FFA@CEBAF Working Group|Minutes

## Meeting date | time 02/23/2024 | 11 AM EST | Meeting location <https://jlab-org.zoomgov.com/j/1614898082?pwd=TnUzMS81M2sxbDZIbERJU01tYkJCQT09>

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| Meeting called by | Alex B |
| Type of meeting | Weekly Meeting |
| Facilitator | Alex B |
| Note taker | Ryan, Kirsten |
| Timekeeper | Alex B |

 | AttendeesAlex B, Ryan, Todd, Edy, Alex C, Kirsten, Randika, Reza, Dejan, Vasiliy, Todd, Andrei, Donish, Stephen, Donish, Salim, Spata, Francois,  |

# Intro Discussion

* FOA is busy times.

# Agenda topics

## Time allotted | 50 mins | Agenda topic FOA| Presenter All

* Alex – things coming together
	+ Thanks Donish for GANTT chart
* Todd – don’t put org charts in proposals.
* Ryan – also, PII might not allow for actual names. Should have generic staff members
	+ Todd – maybe just make this into a table. Actual names are also single points of failure. Use generic staff
		- Assumes a person with a specific expertise, and so that can be a negative in the review
* Ryan - latest save, ~30 minutes ago
	+ will share this, comments throughout (comments and red statements)
	+ Spata shares email – TOC not included in page count
	+ because I moved things around, citation placeholders; also lets us reformat the citations to be formatted as desired
	+ had to cut a lot, may have to cut more, CBETA history first up on the chopping block
* Dejan wants explicit mention of NSAC
	+ Ryan said last one was nearly half a page. A sentence or two is fine
* Ryan:
	+ picture sizes, correcting caption formatting
	+ read the FOA. Make sure your section is in compliance as best you can
	+ **missing Diagnostics and Vacuum Hardware integration into fields**
	+ **missing Tracking with field maps**
		- both sections need to be there, but short, we're already close to the limit
	+ org / assignment chart may have PII problems, does have typos
		- Todd: someone should spell check Georg's last name spelling
	+ Bibliography – painful to go through. Dejan has that task.
		- Stephen has his section well-tagged. Might need format update
	+ DMP in
	+ **need the pier plan still in**
		- Alex – can you do this Ryan?
			* Ryan – this is boilerplate, we need to actually really consider this. How recruiting equitably, etc…
				+ Don’t mind putting a couple words into it.
* Alex B – Mike Spata is here, anything to say?
* Spata – just sitting in. It’s crunch time. On Grants.gov, talking to Ryan/Alex/Todd – here as resource
	+ Put things in the SRP
	+ Looking at Thursday submission deadline
	+ NO WORKING ON WEEKEND OR UPLOADS ON DEADLINE DAY
* Ryan – the FOA spells it all out, but very detailed.
	+ Make sure you’re going through – shows example of bibliography.
	+ When you go through, find all the mentions in the document – they sometimes contradict themselves.
		- PIER plan example. Mentioned in several places
	+ All narrative is one single readable PDF
* Stephen – but there’s a lot of parts that aren’t in the narrative that have to be uploaded.
	+ Ryan – YES – exactly.
		- SPR – internal people can look at what others are doing. Can ask others.
	+ Ryan – ask people. Asked Spata a couple times
		- Spata – A COUPLE?
* Alex B – make sure you ask
* Spata – when you carefully read an FOA, they contradict themselves.
	+ Shows example from documents
* Ryan – USE THE SEARCH FUNCTION in the FOA
	+ Example – PII – listed 3 places.
		- Wasn’t sure, checked with Marla.
			* Again, list generically
* Alex B – has the PIER statement changed much after two years ago? Can we salvage the stuff from two years ago.
	+ Ryan – can’t recall off the top of my head if that was included. We have a starter, and as long as we have a legitimate thought, “hey, this is how we’re trying to address this” then we’ll be OK
	+ Stephen – also included a version from BNL for ECR that was good
	+ Ryan - takes time/consideration to make sure it’s done properly and not “slapped together”
* Spata – the PIER starter was just updated by our DEIA lead was edited.
* Ryan removed the org chart b/c we agreed it’s off.
* Are we happy with everything?
* Ryan – concerned about Gantt chart timing
	+ Alex – more eyes better – everyone look it over.
	+ Ryan – right. I don’t think we’re giving enough time or consideration to each project. Start times can change (not series, etc..)
* Ryan will send this version around for people to look over.
* Scott can only write on Tuesday
* Ryan begs Dejan to please be in compliance with bibliography
* Dejan agrees with Ryan that the deadlines have to be reasonable on the gantt chart
	+ Ryan – yes, many of those are year+ tasks, and most are under 90 days
		- Some can be done in parallel, others can’t
	+ Send comments to Donish/Alex for Gantt
* Alex B:
	+ re: missing Diagnostics/Vacuum section, thinks Edy could write section
	+ 92% packing fraction
	+ Ryan:
		- iterating with Stephen to reduce that
	+ Alex B:
		- This could change optics and emittance growth
	+ Edy:
		- can do a description, will be pretty general
	+ Stephen: offers to do the blurb, reference CBETA BPMs, promises less than half a page
	+ Dejan: offers up picture of CBETA BPM/vacuum pump, but page limit prevents
	+ Alex B: if page limit becomes problem, can compress CBETA section; Dejan agrees, so does Ryan
* Ryan – you don’t HAVE TO write to a limit
* Reza:
	+ easy way to list all fonts used in a document in Word, will send script
* Ryan – next time we do this, please toss WORD and do it in Overleaf.
	+ Alex B – this makes it so much easier
	+ All agree.
	+ Spata – only requirement is it’s a single readable PDF, not compiled into a binder. Chisel into stone and convert!
* Stephen:
	+ thinks CBETA section isn't that long, mostly pictures, needs to be there
* Ryan – keep everything short and to the point.
	+ Quoting Tief’s irony: “Omit needless words”
* Ryan changed images for FFA magnets with Stephen’s explanation
* Francois’ contribution can be added as well.
	+ Is it in the shared folder? No emailed
	+ Please put in shared folder so can be found.
* Ryan – everyone, please upload your contributions according to the workflow. Upload with something identifiable so I can grab and edit.
* **Alex B – Congrats to Edy and Todd for promotions!**

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| Action Items | Person responsible | Deadline |
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## Time allotted | 10 mins | Agenda topic AOB | Presenter All

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| Action Items | Person responsible | Deadline |
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## Special notes

Pathway to Repository: [https://jeffersonlab-my.sharepoint.com/:f:/g/personal/tristan\_jlab\_org/EqZ5MeS-nipCgPfZB5p0oS4B9Is67d3nQb9sLJI3Zyev9g](https://jeffersonlab-my.sharepoint.com/%3Af%3A/g/personal/tristan_jlab_org/EqZ5MeS-nipCgPfZB5p0oS4B9Is67d3nQb9sLJI3Zyev9g)