

URA Proposed Scope of Services

USLUA's purpose is to enhance scientific participation by the US community of scientists and engineers in the discoveries expected from the LHC physics program, while highlighting the work of young scientists and engineers engaged in this research.

Activities of USLUA:

Annual trip to Washington, DC (annually typically in February-March for one month; ~15 hrs/week)

Annual meeting of the USLUO (annually typically in October; ~15-20 hrs/week peak time for one month)

Participation in national events as considered advantageous to the program (e.g. US Science & Engineering Festival), 5 persons each, 1-2 times/year. This could take an extra 4 hours per week for 3 weeks.

Attendance to other science society meetings as deemed appropriate (AAAS, AAS, MRS and ACS) 2-4 persons each, 1-2 times/year. This could take an extra 2-4 hours per week for 3 weeks.

Coordinating information (news digest) about large scale science in an international context; 1-2 hrs/week, ongoing.

Fund raising: contributions tracking and followup where needed. Typically 1-2 hrs/week, average.

URA will provide administrative support services for the USLUA activities as outlined above. We estimate the total effort to be 4-7 hours per week during non-meeting periods and 15-20 hours per week during peak conference times (roughly the months of March and October):

- General office duties: Prepare and send group electronic mailings regarding program contributions and donations, periodic activity updates and notifications of upcoming events; maintain simple database of program contributors, members and contacts; minimal phones, copying and filing.
- Meeting and Conference Support: Receive and track meeting registrations; administrative point of contact for USLUO sponsored meetings; communicate with participants to answer questions, disseminate information and redirect as needed.
- Accounting Clerk: Basic bookkeeping for A/R and A/P; process travel reimbursements, vendor payments and program contributions/donations; prepare occasional reports and account reconciliations to executive committee on participation and expenses.

To facilitate the services outlined above the following will be required:

Telephone with voice mail
Computer and printer
Internet access
Basic office supplies
File cabinet

Summary of Level of Effort for US LUA:

Based on the above activities, the estimated level of effort is 0.20 - 0.25 FTE total.

In order to stay at this level of effort, some of the effort for meeting and conference support can be taken by Caltech staff, as needed.