

JSA Initiatives Fund Proposal Summary Sheet (Draft 03/29/08)

Proposal title: Support of User Group Satellite Meetings	
New proposal <input type="checkbox"/> Renewal <input checked="" type="checkbox"/>	Total funds requested \$ 4000.00
Leveraged support / Matching resources <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If your proposal includes leveraged support or anticipates matching resources, identify source, amount, and secure the signature of an authorized representative of the source.	
Source/Amt ~2 weeks organization / preparation	Authorized Signature:
Source/Amt ~ \$6000 travel costs of speakers	Authorized Signature:
Source/Amt	Authorized Signature:

Principal Investigator (PI) Ronald Gilman	
<input type="checkbox"/> JLab employee	Associate Director signature
<input checked="" type="checkbox"/> JLab user	Name of university Rutgers University
<input type="checkbox"/> Other	Name of institution
PI's Mailing Address	Rutgers Physics & Astronomy, 136 Frelinghuysen Rd., Piscataway, NJ 08854-8019
PI's Telephone / E-Mail	732-445-5489 and 757-269-7011, gilman@jlab.org
Co-PI's (with affiliation)	Users Group Board of Directors

Executive summary including the projected begin/end dates. The Users Group Board of Directors requests \$4000 to support Users Group Satellite Meetings at the 2009 APS Spring Meeting (May, Denver, CO) and the 2009 DNP Fall Meeting (October, Waikoloa, HI).
Synopsis of scientific, educational, technical, and/or business merits, and alignment with and significance to Lab's current programs. The satellite meetings enhance communication between users and the laboratory, allowing direct communication at two major APS meetings typically held far from Jefferson Lab, and often attended by users not regularly at the laboratory.
Proposed evaluation plan to measure success. If this is a request for renewal of funds, assessment of prior year performance. Attendance at the satellite meetings, and improved communication indicated by greater feedback from users will be used to evaluate the effectiveness of the activity. As part of the meetings, we will survey the users on whether they find the meetings to be valuable.

Authorized signature for proposal from:	
JLab employee	Lab Director signature <u><i>Ronald Gilman</i></u>
JLab user	JLab Users Group Board Chair
Other	Institutional authorization

Office of SURA Chief of Strategic Services – Internal Use		
Proposal received:	Submitted for review:	Disposition:

Attachment A Technical Proposal – no more than 5 pages please. Up to 5 additional pages of letters of support, or other supporting materials may accompany proposal.