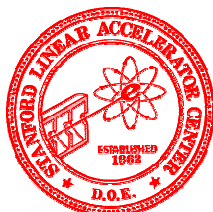


**Draft**

Working Agreement Concerning Participation  
in the Operating Common Fund  
of The Large Area Telescope on the  
Gamma-Ray Large Area Space Telescope Mission

November 24, 2004

GLAST International Finance Committee



Stanford Linear Accelerator Center

## 1. Introduction

This document is a Working Agreement (Agreement) concerning the Participation in the Operating Common Fund (OCF) of The Large Area Telescope (LAT) on the GLAST Mission. This Agreement among the parties signing below covers the setting-up, including categories of allowed expenditures, and monitoring of the GLAST LAT Operating Common Fund.

This Agreement is expected to be maintained for the life of the GLAST LAT Collaboration (Collaboration). This Agreement is not a contract but is an understanding, between Stanford University-Stanford Linear Accelerator Center (SU-SLAC) and all the members of the GLAST LAT IFC (IFC) who will be committing resources to the GLAST LAT Operating Common Fund (OCF).

## 2. Scope of the Agreement

- 2.1 The parties to this agreement agree that the IFC has the responsibility of approving categories of operating items that can be supported by the Operating Common Fund. Within these approved categories, the GLAST LAT Principal Investigator (PI)/Spokesperson will present an annual budget to the IFC for approval. Also on an annual basis, the PI will present a budget projection for the two upcoming years to facilitate financial planning by the parties to this agreement.
- 2.2 This approved annual budget will be funded by the contributing IFC agencies. The fraction of the OCF contributed by the agencies of a nation is in proportion to the number of LAT Collaboration members sponsored by that nation. In particular, the Collaboration has several membership categories, namely full Members, Affiliated Scientists, post-docs, and graduate students. The fractional share is proportional to the number of full Members, the number of post-docs and 20% of the number of Affiliated Scientists. It is agreed by the members of IFC that the number of Graduate Students will not be included in the calculation of shares. The fractional shares for the OCF will be determined by the number of collaborators at the start of the autumn quarter preceding the start of the OCF year. The membership numbers will be determined from the Collaboration membership list maintained by the Collaboration Senior Scientist Advisory Committee (SSAC) and will be updated annually.
- 2.3 The approved budget and the fractional share will be incorporated as an Annex to this agreement after approval by IFC.
- 2.4 The parties to this Agreement agree that the OCF will begin a year preceding the official launch date. Given that the current launch date is May 2007, the tentative start date of the OCF will be set at April 1, 2006. Operational commissioning of the Large Area Telescope will be the main activity for the year preceding the launch.
- 2.5 The parties to this Agreement agree that it is the responsibility of the IFC to ratify the proposed budget as well as the fractional contributions to the OCF. This ratification

process will be held in the autumn IFC meeting to be effective for the following calendar year.

- 2.6 The GLAST LAT Principal Investigator must seek pre-approval from the IFC if there is a need to spend the OCF on categories not on the pre-determined list. It is agreed that a meeting by IFC is not required to approve this type of change request. Amendments to this Agreement will also not be needed.

When the IFC meets subsequent to this change event, the specifics of the change request as well as its approval will be acknowledged in the IFC meeting minutes. The minutes, in which changes such as these are noted, will serve as the official document.

- 2.7 Title to items purchased by SU-SLAC, using Common Fund monies, that are part of the approved OCF budget, will vest in the Department of Energy (DOE) at the moment of purchase, and DOE will retain all right, title, and interest in such items until the completion or termination of the GLAST Mission. All such items shall be used by DOE only and solely in furtherance of the purposes of the GLAST LAT Collaboration.
- 2.8 Collaboration concerning and participation in the science program of the GLAST LAT Collaboration, and all of the benefits that may derive there from, are deemed valuable consideration to the Common Fund parties and funding agencies, constituting adequate and sufficient compensation for their provision of Common Fund items to DOE.
- 2.9 Upon completion or termination of the GLAST Mission, DOE may abandon the Common Fund items purchased by SU-SLAC in place, at which point SU-SLAC may dispose of same in a manner agreeable to the IFC funding agencies.

A special discounted indirect cost rate of 13% will be charged on both labor and M&S OCF costs. This charge is to cover the general & administrative costs (G&A) at SU-SLAC.

### **3. Participation**

- 3.1 In accordance with the agreement made between the parties, each contributing party will pay the amount agreed to upon ratification of the OCF budget. Payment by DOE shall come as the annual operating budget through the annual DOE High Energy Physics (HEP) budget at SU-SLAC. Payment by NASA shall be part of the NASA Phase E funding to the GLAST LAT project through the contract with Stanford University. All other payments shall be made as cash in US dollars.
- 3.2 As appropriate, invoices to contributing agencies will be sent out annually in accordance with the fractional shares. It is expected that payments will be made promptly, but in no case later than 90 days after receipt of an invoice. Costs of items

against GLAST LAT OCF budget will be monitored and reported to the IFC on a semi-annual basis.

- 3.3 The commitments will be met by the parties on a best-efforts basis. Any change to these commitments will require an amendment to be made to the present agreement. Reductions shall only be considered if there arise a compelling reason such as a major change in the funding available at government, or funding authority level. Failure to meet agreed-to financial obligations will be referred to the IFC.
- 3.4 A party may, by agreement with the GLAST IFC, provide one or part of one of the common items, as part of their contribution to the Collaboration. In this case, they shall keep the GLAST IFC informed of the progress of expenditure on the item so that a record of the expenditure, and thus of their contribution, can be included with the accounts of the Common Fund for the information of all parties. The value of the contribution will be reviewed and validated by the GLAST IFC.

## **4. GLAST OCF Budget**

The initial OCF budget will cover costs in the categories listed below. The OCF budget will be prepared annually by the GLAST LAT management and reviewed and ratified annually by the IFC.

- a) *ISOC Support Staff*: Funding for Programmer and Technician support for Operations Planning & Commanding and Health & Safety Monitoring.
- b) *Computing*: Data storage media (e.g. RAID disks; tapes) for Level-1 pipeline production data; desktop computing support for collaborators resident at SU-SLAC.
- c) *Publication Costs*
- d) *Living expenses for collaborators, located at SU-SLAC, with key operations phase responsibilities*: This includes local living expenses, while in residence at SU-SLAC, for the Analysis Coordinator and the Analysis Working Group co-leads.

## **5. Execution**

### **5.1 *Effective Dates***

This Working Agreement shall become effective upon the later signature of the approving parties. It shall remain in effect until October 1, 2012, or until superseded, whichever occurs first.

## 5.2 *Approvals*

The undersigned concur on the terms of this Working Agreement:

\_\_\_\_\_ Date \_\_\_\_\_  
Per Carlson, Sweden, KTH

\_\_\_\_\_ Date \_\_\_\_\_  
Simona Di Pippo, Italy, ASI

\_\_\_\_\_ Date \_\_\_\_\_  
Jonathan Dorfan, Director, USA, SLAC

\_\_\_\_\_ Date \_\_\_\_\_  
Benedetto D'ettore, Italy, INFN

\_\_\_\_\_ Date \_\_\_\_\_  
Persis Drell, IFC Chairman, Research Director, SLAC

\_\_\_\_\_ Date \_\_\_\_\_  
Stavros Katsanevas, France, IN2P3

\_\_\_\_\_ Date \_\_\_\_\_  
Anne Kinney, USA, NASA

\_\_\_\_\_ Date \_\_\_\_\_  
Pierre-Olivier Lagage, France, CEA

\_\_\_\_\_ Date \_\_\_\_\_  
Peter F. Michelson, Principal Investigator / Spokesperson,  
USA, SU

\_\_\_\_\_ Date \_\_\_\_\_  
Takashi Ohsugi, Japan, University of Hiroshima

\_\_\_\_\_ Date \_\_\_\_\_  
Kathy Turner, USA, DOE