

## Instructions for TR&T Team Members and Leaders

Congratulations on winning a TR&T focused science topic (FST) award! Your proposal, along with several others, was selected on the basis of its scientific excellence **and** its relevance to a team effort addressing the FST. You have won a unique and exciting opportunity to participate in a peer-selected, cross-disciplinary team that will attack a major problem in LWS science. Information concerning the members of your team and its leader will be posted on the WWW site at [lws-trt.gsfc.nasa.gov](http://lws-trt.gsfc.nasa.gov). (note: Focus Teams selected before 2009 were for a period of three years and should have 3-year plans and no site visit.)

### Member Responsibilities:

1. The primary responsibility of team members is to achieve the science in their TR&T proposals. However, since each member's proposal addresses only one aspect of the FST, complete success requires a successful team program. Consequently, all team members are expected to participate fully in the joint activities defined by the team. Continuing funding for each team member will be contingent, in part, on this participation.
2. Every FST team is expected to generate an integrated four-year research plan that is to be received by NASA HQ within 3-6 months after funding commences. The Team 4-Year Plan should: (A) team goals and their relationship to the specified Focus Team *Goals and Measures of Success*; (B) team framework with an overview (can be graphical) of how individual investigations fit into the framework; (C) brief summary of the contributions proposed by each team member and potential collaborations; (D) description of an integrated research program with a list of team tasks, **schedule, milestones, and deliverables. During the third year of work, a (reverse) site visit will be held to review progress of the team and final year funding for each team member will be contingent on satisfactory progress of the research plan.**
3. In addition to the standard annual reports from all Principal Investigators, NASA expects an Annual Team Report. This report will describe the progress toward the Team 4-Year Plan, including the performance on achieving the deliverables and milestones. The Annual Team Report will identify successes and emerging opportunities. The TR&T Program Office will work with the teams to publicize their results at domestic and international meetings, and to advertise their successes on the dedicated LWS TR&T website. The Annual Team Report will also identify areas in which progress is lacking and suggest ways to correct the situation.

4. Every FST team is expected to meet in person on a regular basis so that the members can inform each other of their research plans and progress and develop an integrated team program. The first meeting is especially important for these purposes, and should be held as soon as possible after funding commences. Team members will make their own travel arrangements to the team meetings and cover the costs from their individual grants. Each team is responsible for determining its strategy for regular meetings and communications, (such as instituting a webbased forum, for example), but it is expected that teams will meet at least twice a year. One of these could be held in conjunction with a general community meeting, such as at the AGU, but one meeting per year must be a dedicated FST meeting which all team members attend.
5. Each team is expected to develop its own internal reporting procedures and requirements, but it is recommended that team members be required to submit brief informal reports to the Team Leader at regular intervals (every 3 – 6 months), who will in turn prepare an informal team progress report for use within the team and for inspection by the TR&T Program/Project Office. The Annual Team Report will serve as one of these progress reports. Given that the FST team approach is new to both NASA and the community, it is important that the progress reports contain good documentation not only on the scientific progress, but also on the team process itself.

### **Team Leader Responsibilities:**

The Team Leader is expected to act as the Principal Investigator for the team program. To a large extent, the success of the team will depend on the enthusiasm and the energy that the Team Leader brings to this task.

1. The primary responsibility of the Team Leader is to create the framework that will ensure that the outcome of the team's research is more than simply the sum of the pieces. To accomplish this, the Team Leader must become familiar with the proposed research of the other team members, and establish a close working relation with all the team members and with the TR&T Program Office.
2. **The Team Leader is responsible for the final preparation of all team reports and submission to the TR&T Program Office. This includes the 4-Year Research Plan (to be submitted within 3-6 months of funding commencement), the Annual Team Reports, the informal progress reports, and the third year (reverse) site visit.**
3. The Team Leader is responsible for organizing all team meetings. If requested, the TR&T Program Office will assist in arranging logistics, such as location, for the meetings.

4. The Team Leader is expected to act as the principal spokesman for the team, and play the lead role in communicating and publicizing the team's successes to NASA and to the outside community.
5. To compensate for the additional tasks, and the costs of meetings and publications, NASA HQ will augment awards to the team leaders.

*June 10, 2009*