



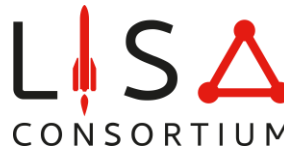
LISA Consortium Membership

Quick Guide

v3.0 updated May 28, 2026

Contents

1. Introduction	2
2. Individual sign-up	3
2.1 <i>Sign-up form</i>	3
2.2 <i>Sign-up review and completion</i>	8
3. Service tracking: pledge	10
3.1 <i>Pledge form</i>	10
3.2 <i>Pledge review</i>	12
4. Creating a member group	14
5. Joining a member group or a WG	17
6. Changing type of membership	18
7. Service tracking: statement	19
7.1 <i>How contributions are counted</i>	19
7.2 <i>Statement form</i>	20
7.2 <i>Statement review</i>	25
8. Projects	27
8.1 <i>Creating a WG or DDPC project</i>	27
8.2 <i>Creating a joint project</i>	29
8.3 <i>Joining a project</i>	30
9. Membership certificate	31
10. Frequently Asked Questions	32



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* <input type="radio"/> Community member <small>I mainly want to be informed</small>	<input type="radio"/> Core member <small>I will work on Consortium deliverables</small>	E-Mail address* <input type="text" value="email address"/>
First name* <input type="text"/>	Last name* <input type="text"/>	
Pronouns* <input type="text" value="Select your preferred pronouns"/>	Nationality <input type="text" value="Select your nationality"/>	
Title* <input type="text" value="Select a title"/>	Current position* <input type="text" value="Select a position"/>	
Affiliation* <input type="text" value="Your institution"/>	Affiliation country* <input type="text" value="Select a 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 LISA Consortium:

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*

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*

Pronouns*

Select your preferred pronouns

Title*

Select a title

Affiliation*

Your institution

Last name*

Nationality

Select your nationality

Current position*

Select a position

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”).

The screenshot shows a web form for LISA Consortium membership. The 'Type of membership*' section has two radio buttons: 'Community member' (unselected) and 'Core member' (selected and highlighted with a red box). Below this are fields for 'First name*', 'Last name*', 'Pronouns*', 'Nationality', 'Title*', 'Current position*', 'Affiliation*', and 'Affiliation country*'. The 'Intended Consortium group(s)*' section is highlighted with a red box and contains a list of science WGs: 'Astrophysics WG *', 'Cosmology WG *', and 'Early Career Scientists WG'. Below this is a section to 'Select your intended primary science WG' with radio buttons for 'Astrophysics WG' and 'Cosmology WG' (selected). At the bottom of the highlighted section is a 'Member group' dropdown menu.


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.



Type*

Community member
I mainly want to be informed


Core member
I will work on Consortium deliverables



Supervisor/Mentor E-Mail

Indicate the email of your supervisor if they are part of the LISA Consortium or, if they are not, of a Core Member who can play the role of a mentor. Ensure to contact your supervisor or mentor before submitting this form.

Captcha*



outcome in due course. LISA Consor
the Membership Committee (MC). Ac
Consortium and membership is avail
If you run into issues or have questio
Consortium application please [con](#)

Code of Conduct and Pri

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

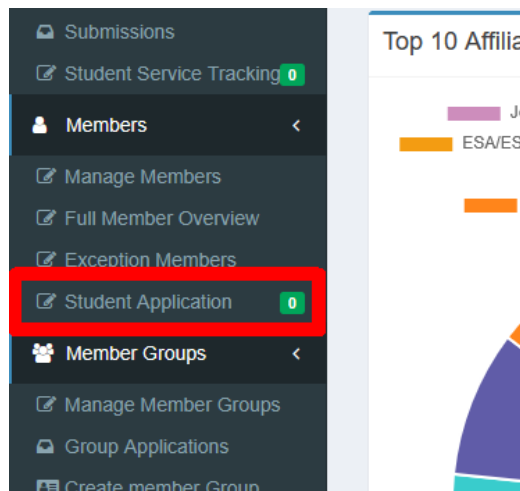
To join the consortium, all members r
[Policy](#).

Additional Documents

The following documents are availab
areas of commitment:

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

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) 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

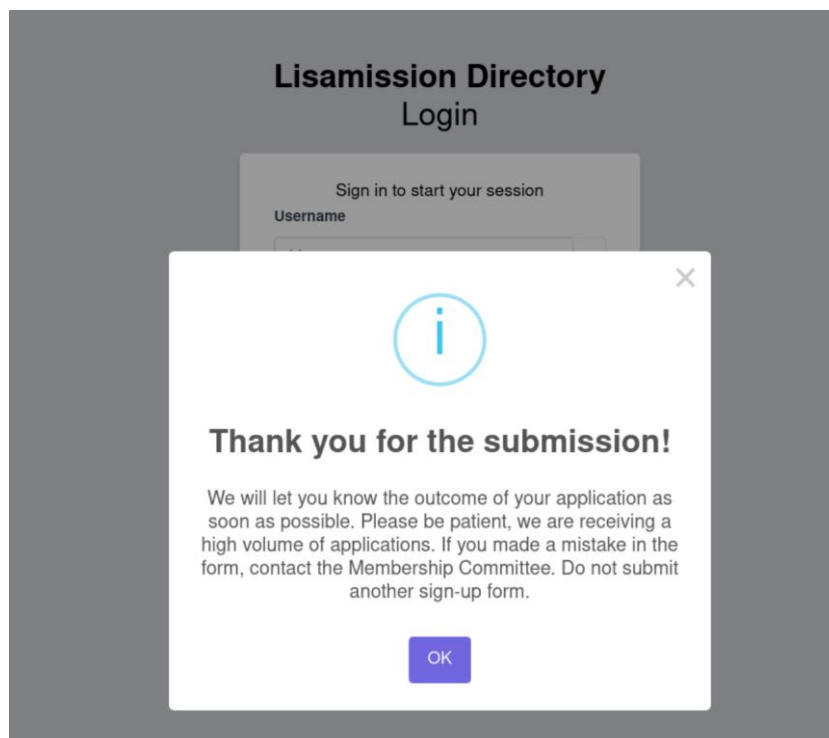
Do you work in the country of your birth?

- 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).



First name* **Last name***

Pronouns **Nationality**

Title **Current position***

Type* **Email***

test@email1.com

test@email2.com

+ Add additional email
Please choose primary Email

Username

Affiliation* **Affiliation country***



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.

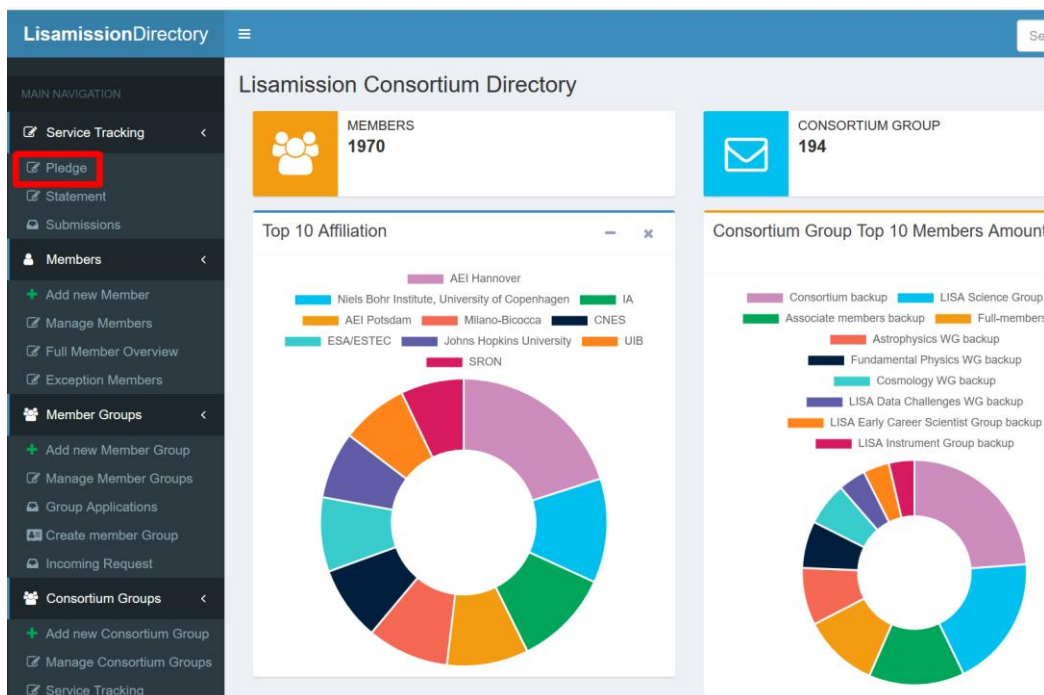
IMPORTANT

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

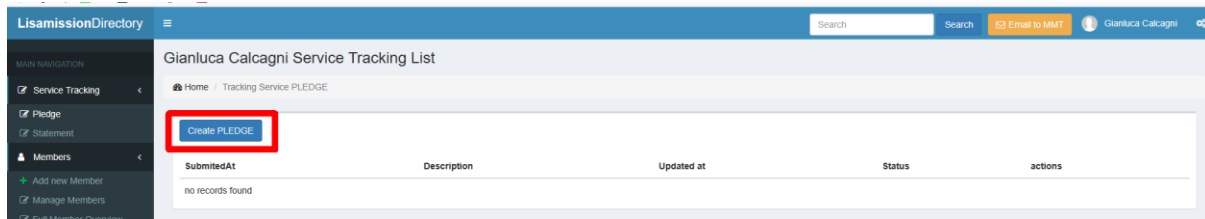
→ **YOU MUST WAIT UNTIL YOUR SIGN-UP IS APPROVED BY THE MC BEFORE SUBMITTING YOUR PLEDGE.**

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:



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. **>>>ESA/NASA options are being implemented: stay tuned for future updates!<<<**
- 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), participation in other ESA or NASA activities. **>>>ESA/NASA options are being implemented: stay tuned for future updates!<<<**
- 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.

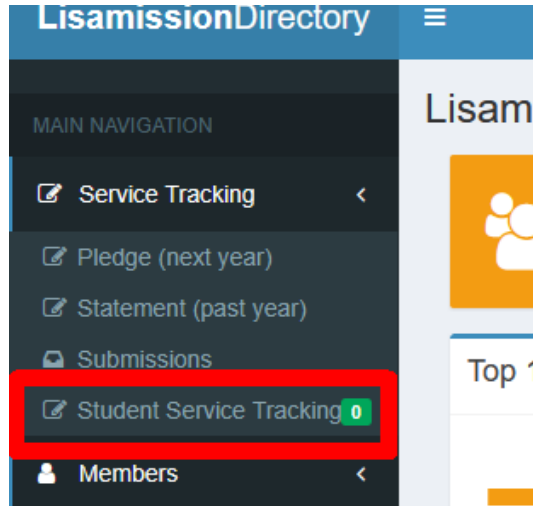
3.2 Pledge review

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](#):





4. 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](#):

The screenshot shows the 'Lisamission Consortium Directory' interface. On the left, a navigation menu lists various options, with 'Create member Group' highlighted in a red box. The main content area displays 'MEMBERS 1970' and 'CONSORTIUM G 194'. Below this, there are two donut charts: 'Top 10 Affiliation' and 'Consortium Group Top 10'. The 'Top 10 Affiliation' chart shows a distribution of members across various institutions, including AEI Hannover, Niels Bohr Institute, AEI Potsdam, ESA/ESTEC, Johns Hopkins University, SRON, IA, Milano-Bicocca, CNES, and UIB. The 'Consortium Group Top 10' chart shows a distribution of members across different consortium groups, including Consortium backup, Associate members bar, Astrop, Fundamer, Cosm, LISA Data, LISA Early Car, and LISA Inst.

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*

Prospective members *

choose Prospective members

Group country*

Group city

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

Comment

B I S H H_v H_Δ <> “ ☰ ☷ ✎ 🔗 🖼️ - 🗑️ 🔄 🔄

lines: 1 words: 0 1:1

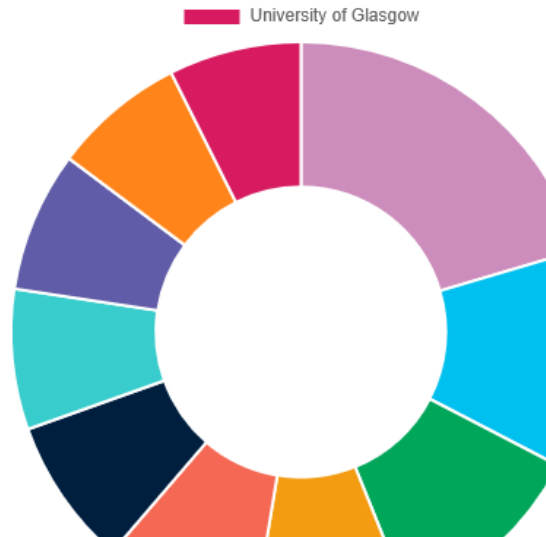
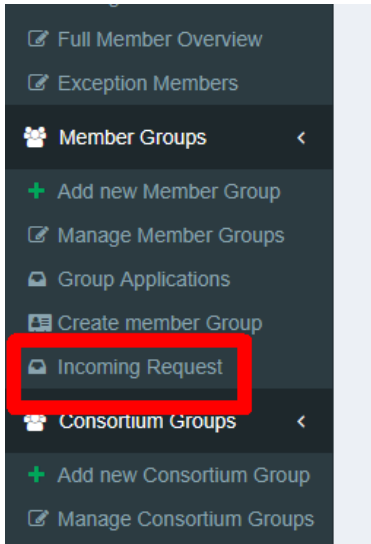
Save

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.

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.



5. Joining a member group or a WG

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 'Astrophysics WG backup' group page in the LisamissionDirectory. The page includes a navigation sidebar on the left with options like 'Service Tracking', 'Pledge', 'Statement', 'Submissions', 'Members', 'Member Groups', and 'Consortium Groups'. The main content area displays the group details for 'Astrophysics WG backup', including fields for 'Leader' (Marta Valentini, Valeriy Korol, Matteo Bonati), 'Deputy', and 'Mailing List' (astro-wg_bak@lisamission.org). A red box highlights the 'Join' button. To the right, there is a table listing members with their titles and names.

Title	Name
Dr.	* Marta
Dr. Post-Doc	* Matteo
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

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.

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 in this section. Applications are subject to approval by WG chairs.



6. 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 THE FOLLOWING SENTENCE IF YOU ARE NOT A STUDENT:]

I have asked my supervisor/mentor [SUPERVISOR/MENTOR NAME] (also a Core member, in CC) to reply separately to confirm their support for my application.

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,

[NAME]



7. 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)!

7.1 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.

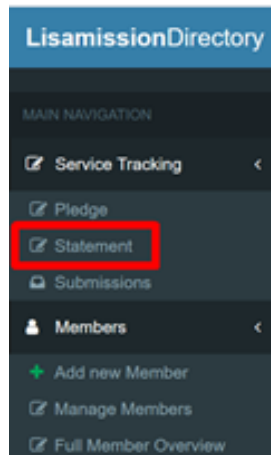
Deliverables counted from the time-stamp of inception are credited proportionally to the duration of the activity, calculated over 12 months. Examples: a 4-month WG chair role counts as 0.3, a 6-month project participation counts as 0.5, and so on.

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.**

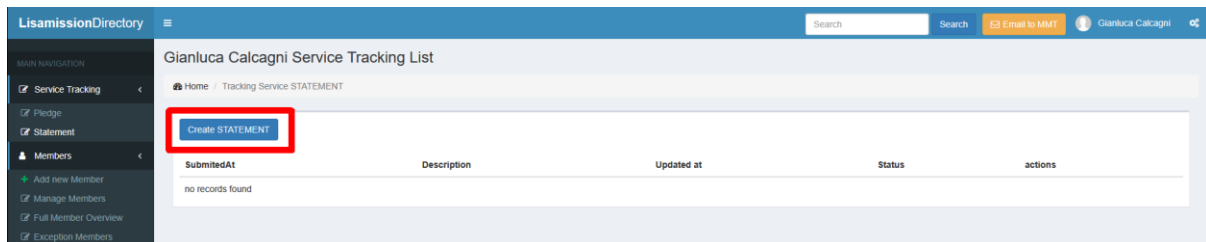


7.2 Statement form

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	Type	DELIVERABLES BALANCE
Gianluca Calcagni	Statement	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 for 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	Type	DELIVERABLES BALANCE
Gianluca Calcagni	Statement	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](#)



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



- 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, chairmanship in a DDPC Coordination Unit (CU), participation in other ESA or NASA activities, and so on. >>>ESA/NASA options are being implemented: stay tuned for future updates!<<<

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



- 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.

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)

B I S H H H H <> “ ” ≡ ≡ ✎ 🗑️ 🖼️ - 📄 🌐 ↻ 🗑️

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

lines: 1 words: 13 1:57

Save Draft Submit

Note that the statement is not submitted until you click the **Submit** button, after which no further changes are possible.

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 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.

7.2 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) **Tree-text box**: always checked manually by the MC.

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

Member Group Co

#	Name
1	LISA-Madrid

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



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



8. 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](#).

8.1 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

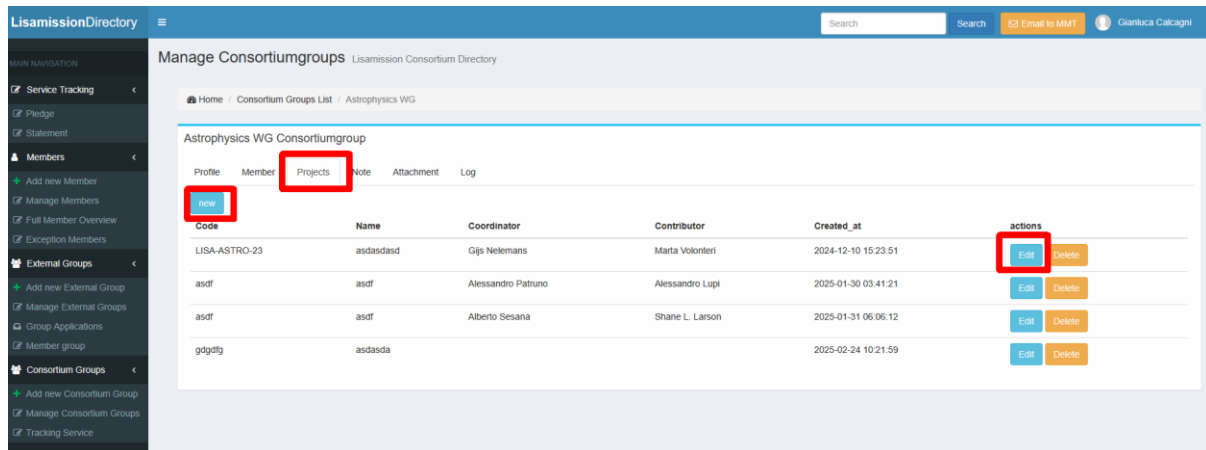
Profile Member **Projects** Note Attachment Log

new

Code	Name	Coordinator
no records found		

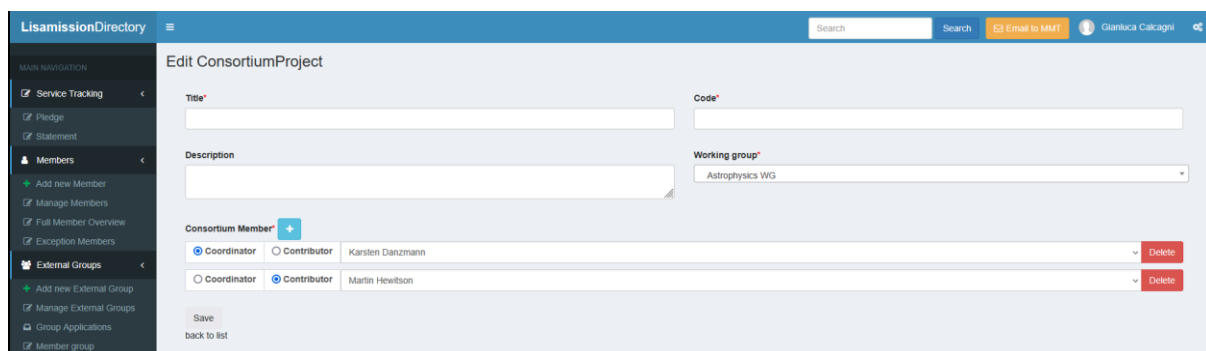


In the same tab, existing projects can also be viewed and edited:



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:

- 5) **Title** (mandatory). This can coincide with the project code if the project is deemed sensitive for the mission (e.g., a Key Project).
- 6) **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).
- 7) **Description** (optional). This field can be left empty, for instance, if the project is deemed sensitive for the mission.
- 8) A **list** of coordinators and contributors that the chairs or project coordinator(s) can populate from the Directory database.



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.



Manage Consortiumgroups Lisamission Cor

Home / Consortium Groups List / Fundamental Phys

Fundamental Physics WG

Leader
Richard Brito, Elisa Maggio, Béatrice Bonna

Deputy

Mailing List fp-wg@lisamission.org

Leave

About Group

Project [Project Edit](#)

- fp-wg-2025-01 - Ringdown tests of the no-hair theorem with LISA
- fp-wg-2025-02 - Effect of systematic on

8.2 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

Title*
Test

Code*
j-2026-4

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.

Description
test

Consortium Groups
Astrophysics WG Cosmology WG Early Career Scientists WG

Coordinators*
Manuel Arca Sedda

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.

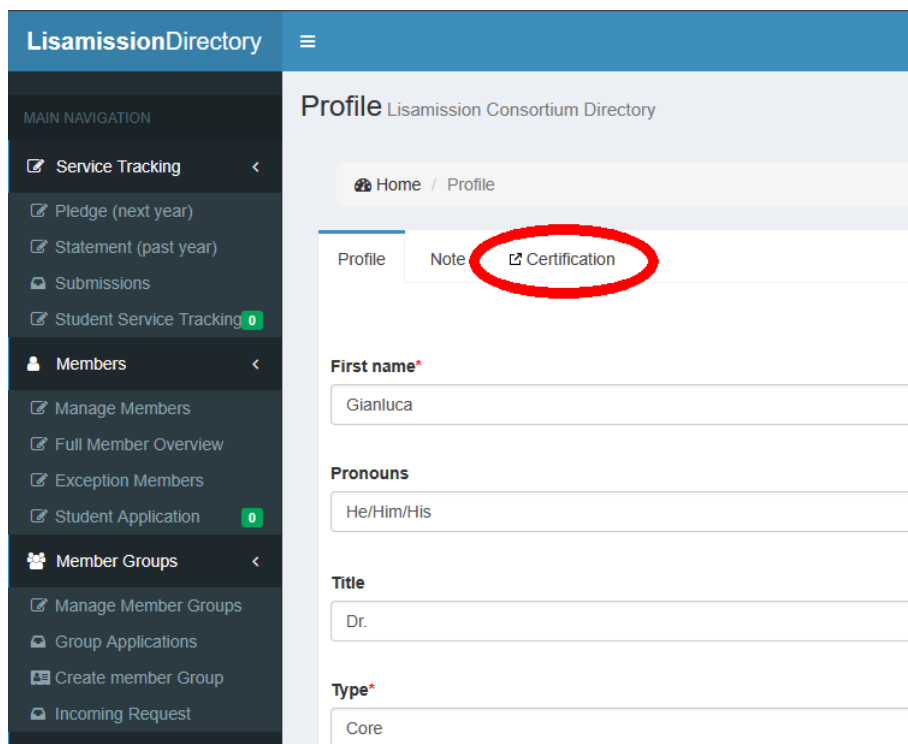
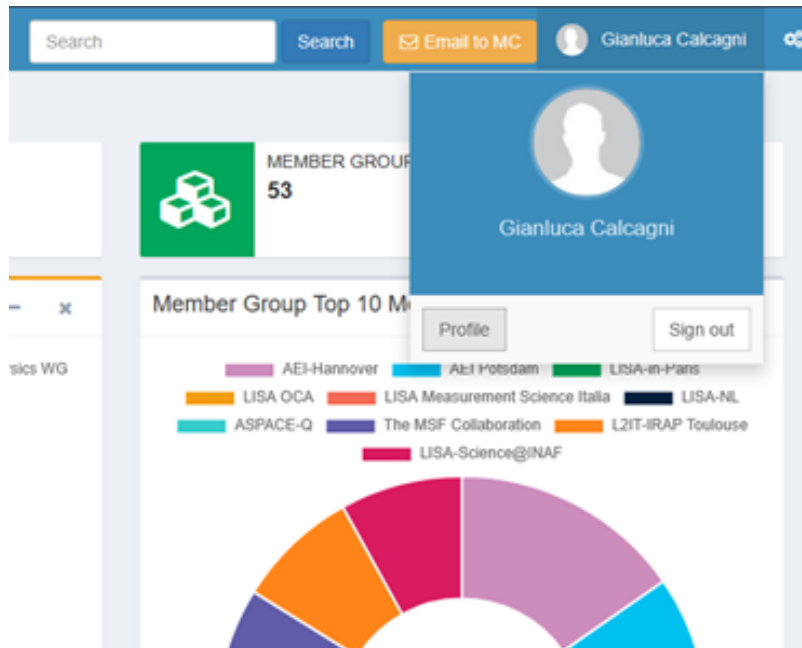
8.3 Joining a project

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



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.



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.