

# Joining SpinQuest

To join SpinQuest just submit in writing these three simple steps to the SpinQuest Chair (or spokespersons [dustin@virginia.edu](mailto:dustin@virginia.edu), [liuk@fnal.gov](mailto:liuk@fnal.gov)), email is fine. The SpinQuest Institutional Board will decide within one week of the submission of the application how to proceed. You may be asked to supply additional information or to give a small presentation (this can be done remotely). No one will be denied without information as to why or how to improve the application.

**1.) Introduce your institution and group. State a little bit about the physics interests and group background. Provide a link to the institution and group if available.**

## Example:

The Spin Physics group at the University of Southampton has a broad interest in polarized beam and polarized target experiments to probe the internal structure of the nucleon. Our group has been involved in experiments at BES at BEPC and at JLab.

**2.) State that you would like to join SpinQuest and give the number of people and names and positions of Full and Affiliated Members for the institution. Provide the institutional contact name and position as well as the email for each member.**

## Example:

The University of Southampton would like to join SpinQuest with three members. Professor John Cleese will join as a full member and serve as an institutional contact. Also joining as a full member is one grad student Carol Cleveland. Emeritus Professor Mike Palin will be joining as an Affiliate member.

**3.) Declare what the [Service Commitments](#) will be for the institution with the expected number of Full-time equivalent (FTE). Each Full Member must contribute to shifts (the number of shifts is based on the number of full members for the institution) and sign up for a service commitment equal to half-time of a Full-Time Equivalent (0.5 FTE) per Full Member in that institution. Having personnel stationed at Fermilab and joining as a member of a hardware/software team provides 1 FTE for that institution (please provide the date of arrival). Remote commitments are also possible (see Chair).**

## Example:

Carol Cleveland will be stationed on-site at Fermilab and be a member of the Chamber group. She will be coming on December 1. This covers the service commitment requirement for both Full Members John Cleese and Carol Cleveland.

You should then expect to hear back from the Chair in one week who will let you know what additional step to take. You will be asked to sign the Technical Scope of Work which implies that the Institutional Contact of the new institution has reviewed and agrees to the commitments to SpinQuest and the SpinQuest [Bylaws](#). This also ensures the scope of your institutions' commitment will not change unless requested.

[The Collaborations Role and What Happens Next](#)