

SUBMIT YOUR SOS!!!!

The deadline is NOVEMBER 15

Remember to submit **TWO SoS's**: one for **2015** and one for **2016**

If you have problems/doubts/questions, contact:

- **Silvia** (for all questions, especially on SW)
 - **Bryan** (problems with the interface)
 - **Kevin Giovanetti** (membership issues)

In doubt, contact all the three of us ☺

Tips/infos:

- You need Service Work **to maintain the right to sign CLAS Collaboration papers**
 - The rule: **0.25 FTEs times number of CLAS members** (full or term)
- SW is computed for the **INSTITUTION** as a whole: if you want non-active members to sign papers, **you need to make up for their own SW fraction**
- SW done by **non-CLAS members** (technicians, engineers, undergraduates) of your institution **counts**
 - HPS work does **not** count
 - Your own analysis work does **not** count
- If you don't know what kind of SW to commit for next year, contact me, or the CalCom, or the CLAS Chair, or all the three