



CLAS Service Work Report

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University of South Carolina

CLAS Collaboration Meeting, 12 - 15 Nov 2024

Committee Membership 2024 - 2025

Many thanks to Marco Mirazita and Douglas MacGregor for the many years of outstanding quality work on the committee!

Looking forward to working with Maria Zurek and Trevor Reed.

CLAS Service Work Committee

Name	Auditor for
Anselm Vossen	FIU, UNH, CANISIUS, CSUDH, BRESCIA, JLU-GIESSEN
Angela Biselli	JMU, NSU, SCAROLINA, WM, GWUI, DUQUESNE
Yordanka Ilieva	DUKE, MIT, YORK, VIRGINIA, TEMPLE, UCR
Kevin Giovanetti	ANL, GLASGOW, URICH, YEREVAN, CNU, GSIFFN
Adam Hobart	UCONN, KNU, INFNFE, INFNTUR, MISS, NMSU
Trevor Reed	INFNFR, INFNGE, INFNRO, MSU, UTFSM
Maria Zurek	ODU, OHIOU, ORSAY, SACLAY, FU, LAMAR
Bryan McKinnon	Interface Administrator

SOS: Timelines

- Call of Submissions: 20 November 2024
- Submissions close (**due date**): **20 Dec 2024**
- Reminders: 1 Dec, 8 Dec

No submissions will be possible after the due date

If you cannot make the above timeline, contact me now!

SOS: Two Different Forms

- **Submit a report of amount of service work done in 2024**
 - Each CLAS term and full member reports the service they did
 - Service done by non-class members (such as students) should be reported as well - by advisor or institutional representative
 - The institutional representative submits the completed report
 - Expected service is by institution: $0.25 * N$, $N = N_{\text{term}} + N_{\text{full}}$
- **Submit an estimate of service you commit to do in 2025**
 - Only ongoing reviews can be included - make a note this is ongoing
 - Select available task(s) from the CLAS12 Service Task list for 2025 (opens on 20th November)

SOS: For Institutional Representatives

- **Full/Term membership changes**

- In the comment field of the 2024 form, report if any full/term member of your institution has joined or left. We will then calculate the actual expected FTEs based on dates in the CLAS database.
- We will use the expected 2024 FTEs also for 2025

- **Reported Service**

- **Check the 2024 Service Task Table now.** If any RunGroup-related service (calibrations, hardware, or software) is not in the table, let me know:
 - nature of task
 - who supervised the task
 - who executed the task in your institution

2024 Report: Service Guidelines

• FTEs

- Run Coordinator Service: 1 week is 0.06 FTE
- Review of Conference Proceedings: 0.01 FTE (≤ 3 days)
- Review of CAA or PAC Proposal: 0.025 FTE
- Guidelines for Analysis Note Reviews
 - Round 1: ≤ 0.05 FTE
 - Round 2, 3, ... ≤ 0.025 FTE

Report the number of review rounds completed in 2024 in comment field. If review page is not updated - do so.

- Guidelines for AdHoc Reviews: ≤ 0.05 FTE for completed review. If, longer review - short explanatory note in comment field.

2024 Report: Examples

FTE Estimation

Example 1: you work on a service task 4 hours/day for a week (5 days) - you should report 0.0125 FTE. Reported value of 0.025 FTE is an overestimate and unacceptable.

Example 2: you work on a service task 12 months, 40 hours/week - you should report 1.2 FTE (expect your reviewer to touch base with you on that due to exceptional case)

Sample of an excellent report:

Category	Description	Contributor	FTE	Percentage Done	Documentation	Claimed FTE	Reviewed FTE or comments
Software	Dedicated RG-D trigger studies, including DC road generation, validation, and efficiency analysis.	Emilia Johnson	0.100	100 %	The work status was regularly reported on the RG-D analysis meetings; please see the RG-D Wiki page Analysis Meeting tab: [here] tab=Analysis_Meetings , along with the RG-D trigger study summary page: [here]	0.100	

2024 Report: How To Highlights

Access: <https://www.jlab.org/Hall-B/shifts/index.php>

Only term and full members can login

Today is


CLAS - Shift Schedule - Log in - FAQ - Mailing Lists - Map - Speakers - SoS - Reviews - CLAS12

Current shift status

Time: **23:50 EST**
Expert: **Jiwan Poudel**
Worker: **Luca Barion**
RC: **none**
PDL: **none**
Schedule: **RG-M**

You are logged in as

Yordanka Ilieva

Options menu / Log out 

More resources

- Required training
- List of Institutional Contacts
- FAQ & Utilities
- Service work & SoS
- Speakers Committee
- Paper and PAC Reviews
- Experiment Status Toolbar

User info for Yordanka Ilieva:

Full name: Yordanka Ilieva
Affiliation: **SCAROLINA** (University of South Carolina)
Email: jordanka@jlab.org
Qualification: Expert

You can use this interface to:


- View all the shifts currently assigned to you
- Change your shifts password
- Assign your name to shifts allocated to your institute
- Trade your shifts with someone else
- Swap shifts assigned to **Yordanka Ilieva**
- Report service work done by members of **SCAROLINA**
- Contribute to CLAS12 service work
- Start or contribute to a paper or PAC review

Show my shifts

Change password

Sign up for shifts

Trade shifts

Swap shifts 

Submit SoS

CLAS12 tasks

Reviews

2024 Report: How To Highlights

Page I: CLAS Service (different from CLAS12 service)

- Complete only if you have done service for CLAS6 projects
- Do not fill out this form
 - if you are not maintaining CLAS6 software
 - if you have not reviewed any CLAS6 analysis or paper

Report CLAS service work performed by members of SCAROLINA during 2022 (leave CLAS12 for the next page):

Feel free to use the following categories as needed. Any row with an empty description box will be ignored. RC is used as acronym for 'Run Coordinator'. The *percentage done* acts as a multiplier. e.g. 0.2 FTE 50 % done is 0.1 FTE. The documentation field is not mandatory. The use of '#' (hash) in the text fields is not allowed. **It is now 20:32 EDT, so you have 59 minutes left. If you need more time, save and return to update the information later on.**

- Hardware
- Software
- Calibration
- Cooking
- On call
- ✓ Committee
- Reviews
- RC
- Other

Description	Who	FTE	Done	Documentation
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Please, select the appropriate category

↑
Please, provide links to talks, notes, etc. here. Helps a lot the review process.

2024 Report: How To Highlights

Page I: CLAS Service (different from CLAS12 service)

The page comes pre-filled with your projections from last year: please, update the record with the actual 2024 values. If no CLAS6 service in 2024, remove all entries!

te the information later on.

FTE	Done

FTE: Total FTEs ever that this task costs

Done: 100% if the task was fully completed in 2024; otherwise, input the percentage of FTE done in 2024.

If in doubt, enter the actual FTEs spent on the task in 2024 and enter 100% in "Done".

2024 Report: How To Highlights

Page II: CLAS12 Service (will appear on a new page, after the CLAS service is saved)

The page comes pre-filled with your projections from last year: please, update the record with the actual 2024 values

Report here all standing-committee work: Speakers, Service, WG Chairmanship, CalCom, CLAS Chair

Report of CLAS12 Service from Task List:

<https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=clas12tasks>

- Ensure that the assigned FTE in the 2024 Task list is consistent with your reported value
- If, any discrepancies, reconcile them with the task contact (your reviewer will follow up with you and the contact if there is a discrepancy) or leave a note in "Documentation" field explaining the discrepancy

2025 Projected Service: How To Highlights

Fill out **ONLY** one page: Page I: CLAS Service or Page II: CLAS12 Service

- Select appropriate category
- Do not include anticipated paper/analysis reviews; only ongoing can be entered (make a note in "Documentation")
- If you need service tasks to fulfill the expected FTEs of your institution, select appropriate task(s) from the 2025 Service Task List and e-mail the contact to assign you to the task (list will open on the 20th of November)

<https://www.jlab.org/Hall-B/shifts/index.php?display=admin&task=clas12tasks>

- If no appropriate task is available, but need service task(s), contact me: jordanka@jlab.org

CLAS Service Reports: Further Tips

- You can edit and resubmit as many times as you want, before the deadline (we will not look at your SoS until then), so don't be afraid of the Submit button.
- 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 SW fraction**
- Shifts do not count
- Your own analysis work does not count: reviewer will contact you for details and disregard this FTE
- Writing a grant proposal or organizing a conference does not count
- Supervising a student doing SW does not count
- Systematic studies benefiting the whole run group of your experiment does count - should make a note in "Documentation" to make it clear the studies are not just one's own analysis

The Bottom Line

We are looking for a realistic estimate of the actual
CLAS service done

The review is blind to your local chain-of-command structure. When we have questions, we contact directly the people who actually did or were directly involved with the service tasks.

The review is transparent and fair to all institutions

Thank You for Your Cooperation