



CAASTRO Membership Policy

ALL-SKY ASTROPHYSICS ARC Centre of Excellence

Last Updated: 30 August 2012

Owner: Chief Operating Officer

Overview

The ARC Centre of Excellence for All-sky Astrophysics (CAASTRO) aims to establish Australia as the world leader in the emerging discipline of wide-field astronomy. In order to achieve this goal we aim to attract experienced and skilled astrophysicists to join CAASTRO, and therefore have established a policy of membership for organisations and for individual members.

The following table illustrates the founding participants in CAASTRO, who all have organisational membership of CAASTRO. The Administering Organisation is The University of Sydney.

Org No	Organisation Name	Organisation Type
1	The University of Sydney	Administering Org
2	The University of Western Australia (ICRAR)	Collaborator Org
3	The University of Melbourne	Collaborator Org
4	Swinburne University of Technology	Collaborator Org
5	The Australian National University	Collaborator Org
6	Curtin University (ICRAR)	Collaborator Org
7	CSIRO	Partner Org
8	Australian Astronomical Observatory	Partner Org
9	Max-Planck Institute for Radio Astronomy	Partner Org
10	California Institute of Technology	Partner Org
11	The University of Oxford	Partner Org
12	Durham University	Partner Org
13	Max-Planck Institute for Astrophysics	Partner Org
14	The University of Arizona	Partner Org
15	The University of Toronto	Partner Org
16	Laboratoire de Physique Nucleaire et de Hautes Energies	Partner Org

Scope

The CAASTRO Membership Policy applies to all organisations and individuals interested in becoming involved in CAASTRO.

Related Documents

The **CAASTRO Executive Charter** documents the relationship between the Administering Organisation, Collaborating Organisations, the CAASTRO Executive, Theme Leaders and Node Leaders.

The **CAASTRO Recruitment Policy** documents how research staff are recruited into a CAASTRO Node.

Definitions

- Affiliates:** CAASTRO Affiliates are researchers who have a scientific association with CAASTRO, but who are not CIs, PIs, AIs or staff. CAASTRO Affiliates include independently funded researchers (e.g., Super Science Fellows) working alongside CAASTRO researchers at CAASTRO nodes, or researchers who have an involvement in CAASTRO not warranting membership at the CI, PI or AI levels. Affiliates are not responsible for any CAASTRO research deliverables.
- Associate Investigators:** Associate Investigators (AIs) are scientists who are funded from a Collaborating Organisation, Partner Organisation or other source, and are participating in CAASTRO research projects with specific deliverables. Associate Investigators are responsible for making an intellectual and strategic contribution to CAASTRO in their specific area(s) of expertise. AIs will be normally based in Australia, and will typically be researchers for whom membership at the CI or PI level is not suitable for logistical or strategic reasons.
- Chief Investigators:** Chief Investigators (CIs) are senior researchers employed by collaborating organisations named in the CAASTRO Collaborators' Agreement. CIs are responsible for making a substantial intellectual and strategic contribution to CAASTRO, and for supervising CAASTRO research staff, CAASTRO professional staff and CAASTRO students.
- Friends:** Friends of CAASTRO are members of the public that would like to remain informed about CAASTRO and its activities, and who do not meet any of the other membership category criteria.
- Node Director:** The Node Director is the CAASTRO leader at each node (or Collaborating Organisation). The Node Director will drive and be responsible for all CAASTRO staff at that location.
- Partner Investigators:** Partner Investigators (PIs) are senior researchers employed by partner organisations named in the CAASTRO Multi-Institute Agreement. PIs are responsible for making a substantial intellectual and strategic contribution to CAASTRO. Where appropriate, they may also co-supervise CAASTRO students.
- Professional Staff:** CAASTRO Professional Staff are employees of a CAASTRO collaborating organisation who are classified on the professional/general pay scale, or are working in a professional role, and are funded from the CAASTRO budget or as an in kind contribution to CAASTRO. Professional staff are responsible for coordinating the administrative, financial, educational and outreach activities within CAASTRO. All CAASTRO Professional Staff must have a CAASTRO CI or the CAASTRO Chief Operating Officer as their line manager.
- Research Director:** The Research Director is the key leadership position in CAASTRO, and drives the ARC Centre of Excellence's key activities.
- Research Staff:** CAASTRO Research Staff are employees of a CAASTRO collaborating organisation who are classified on the academic pay scale and are funded at FTE 0.2 or higher from the CAASTRO budget. Research staff are responsible for producing the research, technical and outreach results associated with the CAASTRO milestones and, where appropriate, may also co-supervise CAASTRO students. All CAASTRO Research Staff must have a CAASTRO CI as their line manager.
- Students:** CAASTRO students are postgraduate students (e.g., PhD, or masters by research following an honours degree) whose research projects make a substantial intellectual contribution to CAASTRO. A CAASTRO student can be enrolled at any higher degree granting institution, but should have a CAASTRO CI as an official supervisor or co-supervisor. CAASTRO will consider exceptions

to this on a case-by-case basis. Pre-docs who are working in CAASTRO prior to starting their PhD are also considered students.

Visitors:

Visitors are academics from outside Australia who spend time working at a CAASTRO node on a research project with a CI and other research staff. Visitors enhance the collaborative work between international researchers and CAASTRO researchers. A CAASTRO PI may also be a CAASTRO Visitor during time spent working at a CAASTRO node.

Policy

There are 3 categories of Organisational Membership and 9 categories of individual membership within CAASTRO. Individuals can represent an organisation, or be an individual member of CAASTRO. However, in order to be a Chief Investigator, an individual must represent a Collaborating Organisation with membership, and in order to be a Partner Investigator, an individual must represent a Partner Organisation with membership.

The 3 categories of Organisational Membership are:

- Administering Organisation
- Collaborating Organisation
- Partner Organisation

The 9 categories of Individual Membership are:

- Affiliates
- Associate Investigators – AIs
- Chief Investigators - CIs
- Friends
- Partner Investigators – PIs
- Professional Staff
- Research Staff
- Students
- Visitors

All members of CAASTRO agree to:

- Support the goals, objectives and research of CAASTRO.
- Accept the processes and procedures for joining, maintaining and leaving CAASTRO.
- Allow the CAASTRO Executive the right to refuse membership to any organisation or person at any time.
- Accept the legal obligations that the Administering Organisation has with the ARC.
- Accept the intellectual property policy of CAASTRO.
- Accept that all disputes regarding a membership will be referred to the Research Director, based at the Administering Organisation.
- Accept that membership is not transferable between individuals.

Organisational Membership Procedures

The Administering Organisation is the University of Sydney. In order to change the Administering Organisation, please refer to the ARC Funding Agreement.

Addition of a Collaborating Organisational Member:

If a potential Collaborating Organisation wishes to join CAASTRO, the organisation may apply to the Administering Organisation at any time for membership. The process for adding a collaborating organisational member is documented in the multi-institute agreement (MIA). In the case of any ambiguity please refer to the MIA, which takes precedence over the membership policy.

The Administering Organisation is required to consult with the Collaborating Organisations. This will be done through the Executive (which consists of representatives from each Collaborating organisation and from the Administering Organisation).

Proposals for membership as a Collaborating Organisation must demonstrate a significant contribution of cash, in-kind or other material resources from the Collaborating Organisation(s), having regard to the total cost of the project and the relative contribution of each Chief Investigator.

The Executive will consider the following factors when assessing the organisation's suitability to join:

- The ARC Funding Agreement and Funding Rules eligibility criteria;
- The academic research contribution the organisation will make to CAASTRO;
- The financial and other non-financial contributions that the organisation will make to CAASTRO.
- The track records and proposed contributions of specified Personnel, Chief Investigators, and any other proposed CAASTRO members that the organisation has nominated.

Prior to approval of organisational membership, the Administering Organisation must:

- Notify all Collaborating and Partner Organisations of the proposed admission of the organisation and associated investigators; and
- Sign an Admission Letter (attached to the last page of this document as Schedule 2) with the new organisational member; and
- Advise the ARC of the new Collaborating Organisation.

Addition of a Partner Organisational Member:

If a potential Partner Organisation wishes to join CAASTRO, the organisation may apply to the Administering Organisation at any time for membership.

Proposals involving one or more Partner Organisations must demonstrate a significant contribution of cash, in-kind or other material resources from the Partner Organisation(s), having regard to the total cost of the project and the relative contribution of each Partner Investigator.

The Executive will consider the following factors when assessing the organisation's suitability to join:

- The ARC Funding Agreement and Funding Rules eligibility criteria;
- The academic research contribution the organisation will make to CAASTRO;
- The financial and other non-financial contributions that the organisation will make to CAASTRO.
- The track records and proposed contributions of specified Personnel, Partner Investigators, and any other proposed CAASTRO members that the organisation has nominated.

Prior to approval of organisational membership, the Administering Organisation must:

- Notify all Collaborating and Partner Organisations of the proposed admission of the organisation and associated investigators; and
- Sign an Admission Letter (attached to the last page of this document as Schedule 2) with the new organisational member; and
- Advise the ARC of the new Collaborating or Partner Organisation.

Removal of Organisational Members:

The Administering Organisation can terminate organisational membership in the following circumstances:

- By mutual agreement between the parties.
- If the ARC terminates the ARC Agreement with the Administering Organisation or ARC ceases to provide all or some of the funding to the Administering Organisation.
- Where a Partner or Collaborating Organisation breaches a material term of the Collaboration Agreement or Multi-Institute Agreement and fails to remedy that breach within 30 days; or fails to provide any of its contributions and does not provide the relevant contribution within 60 days after receiving notice by the Administering Organisation to do so. Subject to the approval of the ARC, the other partners can jointly expel the defaulting partner from participating in the centre.

Individual Membership Procedures

1. CAASTRO Chief Investigators (CIs)

Addition of CIs:

A researcher nominated as a CI must take significant intellectual responsibility for the proposed research, and any strategic decisions called for in its pursuit and the communication of results. The researcher must make a serious commitment to the project. The ARC reserves the right to determine whether a person has the requisite capacity to perform the role.

A researcher nominated as a CI must meet at least one of the following two criteria at the time of her/his nomination, as well as meet the residency requirements, for the full term of her/his participation in the project:

- be an employee of an Collaborating Organisation for at least 50 per cent (0.5 FTE) of his/her time; or
- be a holder of an Emeritus, Adjunct or equivalent appointment at an Collaborating Organisation and not have a substantive position or paid appointment elsewhere; and
- He/she must reside predominantly in Australia for the full term of her/his participation in the project. If the person does not have permanent resident status he/she must obtain temporary or permanent resident status from the Department of Immigration and Citizenship before he/she may commence on the project.

Nominations should be made by email to the Research Director at the Administering Organisation providing:

- Name, email address and institute of the proposed CAASTRO CI
- Justification for CI membership, including description of planned activities with reference to corresponding science themes and sub-projects within the CAASTRO project plan.

The Research Director will refer the matter to the CAASTRO Executive, who may approve the request. The Administering Organisation must also advise the ARC of the addition of the proposed CI as part of the specified personnel at CAASTRO. This will include the CI's Curriculum Vitae, a letter from the CI agreeing to the membership, a letter of support from the Collaborating Organisation, and a brief explanation of the role the CI will play within the Centre and its research program. If approved by the ARC, the nominator and nominee will be notified of their membership by email. The COO will provide the CI with a copy of the ARC Funding Agreement, the Collaboration Agreement, and the Multi-Institute Agreement. The CAASTRO CI will then be added to the list of CAASTRO members subscribed to the CAASTRO email exploder, and given member access to the CAASTRO wiki/intranet.

Funding: CIs cannot draw on CAASTRO funds for salary support. CIs are allocated funding within the overall CAASTRO budget for their travel and computing needs.

Departure of CIs: A CI may resign their CAASTRO membership by providing the Administering Organisation 90 days written notice. The Administering Organisation must advise the ARC of the change, and may be required to find a replacement CI.

2. CAASTRO Partner Investigators (PIs)

Addition of PIs: A researcher nominated as a PI must take significant intellectual responsibility for the proposed research, and any strategic decisions called for in its pursuit and the communication of results. The researcher must make a serious commitment to the project. The ARC reserves the right to determine whether a person has the requisite capacity to perform the role.

A researcher nominated as a PI, at the time of her/his nomination and for the full term of her/his participation in the project must not meet the eligibility criteria for a CI. A PI needs to have a clearly defined role in Theme Plans and any related project plans.

Nominations should be made by email to the Research Director at the Administering Organisation providing:

- Name, email address and institute of the proposed CAASTRO PI
- Justification for PI membership, including description of planned activities with reference to corresponding science themes and sub-projects within the CAASTRO project plan.

The Research Director will refer the matter to the CAASTRO Executive, who may approve the request. The Administering Organisation must also advise the ARC of the addition of the proposed PI as part of the specified personnel at CAASTRO. This will include the PI's Curriculum Vitae, a letter from the PI agreeing to the membership, a letter of support from the Partner Organisation, and a brief explanation of the role the PI will play within the Centre and its research program.

If approved by the ARC, the nominator and nominee will be notified of their membership by email. The COO will provide the PI with a copy of the ARC Funding Agreement and the Multi-Institute Agreement. The CAASTRO PI will then be added to the list of CAASTRO members subscribed to the CAASTRO email exploder, and given member access to the CAASTRO wiki/intranet.

Funding: Under ARC rules, PIs are not eligible to receive direct funding from the CAASTRO budget. CAASTRO nodes (i.e., Australian universities participating in CAASTRO) may support collaborative visits from PIs, through the **CAASTRO Visitor** category defined below.

Departure of PIs: A PI may resign their CAASTRO membership by providing the Administering Organisation 90 days written notice. The Administering Organisation must advise the ARC of the change, and may be required to find a replacement PI.

3. CAASTRO Associate Investigators (AIs)

Addition of AIs: AIs need to be nominated by a CI in order to become a member of CAASTRO. The Executive will consider their membership of CAASTRO, based on the direct relevance of their research to CAASTRO, their skills, abilities and experience.

Nominations should be made by email to the Chief Operating Officer (COO) providing:

- Name, email address and institute of the proposed CAASTRO AI
- Start date for appointment and (if appropriate) expected end date

- Justification for AI membership, including description of planned activities with reference to corresponding science themes and sub-projects within the CAASTRO project plan.

If the CAASTRO executive approves the request, the nominator and nominee will be notified by email. The CAASTRO AI will then be added to the list of CAASTRO members subscribed to the CAASTRO email exploder, and given member access to the CAASTRO wiki/intranet.

Funding: AIs may apply for a small amount of travel funding, which will be subject to the approval of the CAASTRO Executive in March and September each year.

Departure of AIs: AIs will normally depart at the end of their period of appointment. AIs can resign from CAASTRO or be removed by the CAASTRO executive at any time.

4. CAASTRO Research Staff

Addition of Research Staff:

Research staff are recruited and appointed via the process described under the CAASTRO [Recruitment Policy](#). Once an individual commences employment, the CI responsible for their line management should provide the Chief Operating Officer with the following information:

- Name, email address and employing institute of the proposed staff member
- Line manager (and any other scientific supervisors)
- Position title (with cross-reference to the corresponding job ad and position in the CAASTRO budget)
- Starting and end dates
- Initial level of appointment
- Description of planned activities, with reference to corresponding science themes and sub-projects within the CAASTRO project plan.

If this request is approved, the staff member will then be added to the list of CAASTRO members subscribed to the CAASTRO email exploder, and given member access to the CAASTRO wiki/intranet.

Funding: Unless otherwise specified, CAASTRO Research Staff are allocated funding within the overall CAASTRO budget for their salary, travel and computing needs.

Departure of Research Staff:

Research staff depart CAASTRO when they cease to be employed under the contract through which they were appointed to CAASTRO. Depending on their destination and level of continued involvement, it may be appropriate for departing CAASTRO research staff to transition to another membership category within CAASTRO (e.g., PI, AI or affiliate).

5. CAASTRO Affiliates

Addition of Affiliates: A researcher must be nominated as a CAASTRO Affiliate by a CAASTRO CI or PI. Nominations should be made by email to the Chief Operating Officer providing the following information:

- Name, email address and institute of the proposed CAASTRO Affiliate
- Start date for appointment and (if appropriate) expected end date
- Justification for Affiliate membership, including description of planned activities with reference to corresponding science themes and sub-projects within the CAASTRO project plan

If the CAASTRO executive approves the request, the nominator and nominee will be notified by email. The CAASTRO Affiliate will then be added to the list of CAASTRO

members subscribed to the CAASTRO email exploder, and given member access to the CAASTRO wiki/intranet.

Funding: CAASTRO Affiliates are not eligible to receive funding from CAASTRO. CAASTRO nodes may support collaborative visits from Affiliates, through the **CAASTRO Visitor** category defined below.

Departure of Affiliates: Affiliates can resign from CAASTRO or be removed by the CAASTRO executive at any time.

6. CAASTRO Professional Staff

Addition of Professional Staff:

Professional staff are recruited and appointed via the process described under the CAASTRO [Recruitment Policy](#). Once an individual commences employment, the CI responsible for their line management should advise the Chief Operating Officer of their appointment. This advice should contain the following information:

- Name, email address and employing institute of the proposed staff member
Line manager
- Position title (with cross-reference to the corresponding job ad and/or position in the CAASTRO budget)
- Starting and end dates
- Initial level of appointment
- Description of planned responsibilities

If the CAASTRO executive approves the request, the responsible CI and staff member will be notified by email. The staff member will then be added to the list of CAASTRO members subscribed to the CAASTRO email exploder, and given member access to the CAASTRO wiki/intranet.

Funding: Unless otherwise specified, CAASTRO Professional Staff are allocated funding within the overall CAASTRO budget for their salary, travel and computing needs.

Departure of Professional Staff:

Professional staff depart CAASTRO when they cease to be employed under the contract through which they were appointed to CAASTRO.

7. CAASTRO Students

Addition of Students: Before a student commences working on CAASTRO-related research, the CI acting as their supervisor or co-supervisor should advise the Chief Operating Officer of their appointment. CAASTRO students should have a CAASTRO CI as one of their supervisors, but we will be happy to consider exceptions to this on a case-by-case basis. This advice should contain the following information:

- Name, email address and institute of the proposed CAASTRO student
- Names of the project supervisor(s)
- The degree which the student is undertaking
- Start date and expected completion date
- Description of planned activities, with reference to corresponding science themes and sub-projects within the CAASTRO project plan

If the CAASTRO executive approves the request, the responsible CI and student will be notified by email. The student will then be added to the list of CAASTRO members subscribed to the CAASTRO email exploder, and given member access to the CAASTRO wiki/intranet.

Funding: Each CAASTRO node has been allocated funding to provide travel, computing and possible salary support (top-ups of up to \$10,000 per student per year) for their

students. It is at the discretion of the corresponding Node Director as to how these funds are distributed and expended.

Departure of Students: Students depart CAASTRO when they complete their degree requirements or complete their CAASTRO-related activities (whichever occurs first). Depending on their destination and level of continued involvement, it may be appropriate for departing CAASTRO students to transition to another membership category within CAASTRO (e.g., AI, Affiliate or research staff).

8. CAASTRO Visitors

Addition of Visitors: Once every six months (March and September) the CAASTRO executive will issue an invitation to the CIs and PIs of CAASTRO to apply to have CAASTRO visitors. PIs, AIs and affiliates are, in addition to other academics, also eligible to be visitors.

A CAASTRO Visitor must be nominated by a CAASTRO CI or PI. Nominations should be made by email to Chief Operating Officer on a quarterly basis as requested, providing:

- Name, email address and institute of the proposed CAASTRO Visitor
- Start date for appointment and (if appropriate) expected end date
- Justification for Visitor membership, including description of planned activities with reference to corresponding science themes and sub-projects within the CAASTRO project plan

If the CAASTRO executive approves the request, the nominator and nominee will be notified by email. The CAASTRO Visitor will then be added to the list of CAASTRO members subscribed to the CAASTRO email exploder, and given member access to the CAASTRO wiki/intranet.

Funding: CAASTRO nodes will provide office-space, a computer, and access to all the required research tools such as databases and library assistance. The visitor will be expected to participate in CAASTRO life as requested through, for example, giving a presentation at one of the weekly seminars if requested, and assisting with graduate research students. A nominal amount of funding is available up to a total of \$15,000 for all visitors each year.

Departure of Visitors: Visitors can resign from CAASTRO or be removed by the CAASTRO executive at any time. Normally visitor membership will end on his/her departure date, however it will sometimes be possible for these members to transition to AI or affiliate status at this time.

9. Friends of CAASTRO

Addition of CAASTRO Friends:

CAASTRO Friends may nominate for membership through the CAASTRO website. Membership requests will be considered and approved by the Chief Operating Officer on a weekly basis.

Funding: Friends do not receive funding from CAASTRO.

Departure of CAASTRO Friends:

Friends can resign from CAASTRO or be removed by the CAASTRO executive at any time.

Schedule 2 – Admission Letter

[Centre Letterhead]

[Name and Address of New Partner/Collaborator]

ADMISSION LETTER

Re: Admission of [x] to the Centre of Excellence for All-sky Astrophysics

[insert name of new Partner / Collaborating Organisation] (“You”) You have applied to become a Partner Organisation in the ARC Centre of Excellence for All-sky Astrophysics (“New Partner” or “New Collaborator” as the case may be). The Centre Executive and the ARC approve Your admission as a Partner Organisation / Collaborator Organisation to the Centre and as a party to the Multi-Institutional Agreement attached to this Admission Letter.

You acknowledge You have been provided with a copy of the ARC Contract and the Multi-Institutional Agreement that all Centre Participants and Collaborators have signed and You wish to be joined as a Party to the Multi-Institutional Agreement.

By signing this Admission Letter, You agree to:

1. become a party to the Multi-Institutional Agreement dated [insert date of signature of MIA - 2011]; be bound by and comply with the terms of the Multi-Institutional Agreement dated [insert date of signature of MIA - 2011]; and
2. provide Your Contributions as specified in the letter of contribution attached at Schedule 1.

This Admission Letter comes into effect when signed by You and returned to Sydney at the address above.

We welcome you to the Centre.

Signed by Sydney’s Authorised Signatory
[Name and Signature]

SIGNED on behalf of the [insert name of New Partner / New Collaborator authorised signatory]

BY

Signature

Print Name