

scientists. This burden makes an equitable shift allocation mechanism necessary.

A nominal guideline is that each LSC group should staff a fraction of the shifts comparable to its FTE fraction devoted to LSC activities. Prof. McClelland (ACIGA Group) will be responsible for interaction with the designated LSC Shift Organizer with respect to the ACIGA Group's Service Function commitments.

Groups making extensive contributions to the LSC in other service efforts that involve a substantial travel burden may request a reduction in their nominal share of shift staffing. Those efforts can include:

- Commissioning and instrument improvement
 - Participation in on-site detector characterization investigations
 - Development/operation of analysis software/hardware infrastructure and validation of analysis software that requires travel away from the home institution.
7. Each party to this agreement continues to be responsible for all support of its staff including travel costs associated with the activities under this agreement. Exceptional support of travel by the other institution may be allowed for travel requested by that institution.
 8. Attachments to this MOU will be prepared annually to define the specific activities and responsibilities of the ACIGA Group and to define any resources to be provided by the LIGO Laboratory to the ACIGA Group in support of those activities.
 9. ACIGA Group will provide an annual status report on its activities in support of LIGO. The report will consist of a summary status on research by topic as indicated in the Attachments for that period including progress against the milestones if any, significant accomplishments such as new insights/discoveries or publications, issues of concern if any, and an indication of invested time by each member of the group. The report will be due one month before the close of the period of performance under the Attachments in question.
 10. The LSC will review the progress report against the Attachments from the previous year and assess the Attachments for the up-coming year annually, under its established procedure, and recommend acceptance or rejection of each Attachment by the LIGO Director and the LSC Spokesperson.
 11. A list of ACIGA Group members will be updated at least every six months. ACIGA Group members and appropriate contact information will be provided in electronic form as Attachment Z to this Memorandum of Understanding. In cases where individuals who leave the group have had access to LIGO data and this access should be terminated, the ACIGA Group Principal Investigator is responsible for timely notification to the Directorate and to the computing committee so access may be revoked.
 12. The LIGO Laboratory is responsible for obtaining NSF approval of collaborative