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 | | Attendees  Alex 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>