**PI Emails**

**PI Welcome email**

Welcome to the Data Study Groups!

DSGs couldn’t function without the PI’s so a huge thank you and we hope you find it an enjoyable and valuable experience.

Please find the PI pack attached which explains your role in curating a successful challenge which is useful to reference when iterating challenge elements with the Challenge owner.

At this stage I wanted to share with you the PI checklist which lists the key dates we are currently working towards, please have a quick read so that there are no surprises around the corner. While the deadlines may be subject to change, please work towards the dates listed. Due to the accelerated timeline, the coming weeks are a bit manic, but after February we should be able to relax a little.

We’ll be in contact every step of the way providing instruction and support so don’t worry if you’re not clear on what each step requires now (but please don’t hesitate to ask any questions!)

You and the challenge owner will now enter a period of collaboration, this will involve regular communication in order to…

* Shape the question into something do-able and engaging.
* Ensure the dataset used is of appropriate size, detail and quality.
* Produce a short and long description of the challenge.
* Agree an assigned sensitivity tier
* Obtain an approved ethics review

We will email you shortly to connect you with your challenge owner and to provide you with a timeline for challenge preparation.

[If the PI is Turing internal a contract is not needed]

In preparation for your involvement could you please sign and return the attached [contract], we will also require a mobile phone number. This will be used to set up your log in accounts and for multi factor authentication that you will use to access the Turing Safe Haven.

Please do let me know if you have any further questions.

**PI & CO Introduction**

Please allow me to introduce you to one another, Paul has been selected from the pool of PI applicants to work with you and over see your challenge.

Paul is currently a PDRA at the Oxford Robotics Institute, he also has extensive experience on the topic of human intent recognition making him an excellent fit for this challenge.

[@Paul Duckworth](mailto:pduckworth@robots.ox.ac.uk) Alex is the Data Manager at Humanising Autonomy and will be your primary contact.

To begin with we recommend that you both informally discuss the proposed questions and the data that will be used, I will set up a call for you both once a time has been agreed, looks like some time on Wednesday afternoon.

While there is no prescribed amount of meetings or time you should spend with one another we usually find that around 5 consultations is enough to clearly define the challenge, this does of course depend on the nature of the question/data and could be more or less.

Please see one of our previous event pages [here](https://www.turing.ac.uk/events/data-study-group-april-2020) for some example challenge titles and short descriptions.

I am about to schedule an initial call for [xxxxx] please let know if this time is inconvenient.

**Short description chaser**

I hope that the initial discussions with your challenge owners have gone well.

This is just reminder that we need challenge short descriptions and titles by the end of play on Monday 10th February. Please email them to [datastudygroup@turing.ac.uk](mailto:datastudygroup@turing.ac.uk) and cc the challenge owner.

We’ll be opening participant applications early next week so it’s important that we have the challenge information by then. There are some really good example short descriptions on the December 2019 event page: <https://www.turing.ac.uk/events/data-study-group-december-2019>

Let us know if you have any questions and have a lovely weekend!

**Short description receipt + EAG preparation**

Thank you for finalising your challenge short description.

I’ll be sending [CO Contact] an email shortly (i’ll cc you) about setting up a call so that we can explain how the challenge sensitivity assessment and data transfer process works but don’t worry too much if you can’t join. We can arrange a separate call at a later date.

**Next Steps**

The next deadline is the initial submission of your projects ethics form so that the Turing Ethics Advisory Group (EAG) can approve the project (**14th February**).

The form is really straight forward to complete, certain questions will require longer answers such as Q1 - 3. The answers to these tend to form the basis of the challenge long descriptions so you should be able to re-use a lot of the text.

It might be harder to answer if you haven’t seen a sample of the data so do what you can based on what you do know about the data set, it is perfectly fine to add more information at a later date.

Once you have submitted the form the EAG will either approve the project or come back to you requesting further clarification. No project can run without EAG approval.

Please find the guidelines and form attached, please complete and return to me so that we can submit it on your behalf [if PI is external]. Or you can submit the form yourself using Turing complete.

Let me know if you have any questions.

**EAG Reminder**

The deadline for submitting ethics forms to the Turing’s Ethics Advisory Group (EAG) is approaching. The EAG have also asked for submissions to be expedited to allow time for them to respond with any questions or iterations.

Once you have submitted the form the EAG will either approve the project or come back to you requesting further clarification. No project can run without EAG approval.

Please submit your first iteration by **Tuesday 5th November**.

The form is really simple to complete, certain questions will require longer answers such as Q1 - 3. The answers to these tend to form the basis of the challenge long descriptions so hopefully you can reuse much of the text.

It might be harder to answer if you haven’t seen a sample of the data so do what you can based on what you do know about the data set, it is perfectly fine to add more information at a later date.

Please find the guidelines attached, if you have access to Turing complete you can submit your form there (instructions on page 12 of the guide). If you do not have access to Turing complete, please fill in and return pages 1 and 3 of the EAG form attached and I can submit it on your behalf. If you would like us to have a read before submitting feel free to send it over beforehand.

**Arranging PI coming to the institute for the data assessment (If the PI didn’t attend the sensitivity call with the CO)**

Just to keep you posted I spoke with [CO] today about the project sensitivity assessment.

We can schedule a call to go over this whenever suits if needed. As the data is commercially sensitive, in order for you to conduct the assessment [CO] will send some of the data to the Turing secure environment. You will then have to come to the Turing to access the data and conduct your assessment. The date for this will be around the week 23rd of March as in the PI check list. We will of course reimburse any travel costs!

Please let me know if you have any questions.

**Arranging PI coming to the institute for the data assessment (If the PI didn’t attend the sensitivity call with the CO)**

As mentioned in the call, in order for you to conduct your sensitivity assessment you will have to travel to the Turing to get a look at the data.

[CO] will send some of the data to the Turing secure environment. The date for this will be around the week 23rd of March as in the PI check list. Please arrange you travel to us and we will of course reimburse any travel costs!

You may be assigned another project to referee, we will let you know as soon as possible if this is the case.

**Long Description**

Thank you so much everyone for submitting the ethics forms for initial review, Christina from the Ethics Advisory Group will be in contact with you all in due course.

I know things have been a bit nonstop with DSG so for those who haven’t handed in a draft long description please email them in by **Thursday 15th November** instead of today. We’ll get the DSG science leads to review and relay any feedback. Challenge long descriptions are collated into a pak and given to participants the Friday before the event.

Please find the challenge description pack from a previous DSG attached for some examples (we send this to participants the week before the event so they can read up on the challenges they could select from). As you can see the length varies from project to project, so they don’t need to be exact replicas.

**Long Description receipt and event preparation**

Thank you for submitting the first draft of the challenge long description. I have passed it on to the DSG team for review and will let you know their comments shortly.

**Next Steps**

* We will be running the facilitator training for each challenge facilitator from **Thursday 5th – 6th December**, it would be great if you are available to come and meet your facilitators for lunch on the Friday or arrange a call with them (I will connect you to them via email at a later date). Each challenge will have a facilitator selected from the applicant pool whos role is to ensure collaborative and cohesive group work. We are able to cover travel costs and can arrange accommodation. If you for example wanted to join on Friday 6th we can book you a hotel for the weekend ahead of DSG week.
* If you require accommodation for the duration of the DSG week this is also available upon request free of charge, please let me know as soon as possible.
* Please book and pay for any travel yourself and keep a copy of any receipts and we will reimburse you. For accommodation please contact me and we will organise and cover the cost.
* Please let us know if you have any dietary requirements.

**Long Description feedback + event prep**

The DSG team have reviewed the SenSat draft long description.

Overall they thought it was bang on, the only comment was that it could be clearer as to which dataset participants are expected to work with first. The fact that the number of classes changes made them think that approaches will not necessarily be translatable between datasets.

Please could we have the final version by end of play **Monday 2nd December**.

On another note I have reserved accommodation for you from Sunday 8th December until Friday 13th (checkout), please let me know if you would like to proceed with the booking or if you have made other arrangements.

**PI / Facil introduction**

Please allow me to introduce you to one another if you haven’t met already, [Facilitator] has been selected from the pool of DSG applicants to be the facilitator for the [X] challenge. [PI] has been working as the principal investigator for this challenge for several months. As you know we will be holding a training session for all our facilitators on [Date]. The safe haven environments should be ready for testing at the training day which will help your team to access challenge data quickly on Monday (this can sometimes be a bit fiddly). Please find the facilitator training day agenda attached.

[PI], it would be great if you could arrange a meeting or call with [Facilitator] this week, to explain where the challenge has got to.

**Event Joining Instructions**

Include PIs on attendee event joining instructions to be sent the Friday before the event.

**Friday Egress Preparation**

I hope this week has been exhausting but fun!

So that we can remove the outputs and report from the safe haven, PIs and COs must review and record another sensitivity assessment in the web app (like you did before).

Please meet us in room [XXX] after lunch tomorrow so that everyone can conduct their assessments and doesn’t need to travel to the Turing another day.

Hopefully PIs can then work on the report remotely.