

LSC Activities Program

The LSC has an LSC Activities Program, enabling the Collaboration to carry out its mission. The Fellows Program (see M1400310) is a significant element of the Activities Program. Other aspects are support for publication fees, and support for LSC-mandated service travel to e.g., the annual MoU review.

Costs and their allocation

- 1) For the Fellows program, the contribution to the LSC Activities Program is calculated as follows: The number of fellow-months per year is calculated as the number of authors in the block divided by N, times 8 (number of LSC fellows), times 4 (quarters per year), and rounded up.
- 2) For the Publication costs, the Council votes to allocate an appropriate amount for the year, allocated according to the number of authors per institution.
- 3) For the LSC Service Travel, the Council votes to allocate an appropriate amount for the year, allocated according to the number of authors per institution.

We synchronize the collection and disbursement of fees with the LIGO Laboratory Business office fiscal year.

This leads to a cost per author for FY 2017-2018 of \$498.00 USD, distributed among 802 authors.

Thus, the 2017-18 blocks and their annual obligations for the LSC Activities Program, following the February 2017 author list <https://dcc.ligo.org/LIGO-M1700032>, are given in the table below. The total of eligible authors in the list is 802.

The last column is calculated as the number of authors multiplied by \$498.

Block	Authors	Fellow-quarters/yr	US\$
LIGO Lab.	179	8	\$89,142
US non-Lab. + Canada	267	11	\$132,966
ACIGA	44	2	\$21,912
AEI Hann-DAT/Potsdam	35	2	\$17,430
IndIGO	39	2	\$19,422
GEO	178	8	\$88,644
Other Non-US	60	3	\$29,880
Total	802	36	\$399,396

Appendix 1 – Implementation details on managing the program costs

Accrual of funds

LIGO Laboratory has set up an account into which LSC Principal Investigators (PI) can arrange to have funds deposited to cover their cost allocations. This is a Caltech account that does not incur institutional indirect costs. Payment into the account may be made via bank-to-bank wire transfers or via credit card payment (similar to how meeting registration fees are collected). Invoices are mailed to each PI showing the allocated assessment and indicating that fees will need to be included in the payment.

Disbursement of funds

Fellows Program

1. Fellows Accommodations

LIGO/Caltech will undertake to lease appropriate long-term housing near each site. At least two multi-bedroom (two or three) apartments will be leased. LIGO will try to accommodate gender-separate arrangements as required. The lease payments will be made from the accrued funds. LSC Fellows will be provided accommodations; they or their home institution will be responsible for any costs incurred due to damages, etc. Supervisors or mentors as well as the Fellows will be asked to sign a form acknowledging this responsibility.

2. Fellows Nominal start-up travel allowance

LIGO/Caltech will issue arriving LSC Fellows \$400 each to allow them to settle in before they are expected to provide their own meals, etc. In order to ensure that the money is available upon arrival, at least two weeks prior to arrival, each LSC Fellow will contact Carolyn Peterson with a CC: to the LSC Assistant Spokesperson to arrange for payment of the nominal travel allowance. Upon arrival, each LSC Fellow will be provided with these funds. These payments will be made from the accrued funds.

3. Visa Allowance

A \$250 Visa allowance can be issued via the Fellows Program. Those who need support to cover Visa costs should email Carolyn Peterson (Email: peterson_c@ligo-wa.caltech.edu) a copy of their receipt and reimbursement will be issued at the end of the fellow's stay.

3. Fellows Transportation to/from observatories and housing accommodations

LIGO will rent cars from a rental car agency which will be made available to the LSC Fellows for transportation purposes. There will be a number of TBD stipulations for access to and use of these vehicles. These will include, e.g., minimum age requirements, certification of drivers' documentation, restrictions in the purposes for which vehicles are used, etc. LSC Fellows who wish to use the vehicles will be certified by LIGO Laboratory and will be asked to sign declaratory statements indicating they understand and will abide by LIGO's regulations regarding use of vehicles. The payments will be made from the accrued funds.

Vehicles will have to be shared. Arriving Fellows should contact the local LIGO Laboratory LSC Fellows Liaison to determine the current situation with regard to transportation. Fellows should inform the Liaison whether they are able to drive in the U.S. This will give the site staff enough time to get in touch with the Fellows to obtain the proper paperwork instead of scrambling once they arrive.

4. Fellows Travel to/from sites

Travel to/from the LIGO sites at the beginning and end of LSC Fellows' stays will be covered by the LSC Fellows program as follows.

Fellows should contact Carolyn Peterson (Email: peterston_c@ligo-wa.caltech.edu, Tel: +1.509.372.8167) to have her arrange their flights so that paperwork can be reduced and Fellows do not have to pay out of pocket then await reimbursement.

In the event they elect to handle travel on their own, they will be reimbursed as follows.

- Domestic round trip flights (arrival and departure from the site) will be reimbursed by LIGO Laboratory from the LSC Fellows funds account upon presentation of a receipt by an LSC Fellow. The reimbursement will be for the actual cost of the ticket, up to but not exceeding US\$500.
- International round trip flights (arrival and departure from the site) will be reimbursed by LIGO Laboratory from the LSC Fellows funds account upon presentation of a receipt by an LSC Fellow. The reimbursement will be for the actual cost of the ticket, up to but not exceeding US\$1900. The ticket must meet Federal Travel Regulations in order to be eligible for reimbursement.

The reimbursement amounts were determined by taking into consideration the mix of US and international air travel required to come to the LIGO sites from LSC home institutions. The travel costs in the LSC Fellows budget represent aggregated, averaged costs. The not-to-exceed amounts reflect these cost estimates.

Publication Costs

The Allocation of funds to defray the costs of publication of full Collaboration papers will be determined by the Spokesperson/Deputy (SP/DP); lead editors for such papers will contact the SP/DP with the required information. For publications involving other collaborations (e.g., Virgo) the costs will be split, averaged over the year, according to the author counts. Any unspent funds will be carried forward to the following year, and a detailed accounting of the use of funds will be made at the fall LSC meeting. If costs exceed the amount voted in a year, voluntary contributions from LSC groups will be requested, and the funds adjusted for the following year.

LSC Service Travel

The Allocation of funds to defray the costs of LSC Service Travel will be determined by the Spokesperson/Deputy. Requests in advance of travel will be made, and decisions for a given event made after all requests for a given activity have been received. The maximum support for travel will be \$1,500 for an individual, and support will often be partial. Any unspent funds will be carried forward to the following year, and a detailed accounting of the use of funds will be made at the fall LSC meeting.