

LISA Consortium Membership

Quick Guide

v4.0 updated June 30, 2026

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1. Introduction

In this manual, we describe the process for joining the LISA Consortium and maintaining their membership and service tracking currency.

Before applying, all prospective members must read the present document, the [Bylaws](#) document, the [Policies and Procedures](#) document, the [Work Plan](#) document, the [Code of Conduct](#) and the [Privacy Policy](#) that can be found in the right grey tab in the [sign-up page](#).

LISA Consortium sign-up

IMPORTANT: READ THIS BEFORE APPLYING

Please read the [Membership Quick Guide](#) for more details on sign-up, pledges, Member Groups and projects. It's shorter than you think!

→ We manually review each application and it takes time to process everybody's sign-up. Please wait until we approve your sign-up before submitting your pledge or creating a Member Group.

Once your membership is activated, the following data will be viewable by all users in the LISA Directory.

Type of membership* ☐ Community member I mainly want to be informed		☐ Core member I will work on Consortium deliverables		E-Mail address*
First name* 		Last name* 		
Pronouns* 		Nationality 		
Title* 		Current position* 		
Affiliation* 		Affiliation country* 		
Captcha*				

Help

Your application will be reviewed and you will be notified of the outcome in due course. LISA Consortium membership is handled by the Membership Committee (MC). Additional information about the Consortium and membership is available below. If you run into issues or have questions with regards to your LISA Consortium application please [contact us](#).

Code of Conduct and Privacy Policy

All members are required to abide by the LISA Consortium Code of Conduct. [Code of Conduct](#).

To join the consortium, all members must also agree to the [Privacy Policy](#).

Additional Documents

The following documents are available for reference when indicating areas of commitment:

- [Membership Quick Guide](#)
- [Consortium Bylaws](#)
- [Consortium Policies and Procedures](#)
- [Consortium Work Plan](#)
- [Transition Plan](#)

2. Individual sign-up

2.1 Sign-up form

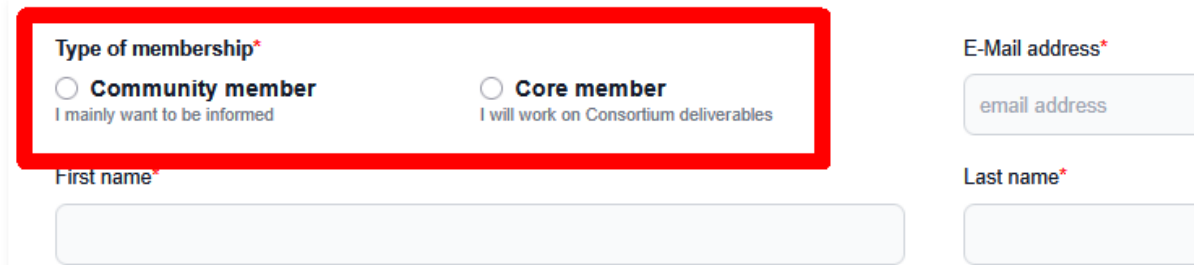
The user signs up for the LISA Consortium as an individual member in the [sign-up page](#). They can choose between Community membership and Core membership:

LISA Consortium sign-up

IMPORTANT: READ THIS BEFORE APPLYING

- We manually review each application and it takes time to process everybody's sign-up. Please wait until we approve your sign-up
- Please read the [Membership Quick Guide](#) for more details on sign-up, pledges, Member Groups and projects. It's shorter than ...

Once your membership is activated, the following data will be viewable by all users in the LIS



The screenshot shows the sign-up form with a red box highlighting the 'Type of membership' section. This section contains two radio button options: 'Community member' (with the subtext 'I mainly want to be informed') and 'Core member' (with the subtext 'I will work on Consortium deliverables'). To the right of this section are input fields for 'E-Mail address*' (containing the placeholder 'email address') and 'Last name*'. Below the red box is a 'First name*' input field.

The sign-up form is made of two parts. The first part collects a series of fields whose answers will appear in the member's page in the LISA Consortium [Directory](#). All but one field are mandatory:

- **Type of membership** (Community or Core).
- **E-Mail address**.
- **First and last name**.
- **Pronouns** (has an "I prefer not to answer" option; will be used also for statistical purposes).
- **Nationality** (**optional**; will be used also for statistical purposes).
- **Title**.
- **Current position**.
- **Affiliation** (it auto-fills with other users' selections but one can freely type their own affiliation if it does not appear in the dropdown menu).
- **Affiliation country**.

If you choose Community membership, then an extra **optional** field appears where you can subscribe to one or more mailing lists dedicated to each WG:

Mailing list	WG *
Community-Astrophysics	Astrophysics
Community-Cosmology	Cosmology
Community-Waveform	Waveform
Community-Fundamental-Physics	Fundamental Physics
Community-ISP	Instrument Simulation and Processing
Community-Instrumentation	Instrumentation
Community-Data-Analysis-RD	Data Analysis Research and Development
Community-ECS	Early Career Scientists

IMPORTANT

SUBSCRIPTION TO THESE MAILING LISTS DOES NOT IMPLY JOINING ANY OF THE WORKING GROUPS.

LISA Consortium sign-up

IMPORTANT: READ THIS BEFORE APPLYING

- We manually review each application and it takes time to process everybody's sign-up. Please wait until we approve your sign-up before submitting your pledge or creating a Member Group.
- Please read the [Membership Quick Guide](#) for more details on sign-up, pledges, Member Groups and projects. It's shorter than you think!

Once your membership is activated, the following data will be viewable by all users in the LISA Directory.

Type of membership*

☒ **Community member**
I mainly want to be informed

☐ **Core member**
I will work on Consortium deliverables

E-Mail address*

email address

First name*

Last name*

Pronouns*

Select your preferred pronouns

Nationality

Select your nationality

Title*

Select a title

Current position*

Select a position

Affiliation*

Your institution

Affiliation country*

Select a country

Working Group mailing lists

If you wish to receive news and information from specific Working Groups, you can subscribe to the following mailing lists:

☒ Community-Astrophysics
 ☒ Community-Cosmology
 ☒ Community-ECS

For Core membership, the following fields also appear:

- **Intended Consortium group(s)**. The user can indicate as many Working Groups (WG) as desired; then they are prompted to select a primary science WG, for the purpose of Council representation. The “Support Team” option is only for staff not involved in the scientific, technical or technological output of the Consortium and cannot be selected together with any science WG.
- **Member group**. Select which member group you wish to join. For convenience, groups in the user’s affiliation country are listed first, followed by all the others. The user can choose not to join any member group (select “I do not wish to join any member group at this time”).

Type of membership*

☐ Community member
I mainly want to be informed

☒ **Core member**
I will work on Consortium deliverables

E-Mail address*

First name*

Last name*

Pronouns*

Select your preferred pronouns

Nationality

Select your nationality

Title*

Select a title

Current position*

Select a position

Affiliation*

Your institution

Affiliation country*

Select a country

Intended Consortium group(s)*

science WGs marked with *

☒ Astrophysics WG * ☒ Cosmology WG * ☒ Early Career Scientists WG

Select your intended primary science WG

☐ Astrophysics WG ☒ Cosmology WG

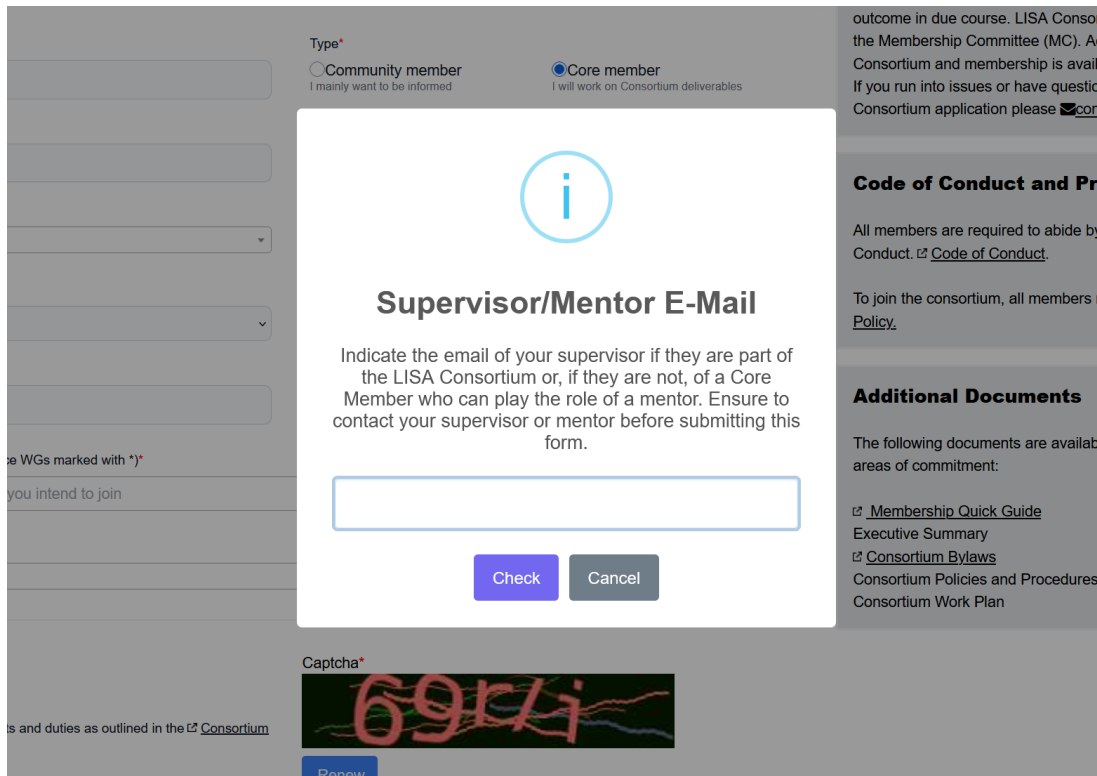
Member group

Select a member group

IMPORTANT

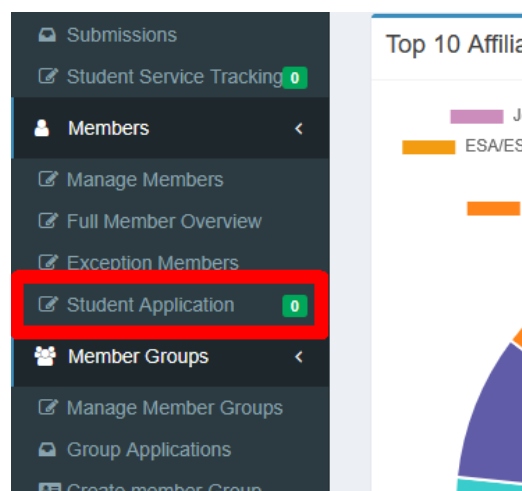
APPLICATIONS INDICATING A MEMBER GROUP IN THE SIGN-UP FORM ARE FIRST REVIEWED BY THE MG LEAD BEFORE BEING PROCESSED BY THE MC. BEFORE APPLYING WITH A MG, MAKE SURE THAT THE MG LEAD AGREES THAT YOU WILL JOIN THE MG.

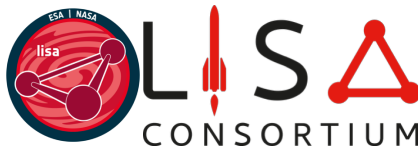
If the applicant for Core membership is a **student**, they are prompted to indicate their supervisor e-mail. Supervisors should sign-up as Community or Core members **before** their students and the e-mail indicated by the student should be the same the supervisor used for sign-up. If the supervisor is not in (and does not intend to join) the Consortium, then the applicant can indicate the e-mail of a Core member who can take the role of a mentor. The student should contact their supervisor or, in their stead, the mentor before applying for membership.



The screenshot shows a web form for LISA Consortium membership. A modal window titled "Supervisor/Mentor E-Mail" is centered on the screen. It contains an information icon (i in a circle) and text asking the user to indicate the email of their supervisor or mentor. Below the text is a text input field. At the bottom of the modal are "Check" and "Cancel" buttons. In the background, the form has radio buttons for "Community member" and "Core member". To the right of the modal, there is a sidebar with links to "Code of Conduct and Policy" and "Additional Documents".

Supervisors or mentors are informed automatically by e-mail about their student's sign-up. They can check any pending application [here](#):





The student's sign-up will be approved only **after** their supervisor or mentor validates their application. **This may take some time.**

The second part of the sign-up form is made of four optional demographic questions whose answers are stored for statistical purposes in a database accessible by the Diversity Equity Inclusion committee and the Directory administrators. These answers do not appear in the member's personal page. Statistical summaries may be prepared from these data and shared with the Consortium.

Demographic Questions

Answers to the following questions will not be publicly viewable in the Consortium Directory. They will be accessible to members of the Consortium DEI Committee ([✉ diversity@lisamission.org](mailto:diversity@lisamission.org)) only for the purpose of understanding and consulting on the diversity status of Consortium groups, and to the Consortium leadership and technical developers of the Directory only for practical necessity. Respondents will have the opportunity to update these responses at a future point.

Highest level of education

- ☐ 1+ years of college-level study
- ☐ Bachelor's degree
- ☐ Masters degree
- ☐ Doctoral degree
- ☐ Other
- ☐ I prefer not to answer

Gender Identity

- ☐ Woman
- ☐ Man
- ☐ Transwoman
- ☐ Transman
- ☐ Nonbinary
- ☐ Not listed
- ☐ I prefer not to answer

Do you identify as a person with a disability?

- ☐ Yes
- ☐ No
- ☐ I prefer not to answer

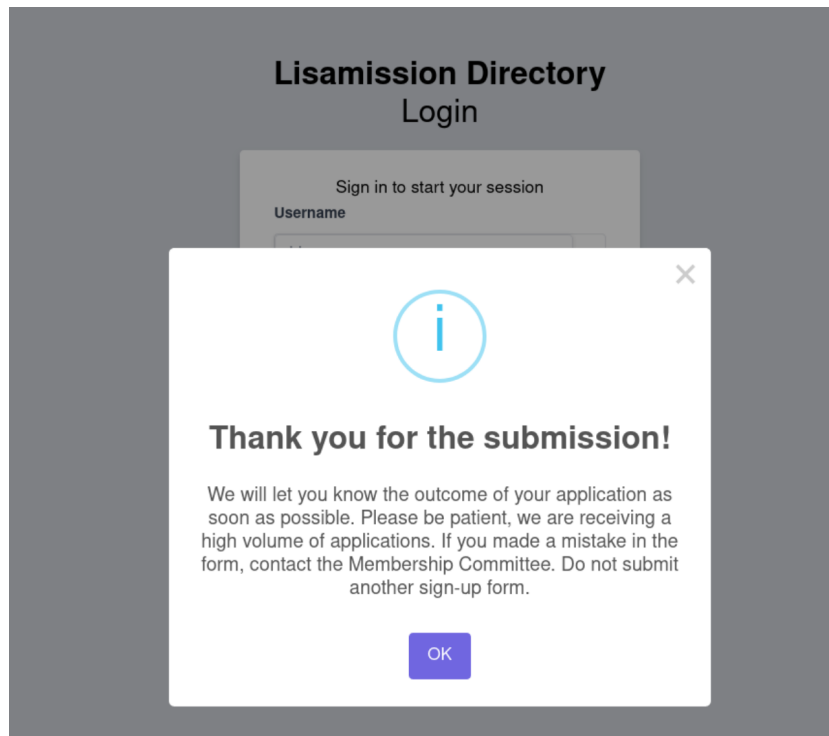
Do you work in the country of your birth?

- ☐ Yes
- ☐ No
- ☐ I prefer not to answer

[Send Application](#)



Remember to click the **Send Application** button at the end of the page. If it went through correctly, a confirmation window will appear:



2.2 Sign-up review and completion

All individual applications are reviewed by the Membership Committee (MC; former Membership Management Team). The outcome of the application is communicated to the user via the e-mail indicated at sign-up. Once again:

IMPORTANT

THE SIGN-UP IS NOT APPROVED AUTOMATICALLY. IT IS REVIEWED MANUALLY BY THE MC.

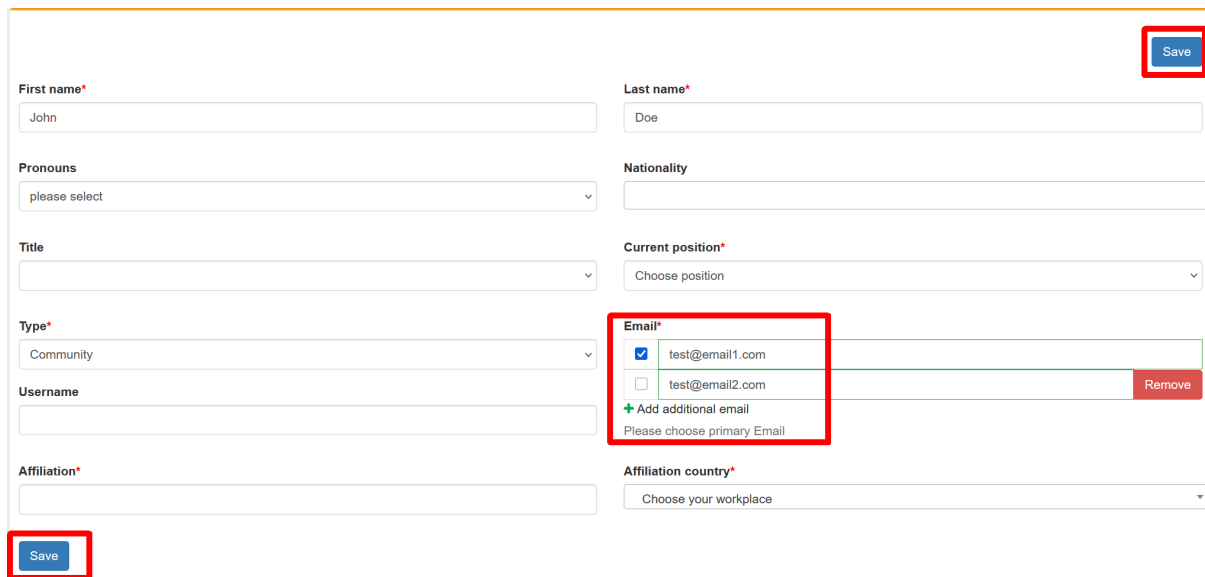
When the application is approved, a personal page is created in the [Directory](#), the user is **automatically added to the mailing lists or WGs they indicated** and, if not done so already, is prompted via e-mail to log in for the first time to accept the Terms of Service and set their password. These actions are mandatory to complete one's membership and should be taken within **two weeks** from the e-mail alert. A reminder one week and one day before the deadline will be sent.

If the user does not accept the Terms of Service and set their password within two weeks, their personal page is removed and the user is encouraged to reapply for Consortium membership.

When the user accepts the Terms of Service and sets their password, if they signed up for Community membership then the process is completed and they officially become a LISA Consortium Community member.

If the user signed up for Core membership, then the process is *not* completed until they submit their pledge and the latter is approved (see section 3). The time stamp for Core membership, which determines when the member is due to submit their service tracking statement, is given at the moment their pledge has been approved. **Only at this point do you officially become a LISA Consortium Core member.**

At any time, members can modify their personal data in their page. They can also indicate multiple e-mails and whether they want Consortium communications sent only to the primary e-mail or to all. Remember to click the **Save** button (at the top and the bottom of the page).

A user profile form with various input fields and buttons. The form is divided into two main columns. The left column contains fields for 'First name*', 'Last name*', 'Pronouns', 'Nationality', 'Title', 'Current position*', 'Type*', 'Username', 'Affiliation*', and 'Affiliation country*'. The right column contains an 'Email*' section with a list of email addresses, a 'Remove' button, and an 'Add additional email' button. There are two 'Save' buttons, one at the top right and one at the bottom left. The 'Email*' section is highlighted with a red box, and the 'Save' button at the bottom left is also highlighted with a red box.

First name*
John

Last name*
Doe

Pronouns
please select

Nationality

Title

Current position*
Choose position

Type*
Community

Username

Affiliation*

Affiliation country*
Choose your workplace

Email*

- ☒ test@email1.com
- ☐ test@email2.com

+ Add additional email
Please choose primary Email

Remove

Save

3. Service tracking: pledge

Before the start of their membership, all new (also called probationary) Core members except Legacy members must submit a **pledge** describing their intended Consortium activities for the first year. A pledge must also be submitted every year by Core members after their latest statement is approved.

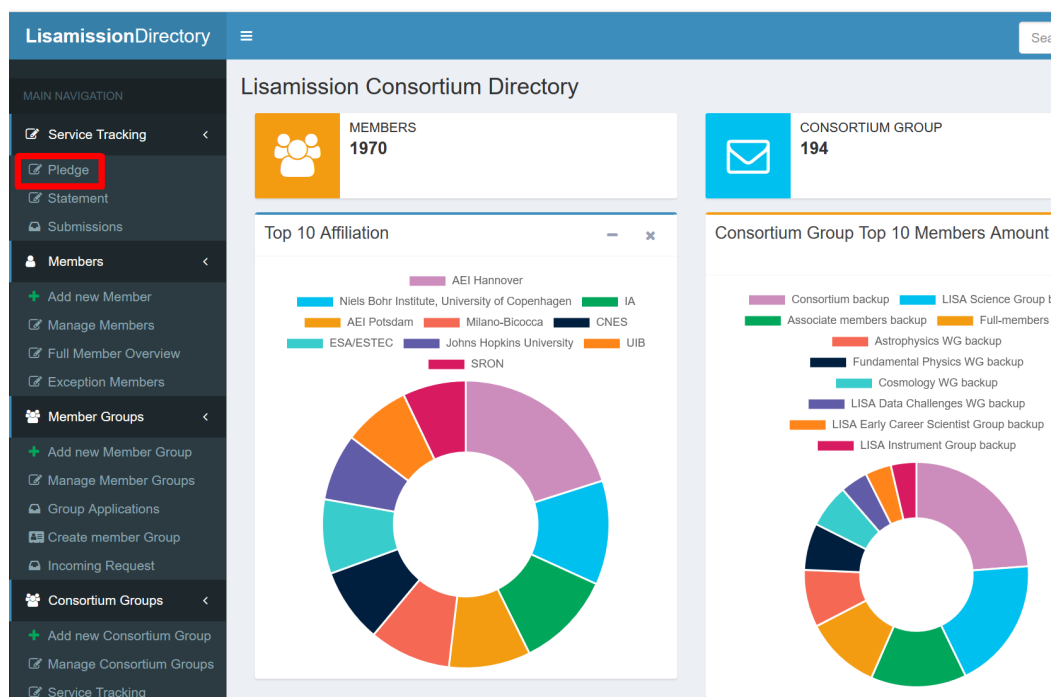
IMPORTANT

→ DO NOT CONFUSE THE **PLEDGE** (ACTIVITIES OF THE NEXT YEAR) WITH THE **STATEMENT** (ACTIVITIES OF PAST YEAR)!

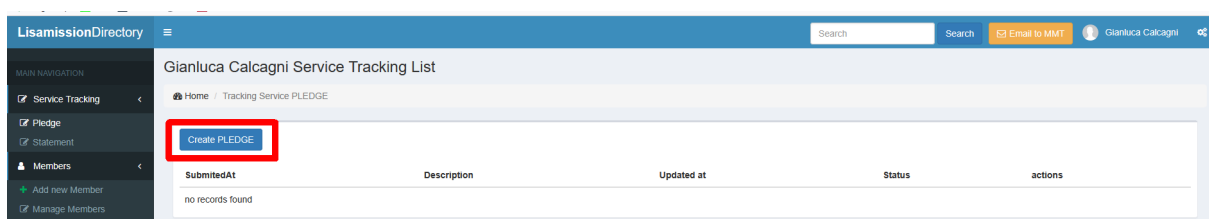
→ YOU MUST WAIT UNTIL YOUR SIGN-UP IS APPROVED BY THE MC BEFORE SUBMITTING YOUR PLEDGE.

3.1 Pledge form

The user who applied as a Core member can submit their pledge via the [Pledge option](#) in left tab in the [Directory](#):



It leads to a list of past (non-editable) pledges together with a **Create PLEDGE** button:



SubmittedAt	Description	Updated at	Status	actions
no records found				

In the pledge, the user must indicate

- A drop-down menu with all current **Consortium and SGS projects** one intends to contribute. The user can tick the box “I am not yet sure which projects I will contribute to” if they are not sure about which project(s) they could meaningfully participate in.
- New Core members can join the Consortium without joining existing Consortium projects. Such members are provisional and have one year to join a Consortium project or provide other defined deliverables, as stipulated in the bylaws.
- **Important:** The pledge is only a declaration of which projects (among other activities) the member wants to contribute during the coming year. **Selecting a project in the pledge does not automatically add the user to the project.** As explained in section 7, the only way to join a project is to contact the WG chairs or the project coordinator(s) and ask them to be added manually.
- An optional drop-down menu on **Consortium and SGS service roles** to indicate roles continuing from the past year in the Council, the Management Team or the DDPC Project Office.
- An optional drop-down menu **Working Group chair** on WG chairman positions continuing from the past year.
- An optional drop-down menu **Committee member/chair** on committee positions continuing from the past year.
- An optional drop-down menu to indicate membership in the LISA Science Team (LST), in a Science Topical Panel (STP), and participation in other ESA or NASA activities, such as contributions to the Gravitational Reference System (ESA-GRS), the Interferometric Detection System (ESA-IDS), Performance and Operations (ESA-P&O), the Science Diagnostics System (ESA-SDS), the NASA Science Ground Segment (NASA-NSGS), hardware within NASA (NASA-hardware), and the spacecraft (OHB).
- A **free-text box** with **mandatory substantial description** of the intended activity, including about Consortium science projects and LISA mission deliverables (e.g., DDPC, ESA/NASA instrument modules). Users who ticked the box “I am not yet sure which projects I will contribute to” should commit to join at least one project over the next year, **stating the WG in which this project will most likely be.** All users joining a project should briefly describe the expertise they plan to contribute with. Note that “attending WG

meetings” is **not** a deliverable and does not count for service tracking.

Pledge form

Home / Tracking Service List / Tracking Service PLEDGE

Name*
Gianluca Calcagni

Type*
☒ Pledge (next year)
☐ Statement (past year)

Consortium or SGS projects

☐ I am not yet sure which projects I will contribute to (please describe below)

Consortium and SGS service roles (ONLY as continuation of current roles)

You have no ongoing roles of this type according to our database

Working Group chair (ONLY as continuation of current roles)

You have no ongoing roles of this type according to our database

Committee member/chair (ONLY as continuation of current roles)

You have no ongoing roles of this type according to our database

Other LISA mission activities (ONLY as continuation of current roles)

Description*

Please describe your intended activity as a core member of the Consortium for the next year. If you cannot find a continuing role in the above fields, please let us know here (max 250 characters)

Save Submit

The pledge is not submitted until the user clicks the **Submit** button, after which no further changes are possible.

The first pledge must be submitted no later than **two weeks** after sign-up. All subsequent annual pledges follow the same schedule of reminders as the service tracking statement (see section 6), counting from approval of the last statement. If a Core member fails to submit their second or following pledge no later than **one month** after the due date, then their membership is automatically reclassified as Community and they are encouraged to reapply for Core membership at any time, contacting the MC.

3.2 Pledge review

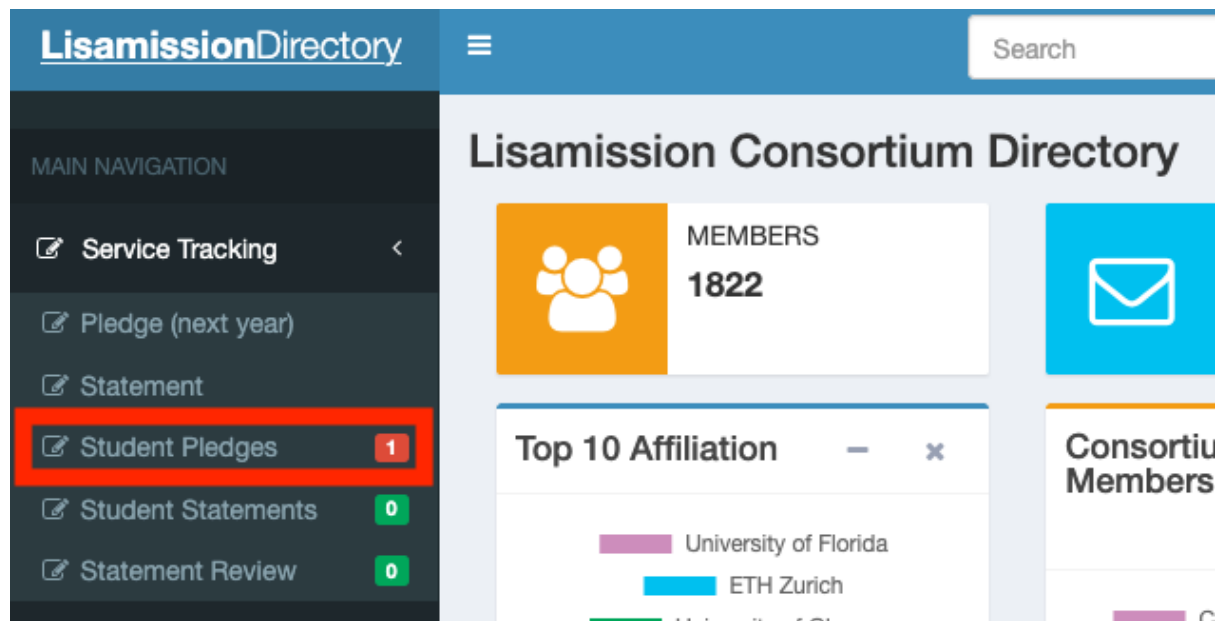
The pledge form is reviewed by the MC, which can reject the application, approve it or send it back to the user for further editing, for instance, if the description in the free-text field was not detailed enough.

Upon approval of the first pledge, a time stamp is created and the user **officially becomes a LISA Consortium Core member**. Upon approval

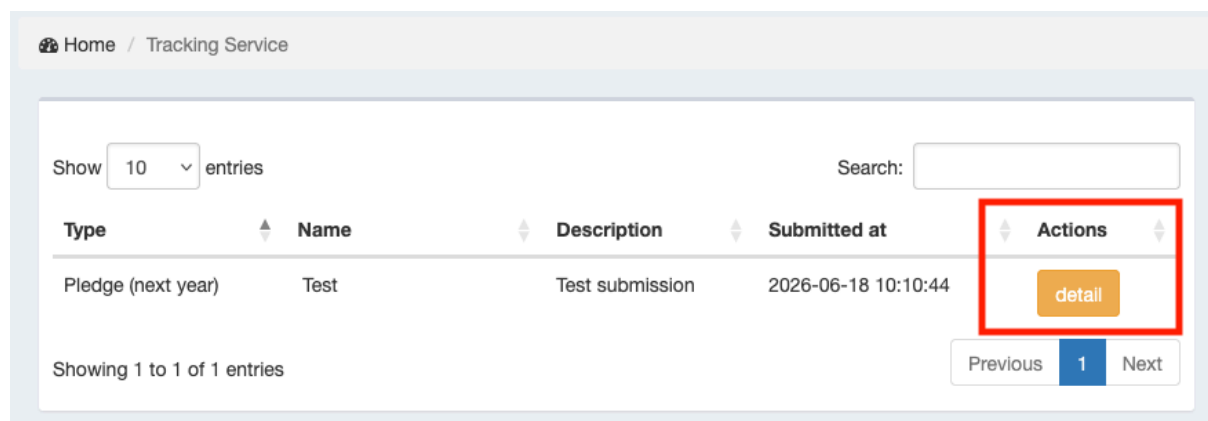
of subsequent pledges, Core membership of the user is extended one year.

When rejecting an application, the MC informs the user and gives an explanation. The decision can be appealed according to the procedure established in the [Policies and Procedures](#) document.

Students' pledges are first reviewed by their supervisor before being sent to the MC. The supervisor will be alerted automatically by e-mail but they can check any pending pledge [here](#):



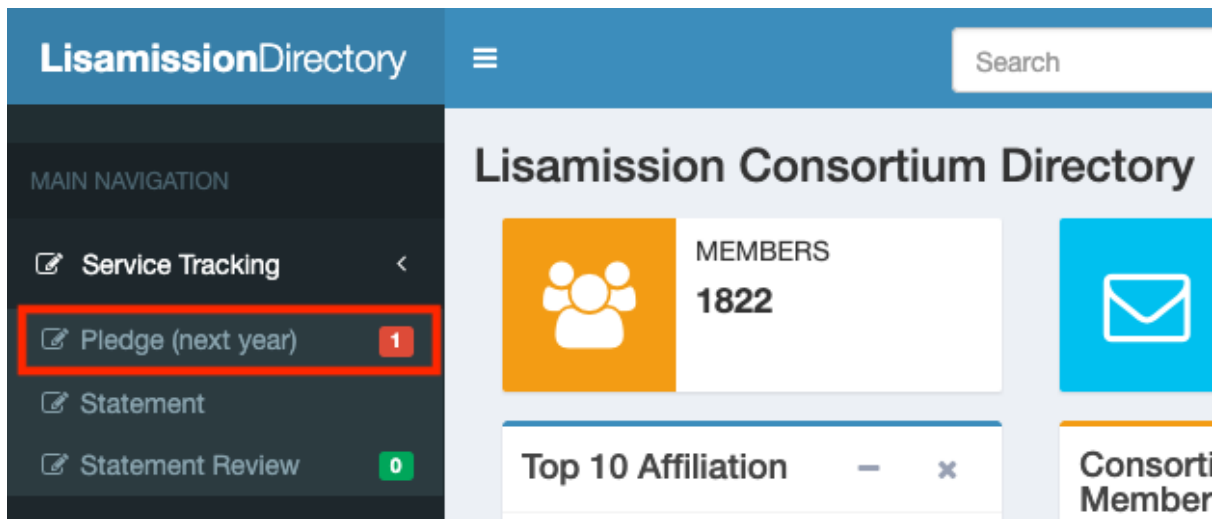
To review the pledge, click the **detail** button in the 'actions' column.



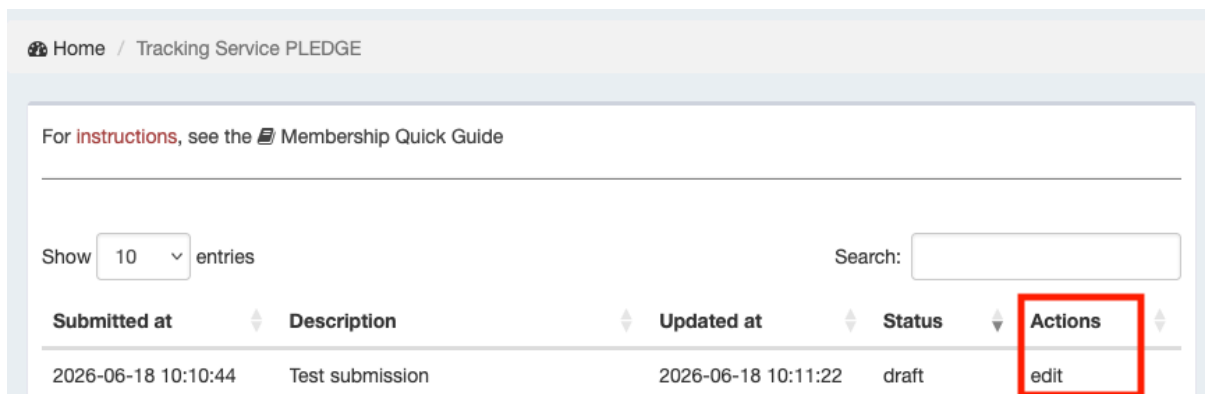
3.3 Pledge corrections

The Membership Committee (and student supervisors) have the option to send back the pledge for changes and further clarification if it is unclear, incomplete, or requires changes. The member will be notified by e-mail,

and the pledge will appear as pending in the [Directory](#), indicated by a marker next to the [Pledge option](#) in the left tab as shown below. The marker shows a number in a red box if action is required.



To resubmit the corrected pledge, click [Edit](#) in the Actions column of the pledge service tracking section, apply the requested changes, and click [Submit](#). Note that the entire review process — including any corrections and their re-review — must be completed within the original deadline. Members are therefore encouraged to resubmit promptly to leave sufficient time for reviewers to process the amended pledge.



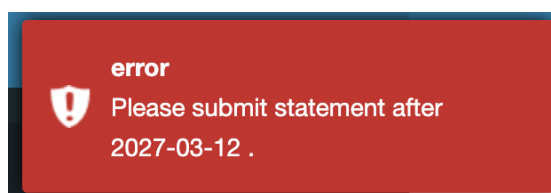
4. Service tracking: statement

All Core members except Legacy members must submit a statement of their Consortium activities every natural year. They will be prompted to do so via automatic e-mails one month before, two weeks before, on the day of, two weeks after, and one month after the deadline. The deadline is set to be one year from the previous time stamp (inception of Core membership or approval of last statement).

IMPORTANT

DO NOT CONFUSE THE PLEDGE (ACTIVITIES OF THE NEXT YEAR) WITH THE STATEMENT (ACTIVITIES OF PAST YEAR)!

Core members can check when their statement is due by trying to create a statement as described below. If it is not due yet, the system will display an error message with the earliest date at which the statement can be submitted.



4.1 How contributions are counted

Consortium deliverables are counted as follows:

Deliverable	Value	Method of calculation 2026	Method of calculation (final)
Project coordination (in progress)	1 (12 months)	1 by default	Automatic (time-stamp)
Project contribution (in progress)	1 (12 months)	1 by default	Automatic (time-stamp)
Project coordination (finalized/published)	1	Automatic	Automatic
Project contribution (finalized/published)	1	Automatic	Automatic
Service role *	1 (12 months)	Automatic (time-stamp)	Automatic (time-stamp)
ESA/NASA activity	1 (12 months)	1 by default	Automatic (time-stamp)

* WG chair, committee member, Council member, LST member, STP member, DDPC PO member

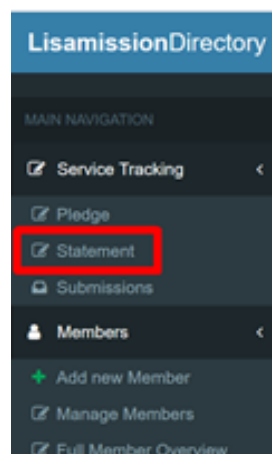
For 2026, criteria are more relaxed because of the late inception of projects and of a lag of the projects and ESA/NASA database currency.

Deliverables counted from the time-stamp of inception are credited proportionally to the duration of the activity, calculated over 12 months. Examples: a 4-month WG chair role counts as 0.3, a 6-month project participation counts as 0.5, and so on.

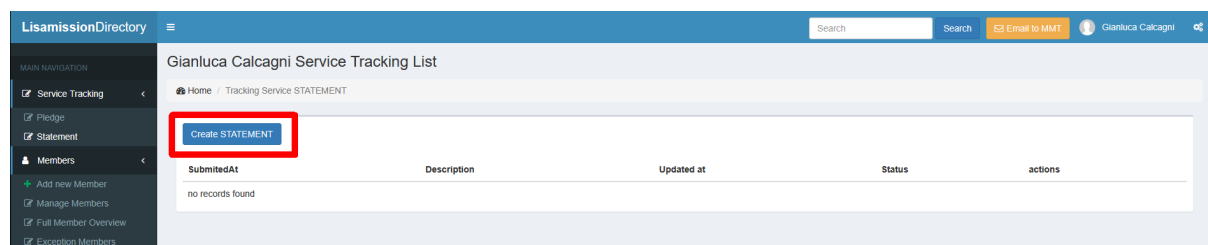
Important: The statement form is synchronized with the information in Directory and, if such information is incomplete or outdated, then the user may not find all their activities reflected in the form. For this reason, **it is essential that project coordinators keep their project entry up to date as accurately as possible.**

4.2 Statement form

Core members can submit their statement via the [Statement option](#) in left tab in the [Directory](#):



It leads to a list of past (non-editable) statements together with the button **Create STATEMENT**:



On the top-right corner of the statement form, you can see your balance of points from past years and the points (automatically calculated while the form is filled) you would gain with the current statements if all its parts were approved:

Edit Gianluca Calcagni Statement

[Home](#) / [Tracking Service List](#) / [Tracking Service Statement](#)

[Membership Quick Guide](#)

Name
Gianluca Calcagni

Type
Statement

DELIVERABLES BALANCE 0
+ STATEMENT POINTS 1.0

Consortium service roles

Consortium or SGS Projects +

☐ Coordinator ☐ Contributor cos-wg-2025-06 LISA-ET Synergy project on SGWB

Delete

Briefly describe the tasks performed in the project *

LISA mission activities

☐ Observations (for manual review by the Membership Committee)

If you cannot find one or more of your activities here or you have comments relevant to the evaluation of any of the activities you indicated, please type here (max 250 characters)

Save Draft

Submit

The statement form is comprised of four parts.

- 1) Participation in **Consortium service roles**, i.e., chairmanship of one the Consortium WGs and membership or chairmanship of one of the committees or governance entities. Multiple choices from a dropdown menu are possible.

Edit Gianluca Calcagni Statement

[Home](#) / [Tracking Service List](#) / [Tracking Service Statement](#)

[Membership Quick Guide](#)

Name
Gianluca Calcagni

Type
Statement

DELIVERABLES BALANCE 0
+ STATEMENT POINTS 1.3

Consortium service roles

Management Team

Consortium or SGS Projects +

☐ Coordinator ☐ Contributor cos-wg-2025-06 LISA-ET Synergy project on SGWB

Briefly describe the tasks performed in the project *

LISA mission activities

☐ Observations (for manual review by the Membership Committee)

If you cannot find one or more of your activities here or you have comments relevant to the evaluation of any of the activities you indicated, please type here (max 250 characters)

Save Draft Submit

The following options can **only be selected by members who are part of the corresponding groups** in the [Directory](#):

Governance

[Council](#)

[Management Team](#)

Committees

[Membership Committee](#)

[Bylaws Committee](#)

[Appointments and Elections Committee](#)

[Diversity Equity Inclusion Committee](#)

[Publication and Presentation Committee](#)

[Ombuds Office](#)

Working Group Chairs

[Astrophysics WG chairs](#)

[Communications WG chairs](#)

[Cosmology WG chairs](#)

[Data Analysis R&D WG chairs](#)

[Early Career Scientists WG chairs](#)

[Fundamental Physics WG chairs](#)

[Instrument Simulation and Processing WG chairs](#)

[Instrumentation WG chairs](#)

[Waveform WG chairs](#)

Note that being part of a WG is not a deliverable. Only WG chairs can select the WGs as a Consortium service role.

- 2) Participation in **Consortium or SGS projects**: a dropdown list of current projects is available and multiple choices are possible. For each project, the member must select their role (coordinator or contributor) and provide a brief description of their activities and tasks. With the **“+”** button, one can add as many projects as they participated in.

Edit Gianluca Calcagni Statement

Home / Tracking Service List / Tracking Service Statement

[Membership Quick Guide](#)

Name	Type	DELIVERABLES BALANCE	0
Gianluca Calcagni	Statement	+ STATEMENT POINTS	1.3

Consortium service roles

[Management Team](#)

Consortium or SGS Projects **+**

☐ Coordinator ☒ Contributor cos-wg-2025-06 LISA-ET Synergy project on SGWB Delete

Briefly describe the tasks performed in the project *

I have developed model XXX in section Y.Y and coordinated/edited section Z.Z

LISA mission activities

☐ Observations (for manual review by the Membership Committee)

If you cannot find one or more of your activities here or you have comments relevant to the evaluation of any of the activities you indicated, please type here (max 250 characters)

[Save Draft](#) [Submit](#)

A list of all [Consortium](#) and [SGS projects](#) can be found in the [Directory](#). They can only be selected by members that were added as contributors to the respective projects.

- 3) Participation in **LISA mission activities** carried out outside the Consortium but that count as Consortium deliverables, such as membership in the LST, membership in an STP, membership in the DDPC project office, participation in other ESA or NASA activities, and so on.

Edit Gianluca Calcagni Statement

Home / Tracking Service List / Tracking Service Statement

[Membership Quick Guide](#)

Name	Type	DELIVERABLES BALANCE	0
Gianluca Calcagni	Statement	+ STATEMENT POINTS	1.3

Consortium service roles

[Management Team](#)

Consortium or SGS Projects [+](#)

☐ Coordinator ☒ Contributor cos-wg-2025-06 LISA-ET Synergy project on SGWB [Delete](#)

Briefly describe the tasks performed in the project *

I have developed model XXX in section Y.Y and coordinated/edited section Z.Z

LISA mission activities

☐ Observations (for manual review by the Membership Committee)

If you cannot find one or more of your activities here or you have comments relevant to the evaluation of any of the activities you indicated, please type here (max 250 characters)

[Save Draft](#) [Submit](#)

The following **options can only be selected by members who are part of the corresponding groups** in the [Directory](#):

LISA/DDPC mission activities

[LISA Science Team \(LST\)](#)

[LISA Science Topical Panel \(STP\)](#)

[DDPC project office \(PO\)](#)

NASA mission activities

[NASA Science Ground Segment \(NSGS\)](#)

[NASA hardware](#)

ESA mission activities

[ESA-GRS \(Gravitational Reference System\)](#)

[ESA-IDS \(Interferometric Detection System\)](#)

[ESA-SDS \(Science Diagnostic System\)](#)

[ESA-P&O \(Performance and Operations\)](#)

Other mission activities

[OHB spacecraft](#)

Note that only members of the DDPC project office can select the DDPC as mission activity. All other DDPC activities are service tracked as [SGS projects](#) and can be added through in project section.

- 4) A **free-text box** is available for exceptional circumstances, for instance, in the case the member cannot find one or more of their activities listed or if one or more of the listed activities require additional important information to qualify for ownership. If there is a contribution that is listed but cannot be selected (e.g. if it is greyed out), please indicate the name of that contribution in this text box.

The following deliverables do not have a corresponding service tracking item and should be indicated using the free-text box:

Deliverable	Value	Reviewed by
Chair of the SOC or LOC of the LISA Symposium	1 credit (for completed tasks only; if ongoing, it can be claimed the next year)	Management Team
Member of the SOC or LOC of the LISA Symposium	0.3 credit (for completed tasks only; if ongoing, it can be claimed the next year)	Management Team
Being national delegate in the Multi-Lateral Agreement	1 credit	Management Team
Covering a Consortium service role <i>ad interim</i> (e.g., in a committee)	1 credit (12 months; please indicate the start and end date in your statement)	Management Team
WG communication liaison (liaison between a WG and Communications WG)*	1 credit (12 months; please indicate the start and end date in your statement)	Communications WG chairs
Mentoring within the ECS WG's mentorship program*	1 credit (12 months; please indicate the start and end date in your statement)	ECS WG chairs

* This will be implemented as a project. Please only use the observation field if the corresponding project is not available yet.

The following activities do not count as Consortium deliverables:

Not a deliverable	Explanation
Projects carried out outside the Consortium or the DDPC ("private papers")	Only Consortium or SGS projects count as deliverables.
Membership in Working Groups	WG membership by itself does not count. <u>Exceptions:</u> Chairing a WG or representing it in the Council count as service roles.
Membership in the DDPC	DDPC membership by itself does not count. <u>Exceptions:</u> Serving on the DDPC Project Office counts as a service role. Contributions to DDPC CUs, PAQA, the System Team, or the Science Expert Group count as SGS projects .

☒ **Observations (for manual review by the Membership Committee)**

If you cannot find one or more of your activities here or you have comments relevant to the evaluation of any of the activities you indicated, please type here (max 250 characters)

B *I* ~~S~~ **H** **H** **H** `</>` **“** **≡** **≡**

I am part of project ~~XXX-2025-09~~ but I cannot select it

Save Draft

Submit

If a Core member fails to submit their service tracking statement no later than one month after the due date, then their membership is automatically reclassified as Community and they are encouraged to reapply for Core membership at any time, contacting the MC.

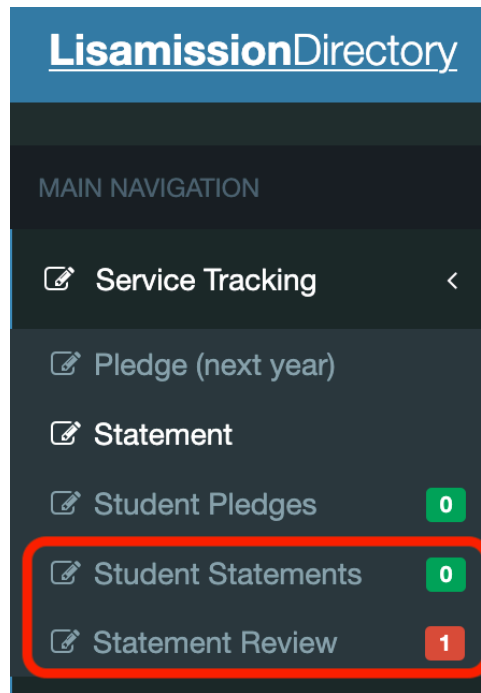
4.3 Statement review

After submission, the service tracking statement undergoes several automatic cross-checks.

- 1) **Consortium service roles**: automatic via the Directory database.
- 2) **Consortium or SGS projects**: WG or DDPC chairs validate the statements of project coordinators; project coordinators validate the statements of project contributors.
- 3) **LISA mission activities**: automatic via the Directory database.
- 4) **Free-text box**: always checked manually by the MC.

For students, the statement first needs to be approved by the respective supervisor before going through the review process.

Chairs, coordinators and supervisors are automatically informed by e-mail if a statement requires their review, and can check pending statements [here](#) (or [here](#) for student's statements):



They can review the statement by clicking the **validate** (or **detail**) button next to the statement in the list, where they have the option to **approve** or **reject** the contribution, or to **request changes**.

If the case of a rejected contribution (e.g., because the member did not contribute enough to the project as per project internal guidelines), a motivation is given by the coordinator or the WG chair. The MC then reviews the case and contacts the member before processing their statement further.

Once the statement is approved, the member's current balance is automatically updated in their personal page.

Gianluca Calcagni

Home / Member List / Gianluca Calcagni



Gianluca Calcagni
Dr.

Name Gianluca Calcagni

Email [REDACTED]

Affiliation IEM-CSIC

Affiliation Country Spain

Member Type Core Member

Nationality Italy

Primary WG Cosmology WG

Core member since: 2025-03-25

Total deliverables: 2.2

[Edit](#)

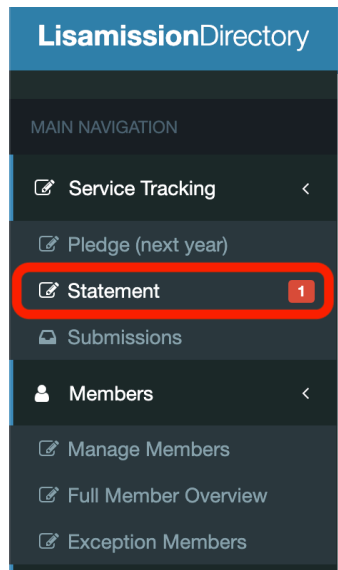
Member Group Co

#	Name
1	LISA-Madrid

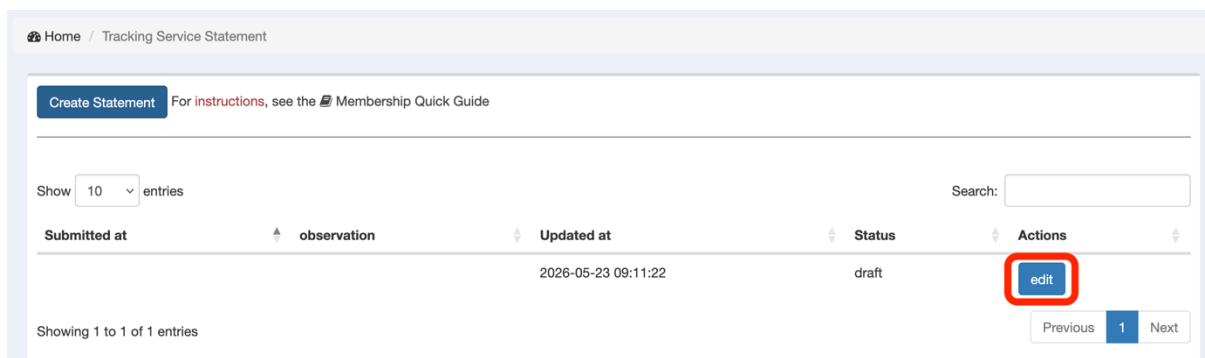
The final decision by the MC can be appealed according to the procedure established in the [Policies and Procedures](#) document.

4.4 Statement corrections

If a statement is unclear, incomplete, or requires changes, the Membership Committee will send it back to the member for correction. The member will be notified by e-mail, and the statement will appear as pending in the [Directory](#), indicated by a marker next to the [Statement option](#) in the left tab as shown below. The marker shows a number in a red box if action is required.



To resubmit the corrected statement, click **Edit** in the Actions column of the statement service tracking section, apply the requested changes, and click **Submit**. Note that the entire review process — including any corrections and their re-review — must be completed within the original deadline. Members are therefore encouraged to resubmit promptly to leave sufficient time for reviewers to process the amended statement.



4.5 Members falling below the contribution threshold

Core members whose approved statement reflects fewer than 1 deliverable can be placed on a 12-month provisional period. If they reach the minimum threshold of 1 deliverable by the end of this period, they remain core members, otherwise, their membership is automatically reclassified to Community.

Members falling below the threshold can use the observation field to indicate whether they would like to continue their Core membership on probation or prefer to transition to Community membership.

Working group chairs can find a list of members that are currently on probational period and that have the respective WG as primary WG on the WG preview page.

[Home](#) / [Consortium Groups List](#) / Astrophysics WG

Astrophysics WG

Leader

Deputy

Mailing List

[Edit](#)

[Join](#)

Group member **390**
Primary group is this group **250**

Probation period

Search:

First Name	Last Name	Email	Affiliation	Affiliation Country	Pledge	Statement
No matching records found						

Showing 0 to 0 of 0 entries (filtered from 250 total entries)

5. Projects

The Consortium and the DDPC share a database where short-term scientific or technological projects are listed and viewable by all Directory users. For the Consortium, these projects have a typical duration ranging from a few weeks to 1-2 years and they count as deliverables for service tracking. Therefore, it is important to keep this database as accurate and updated as possible.

Both Community and Core members can browse the database from the ([Consortium projects \(view only\)](#) and [SGS projects \(view only\)](#) tabs on the left in the [Directory](#).

5.1 Creating a WG or DDPC project

Science or technology projects **can be created only by the chairs** of science WGs or the DDPC **only from the WG/DDPC Directory page** (**not** the “view only” tabs), button **Edit**, tab *Projects*, button **New**:

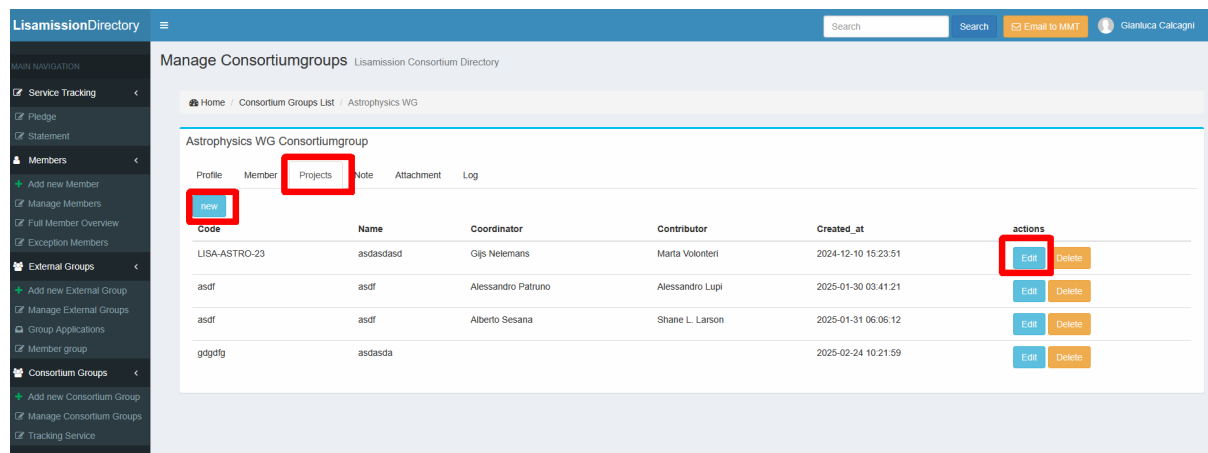
Manage Consortiumgroups Lisamission Consortium Directory

[Home](#) / [Consortium Groups List](#) / [Astrophysics WG](#)

Astrophysics WG Consortiumgroup

Profile	Member	Projects	Note	Attachment	Log
new					
Code	Name	Coordinator			
no records found					

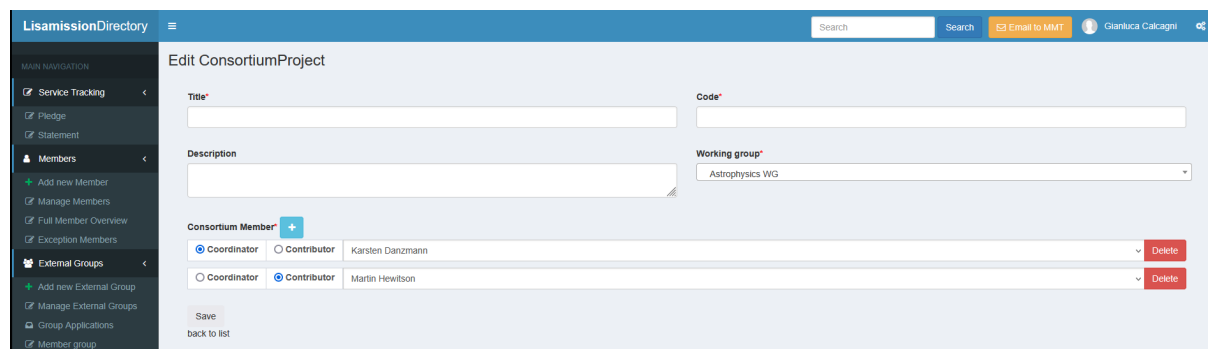
In the same tab, existing projects can also be viewed and edited:



Code	Name	Coordinator	Contributor	Created_at	actions
LISA-ASTRO-23	asdasd	Gijs Nelemans	Marta Volonteri	2024-12-10 15:23:51	Edit Delete
asdf	asdf	Alessandro Patrino	Alessandro Lupi	2025-01-30 03:41:21	Edit Delete
asdf	asdf	Alberto Sesana	Shane L. Larson	2025-01-31 06:06:12	Edit Delete
gddfg	asdasda			2025-02-24 10:21:59	Edit Delete

The WG/DDPC chairs can indicate one or more project coordinators. Once included, also coordinators can edit the entry and add contributors. Each entry contains the following basic information:

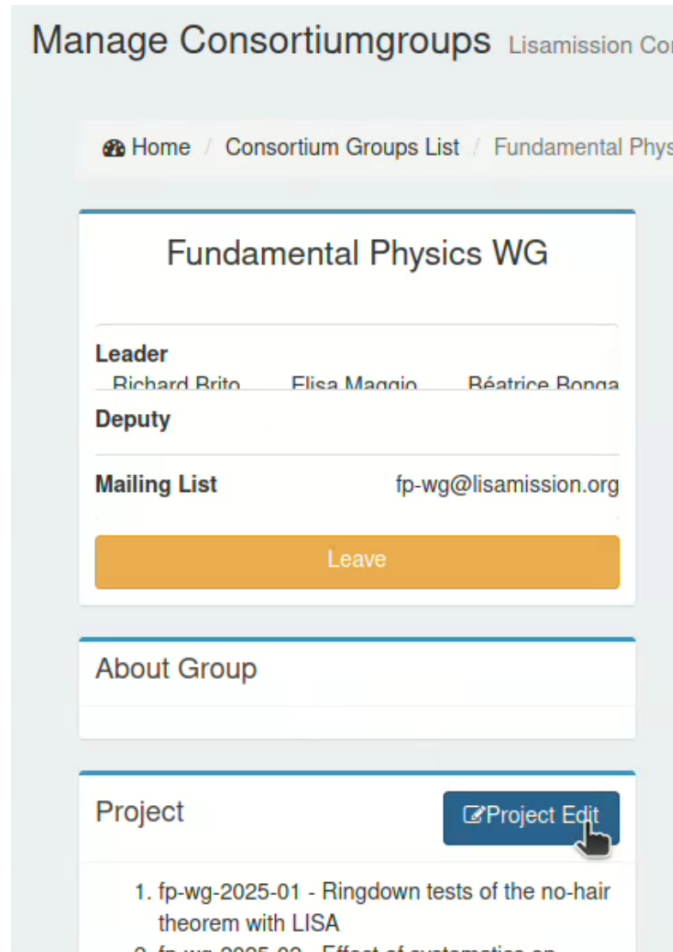
- 1) **Title** (mandatory). This can coincide with the project code if the project is deemed sensitive for the mission (e.g., a Key Project).
- 2) **Code** (mandatory), an alphanumeric unique identifier of the project with the non-editable automatic structure WG/CU-ACRONYM_YEAR_NUMBER (e.g., CosWG-2025-001).
- 3) **Description** (**optional**). This field can be left empty, for instance, if the project is deemed sensitive for the mission.
- 4) A **list** of coordinators and contributors that the chairs or project coordinator(s) can populate from the Directory database.



5.2 Editing projects, adding contributors and coordinators

Except the project code, all the information can be updated by chairs and coordinators at any time, until the button **Finalize** (available only for chairs) is pressed when the project is finished (e.g., when the paper is published).

Coordinators can **edit projects** as follows. Go to *Consortium Groups* → *Manage Consortium Groups* and select the specific WG to which your project belongs. On the main page of the WG, below the "About Group" box, click on **Project Edit** in the "Project" box.



Coordinators can find an **Edit** button next to the projects they are coordinating.

From the project edit page, coordinators and contributors can be added using the dropdown menus in the *Coordinators* and *Contributors* field, respectively. Note that only Core members that are part to the working group(s) to which the project belongs can be added.

5.3 Creating a joint project

WG chairs can create projects in collaboration with other WGs. To do so, when you create a new project select the tick-box "Joint project with other

Working Groups”. Note the change of code from the WG code to one starting with “j”:

Edit ConsortiumProject

Main group*
Astrophysics WG

Code*
j-2026-5

☒ Joint project with other Working Groups

Title*

Mail list*
j-2026-5

Once the project has been set up, it cannot be changed. Please email web-support@aei.mpg.de if you need to make any changes.

Description

After you save the project, open it, add the other WG(s) participating and save again. At that point, the chairs and coordinators of the other WGs will be able to edit the project and add/remove people of any of the WGs involved.

Consortium and SGS projects (edit)

Project Name
beltest2

Code*
j-2026-4

Description
test

Coordinators*
Manuel Arca Sedda

Title*
Test

Mail list*
j-2026-4

Once the project has been set up, it cannot be changed. Please email web-support@aei.mpg.de if you need to make any changes.

Consortium Groups
☒ Astrophysics WG
 ☐ Cosmology WG
 ☐ Early Career Scientists WG

Contributors

Note that it is not possible to delete the WG which created the project.

Once a single-WG project has been created, it cannot become joint. If you just created the project and did not select it as joint, please delete it and create a new one following the above procedure. If the project is already at an advanced stage (with a list of contributors, etc.) and you want to make it joint, please contact the MC.

5.4 Joining a project

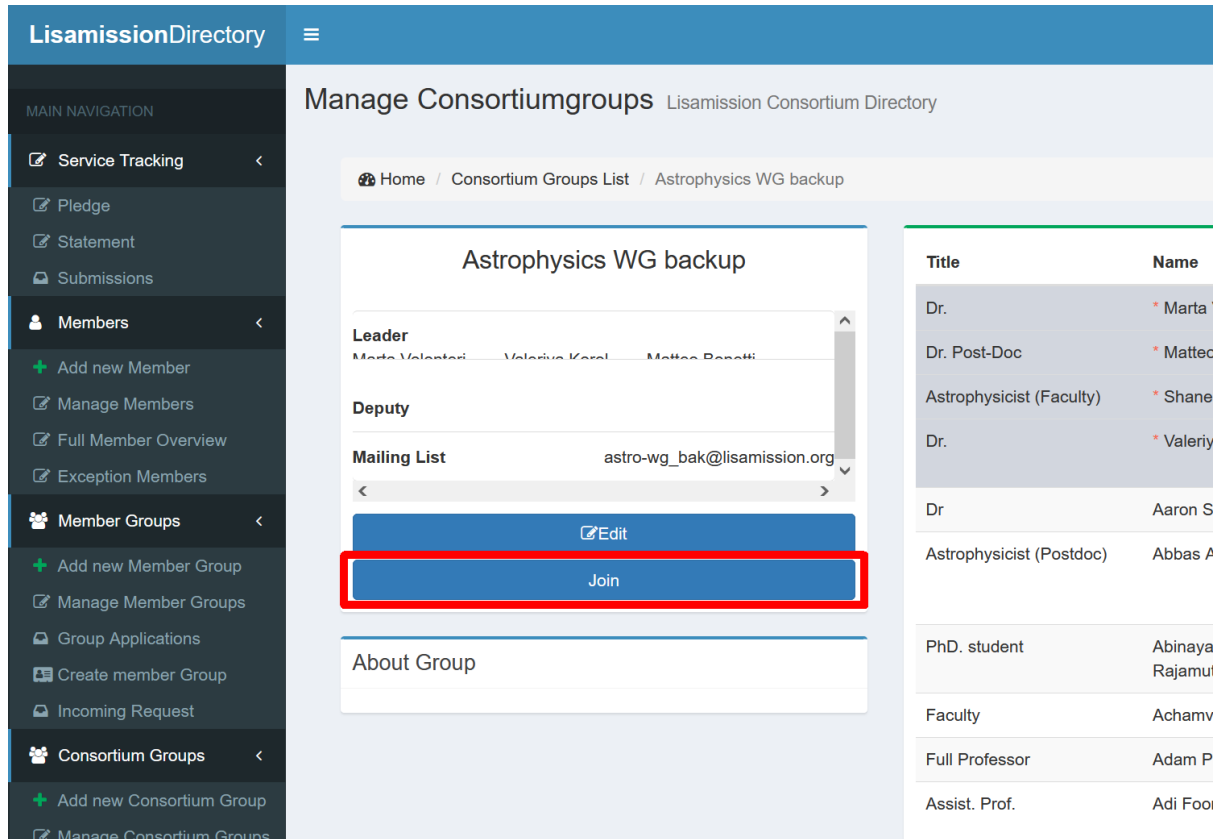
Core members wanting to **join a project** should contact the coordinator(s) through the e-mail(s) indicated in the project entry.

6. Joining a member group or a WG

6.1 Member groups

Core members can join one, and only one, member group at the time.

If the user is already a Consortium Core member, then they can join a member group through the *Join* button in the group page:



The screenshot shows the 'Manage Consortiumgroups' page for the 'Astrophysics WG backup' group. The left sidebar contains navigation options: Service Tracking, Pledge, Statement, Submissions, Members, Member Groups, and Consortium Groups. The main content area shows the group details, including a list of members (Leader, Deputy, Mailing List) and a table of group members. The 'Join' button is highlighted with a red rectangle.

Title	Name
Dr.	* Marta
Dr. Post-Doc	* Mattec
Astrophysicist (Faculty)	* Shane
Dr.	* Valeriy
Dr	Aaron S
Astrophysicist (Postdoc)	Abbas A
PhD. student	Abinaya Rajamul
Faculty	Achamv
Full Professor	Adam P
Assist. Prof.	Adi Fooi

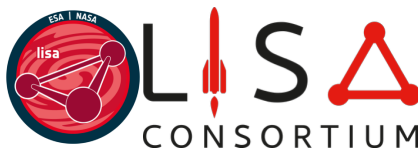
The group pages can be reached from the [Manage Member Groups](#) option in the *Member Groups* section on the left side of the directory.

If the user is a Community member, then they must first upgrade their membership to Core type contacting the MC and submitting their pledge. Community members cannot join member groups.

If the user is not yet a Consortium Core member, then they must first sign up via the [sign-up page](#) and indicate the member group therein.

The group leader is notified of the application and, if approved, group membership is granted with just one click.

Note that Member Groups primarily concern Council representation. Neither membership in nor leadership of a member group count as Consortium deliverables. Neither do projects or other activities limited to member groups (unless these are Consortium projects, cf. section 5).



Statement points can, however, be earned representing a member group in the Council.

6.2 Consortium groups

Upon sign-up, Core members are automatically added to the WGs they indicated in the sign-up form but they can apply to join as many WGs as desired at any time with the same method described above. A list of all Consortium groups can be found in the [*Manage Consortium Groups*](#) option of the *Consortium Groups* section in the Directory. Applications are subject to approval by WG chairs.

7. Changing type of membership

Consortium members can change their membership type at any time. In order to change from Community to Core (or, less frequently, from Core to Community), write an e-mail to the MC using this template:

TO:	membership@lisamission.org
SUBJECT:	Request for change to Core membership - [NAME]

Dear Membership Committee,

I am writing to request a change of my LISA Consortium membership type from Community to Core as I [plan to contribute to the [PROJECT NAME] project of the [WG NAME] WG / am part of the DDPC / ...].

I have read the Membership Quick Guide at <https://directory.lisamission.org/register> and I am aware that I will need to submit a pledge within two weeks of my membership type being changed, and that my Core membership will not be official until the pledge has been approved by the Membership Committee.

[DELETE IF YOU ARE NOT A STUDENT:] I have asked my supervisor [SUPERVISOR NAME] (in CC) to reply separately to confirm their support for my application.

[DELETE IF THIS DOES NOT APPLY TO YOUR CASE:] As my supervisor is not a Consortium member, [CORE MEMBER NAME] (in CC) agreed to support my application and will reply separately to confirm.

My intended Working Group affiliations are as follows:

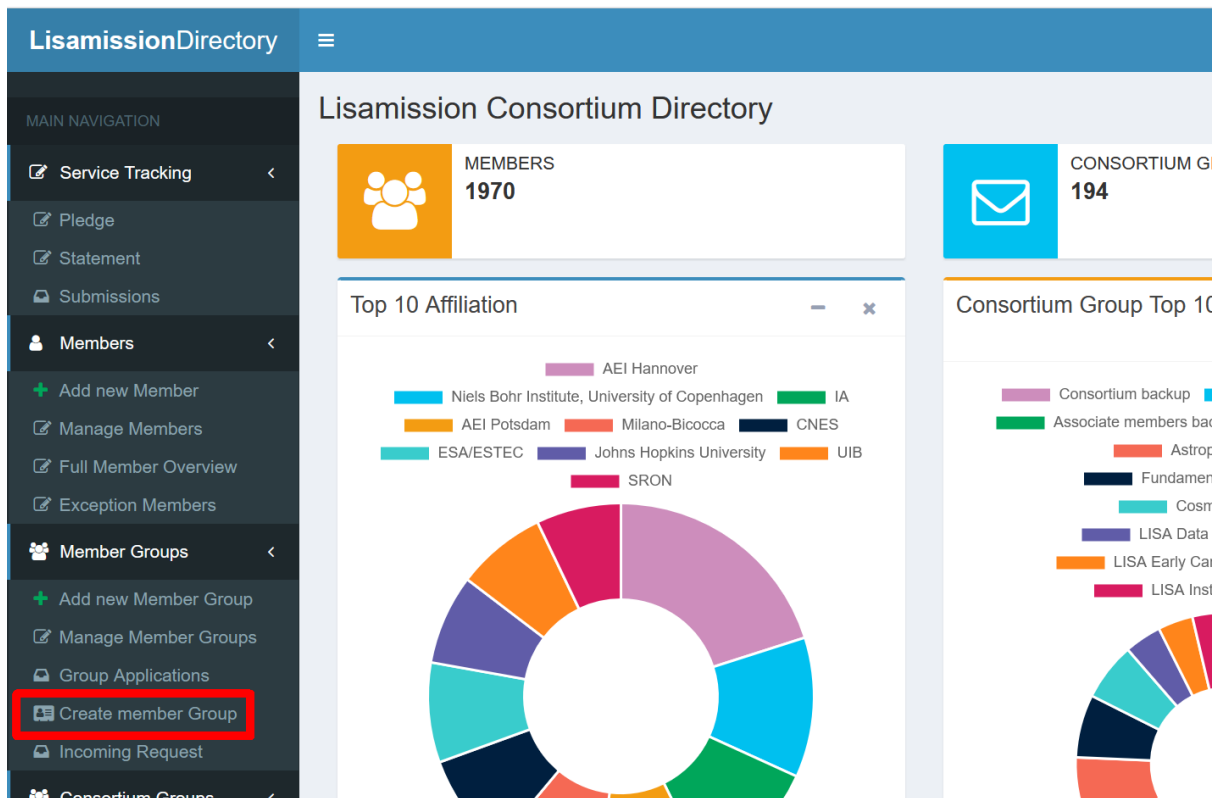
Primary WG: [PRIMARY WG NAME]

Additional WGs: [ADDITIONAL WG NAME(S) / none]

Thank you for your help and best regards,

8. Creating a member group

Once the prospective leader has become a core member of the LISA Consortium (i.e., **after their pledge has been approved by the MC**), they can submit an application to create a member group via the [Create member group option](#) in the left tab in the [Directory](#):



In the form, they must indicate:

- **Name of the group.**
- **Number of prospective members** (a minimum of 5 Core members is required; Community members cannot join member groups). **Important:** groups of 20 or fewer can form as they wish but groups with **20+ members** must be at a single institution or have a scientific reason for forming if multi-institutional. Applications for such large groups are placed **on hold** until the Council approves them.
- The **country** where the group will be based (in the case of a multi-country group, select the option “International”).
- The **city** where the group will be based (**optional**, if the group spans different cities or countries).
- A **free-text box** (mandatory for large groups).

The application can be saved but it is not submitted until one clicks the **Submit** button.

Member Group

Lisamission Consortium Directory

Home / Member Group

Leader

Gianluca Calcagni

Group name*

Group country*

International

If your group will be based in different countries, select the option "International"

Comment

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Prospective members *

choose Prospective members

Group city

lines: 1 words: 0 1:1

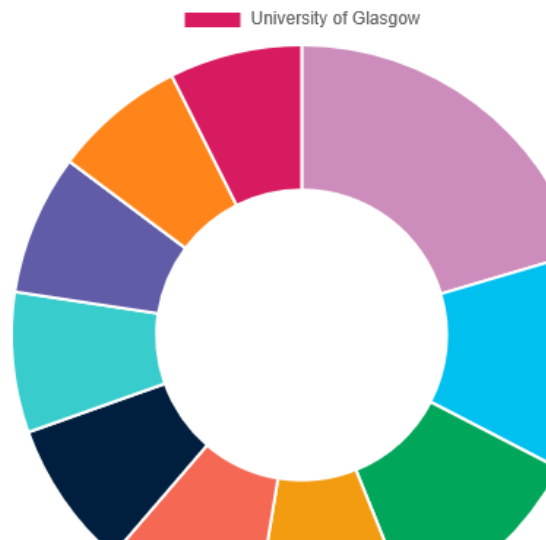
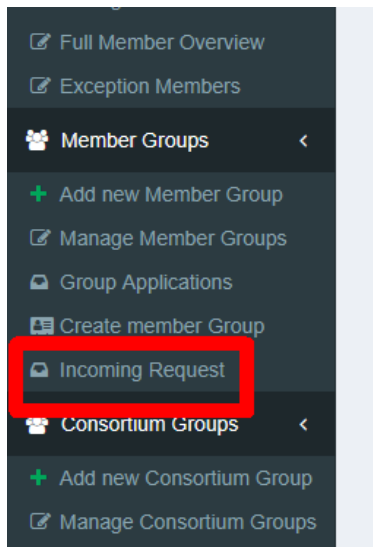
Save

Submit

Once the application is submitted, it is reviewed by the MC in adherence with the Consortium Bylaws and Policies and Procedures. Upon approval, the group page is created and the link is sent to the group leader. The group immediately appears in the *Member group* tab in the [sign-up page](#). The leader is automatically included as such in the group.

The leader should inform their prospective group members, which must act within **two weeks**. Reminders will be sent automatically but it is the group leader's responsibility to ensure that prospective members join. The joining procedure is detailed in section 5.

The group leader can accept new members either through the link provided by e-mail alerts when someone wants to join from the [Directory](#) or from the left tab [Incoming Request](#):



If, after two weeks, a minimum of 5 Core members (including the leader) have joined the group, then the group becomes a stable entry of the [Directory](#) and no further action is need.

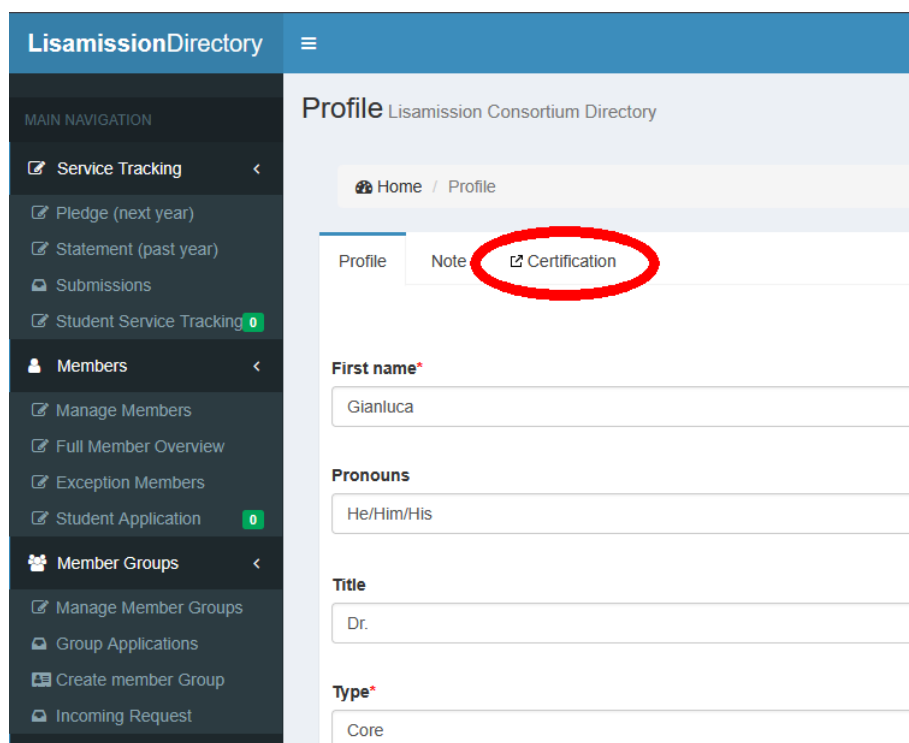
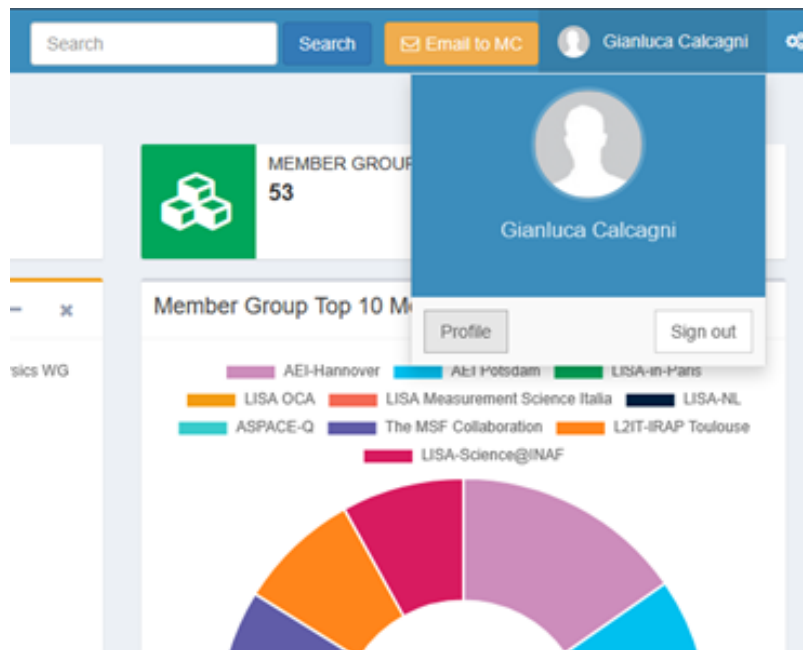
If, after two weeks, fewer than 5 Core members (including the leader) have joined the group, then **the group is automatically disbanded** and the leader is encouraged to reapply at any time.

If the number of Core members in a group drops below the threshold of 5 members, the group is given a period of 6 months to increase its member count above the threshold. If the group fails to reach the minimum number of Core members during this period, the group is automatically disbanded.

A Core member can be leader of only one member group at the time. The *Create member group* option is disabled until the member relinquishes their group leadership.

9. Membership certificate

Core members can download an up-to-date membership certificate for general purposes from their personal page. The certificate includes the starting dates of their first membership (including in the old Consortium) and of their core membership, as well as the contact details of the MC. To download your certificate in pdf format, go to your name in the top-right tab and click **Profile**. From there, click the link **Certification**.



10. Frequently Asked Questions

Sign-up

Q: I am not sure whether my sign-up went through.

A: If you saw the pop-up confirmation window, then Yes. If you didn't, then No. Contact the MC.

Q: I have signed up. Am I a Consortium member now?

A: No. Your application must be approved by the MC. Upon approval, if you applied as a Community member or if you are a Legacy member, then you have become a member officially.

Q: I made a mistake and signed up as Community member instead of Core. What should I do?

A: Please contact the MC and we will fix your application. Do not sign up again.

Pledges and statements

Q: I made a mistake and submitted a statement instead of a pledge. What should I do?

A: The MC will reject your statement and invite you to submit a pledge.

Q: I made a lot of contributions for the old Consortium. How will my past work be acknowledged?

A: Members who gave exceptional contributions can be nominated or self-nominate for Legacy membership as described in the [Bylaws](#) document, section 3.7. The Council deliberates on such nominations.

Q: I am part of project XXX. Why can't I select it in my statement?

A: This probably means that the coordinators have not added you to the project. Please use the observation field to indicate the name and code of the project you should be part of. We will then confirm with the coordinators, ask them to add you as contributor, and make sure that you are rewarded the corresponding amount of statement points.

Q: I am part of the DDPC. Why can't I select the DDPC in the mission activities field of the statement form?

A: The DDPC option in the LISA mission activities field is only for indicating membership in the DDPC project office. Other DDPC activities are service-tracked as SGS projects and can be added to the statement in the same way as Consortium projects.

Q: I am part of the XXX WG. Why can't I select the WG in the statement form?

A: The WGs in the "Consortium Service Roles" field is only for WG chairs. Membership in a WG by itself does not constitute a Consortium deliverable.

Q: I am chairing or part of a member group. Where can I select the MG in the statement form?

A: Being part of or chairing a MG is not a Consortium deliverable. If you represent your MG in the Council, you can select "Council" as a service role.

Q: Why is everything in my statement form greyed out?

A: The form only lets you select the contributions for which you are registered in the Directory. If a contribution that you should be able to select is greyed out, please indicate the contribution in the observation field.

Changing membership

Q: Why don't you make the system easier and allow users to change membership simply by clicking a button?

A: Currently, the development of new features in the Directory is at a minimum due to other commitments of the IT service to the LISA mission. It is certainly something in our wish-list which we will be happy to implement as soon as practical.

Projects

Q: I cannot create or edit projects.

A: Only WG/DDPC chairs can create projects and only WG/DDPC chairs and projects coordinators can edit projects. The only way to edit a project is from the Projects tab in the WG/DDPC page.

Q: I am a chair or a project coordinator but still I cannot create or edit projects.

A: If your Consortium core membership is up to date, then please send an e-mail to the MC.

Q: How can I join a project?

A: You must contact the project coordinator(s). Their e-mail is in the project entry in the database ([here for Consortium projects](#) or [here for SGS projects](#)).

Q: I have indicated one or more projects in the sign-up form. Have I joined them?

A: No. You must contact the project coordinator(s).

Membership certificate

Q: I am a community member. Can I obtain a certificate?

A: Currently, we issue certificates only for core members.