

Memorandum of Understanding

between

COLLABORATOR

and the

DØ Collaboration

August 1, 2002

I. PREAMBLE

This statement covers activities of the research group at *COLLABORATOR* in their participation in the DØ experiment for the study of proton-antiproton collisions at 2.0 TeV. These activities include the design, construction, and operation of the hardware and software of the DØ Detector at the Fermilab Tevatron to perform experiments E823 (Run IIa), E900 (FPD), E908 (STT), and E925 (Run IIb). The statement describes current and planned involvement in the DØ Collaboration for the next three years of the research group at *COLLABORATOR*. The statement will be updated yearly. The statement does not constitute a contractual obligation on the part of the *COLLABORATOR* and DØ.

Should circumstances require a collaboration-wide redirection of effort to ensure efficient operation and construction of the experiments, *COLLABORATOR* and the DØ spokespersons agree to discuss such redirection. For example, if an institution does not indicate explicit plans for participating in E925, the spokespersons will assume the institution's physicists will be available to work on E925 and after discussion between the *COLLABORATOR* and the DØ spokespersons assigned to specific projects as needed as part of their overall service work to the experiment.

II. COLLABORATOR RESPONSIBILITIES

The *COLLABORATOR* DØ group has responsibility for:

- A. [Please enumerate all Run II projects with brief descriptions. If the projects are in collaboration with another DØ institution please indicate the nature of the collaboration. Where appropriate please use the experimental numbers.]

III. PERSONNEL

- A. The contact person for the *COLLABORATOR* group is: [Please insert the name of the contact person. The contact person is usually but not necessarily the Institutional Board representative.]
- B. For the first year of this memorandum the following members of *COLLABORATOR* will be participants in the following DØ projects: [Please list all names, position, project, and percentage of time.]

[Name]

[Position (faculty, post-doc, student, technician, engineer...)]

[Brief description of project with experimental number if appropriate]

[Percentage of time]

[Name]

[Position (faculty, post-doc, student, technician, engineer...)]

[Brief description of project with experimental number if appropriate]

[Percentage of time]

...

- C. For year two of this memorandum the following members of *COLLABORATOR* will be participants in the following DØ projects: [Please list all names, positions, projects, and percentage of time.]

- D. For year three of this memorandum the following members of *COLLABORATOR* will be participants in the following DØ projects: [Please list all names, positions, projects, and percentage of time.]

- E. The following members of *COLLABORATOR* have significant commitments to research projects other than DØ and to other non-research tasks, such as administrative and national committee duties: [Please list all names and projects.]

(Addition of new senior collaborators, such as tenured faculty or laboratory staff, to the DØ group will only be done after consultation with the spokespersons and approval of the Institutional Board.)

IV. ADDITIONAL DOCUMENTATION

Should a transfer of funds or deliverables be required between *COLLABORATOR* and Fermi National Accelerator Laboratory a separate Memorandum of Understanding regarding construction and operation of the DØ detector shall be written and signed by both institutions. These additional MOUs will extend the commitments described in this document to include but not be limited to deliverables, schedules, and milestones.

V. SCIENTIFIC PARTICIPATION IN DØ

The main function of this statement concluded between the collaborating institution and the DØ Collaboration is to specify the responsibilities of the collaborators in building, commissioning, and operating the experiment. It is understood that all members of the DØ Collaboration who participate in the construction and operation of the detector may be involved in the physics analysis of the data obtained with it.

It is helpful to specify some guiding principles to govern how the DØ Collaboration will conduct its scientific affairs in order to ensure a successful outcome. Obviously, this represents an extremely complicated and sensitive set of issues that cannot be spelled out completely. The success of this endeavor will require the goodwill and good sense of all members of the Collaboration in addition to any written agreements. Some of the principles that guide the participants in the DØ Collaboration are listed below. Complete details can be found in the DØ governance document located at the Institutional Board web site.

- A. Data from all parts of the DØ experiment shall be available to all members of the DØ Collaboration for analysis. Any member of the Collaboration is free to analyze any part of the data as s/he sees fit.
- B. The results of any and all analyses of the data shall be reported first to the DØ Collaboration in a manner that indicates the analysis methods, data runs used, and any other information necessary for interested members of the Collaboration to perform an independent check of the results before an announcement is made outside of the Collaboration. After discussion and review, the DØ Collaboration may decide that a particular physics result can be announced outside the Collaboration even though the final analysis to prepare for publication has not yet been completed. At that time, the preliminary yet public result can be discussed by members of the DØ Collaboration at seminars and other informal talks.
- C. All significant results from the DØ experiment shall be submitted to refereed journals in a timely fashion after review, criticism, and agreement by the Collaboration.
- D. Scientific results will be submitted under the full DØ Author List (except when the work meets specific criteria laid out in the Authorship Rules that make it appropriate for a restricted author list.)
- E. No press releases or other release of information to the media shall take place without consultation with the representatives of all the member institutions of the DØ Collaboration.
- F. The selection of speakers for conferences and meetings outside the Collaboration will be made by the DØ Speakers Bureau. It is understood that all such talks or presentations shall include proper acknowledgment of the contributions made by all members of the Collaboration. The Speakers Bureau will keep a record of all talks, seminars, and colloquia given by members of the Collaboration on DØ results or technical subjects. All members of the Collaboration are expected to inform the Speakers Bureau of such talks and to make available copies or electronic files of the transparencies if requested.

VI. SIGNATURES

COLLABORATOR

Name	(date)
COLLABORATOR	

DØ

G.C. Blazey / W.J. Womersley	(date)
Co-Spokespersons, DØ Experiment	

J.R.Kotcher	(date)
Project Manager, Run II b Upgrade Manager	