



W. W. Hansen Experimental Physics Laboratory
STANFORD UNIVERSITY
STANFORD, CALIFORNIA 94305 - 4085

Gravity Probe B Relativity Mission

**GP-B Publicity and Publication Policy
and Directive for Science and Engineering Data Security**

**P1083 Rev. A
October 17, 2004**

Science Working Group Approval:

Approved by:

C.W.F. Everitt PI Date

Approved by:

S. Buchman Date

Approved by:

J. Turneure Date

Approved by:

J. Mester Date

Approved by:

B. Schultz Date

Approved by:

G. Mac Keiser SWG Chair Date

Approved by:

B. Muhlfelder Date

Approved by:

J. Kolodziejczak Date

Approved by:

B. Bencze Date

GP-B Publicity and Publication Policy

Outline

1. Introduction
2. Responsibilities of Principal Investigator
3. Responsibilities of the GP-B SWG
4. Responsibilities of the GP-B Team
5. Credit and Authorship
6. Publications and Lecture Materials Clearance

List of Acronyms

ASD	Analyzed Science Data
GP-B	Gravity Probe B
NASA	National Aeronautics and Space Administration
PI	Principal Investigator
PR	Project Results
SWG	Science Working Group

Note: This document combines previous versions of the GP-B Publicity and Publication Policy and the GP-B Policy and Directive for Science and Engineering Data Security.

1. Introduction

1.1 Summary of Policy

GP-B is potentially an earth-shaking experiment. It is essential that we avoid misunderstandings and missteps in the public release of data. To insure credibility, we want to prevent disclosure of erroneous or misleading results or conjectures. At the same time it is important to set a date when all data and information is freely available to any interested party and to provide for the authorized release of data that has been thoroughly analyzed for credibility and accuracy.

(1) All publications and public presentations must be reviewed by the Science Working Group prior to release or presentation to the public. Discussions and presentations of GP-B engineering data among GP-B team members are allowed and encouraged for the purpose of technical improvements or review.

(2) All communication to non-team members related to the experiment results, experimental errors, or overall accuracy of the experiment must be approved by the Science Working Group.

(3) All team members must agree to follow these policies.

1.1 Definitions

Throughout this document the GP-B Science Working Group (SWG) is defined as the Principal Investigator (PI) and select science team members as listed on the signature page above. The Science Working Group is chaired by the Stanford Chief Scientist. The term "GP-B Team" refers to the GP-B SWG along with the Stanford University employees and their collaborators who work on the GP-B Project and have agreed to these policies. The "GP-B Science Team" is that portion of the GP-B Team with scientific (as opposed to engineering, management, etc.) interest.

1.2 Intent of the Policy

The purpose of the GP-B Scientific Publications Policy is to help ensure that GP-B publications are accurate, and that people are fairly treated with regard to authorship and other credit. While it is impossible to make a policy that anticipates every possibility, it is our intention to give recognition and acknowledgment to all contributors to the mission while ensuring that those who have given very generously are especially recognized. This document therefore summarizes the rights and responsibilities of the GP-B SWG and the greater GP-B Team (see 1.1). *It is the intent of this Policy to encourage publications, documentation, and data product deliveries, which all must be produced on schedule.*

1.3 Time Period of the Policy

This Policy applies to the time period that GP-B is an active NASA Project, i.e. until the end of its funded Mission Operations and Data Analysis phase. It shall stay in force until final results have been publicly released according to the GP-B Data Management Plan. (Approximately twelve months after mission complete.) At that point raw data and the official reduced results will be publicly released.

1.4 Scope of the Policy

This Policy applies to publications defined in the broad sense of any release of GP-B data or information outside of the GP-B Team prior to the approval of the GP-B SWG, including press releases, popular and professional articles, whether refereed or not, books, circulars, computer files, text, graphics, and presentation content and materials based on information not previously released. It also applies to formal and informal interviews or discussions with the media.

1.5 Data Delivery

The GP-B Project is required to produce and deliver a full analysis of gyro spin axis motion as measured against a calibrated guide star, with the calibrated instrument biases removed and the scale factors calibrated from the known aberration of starlight. This shall include full documentation of the instruments and data reduction process and software. The Project Results (PR's) will be completed by the GP-B Project and delivered to the public. Analyzed Science Data (ASD) will be also be produced by the GP-B Project based on the PR's, and will also be made available to the public.

1.6 Authority

The primary authority on data security is the PI, C. W. Francis Everitt. He in turn will delegate certain responsibilities to a formally designated Science Working Group (SWG), chaired by the Science and Engineering Data Security Officer (SEDSO). This individual is Dr. George "Mac" Keiser.

1.7 Penalties for Violation

Willful or negligent violation of this directive will be grounds for immediate denial of access to all sensitive GP-B information and possible other disciplinary actions.

2. Responsibilities of the P.I.

The P.I. shall:

- (A) Receive and share progress reports from Chief Scientist and Independent Flight Test Analysts on their tasks,
- (B) Ensure that the established publication review procedures (below) are followed in a timely manner,
- (C) Keep records of people who have access to GP-B data and information.
- (D) Review (along with the entire SWG) all publications and other forms of publicity having to do with GP-B data prior to their release.

The PI may formally delegate some duties to specific individuals. When such a duty is delegated, approval by the delegated person is equivalent to approval by the PI. A formal list of such delegations shall be available to the GP-B team via the GP-B web. It is the responsibility of the delegated person to maintain written records of any actions.

3. Responsibilities of the GP-B SWG

The GP-B SWG shall:

- (A) Insure the accuracy of all data, information, and publications about GP-B prior to their public release. To fulfill this responsibility, the SWG shall carefully review all publications and publicly presented materials prior to presentation or submission for publication, as described below under the heading of Publications and Lecture Materials Clearance. In this case "public" means both the general public and the scientific community outside the GP-B Project.
- (B) Guarantee that the text, author list, references and acknowledgments of each publication fully and fairly represent the contributions made to the publication, consistent with this Policy document.
- (C) Decide on any issues of disputed credit or authorship.

If any SWG members are unable to or do not respond to the above within 2 weeks of a requested action, the remaining SWG members shall constitute the SWG for that action, the number SWG members shall not be less than 3.

4. Responsibilities of the GP-B Team

The GP-B Team shall:

- (A) Carry out specific investigations and write specific publications in accordance with tasks agreed to or assigned by the PI.
- (B) Provide copies of technical and scientific reports to the PI in accordance with the tasks as negotiated.
- (C) Notify the PI (who must notify and consult with the GP-B SWG) of intended or proposed investigations or publications.
- (D) Act in accordance with the GP-B Policy and Directive for Science and Engineering Data Security document, including but not limited to the following,

Show and explain this Policy to both present and potential collaborators, students, and contractors, and obtain their commitment to provide specific assistance or products as well as their agreement with this Policy, prior to giving them access to actual GP-B data,

Request and obtain permission from the PI of the names of any collaborators, students, and contractors, prior to allowing data to be made available,

Protect the GP-B data from unauthorized use, including protecting computer files and passwords, and setting up effective methods to allow sharing of data within the group while preventing external access.

Discussions and presentations of GP-B engineering data by GP-B team members with colleagues is allowed and encouraged for the purpose of technical improvements or review.

- (E) Submit copies of not-previously-approved public lecture or presentation materials they propose to use to the PI in accordance with the approval requirements described below.

The Team members who are granted access in writing by the PI may:

- (F) Have access to the sensitive archive data for the instrument and the spacecraft , *at the sensitivity level authorized by the PI* in accordance with this policy,

- (G) Speak publicly with outsiders about GP-B and its data, providing the materials shown have been properly cleared, as described below,

- (H) Write articles for publication, and submit them for publication following the reviews and approvals described in this Policy,

- (I) Write articles as co-author with anyone in the further interpretation of already published GP-B data, providing that resulting publications on which a Science Team member is a co-author shall be reviewed and authorship assigned by the same process as regular GP-B publications. *The intent of this policy is to promote collaboration, ensure accuracy, and preserve a team spirit, since a GP-B Science Team member will be assumed to be speaking for the GP-B SWG.*

(J) It is incumbent upon the GP-B Team and persons granted access to data to ensure protection of data. This includes Physical Protection (computers, paper, disks, etc.), Data Link Protection (access to networks, etc.), and Password Protection (frequently changed, long passcodes).

Team members may not unilaterally:

(K) Make any agreement guaranteeing a student or anyone else an exclusive right to a research topic or authorship of an article based on GP-B data or other restricted GP-B information. Any such agreement would have to be presented to the SWG for prior approval.

5. Credit and Authorship

It is the policy that:

(A) The primary author of each GP-B publication shall be listed first in the author list. This is not necessarily the person who initiates the writing or organizes the writing. Any disputes shall be decided by the SWG.

(B) Any Team member who writes or contributes substantially to any part of the publication and has an understanding of the full publication shall be included in the author list, if that person so chooses, subject to the general review and approval processes described in this Policy.

(C) Anyone who is listed as an author of a publication must read and review the entire publication in a timely manner.

(D) Students, collaborators, software contractors, engineers and managers may be co-authors of scientific publications provided that they contributed in a long-term sustained and significant manner to the GP-B effort, to be decided by the SWG. Such persons may also speak publicly about GP-B provided that they use approved lecture materials.

(E) Persons giving presentations using approved material to the public are to provide the following information to the SWG. The group to whom the presentation was given, the time and location of the presentation, and a copy of the presentation of the material. This will provide the GP-B Project with data related to its public outreach program.

(F) It is the responsibility of the primary author to receive in writing (an e-mail is acceptable) the agreement of all co-authors for papers submitted for publication, prior to the submission of the paper.

6. Publications and Lecture Materials Clearance

For GP-B publications, data, lecture, or press release materials to be made public, they must be:

(A) Made available to the PI and SWG prior to their public release, with adequate lead time, and

(B) Cleared by the PI and SWG as meeting the required reviews for the specific materials.

For interviews with news organizations the Team members shall only discuss reviewed materials.

The review requirements to be enforced by the PI and SWG are:

(C) Publications- and press releases, describing instrument-specific hardware descriptions and data shall be approved.

(D) Publications and press releases derived from GP-B data shall be reviewed by the SWG. Authors must allow adequate time for the necessary reviews. In the event of major disagreement among the reviewers that can not be successfully mediated by the SWG Chair, the PI shall make the final decision. New lecture materials which are simple rearrangements or restatement of previously approved text and graphics need not be re-approved, but must be provided to the SWG, including to whom the presentation was made, and the time and place of the presentation.

(E) To facilitate the giving of lectures and presentations, the Project will maintain an on-line gallery of approved materials, graphics, text, and other electronic data, which shall be accessible only by GP-B team members.

NOTE: All release of information must comply with ITAR regulations. Lockheed Martin team members must also comply with the Lockheed Martin publication policy.