VERA C. RUBIN OBSERVATORY

In-Kind Contribution Work Plan Walk Through

Aprajita Verma, Phil Marshall, Knut Olsen,
Greg Madejski, Steve Ridgway, Steve Margheim and Bob Blum

NSF NOIR Lab AURA SLAC U.S. DEPARTMENT OF ENERGY

Work plan walk through goals

- Meet the Rubin in-kind program coordination (IPC) team
- Walk through the process of completing work planning (very important for contributions that started in FY21 or FY22*) and subsequent reporting
- The goal is to help you get started and get feedback on any issues you might be facing
- We will discuss responsibilities for Contribution Leads (CLs) and Program Managers (PMs) in this process

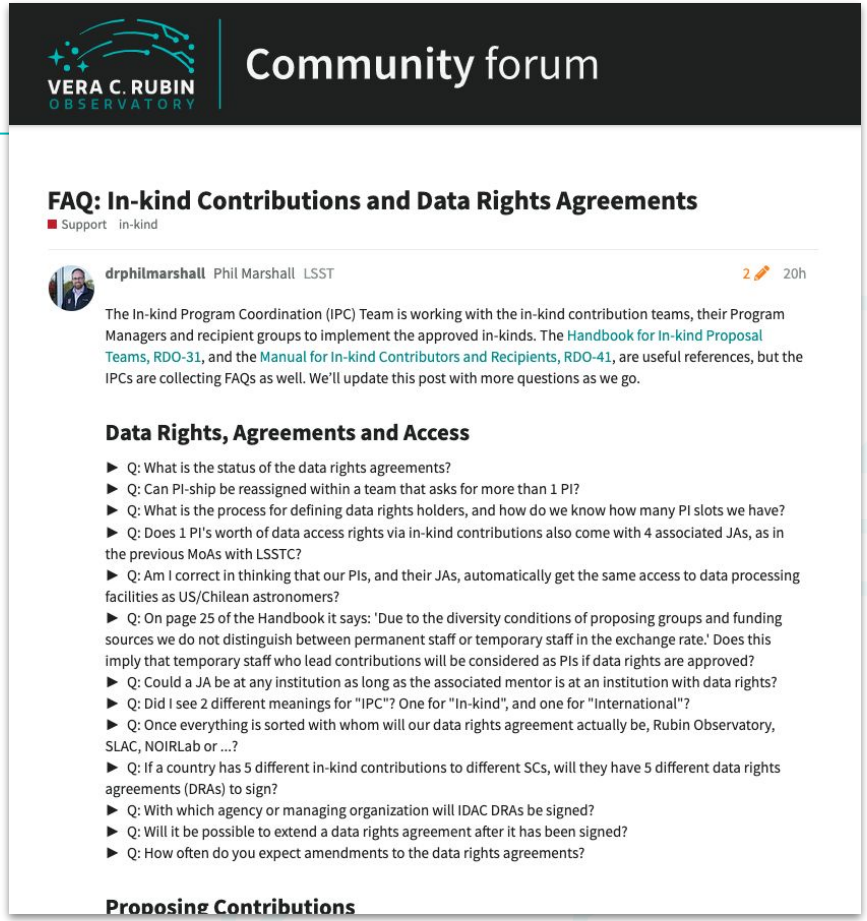
We assume you've read parts of the Manual for In-kind Contributors and Recipients at ls.st/RDO-41, but not all of it, and that you have questions…

* FY22 corresponds to the Rubin financial year running 01 Oct 21 - 30 Sep 22

Q&A & FAQ

We appreciate that you will have questions, ways to get help

- Comprehensive **in-kind FAQs** are posted on community
- Q&A session after this talk
- **Office hours**: please book slots here for meetings with 1 or more IPCs
- Not sure whom to contact: write to jikh@lsst.org



Community forum

FAQ: In-kind Contributions and Data Rights Agreements

Support in-kind

drphilmarshall Phil Marshall LSST 2 20h

The In-kind Program Coordination (IPC) Team is working with the in-kind contribution teams, their Program Managers and recipient groups to implement the approved in-kinds. The Handbook for In-kind Proposal Teams, RDO-31, and the Manual for In-kind Contributors and Recipients, RDO-41, are useful references, but the IPCs are collecting FAQs as well. We'll update this post with more questions as we go.

Data Rights, Agreements and Access

- Q: What is the status of the data rights agreements?
- Q: Can PI-ship be reassigned within a team that asks for more than 1 PI?
- Q: What is the process for defining data rights holders, and how do we know how many PI slots we have?
- Q: Does 1 PI's worth of data access rights via in-kind contributions also come with 4 associated JAs, as in the previous MoAs with LSSTC?
- Q: Am I correct in thinking that our PIs, and their JAs, automatically get the same access to data processing facilities as US/Chilean astronomers?
- Q: On page 25 of the Handbook it says: 'Due to the diversity conditions of proposing groups and funding sources we do not distinguish between permanent staff or temporary staff in the exchange rate.' Does this imply that temporary staff who lead contributions will be considered as PIs if data rights are approved?
- Q: Could a JA be at any institution as long as the associated mentor is at an institution with data rights?
- Q: Did I see 2 different meanings for "IPC"? One for "In-kind", and one for "International"?
- Q: Once everything is sorted with whom will our data rights agreement actually be, Rubin Observatory, SLAC, NOIRLab or ...?
- Q: If a country has 5 different in-kind contributions to different SCs, will they have 5 different data rights agreements (DRAs) to sign?
- Q: With which agency or managing organization will IDAC DRAs be signed?
- Q: Will it be possible to extend a data rights agreement after it has been signed?
- Q: How often do you expect amendments to the data rights agreements?

Proposing Contributions

The Rubin IPC Team is here to help make the in-kind contributions successful

Contribution IPC (C-IPC): Each contribution has an assigned IPC, to help the **Contribution Lead** and to facilitate interactions between the **Contribution Lead** and the **Recipient** group as needed. Will check work plans (and updates) and will forward to the recipient groups.

Program IPC (P-IPC): Each in-kind program has an assigned IPC, to assist its **Program Manager** in programmatic issues, program and resource and deliverable tracking, program status

The Rubin IPC Team is here to help make the in-kind contributions successful

In the Rubin Operations Director's Office we have a team of five In-kind Program Coordinators (IPCs) + advice from Phil & Bob + Heather Shaughnessy (DRH)

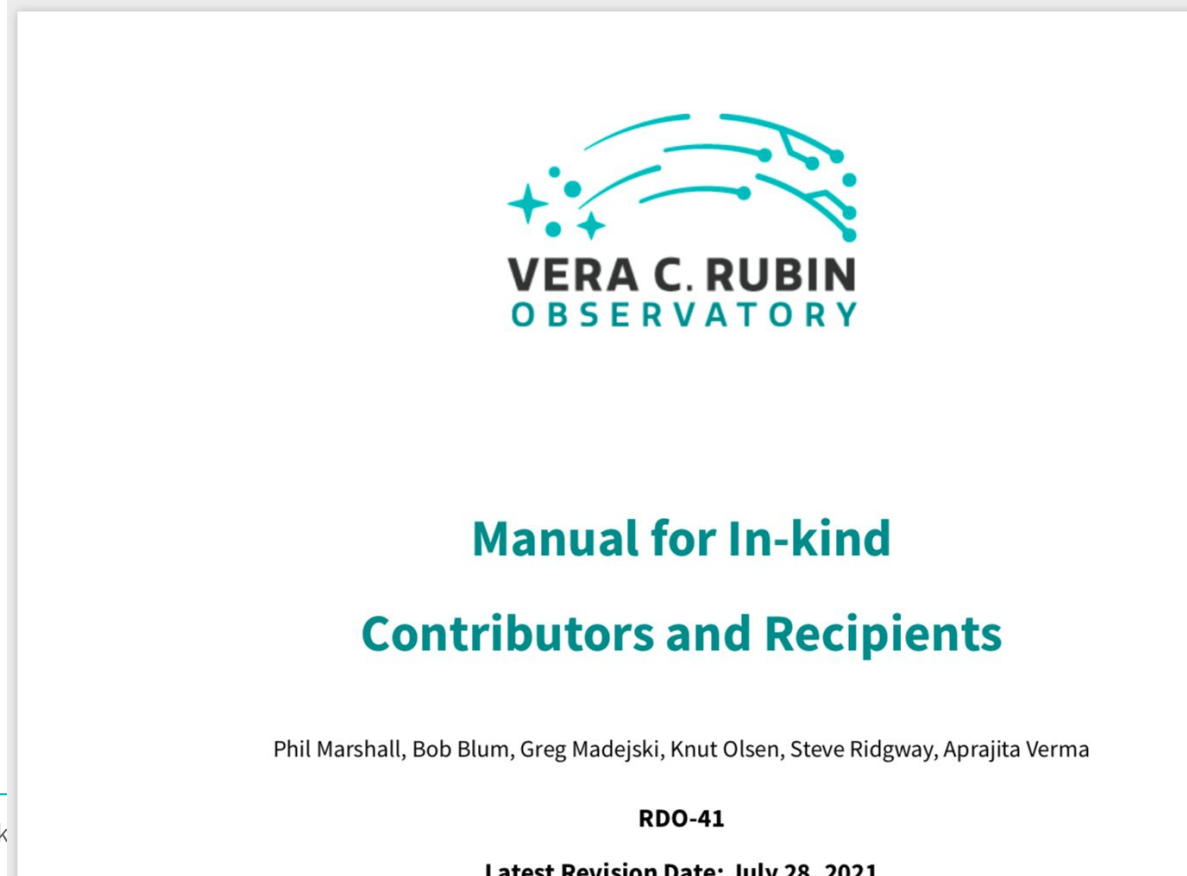
	Steve Ridgway (NOIRLab, AEON)	Telescope time and Datasets
	Steve Margheim (NOIRLab/Gemini)	Telescope time and Datasets
	Knut Olsen (NOIRLab)	IDACs and other computing resources
	Aprajita Verma (Oxford)	Software Development & Science Collaboration interactions
	Greg Madejski (SLAC)	Software Development
	Phil Marshall (SLAC, Rubin)	Rubin Recipients

Manual for In-kind Contributors & Recipients

Goal: help the Contribution Leads, Program Managers and Recipients work together to make each in-kind contribution succeed

Living document, with current version PDF at ls.st/RDO-41

Feedback is welcome, via the form in the introduction



The checklists in the appendix refer you back to detail sections in the main text: first general, then specific

- Section 2 describes the **main processes**: work planning, performance tracking, annual evaluation and quarterly updates, amending contributions and defining new ones
- Sections 3-6 add **guidelines specific to the different types of contribution** (telescope time and datasets, IDACs, software development effort, contributions to Rubin operations and commissioning)

Table of Contents

Change Record 1

1 Introduction 5

1.1 Acronyms and Definitions 5

1.1.1 General 5

1.1.2 Pertaining to In-kind Contributions 6

1.1.2 Pertaining to Rubin and Science Collaborations 6

1.1.3 In-kind Contribution Key Documentation 7

1.2 Agreements 8

2 In-kind Contribution Management 8

2.1 Contribution Definition and Amendment 8

Defining new contributions: 8

Amending existing contributions: 9

Conflicts of Interest 9

2.2 Contribution Work Planning 9

2.3 Contribution Performance Tracking 10

Quarterly Update Guidelines 11

Annual Performance Evaluation Guidelines 11

Enforcing the terms of the DRA 12

2.4 Annual Cycle Timeline 12

2.4.1 Annual Performance Evaluation (September) 13

2.4.2 Quarterly Updates 13

2.4.3 March Proposal Review 14

2.5 Management Overhead 15

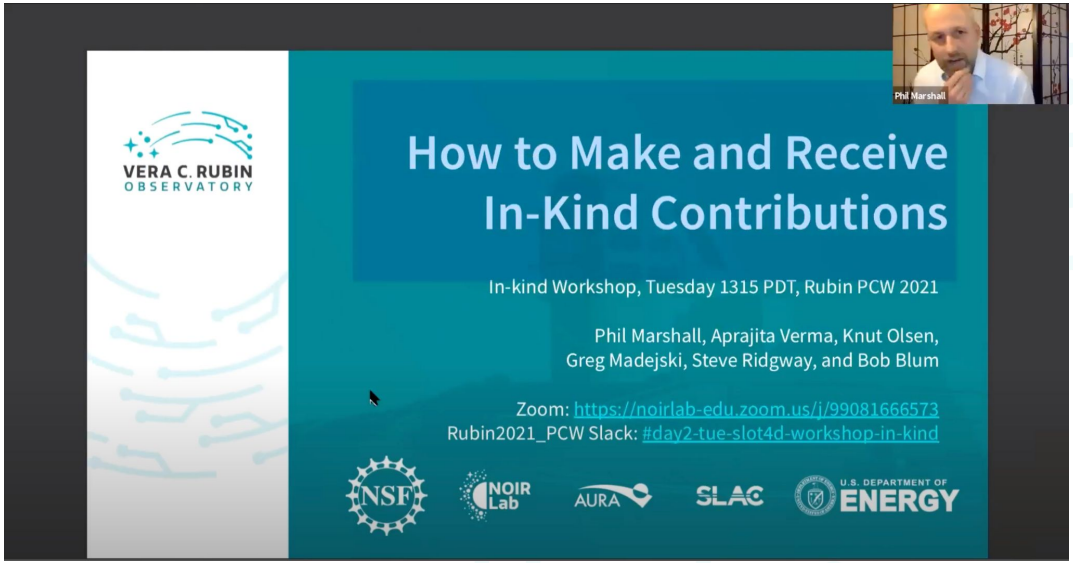
Notes per contribution type

Please see PCW 21 session “**How to make and receive in-kind contributions**” **slides** & **recording**

Lots of information on the In-kind process as well as specific info per contribution Type

Updates only given here

Q&A arising incorporated into the In-kind program FAQs



Software contributions

- **Requirements** setting
  - Contribution Leads are responsible for development of the initial set of technical requirements
  - Recipients are responsible for providing the high-level goals needed to define those
- **Standards** for software development:
  - Software must be **developed collaboratively**, in a shared, version-controlled, repository that is accessible to the recipient group
  - Code must be validated and clearly documented, and must be released **publicly** at the point of delivery of the final version to the recipients (if not before)
- Detailed information about the **coding standards** etc is spelled out in the Manual
  - **Contribution Leads** are responsible for the software developers in their teams adhering to those standards
  - **Program Managers** should ensure the team have the **training and skills** required to execute the contribution

Software contributions

- **Requirements** setting
  - Contribution Leads are responsible for development of the initial set of technical requirements
  - Recipients are responsible for providing the high-level goals needed to define those
- **Standards** for software development:
  - Software must be **developed collaboratively**, in a shared, version-controlled, repository that is accessible to the recip
  - Code must be validated be released **publicly** at the point of delivery of the final ver
- Detailed information about the **coding standards** etc is spelled out in the Manual
  - **Contribution Leads** are responsible for the software developers in their teams adhering to those standards
  - **Program Managers** should ensure the team have the **training and skills** required to execute the contribution

More soon!

Telescope Time Contributions

- Minor change to manual timeline
- **Contribution Leads**: Recommend reading the manual and work plan questions as soon as possible to help teams know what information is required
- Would be helpful for **contribution leads** to start filling in preparatory info in the work plan at least 12 months before the start (or as soon as known)
- Use the "**In progress**" feature of the work plan
- Profile explorer for TT includes a cell to specify the start date of work planning

IDAC contributions

- IDACs have time to get ready; not needed in operation until DR1
- We encourage delay in purchasing hardware
- Work planning should focus on:
  - Use cases
  - Establishing contact with relevant user communities
  - Planning for software and service layers needed
- Look for use case white paper from LINCC workshop “From Data to Software to Science with the Rubin Observatory”
- Look for workshop on joining use cases to computing resources

Commissioning Contributions

- Expecting 9 contributions from 6 program teams (UK, France, Italy, Japan, Korea, Spain BCN-MAD)
- Rubin Commissioning is assigning a point of contact to work with each Contribution Lead on work planning
    - *SITCOM is organizing technical direction of in-kind contributions in concert with supervision of US research teams' contributed labor (following last summer's AO)*
    - *All teams will need to work with their contacts to adapt to changes in schedule*
- Phil (IPC for commissioning) is providing link to the Work Plan form as these SITCOM contacts are identified

Work Planning and Tools

Responsibilities - Contribution Lead

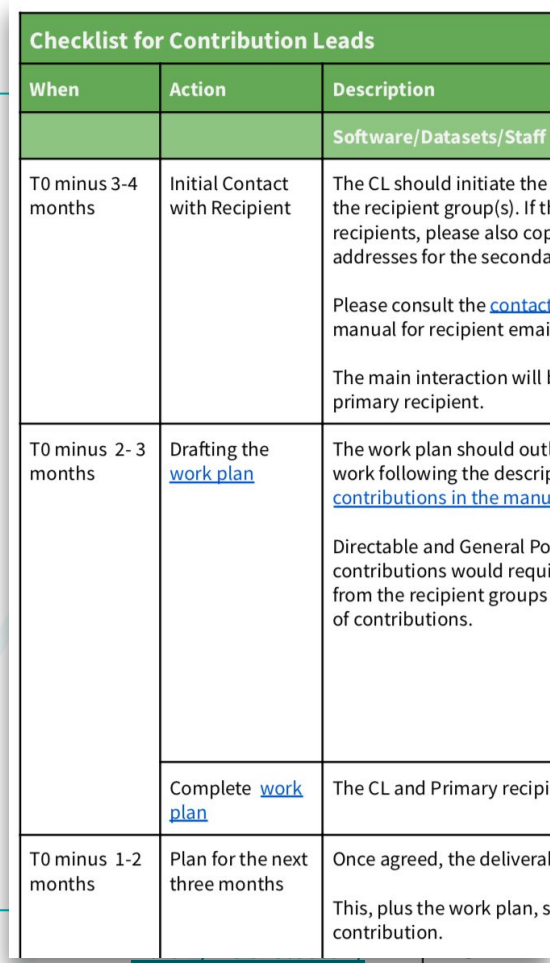
The onus is on the CL to contact the recipient team to start work planning

Use the manual checklist (Appendix A) to help guide what you need to do when

If lost, please contact your **contribution IPC** (ask your PM if you don't know who that is) or jikh@lsst.org if you are unsure whom to contact

You must use the **assigned contribution ID** - ask your PM if unsure

The contributing team should be embedded in the recipient group, and we'll ask about your engagement in the work planning & quarterly updates



Checklist for Contribution Leads		
When	**Action**	**Description**
		Software/Datasets/Staff
T0 minus 3-4 months	Initial Contact with Recipient	The CL should initiate the the recipient group(s). If t recipients, please also cop addresses for the seconda Please consult the contact manual for recipient emai The main interaction will primary recipient.
T0 minus 2- 3 months	Drafting the work plan	The work plan should outl work following the descrip contributions in the manu Directable and General Po contributions would requi from the recipient groups of contributions.
	Complete work plan	The CL and Primary recipi
T0 minus 1-2 months	Plan for the next three months	Once agreed, the deliveral This, plus the work plan, s contribution.

Responsibilities: Program Managers

- The PM should have a holistic overview of their program
- They should be familiar with the annual timeline and check-in with their CLs to make sure that anticipated tasks have started e.g. make sure that CL has contacted the recipient team to start work planning, that work plan or quarterly update has been submitted
- Use the manual checklist (Appendix B, Sect 1.1) to help guide what you need to do when
- If lost, please contact your program IPC or jikh@lsst.org if you are unsure whom to contact

Checklist for Program Managers

When	Action	Description
		Software/Datasets/St
T0 minus 3 months	Initial Contact with the contribution lead (CL)	Check in with your CLs
T0 minus 1 month	Plan for the next three months & acceptance	Confirm with CLs that .
T0	Start of work	Verify and log receipt o work
T0 plus 1 quarter - week 1 to 3 of month 3 This step occurs in Q2, Q3, and Q4	Recipients review of the Quarterly update	Be available to the CLs Ensure that all reports are submitted by the d
T0 plus 1 quarter: end of week 3 of month 3	Quarterly update feedback	Review any feedback o been made. Engage w
End of September - week 2	Annual Performance Evaluation	Ensure that all the pro ensure contributions a The annual evaluation responsibility to flag to
Mid - late November	Annual Performance Evaluation - feedback and implementation	Review any feedback f Notify the recipients a

Responsibilities: Program Managers

Check that the contributing team are embedded in the recipient groups & facilitate discussion if not

Program Managers maintain the list of data rights holders covered by their program, and provides regular updates of this list to Rubin (on request).

- The PM will need to be(come) well known to their program's community!
- Annual updates are expected in May each year
- DRH lists are managed by Heather Shaughnessy who will contact each PM with the annual DRH form
- Public DRH list is available here

PMs are responsible for completing and checking the **Profile Explorers** are up-to-date, your **P-IPC will contact you in May to check**

At that time, PMs should communicate delays or confirmation of funding to the Program and Contribution IPCs or when changes are known

Checklist for Program Managers

When	Action	Description
		Software/Datasets/S
T0 minus 3 months	Initial Contact with the contribution lead (CL)	Check in with your CLs
T0 minus 1 month	Plan for the next three months & acceptance	Confirm with CLs that .
T0	Start of work	Verify and log receipt work
T0 plus 1 quarter - week 1 to 3 of month 3 This step occurs in Q2, Q3, and Q4	Recipients review of the Quarterly update	Be available to the CLs Ensure that all reports are submitted by the
T0 plus 1 quarter: end of week 3 of month 3	Quarterly update feedback	Review any feedback been made. Engage w
End of September - week 2	Annual Performance Evaluation	Ensure that all the pro ensure contributions The annual evaluation responsibility to flag t
Mid - late November	Annual Performance Evaluation - feedback and implementation	Review any feedback f Notify the recipients a

Demos & Walk through

Contribution Viewer

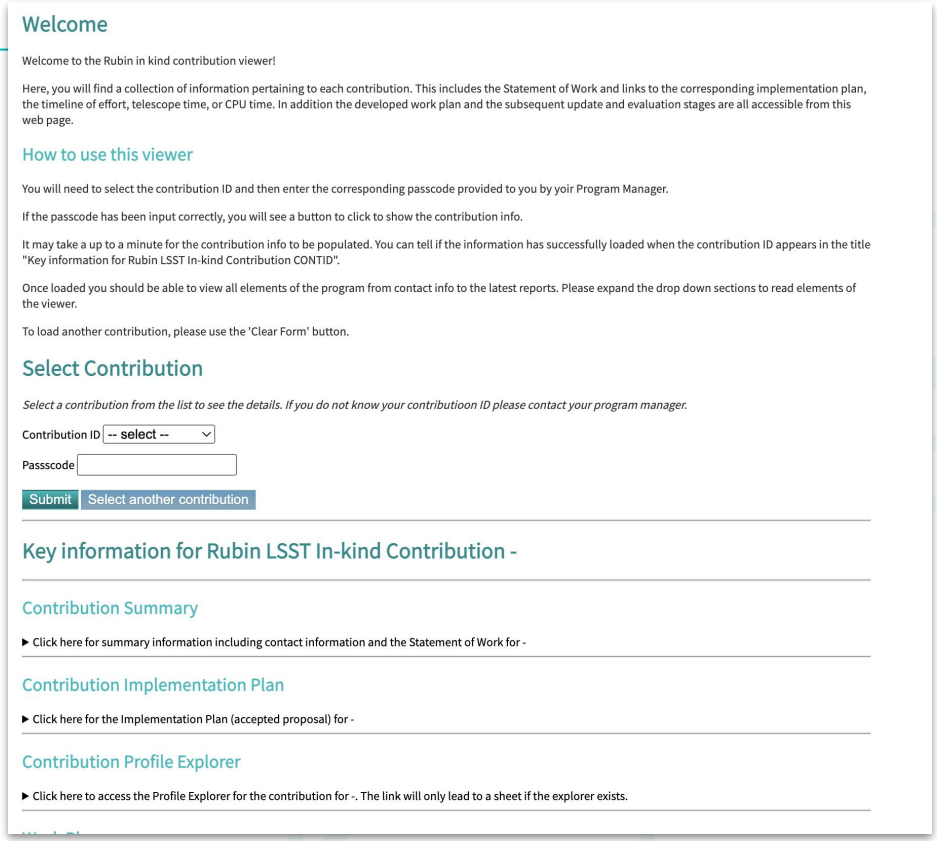
We will go through the Rubin In-kind Program **Contribution Viewer** that is a running log of your contributions (including contact info)

Note all of the Rubin In-kind system is based on your **contribution ID**

- if you are unsure, please ask with your **program manager**

Access info & passcodes will be sent to Program Managers shortly

- **Program Managers**: please only share code of a contribution with the CL of that contribution



Contribution Viewer Demo

Profile Explorers

Each program has a **Profile Explorer workbook** with 1 tab per contribution

The content of the explore depends on the contribution type

Last May we checked all FTE based contributions, profiles now exist for **all contributions**

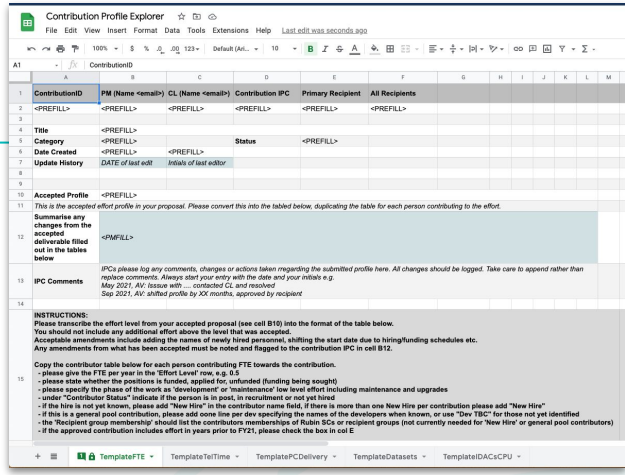
Program IPCs will contact the **Program Managers** (PMs are responsible for this)

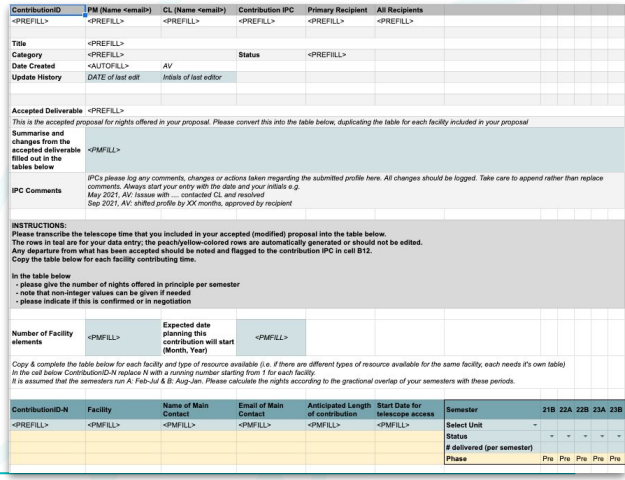
- Check last years FTE based submitted ones
- Fill out non-FTE based ones

Don't forget **start date**, for Telescope & IDACs start date for planning in the WPs which can be 12 months or more before the start

For FTE we did not explicitly ask for a Month, Year start date last May, but we will collect this info in the forthcoming Spring 22 Check

The Profile Explorers are accessed through the Contribution Viewer or emails sent by P-IPCs

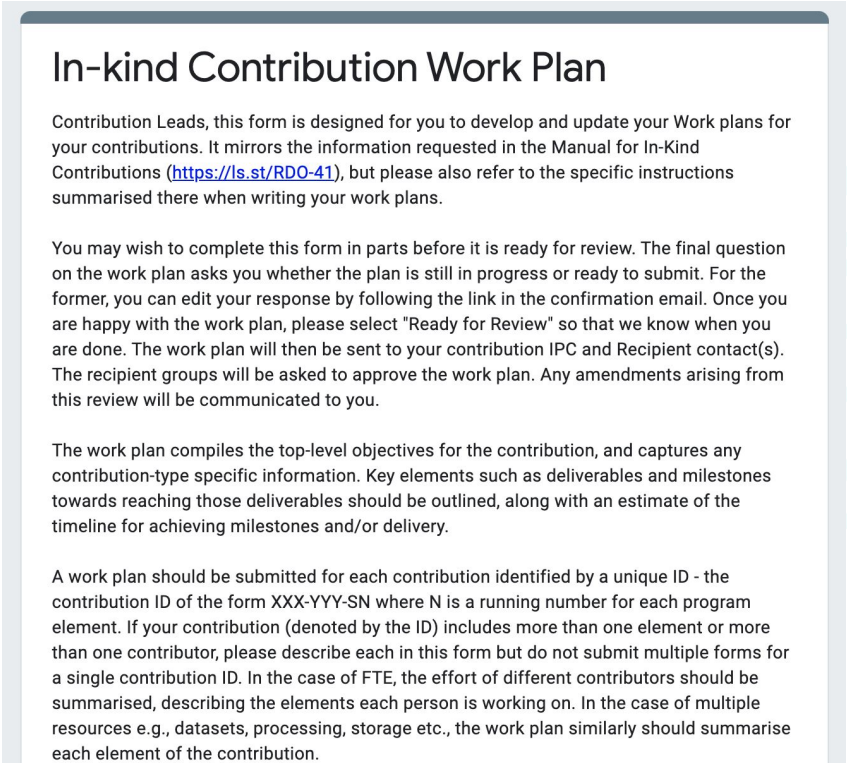




Profile Explorer Demo

Work Plan Demo

https://ls.st/in-kind-work-plan-form-v1



In-kind Contribution Work Plan

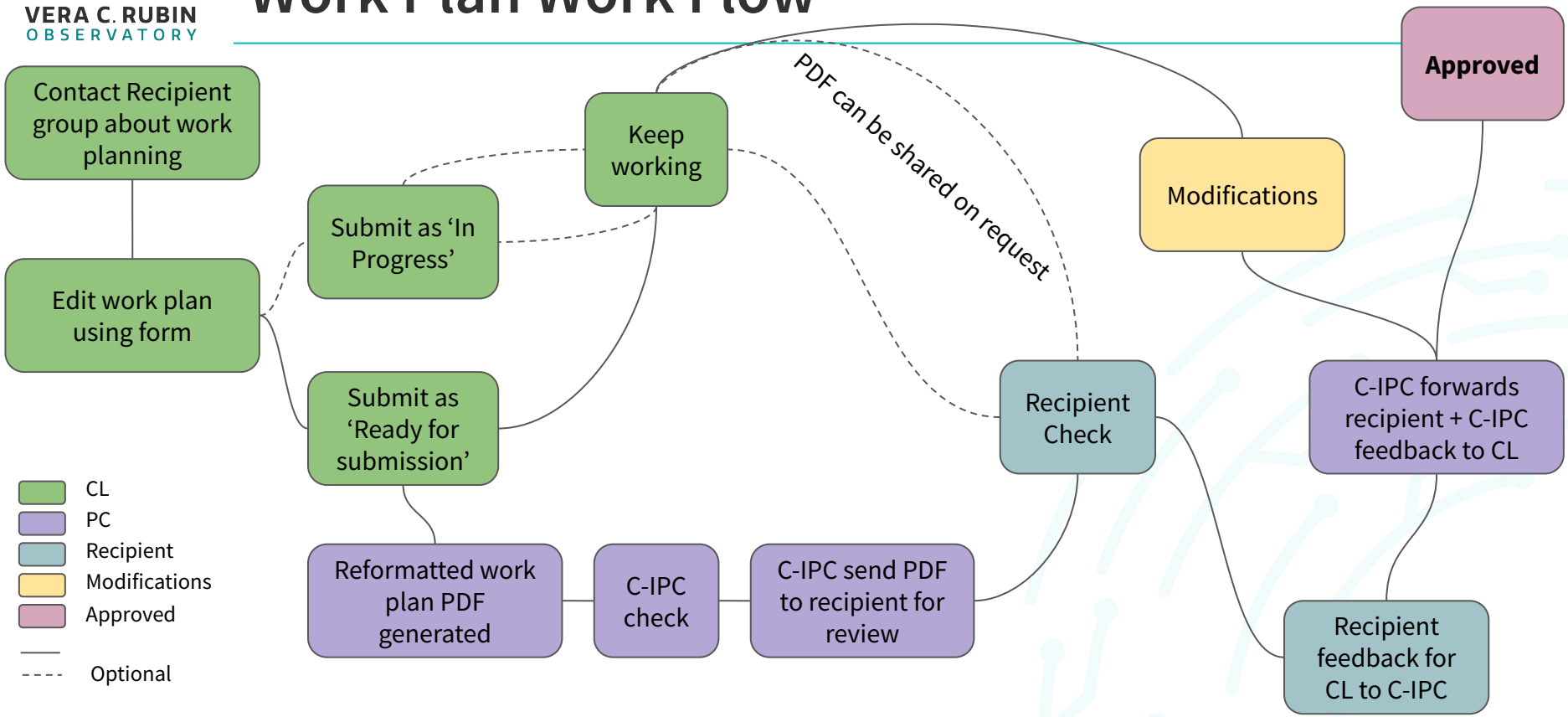
Contribution Leads, this form is designed for you to develop and update your Work plans for your contributions. It mirrors the information requested in the Manual for In-Kind Contributions (https://ls.st/RDO-41), but please also refer to the specific instructions summarised there when writing your work plans.

You may wish to complete this form in parts before it is ready for review. The final question on the work plan asks you whether the plan is still in progress or ready to submit. For the former, you can edit your response by following the link in the confirmation email. Once you are happy with the work plan, please select "Ready for Review" so that we know when you are done. The work plan will then be sent to your contribution IPC and Recipient contact(s). The recipient groups will be asked to approve the work plan. Any amendments arising from this review will be communicated to you.

The work plan compiles the top-level objectives for the contribution, and captures any contribution-type specific information. Key elements such as deliverables and milestones towards reaching those deliverables should be outlined, along with an estimate of the timeline for achieving milestones and/or delivery.

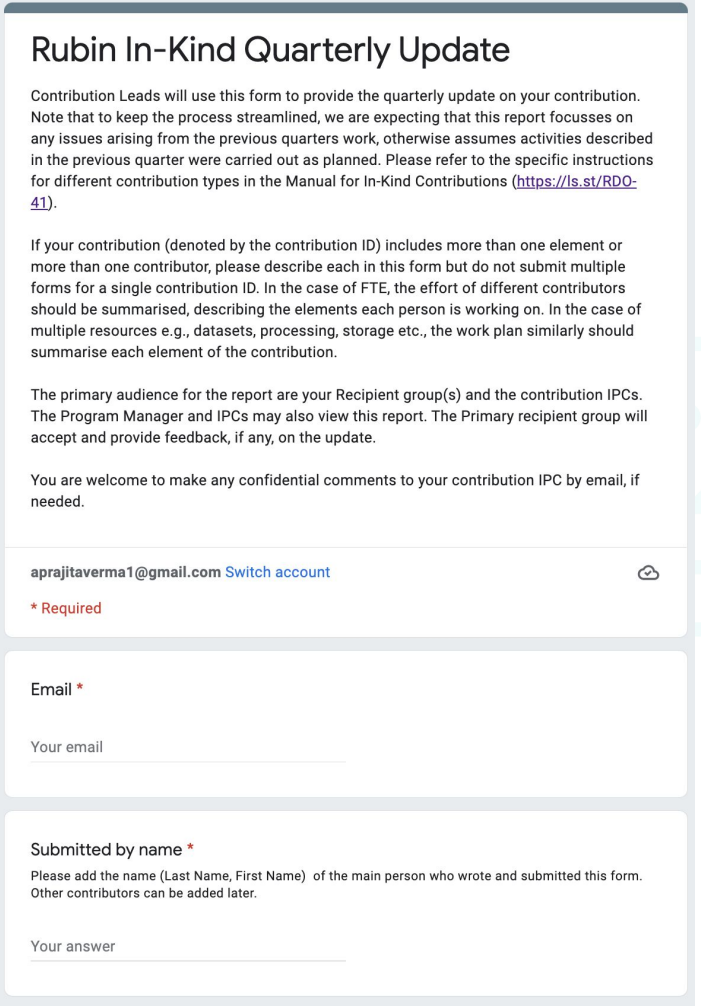
A work plan should be submitted for each contribution identified by a unique ID - the contribution ID of the form XXX-YYY-SN where N is a running number for each program element. If your contribution (denoted by the ID) includes more than one element or more than one contributor, please describe each in this form but do not submit multiple forms for a single contribution ID. In the case of FTE, the effort of different contributors should be summarised, describing the elements each person is working on. In the case of multiple resources e.g., datasets, processing, storage etc., the work plan similarly should summarise each element of the contribution.

Work Plan Work Flow



Quarterly Update Demo

https://forms.gle/xFCMEo6gwio3nt4GA



Rubin In-Kind Quarterly Update

Contribution Leads will use this form to provide the quarterly update on your contribution. Note that to keep the process streamlined, we are expecting that this report focusses on any issues arising from the previous quarters work, otherwise assumes activities described in the previous quarter were carried out as planned. Please refer to the specific instructions for different contribution types in the Manual for In-Kind Contributions (https://ls.st/RDO-41).

If your contribution (denoted by the contribution ID) includes more than one element or more than one contributor, please describe each in this form but do not submit multiple forms for a single contribution ID. In the case of FTE, the effort of different contributors should be summarised, describing the elements each person is working on. In the case of multiple resources e.g., datasets, processing, storage etc., the work plan similarly should summarise each element of the contribution.

The primary audience for the report are your Recipient group(s) and the contribution IPCs. The Program Manager and IPCs may also view this report. The Primary recipient group will accept and provide feedback, if any, on the update.

You are welcome to make any confidential comments to your contribution IPC by email, if needed.

aprajitaverma1@gmail.com Switch account

* Required

Email *

Your email

Submitted by name *

Please add the name (Last Name, First Name) of the main person who wrote and submitted this form. Other contributors can be added later.

Your answer

Timeline Change - Spring 2022 Status Check

- For now, we are focused on the initial in-kind program (Sep 20 and Sep 21 contributions)
- Changes to profiles may be considered (e.g. start date shifts, funding constraints)
- The March 2022 proposal review (as described in the Manual) will be replaced by a **Spring 2022 status check in May** on the profile explorer including start dates, staff changes, schedules and funding status or possibly scope according to the needs of the recipient.
    - **This will be led by the Program IPC working with the Program Managers**
        - The program managers should consult with CLs and report back to the P-IPC
        - Much like the FTE Profile Check carried out by P-IPCs with PM last May
    - For any significant changes, the CEC may be called upon by the Ops Director if needed

VERA C. RUBIN OBSERVATORY

Key:

Annual Evaluation

Quarterly Updates

Status Check / Review

Vera C. Rubin O

Q&A

Any questions we don’t get to and aren’t in the In-kind FAQs can be submitted to jikh@lsst.org