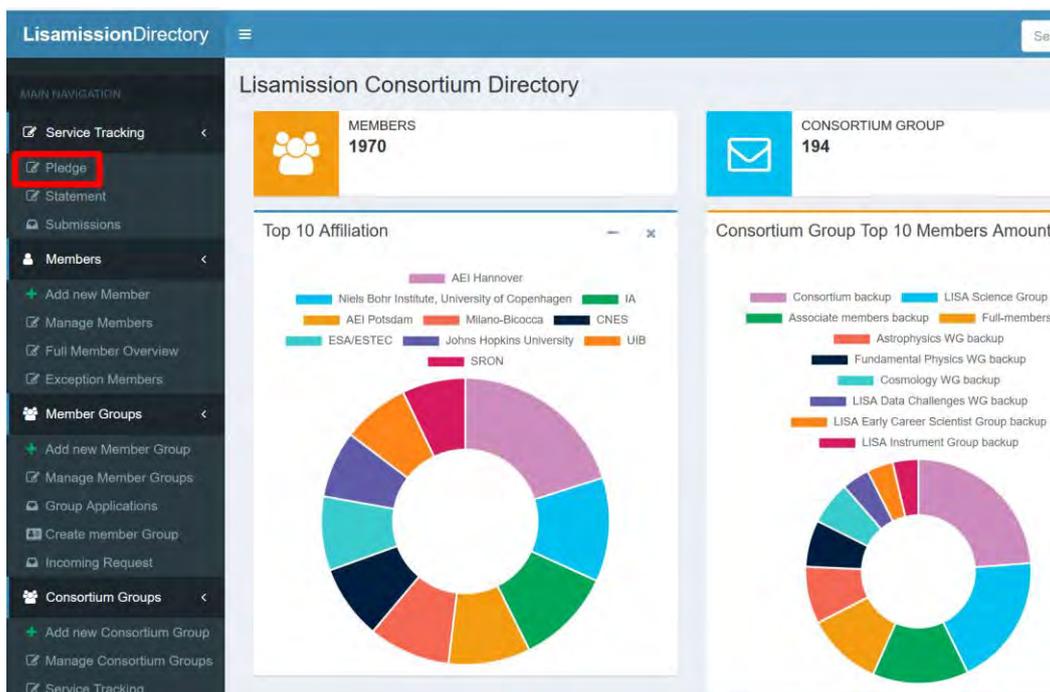
→→→ DO NOT CONFUSE THE **PLEDGE** (ACTIVITIES OF THE NEXT YEAR) WITH THE **STATEMENT** (ACTIVITIES OF PAST YEAR)!

→→→ YOU MUST WAIT UNTIL YOUR SIGN-UP IS APPROVED BY THE MC BEFORE SUBMITTING YOUR PLEDGE.

**TRANSITION:** *Members of the old Consortium are treated as new members. Therefore, during transition only the pledge must be submitted. If you made a mistake and submitted a statement instead of a pledge, your statement will be rejected and you will be invited to send us a pledge.*

#### 3.1 Pledge form

The user who applied as a Core member can submit their pledge via the [Pledge option](#) in left tab in the [Directory](#):





It leads to a list of past (non-editable) pledges together with a **Create PLEDGE** button:



In the pledge, the user must indicate

- A drop-down menu with all current **Consortium and SGS projects** one intends to contribute. The user can tick the box “I am not yet sure which projects I will contribute to” if they are not sure about which project(s) they could meaningfully participate in.

New Core members can join the Consortium without joining existing Consortium projects. Such members are provisional and have one year to join a Consortium project or provide other defined deliverables, as stipulated in the bylaws.

**TRANSITION:** *As some projects are not yet in the database, we will not distinguish provisional from regular Core members in the first year. Also, if you do not see your expected project in the database, please describe the contribution in the text box.*

**Important:** The pledge is only a declaration of which projects (among other activities) the member wants to contribute during the coming year. **Selecting a project in the pledge does not automatically add the user to the project.** As explained in section 7, the only way to join a project is to contact the WG chairs or the project coordinator(s) and ask them to be added manually.

- An optional drop-down menu on **Consortium and SGS service roles** to indicate roles continuing from the past year in the Council, the Management Team or the DDPC Project Office.
- An optional drop-down menu **Working Group chair** on WG chairman positions continuing from the past year.
- An optional drop-down menu **Committee member/chair** on committee positions continuing from the past year.
- An optional drop-down menu to indicate membership in the LISA Science Team (LST), in a Science Topical Panel (STP), participation in other ESA activities such as NSGS.
- A **free-text box** with **mandatory substantial description** of the intended activity, including about Consortium science projects and SGS (e.g., DDPC, NSGS) activities. Users who ticked the box “I am



not yet sure which projects I will contribute to” should commit to join at least one project over the next year, **stating the WG in which this project will most likely be**. All users joining a project should briefly describe the expertise they plan to contribute with.

Pledge form

Home Tracking Service List Tracking Service PLEDGE

Name\* Gianluca Calcagni

Type\*  Pledge (next year)  Statement (past year)

Consortium or SGS projects

I am not yet sure which projects I will contribute to (please describe below)

Consortium and SGS service roles (ONLY as continuation of current roles)

You have no ongoing roles of this type according to our database.

Working Group chair (ONLY as continuation of current roles)

You have no ongoing roles of this type according to our database.

Committee member/chair (ONLY as continuation of current roles)

You have no ongoing roles of this type according to our database.

Other LISA mission activities (ONLY as continuation of current roles)

Description\* Please describe your intended activity as a core member of the Consortium for the next year. If you cannot find a continuing role in the above fields, please let us know here (max 250 characters)

Save Submit

The pledge is not submitted until the user clicks the **Submit** button, after which no further changes are possible.

The first pledge must be submitted no later than **two weeks** after sign-up. All subsequent annual pledges follow the same schedule of reminders as the service tracking statement (see section 6), counting from approval of the last statement. If a Core member fails to submit their second or following pledge no later than **one month** after the due date, then their membership is automatically reclassified as Community and they are encouraged to reapply for Core membership at any time, contacting the MC.

### 3.2 Pledge review

The pledge form is reviewed by the MC, which can reject the application, approve it or send it back to the user for further editing, for instance, if the description in the free-text field was not detailed enough. Upon approval of the first pledge, a time stamp is created and the user **officially**



**becomes a LISA Consortium Core member.** Upon approval of subsequent pledges, Core membership of the user is extended one year.

When rejecting an application, the MC informs the user and gives an explanation. The decision can be appealed according to the procedure established in the [Policies and Procedures](#) document.



## 4. Creating a member group

Once the prospective leader has become a core member of the LISA Consortium (i.e., **after their pledge has been approved by the MC**), they can submit an application to create a member group via the [Create member group option](#) in the left tab in the [Directory](#):

The screenshot shows the 'LisamissionDirectory' interface. On the left, a dark navigation menu has 'Create member Group' highlighted with a red box. The main content area shows 'MEMBERS 1970' and 'CONSORTIUM G 194'. Below these are two donut charts: 'Top 10 Affiliation' and 'Consortium Group Top 10'. The 'Top 10 Affiliation' chart includes categories like AEI Hannover, Niels Bohr Institute, University of Copenhagen, IA, AEI Potsdam, Milano-Bicocca, CNES, ESA/ESTEC, Johns Hopkins University, UIB, and SRON. The 'Consortium Group Top 10' chart includes categories like Consortium backup, Associate members bar, Astrop, Fundamer, Cosm, LISA Data, LISA Early Ca, and LISA Inst.

In the form, they must indicate:

- **Name of the group.**
- **Number of prospective members** (a minimum of 5 Core members is required; Community members cannot join member groups). **Important:** groups of 20 or fewer can form as they wish but groups with **20+ members** must be at a single institution or have a scientific reason for forming if multi-institutional. Applications for such large groups are placed **on hold** until the Council approves them.
- The **country** where the group will be based (in the case of a multi-country group, select the option “International”).
- The **city** where the group will be based (**optional**, if the group spans different cities or countries).
- A **free-text box** (**mandatory for large groups**).



The application can be saved but it is not submitted until one clicks the **Submit** button.

Member Group Lisamission Consortium Directory

Home Member Group

---

**Leader**  
Gianluca Calcagni

**Group name\***

**Group country\***

If your group will be based in different countries, select the option "International"

**Prospective members\***

**Group city**

**Comment**

**B I S H H+ Hx <>**

lines: 1 words: 0 1:1

Once the application is submitted, it is reviewed by the MC in adherence with the Consortium Bylaws and Policies and Procedures. Upon approval, the group page is created and the link is sent to the group leader. The group immediately appears in the *Member group* tab in the [sign-up page](#). The leader is automatically included as such in the group.

The leader should inform their prospective group members, which must act within **two weeks**. Reminders will not be sent automatically and it is the group leader's responsibility to ensure that prospective members join. The joining procedure is detailed in section 5.

The group leader can accept new members either through the link provided by email alerts when someone wants to join from the [Directory](#) or from the left tab [Incoming Request](#):



If, after two weeks, a minimum of 5 Core members (including the leader) have joined the group, then the group becomes a stable entry of the [Directory](#) and no further action is need.

If, after two weeks, fewer than 5 Core members (including the leader) have joined the group, then **the group is automatically disbanded** and the leader is encouraged to reapply at any time.

A Core member can be leader of only one member group at the time. The *Create member group* option is disabled until the member relinquishes their group leadership.

**TRANSITION:** *Leaders of external groups of the old Consortium must apply to form their group ex novo, if they decide to continue it. Old external groups must not be used but will stay in the Directory until all their members have been relocated in the new Consortium or until a date to be determined by the Council, after which the group will be removed as part of the general clean-up of the Directory.*



## 5. Joining a member group (or a WG at any time)

Core members can join one, and only one, member group at the time.

If the user is already a Consortium Core member, then they can join the group through the *Join* button in the group page:

The screenshot shows the 'Astrophysics WG backup' group page in the LisamissionDirectory. The page includes a sidebar with navigation options like 'Service Tracking', 'Pledge', 'Statement', 'Submissions', 'Members', 'Member Groups', and 'Consortium Groups'. The main content area displays group details: 'Astrophysics WG backup', 'Leader' (Marta Valentini, Valeria Kozl, Matteo Bonati), 'Deputy', and 'Mailing List' (astro-wg\_bak@lisamission.org). A red box highlights the 'Join' button. Below the group details is an 'About Group' section. On the right, a table lists members with their titles and names.

Title	Name
Dr.	Marta
Dr. Post-Doc	Matteo
Astrophysicist (Faculty)	Shane
Dr.	Valeria
Dr	Aaron S
Astrophysicist (Postdoc)	Abbas A
PhD. student	Abinaya Rajamu
Faculty	Achamv
Full Professor	Adam F
Assist. Prof.	Adi Foo

If the user is a Community member, then they must first upgrade their membership to Core type contacting the MC and submitting their pledge.

If the user is not yet a Consortium Core member, then they must first sign up via the [sign-up page](#) and indicate the member group therein.

The group leader is notified of the application and, if approved, group membership is granted with just one click.

Upon sign-up, Core members are automatically added to the WGs they indicated in the sign-up form but they can apply to join any other WGs at any time with the same method described in this section. Applications are subject to approval by WG chairs.



## 6. Service tracking statement

**TRANSITION:** *This feature is already enabled but will not be needed until about 11 months have passed since the beginning of your Core membership. The following instructions may have changed substantially by then. You will be informed in due time about the most updated service tracking procedures.*

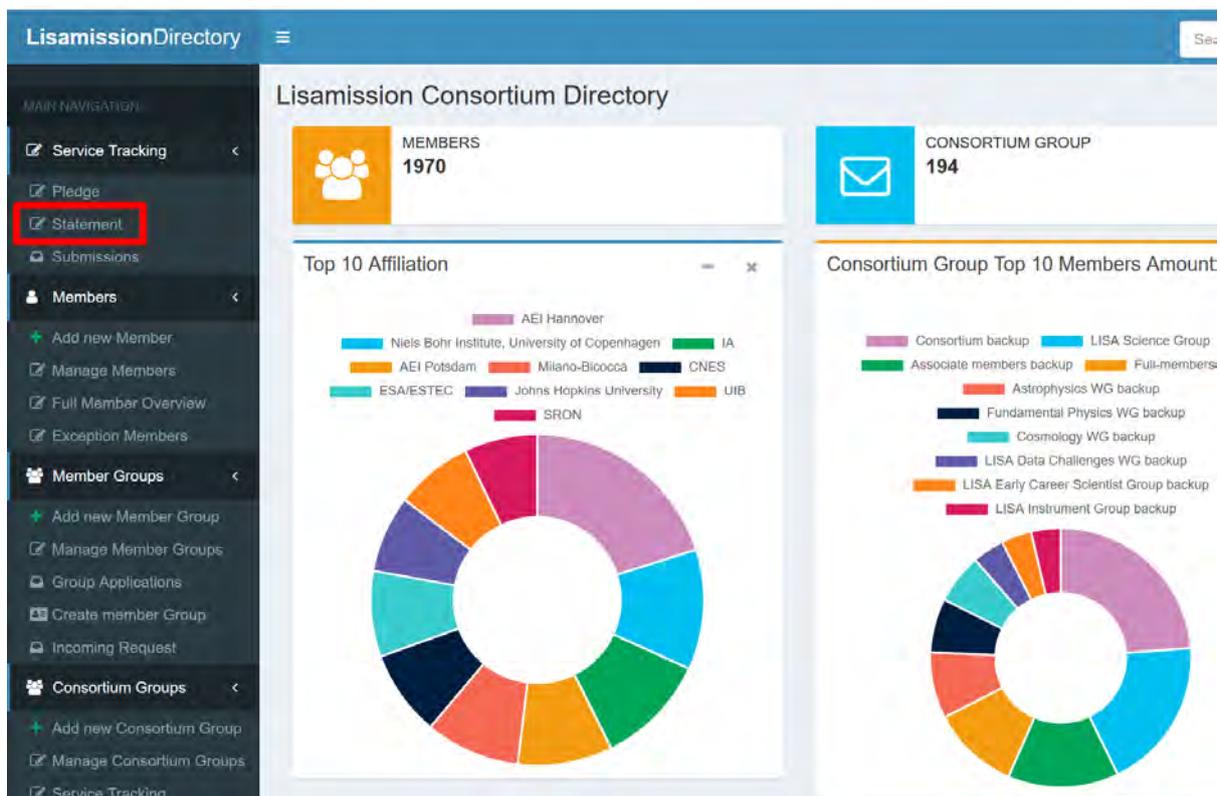
All Core members except Legacy members must submit a statement of their Consortium activities every natural year. They will be prompted to do so via automatic e-mails one month before, two weeks before, on the day of, two weeks after, and one month after the deadline. The deadline is set to be one year from the previous time stamp (inception of Core membership or approval of last statement).

**IMPORTANT**

**→→→ DO NOT CONFUSE THE PLEDGE (ACTIVITIES OF THE NEXT YEAR) WITH THE STATEMENT (ACTIVITIES OF PAST YEAR)!**

### 6.1 Statement form

Core members can submit their statement via the [Statement option](#) in left tab in the [Directory](#):





It leads to a list of past (non-editable) statements together with the button **Create STATEMENT**:



In the statement, the member must indicate the following:

- Participation in **Consortium service roles**, i.e., chairmanship of one the Consortium WGs and membership or chairmanship of one of the committees or governance entities. Multiple choices from a dropdown menu are possible.
- Participation in **Consortium or SGS projects**: a dropdown list of current projects is available and multiple choices are possible. For each project, the member must provide a brief description of their activities and tasks.
- Participation in **LISA mission activities** carried out outside the Consortium but that count as Consortium deliverables, such as membership in the LST, membership in an STP, chairmanship in a DDPC Coordination Unit (CU), participation in other ESA or NASA activities, and so on.
- A **free-text box** is available for exceptional circumstances, for instance, in the case the member cannot find one or more of their activities listed or if one or more of the listed activities require additional important information to qualify for ownership.

**Important:** The statement form is synchronized with the information in Directory and, if such information is incomplete or outdated, then the user may not find all their activities reflected in the form.



### Statement form

Home | Tracking Service List | Tracking Service STATEMENT

Name\* Gianluca Calcagni

Type\*  Pledge (next year)  Statement (past year)

Consortium service roles

Consortium or DDPC Projects +

Coordinator  Contributor Delete

Describe tasks performed in the project(s) indicated above

LISA mission activities

Observations (for manual review by the Membership Committee)

If you cannot find one or more of your activities here or you have comments relevant to the evaluation of any of the activities you indicated, please type here (max 250 characters)

Save Submit Calculate

With the button **Calculate**, you can make an estimate of how many “points” you will accrue if all the activities you indicate will be validated. Note that the statement is not submitted until you click the **Submit** button, after which no further changes are possible.

Members

- Add new Member
- Manage Members
- Full Member Overview
- Exception Members

External Groups

- Add new External Group
- Manage External Groups
- Group Applications
- Member group

Consortium Groups

- Add new Consortium Group
- Manage Consortium Groups
- Tracking Service

Application

- Applications 3
- Member Applications 2

Notes

Administration

- Project list
- Tracking Services
- Member Groups
- Group History
- Revision History

Support

Consortium Management

- consortium management
- Cosmology WG

Consortium Science Project or DDPC Project +

LISA (ESA/NASA) Project

- DDPC: Research Unit chair

Observations (for manual review by the Service Tracking Team)

If you cannot find one or more of your activities here or you have comments relevant to the evaluation of any of the activities you indicated, please type here (max 250 characters)

**B I S H H, H, H, <> “ ” = / % - □ @ C**

Save Submit Calculate

If a Core member fails to submit their service tracking statement no later than one month after the due date, then their membership is automatically



reclassified as Community and they are encouraged to reapply for Core membership at any time, contacting the MC.

## *6.2 Statement review*

After submission, the service tracking statement undergoes several automatic cross-checks. WG chairs review the statements of project coordinators; project coordinators review statements of project contributors; the MC performs a final cross-check of the information. When the statement is approved, the member's contribution is automatically updated in their personal page.

If the contribution is rejected (e.g., because the member did not contribute enough to the project as per project internal guidelines), an explanation should be given. The MC then reviews the coordinator's response and contacts the member before processing their statement further.

If the member did contribute to the project but does not appear in the list of contributors in the project database (see section 7), then the coordinator must first modify the database entry manually (section 7) and then click **Approve** in the form.

After approval by the project coordinator, this step of the statement is automatically validated.

If the member filled the free-text box, or if they were previously flagged in the course of the year, the statement is manually reviewed by the MC.

The final decision by the MC can be appealed according to the procedure established in the [Policies and Procedures](#) document.



## 7. Projects

The Consortium and various parties of the SGS (DDPC and NSGS) share a database ([Projects \(view only\)](#) tab) where short-term scientific or technological projects are listed and viewable by all Directory users. These projects have a typical duration ranging from a few weeks to 1-2 years and they count as deliverables for service tracking. Therefore, it is important to keep this database as accurate and updated as possible.

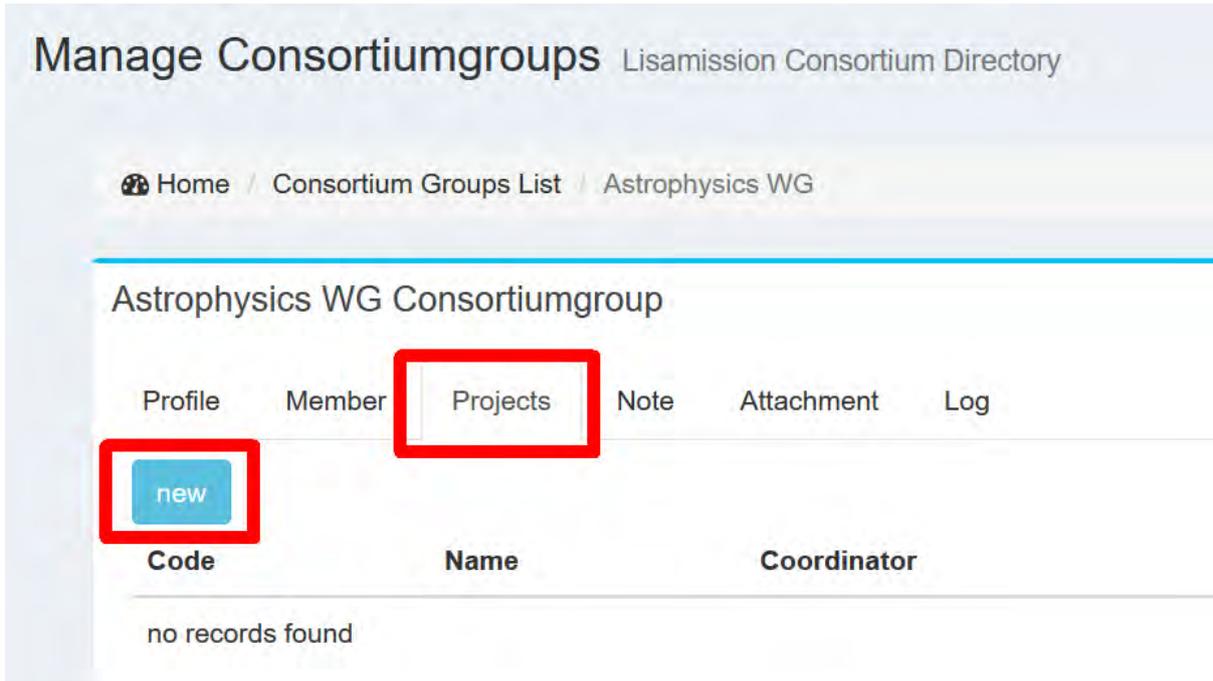
**TRANSITION:** *This database is being extended to projects of other sectors of the LISA mission such as DDPC and the NSGS group in the Directory.*

Community and Core members can browse the database from the [Projects option](#) in the left tab of the [Directory](#):

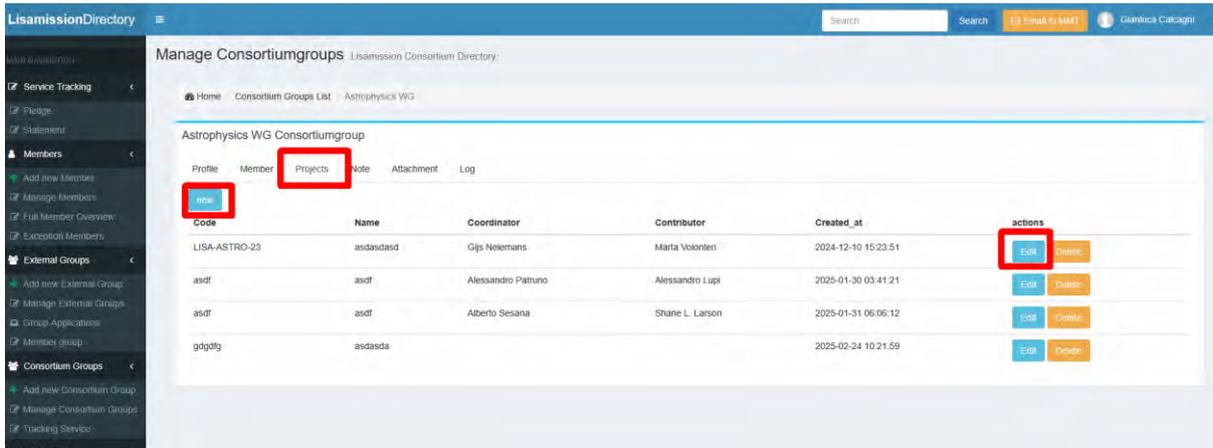
The screenshot shows the LISA Consortium Directory interface. On the left, a dark sidebar contains navigation options: Members, Member Groups, Consortium Groups, Projects (highlighted with a red box), Support, and Logout. The main content area displays a table of projects with the following data:

Code	Name
astro-wg-2025-01	MBHcatalogs
astro-wg-2025-02	UCBcatalogs
astro-wg-2025-03	DisclMRI
astro-wg-2025-04	Updating the whitepaper/Living Review in Relativity

Science or technology projects **can be created only by the chairs** of science WGs/DDPC/NSGS-group **only from the WG/DDPC/NSGS Directory page** (not the [Projects \(view only\)](#) tab), button **Edit**, tab *Projects*, button **New**:



In the same tab, existing projects can also be viewed and edited:



The WG/DDPC/NSGS-group chairs can indicate one or more project coordinators. Once included, also coordinators can edit the entry and add contributors. Each entry contains the following basic information:

- **Title** (mandatory). This can coincide with the project code if the project is deemed sensitive for the mission (e.g., a Key Project).
- **Code** (mandatory), an alphanumeric unique identifier of the project with the non-editable automatic structure WG/CU-ACRONYM\_YEAR\_NUMBER (e.g., CosWG-2025-001).



- **Description (optional)**. This field can be left empty, for instance, if the project is deemed sensitive for the mission.
- A **list** of coordinators and contributors that the chairs or project coordinator(s) can populate from the Directory database.

The screenshot shows the 'Edit ConsortiumProject' interface. On the left is a navigation menu with options like 'Service Tracking', 'Members', and 'External Groups'. The main form area contains:

- Title\***: A text input field.
- Code\***: A text input field.
- Description**: A large text area.
- Working group\***: A dropdown menu currently showing 'Astrophysics WG'.
- Consortium Member**: A section with a '+' icon and two radio buttons: 'Coordinator' (selected) and 'Contributor'. Below this are two rows of member information:
  - Row 1: Radio 'Coordinator' selected, name 'Karsten Danzmann', and a 'Delete' button.
  - Row 2: Radio 'Contributor' selected, name 'Martin Hewitson', and a 'Delete' button.
- Save**: A button.
- back to list**: A link.

Except the project code, all the information can be updated by chairs and coordinators at any time, until the button **Finalize** (available only for chairs) is pressed when the project is finished (e.g., when the paper is published).

Core members wanting to **join a project** should contact the coordinator(s) through the e-mail(s) indicated in the project entry.



## 8. Frequently Asked Questions

### *Sign-up*

**Q:** I am a member of the new Consortium. Is my membership automatically transferred to the new Consortium?

**A:** No. All past members must reapply anew.

**Q:** I am not sure whether my sign-up went through.

**A:** If you saw the pop-up confirmation window, then Yes. If you didn't, then contact the MC.

**Q:** I have signed up. Am I a Consortium member now?

**A:** No. Your application must be approved by the MC. Upon approval, if you applied as a Community member or if you are a Legacy member, then you have become a member officially.

**Q:** I made a mistake and signed up as Community member instead of Core. What should I do?

**A:** Please contact the MC and we will fix your application. Do not sign up again.

### *Pledges and statements*

**Q:** I come from the old Consortium. Should I submit a statement as well as a pledge?

**A:** No. All past members are considered as new members and they can only submit a pledge (activities planned for the coming year).

**Q:** I made a mistake and submitted a statement instead of a pledge. What should I do?

**A:** The MC will reject your statement and invite you to submit a pledge.



**Q:** I made a lot of contributions for the old Consortium. If I am not supposed to submit a statement, then how will my past work be acknowledged?

**A:** Members who gave exceptional contributions can be nominated for Legacy membership as described in the [Bylaws](#) document, section 3.7. The Council deliberates on such nominations.

## *Projects*

**Q:** I cannot create or edit projects.

**A:** Only WG/DDPC/NGSG-group chairs can create projects and only WG/DDPC/NGSG-group chairs and projects coordinators can edit projects. The only way to edit a project is from the Projects tab in the WG/DDPC/NGSG-group page.

**Q:** I am a chair or a coordinator but still I cannot create or edit projects.

**A:** You must first sign up, have your application approved, then submit your pledge, then your pledge approved. If you still cannot create or edit projects, send an email to the MC.

**Q:** How can I join a project?

**A:** You must contact the project coordinator(s). Their email is in the project entry in the database.

**Q:** I have indicated one or more projects in the sign-up form. Have I joined them?

**A:** No. You must contact the project coordinator(s).