OzGrav Individual Membership Policy

Version 1.2 19/6/2017

# Overview

*This policy is based on a policy from the ARC Centre of Excellence for All Sky Astrophysics (CAASTRO).*

The ARC Centre of Excellence for Gravitational Wave Discovery (OzGrav) was established in 2017 to capitalize on the historic first detections of gravitational waves to understand the extreme physics of black holes and warped spacetime, and to inspire the next generation of Australian scientists and engineers through this new window on the Universe.

The following table illustrates the founding participants in OzGrav, who all have organisational membership of OzGrav. The Administering Organisation is Swinburne University of Technology.

|  |  |  |
| --- | --- | --- |
| Org No Organisation Name Organisation Type | | |
| 1 | Swinburne University of Technology | Administering Org |
| 2 | The Australian National University | Collaborator Org |
| 3 | The University of Melbourne | Collaborator Org |
| 4 | Monash University | Collaborator Org |
| 5 | The University of Western Australia | Collaborator Org |
| 6 | University of Adelaide | Collaborator Org |
| 7 | CSIRO | Partner Org |
| 8 | Australian Astronomical Observatory | Partner Org |
| 9 | University of Glasgow | Partner Org |
| 10 | California Institute of Technology | Partner Org |
| 11 | Kavli Institute of Theoretical Physics | Partner Org |
| 12 | Max Planck (Einstein) Institute | Partner Org |
| 13 | Massachusetts Institute of Technology | Partner Org |
| 14 | Universita degli Studi di Urbino"Carlo Bo" | Partner Org |
| 15 | NASA Goddard Institute for Space Studies | Partner Org |
| 16 | Max Planck Institute for Radio Astronomy | Partner Org |
| 17 | University of Warwick | Partner Org |
| 18 | LIGO Laboratory | Partner Org |

There are 3 categories of Organisational Membership and 9 categories of individual membership within OzGrav. Individuals can represent an organisation, or be an individual member of OzGrav. However, in order to be a Chief Investigator, an individual must represent a Collaborating Organisation with membership, and in order to be a Partner Investigator, an individual must represent a Partner Organisation with membership.

The 3 categories of Organisational Membership are:

* Administering Organisation
* Collaborating Organisation
* Partner Organisation

The 8 categories of Individual Membership are:

* Affiliates
* Associate Investigators – AIs
* Chief Investigators - CIs
* Partner Investigators – PIs
* Professional Staff
* Research Staff
* Students
* Visitors

All members of OzGrav agree to:

* Support the goals, objectives and research of OzGrav.
* Accept the processes and procedures for joining, maintaining and leaving OzGrav.
* Allow the OzGrav Executive the right to refuse membership to any organisation or person at any time.
* Accept the legal obligations that the Administering Organisation has with the ARC.
* Accept the intellectual property policy of OzGrav.
* Accept that all disputes regarding a membership will be referred to the Research Director, based at the Administering Organisation.
* Accept that membership is not transferable between individuals.

# Scope

The OzGrav Individual Membership Policy applies to individuals interested in becoming involved in OzGrav. Organisations wishing to become new members should contact the COO ([coo@ozgrav.org](mailto:coo@ozgrav.org)) and Director ([director@ozgrav.org](mailto:director@ozgrav.org)) of OzGrav directly regarding the process.

# Definitions

**Affiliates:** OzGrav Affiliates are researchers who have a scientific association with OzGrav, but who are not CIs, PIs, AIs or staff. OzGrav Affiliates include independently funded researchers (e.g., Super Science Fellows) working alongside OzGrav researchers at OzGrav nodes, or researchers who have an involvement in OzGrav not warranting membership at the CI, PI or AI levels. Affiliates are not responsible for any OzGrav research deliverables.

**Associate Investigators:** Associate Investigators (AIs) are scientists who are funded from a Collaborating Organisation, Partner Organisation or other source, and are participating in OzGrav research projects with specific deliverables. Associate Investigators are responsible for making an intellectual and strategic contribution to OzGrav in their specific area(s) of expertise. AIs will be normally based in Australia, and will typically be researchers for whom membership at the CI or PI level is not suitable for logistical or strategic reasons.

**Chief Investigators:** Chief Investigators (CIs) are senior researchers employed by collaborating organisations named in the OzGrav Collaborators' Agreement. CIs are responsible for making a substantial intellectual and strategic contribution to OzGrav, and for supervising OzGrav research staff, OzGrav professional staff and OzGrav students.

**Node Director:** The Node Director is the OzGrav leader at each node (or Collaborating Organisation). The Node Director will drive and be responsible for all OzGrav staff at that location.

**Partner Investigators:** Partner Investigators (PIs) are senior researchers employed by partner organisations named in the OzGrav Multi-Institute Agreement. PIs are responsible for making a substantial intellectual and strategic contribution to OzGrav. Where appropriate, they may also co-supervise OzGrav students.

**Professional Staff:** OzGrav Professional Staff are employees of an OzGrav collaborating organisation who are classified on the professional/general pay scale, or are working in a professional role, and are funded from the OzGrav budget or as an in kind contribution to OzGrav. Professional staff are responsible for coordinating the administrative, financial, educational and outreach activities within OzGrav. All OzGrav Professional Staff must have an OzGrav CI or the OzGrav Chief Operating Officer as their line manager.

**Research Director:** The Research Director is the key leadership position in OzGrav, and drives the ARC Centre of Excellence’s key activities.

**Research Staff:** OzGrav Research Staff are employees of an OzGrav collaborating organisation who are classified on the academic pay scale and are funded at FTE 0.2 or higher from the OzGrav budget. Research staff are responsible for producing the research, technical and outreach results associated with the OzGrav milestones and, where appropriate, may also co-supervise OzGrav students. All OzGrav Research Staff must have an OzGrav CI as their line manager.

**Students:** OzGrav students are postgraduate students (e.g., PhD, or masters by research following an honours degree) whose research projects make a substantial intellectual contribution to OzGrav. An OzGrav student can be enrolled at any higher degree granting institution, but should have an OzGrav CI as an official supervisor or co-supervisor. OzGrav will consider exceptions to this on a case-by-case basis. Pre-docs who are working in OzGrav prior to starting their PhD are also considered students.

**Visitors:** Visitors are academics from outside Australia who spend time working at an OzGrav node on a research project with a CI and other research staff. Visitors enhance the collaborative work between international researchers and OzGrav researchers. An OzGrav PI may also be an OzGrav Visitor during time spent working at an OzGrav node.

# Individual Membership Procedures

## OzGrav Chief Investigators (CIs)

*Addition of CIs:* A researcher nominated as a CI must take significant intellectual responsibility for the proposed research, and any strategic decisions called for in its pursuit and the communication of results. The researcher must make a serious commitment to the project. The ARC reserves the right to determine whether a person has the requisite capacity to perform the role.

A researcher nominated as a CI must meet at least one of the following two criteria at the time of her/his nomination, as well as meet the residency requirements, for the full term of her/his participation in the project:

* + be an employee of an Collaborating Organisation for at least 50 per cent (0.5 FTE) of his/her time; or
  + be a holder of an Emeritus, Adjunct or equivalent appointment at an Collaborating Organisation and not have a substantive position or paid appointment elsewhere; and
  + He/she must reside predominantly in Australia for the full term of her/his participation in the project. If the person does not have permanent resident status he/she must obtain temporary or permanent resident status from the Department of Immigration and Citizenship before he/she may commence on the project.

Nominations should be made by submitting to the Chief Operating Officer at the Administering Organisation a completed new member form available on the OzGrav website (http://www.ozgrav.org/join-ozgrav.html).

The OzGrav Executive will consider, and may approve, the request. The Administering Organisation must also advise the ARC of the addition of the proposed CI as part of the specified personnel at OzGrav. This will include:

* a curriculum vitae of the proposed Chief Investigator;
* agreement from the proposed Chief Investigator to undertake the role; and
* a brief explanation of the role, responsibilities and suitability of the Chief Investigator to participate in a Centre.

If approved by the ARC, the nominator and nominee will be notified of their membership by email. The COO will provide the CI with a copy of the ARC Funding Agreement, the Collaboration Agreement, and the Multi-Institute Agreement. The OzGrav CI will then be added to the list of OzGrav members subscribed to the OzGrav email exploder, and given member access to the OzGrav intranet.

*Funding:* CIs cannot draw on OzGrav funds for salary support. CIs are allocated funding within the overall OzGrav budget for their travel and computing needs.

*Departure of CIs:* A CI may resign their OzGrav membership by providing the Administering Organisation 90 days written notice. The Administering Organisation must advise the ARC of the change, and may be required to find a replacement CI.

## OzGrav Partner Investigators (PIs)

*Addition of PIs:* A researcher nominated as a PI must take significant intellectual responsibility for the proposed research, and any strategic decisions called for in its pursuit and the communication of results. The researcher must make a serious commitment to the project. The ARC reserves the right to determine whether a person has the requisite capacity to perform the role.

A researcher nominated as a PI, at the time of her/his nomination and for the full term of her/his participation in the project must not meet the eligibility criteria for a CI. A PI needs to have a clearly defined role in Theme Plans and any related project plans.

Nominations should be made by submitting to the Chief Operating Officer at the Administering Organisation a completed new member form available on the OzGrav website (http://www.ozgrav.org/join-ozgrav.html).

The OzGrav Executive will consider, and may approve, the request. The Administering Organisation must also advise the ARC of the addition of the proposed PI as part of the specified personnel at OzGrav. This will include:

* a curriculum vitae of the proposed Partner Investigator;
* agreement from the proposed Partner Investigator to undertake the role; and
* a brief explanation of the role, responsibilities and suitability of the Partner Investigator to participate in a Centre.

If approved by the ARC, the nominator and nominee will be notified of their membership by email. The COO will provide the PI with a copy of the ARC Funding Agreement and the Multi-Institute Agreement. The OzGrav PI will then be added to the list of OzGrav members subscribed to the OzGrav email exploder, and given member access to the OzGrav intranet.

*Funding:* Under ARC rules, PIs are not eligible to receive direct funding from the OzGrav budget. OzGrav nodes (i.e., Australian universities participating in OzGrav) may support collaborative visits from PIs, through the **OzGrav Visitor** category defined below.

*Departure of PIs:* A PI may resign their OzGrav membership by providing the Administering Organisation 90 days written notice. The Administering Organisation must advise the ARC of the change, and may be required to find a replacement PI.

## OzGrav Associate Investigators (AIs)

*Addition of AIs:* AIs need to be nominated by a CI in order to become a member of OzGrav. The Executive will consider their membership of OzGrav, based on the direct relevance of their research to OzGrav, their skills, abilities and experience.

Nominations should be made by submitting to the Chief Operating Officer at the Administering Organisation a completed new member form available on the OzGrav website (http://www.ozgrav.org/join-ozgrav.html).

If the OzGrav executive approves the request, the nominator and nominee will be notified by email. The OzGrav AI will then be added to the list of OzGrav members subscribed to the OzGrav email exploder, and given member access to the OzGrav intranet.

*Funding:* AIs may apply for a small amount of travel funding, which will be subject to the approval of the OzGrav Executive in March and September each year.

*Departure of AIs:* AIs will normally depart at the end of their period of appointment. AIs can resign from OzGrav or be removed by the OzGrav executive at any time.

## OzGrav Research Staff

*Addition of Research Staff:*

Research staff are recruited and appointed via the process described under the OzGrav Recruitment Policy on the OzGrav intranet. Once an individual commences employment, the CI responsible for their line management should provide the Chief Operating Officer with the following information:

* + Name, email address and employing institute of the proposed staff member
  + Line manager (and any other scientific supervisors)
  + Position title (with cross-reference to the corresponding job ad and position in the OzGrav budget)
  + Starting and end dates
  + Initial level of appointment
  + Description of planned activities, with reference to corresponding science themes and sub-projects within the OzGrav project plan.

The staff member will then be added to the list of OzGrav members subscribed to the OzGrav email exploder, and given member access to the OzGrav intranet.

*Funding:* Unless otherwise specified, OzGrav Research Staff are allocated funding within the overall OzGrav budget for their salary, travel and computing needs.

*Departure of Research Staff:*

Research staff depart OzGrav when they cease to be employed under the contract through which they were appointed to OzGrav. Depending on their destination and level of continued involvement, it may be appropriate for departing OzGrav research staff to transition to another membership category within OzGrav (e.g., PI, AI or affliliate).

## OzGrav Affiliates

*Addition of Affiliates:* A researcher must be nominated as an OzGrav Affiliate by an OzGrav CI or PI. Nominations should be made by submitting to the Chief Operating Officer at the Administering Organisation a completed new member form available on the OzGrav website (http://www.ozgrav.org/join-ozgrav.html).

If the OzGrav executive approves the request, the nominator and nominee will be notified by email. The OzGrav Affiliate will then be added to the list of OzGrav members subscribed to the OzGrav email exploder. OzGrav Affiliates are typically not provided with access to the intranet, unless necessary.

*Funding:* OzGrav Affiliates are not eligible to receive funding from OzGrav. OzGrav nodes may support collaborative visits from Affiliates, through the **OzGrav Visitor** category defined below.

*Departure of Affiliates:* Affiliates can resign from OzGrav or be removed by the OzGrav executive at any time.

## OzGrav Professional Staff

*Addition of Professional Staff:*

Professional staff are recruited and appointed via the process described under the OzGrav Recruitment Policy on the OzGrav intranet. Once an individual commences employment, the CI responsible for their line management should advise the Chief Operating Officer of their appointment. This advice should contain the following information:

* + Name, email address and employing institute of the proposed staff member Line manager
  + Position title (with cross-reference to the corresponding job ad and/or position in the OzGrav budget)
  + Starting and end dates
  + Initial level of appointment
  + Description of planned responsibilities

The staff member will then be added to the list of OzGrav members subscribed to the OzGrav email exploder, and given member access to the OzGrav intranet.

*Funding:* Unless otherwise specified, OzGrav Professional Staff are allocated funding within the overall OzGrav budget for their salary, travel and computing needs.

*Departure of Professional Staff:*

Professional staff depart OzGrav when they cease to be employed under the contract through which they were appointed to OzGrav.

## OzGrav Students

*Addition of Students:* Before a student commences working on OzGrav-related research, the CI acting as their supervisor or co-supervisor should advise the Chief Operating Officer of their appointment. OzGrav students should have an OzGrav CI as one of their supervisors, but we will be happy to consider exceptions to this on a case-by-case basis.

Nominations should be made by submitting to the Chief Operating Officer at the Administering Organisation a completed new student member form available on the OzGrav website (http://www.ozgrav.org/join-ozgrav.html).

If the OzGrav executive approves the request, the responsible CI and student will be notified by email. The student will then be added to the list of OzGrav members subscribed to the OzGrav email exploder, and given member access to the OzGrav intranet.

*Funding:* Each OzGrav node has some funding that can be used to provide travel, computing and other support for their students. It is at the discretion of the corresponding Node Leader as to how these funds are distributed and expended.

*Departure of Students*: Students depart OzGrav when they complete their degree requirements or complete their OzGrav-related activities (whichever occurs first). Depending on their destination and level of continued involvement, it may be appropriate for departing OzGrav students to transition to another membership category within OzGrav (e.g., AI, Affiliate or research staff).

## OzGrav Visitors

*Addition of Visitors:* Once every six months (expected to be March and September) the OzGrav executive will issue an invitation to the CIs and PIs of OzGrav to apply to have OzGrav visitors. PIs, AIs and affiliates are, in addition to other academics, also eligible to be visitors.

An OzGrav Visitor must be nominated by an OzGrav CI or PI. Nominations should be made by submitting to the Chief Operating Officer at the Administering Organisation a completed visitor funding application form available on the OzGrav intranet (http://www.ozgrav.org/policies.html).

If the OzGrav executive approves the request, the nominator and nominee will be notified by email. The OzGrav Visitor will then be added to the list of OzGrav members subscribed to the OzGrav email exploder.

*Funding:* OzGrav nodes will provide office-space and access to all the required research tools. The visitor will be expected to participate in OzGrav life as requested through, for example, giving a presentation at one of the weekly seminars if requested, and assisting with graduate research students.

*Departure of Visitors*: Visitors can resign from OzGrav or be removed by the OzGrav executive at any time. Normally visitor membership will end on his/her departure date, however it will sometimes be possible for these members to transition to AI or affiliate status at this time.