IRIS and PI - Roles and Responsibilities

IRIS	PI
Planning and Training	
Careful planning, well before your field program begins, is essential to a successful experiment. In advance of proposal submission, IRIS can assist you in selecting equipment, designing your deployment, estimating costs and defining personnel needs. When your proposal is funded, IRIS will work with you to develop a mutually-agreed-upon equipment inventory and field schedule. You and your field crew should plan on visiting the PASSCAL Instrument Center for training in instrumentation care and operation, field procedures and services available to assist in data collection and archiving.	
• Assist in pre-proposal planning • Establish inventory and schedule for funded projects • Provide training at the PIC for both instrumentation and data archiving	• Work closely with IRIS to define experiment plans and requirements. • Attend training for PI and staff at the PASSCAL Instrument Center (travel costs to be covered by PI)
Logistics	
The field part of your experiment begins and ends at the shipping dock in Socorro. As PI, you must ensure the safe and careful handling of all equipment from the time it leaves Socorro until it returns. The PIC staff will assist you in preparing and packing all equipment for shipping to and from your field location, provide detailed lists of equipment and invoices for import/export, and help make arrangements with transportation companies and customs brokers. You will need to arrange for receipt of the equipment at the field destination and provide personnel to be available to handle shipping arrangements for the return. For international deployments, IRIS can assist you in dealing with the complicated and strictly enforced laws that control the import and export of equipment to and from the US and into and out of foreign countries.	
• Produce inventory and shipping documentation • Assist with shipping arrangements	• Arrange for proper equipment handling and care throughout the experiment. Clean and ready equipment for return shipping. • Provide full consignee address and contact information • Pay all shipping related charges to and from Socorro • For international experiments: ▪ Handle temporary import arrangements • Pay bonds, taxes and duties and/or arrange and document necessary waivers for import/export
Instrumentation	
IRIS provides a number of standard instrumentation systems that cover a wide range of experiment types and field conditions. The primary equipment components (sensors, data acquisition systems, GPS timing units, solar panels, cables and field computers) are loaned to you free-of-charge from the PASSCAL instrument pool for the duration of your experiment. You are responsible for the purchase of expendable supplies used during the experiment, such as batteries and station enclosures. If, in special cases, it is determined that your experiment has special characteristics that require non-standard equipment, you will be informed during the planning stage of any additional costs.	
• Supply data acquisition systems, sensors and related standard items available from the PASSCAL pool. • Provide advice and cost estimates for expendable supplies • Coordinate with the PI on the purchase of non-standard ancillary equipment, materials and supplies, if required, as outlined in table "Special Services and Equipment"	• Work with PASSCAL and Polar Services staff to coordinate with NSF on the costs to be covered by NSF for expendable materials and field supplies.

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Field Support

The primary responsibility for planning and execution of all activities in the field rests with you as PI. During planning and training, IRIS will provide important advice on instrument operation and field support, and IRIS staff is available for consultation and troubleshooting throughout your experiment. When arrangements are developed during the planning stage, especially for large experiments or international deployments, IRIS and PIC staff can assist with on-site training and support in the field. However, training for PI's and key field staff prior to deployment is an essential component for every successful experiment.

• Based on prior agreement with the PI, provide support for in-field assistance with installation and training, including support for PIC staff salary

• Assume overall responsibility for in-field logistics and decision making • Provide enough personnel to handle equipment • Pay travel and in-field costs for any PIC support staff

Software Support and Data Handling

An experiment is not finished until complete, quality-controlled data and metadata are available to the PI and have been archived in the IRIS Data Management Center. The primary responsibility for producing a full data product from each experiment lies with you as PI. Careful in-field program planning and execution, coupled with PASSCAL-provided training in standard procedures for data collection and quality control, can help ensure that data flow relatively seamlessly from field instruments to you and the archive.

• Provide the necessary software, hardware and training to offload, QC and archive data collected with PASSCAL equipment • Provide training to generate archive-ready data for the IRIS Data Management Center in SEED, ph5, and SEG-Y formats • Assist in troubleshooting station performance or data problems identified by PI • Verify the archive prior to submittal to the IRIS Data Management Center

• Ensure that the PI and key field personnel have received training on software and procedures for field data acquisition and retrieval • Carry our routine data collection and collation in the field to produce electronic formatted, QC'd metadata and waveforms • Archive data with the IRIS Data Management Center as per the Data Delivery Policy