

JSA Initiatives Fund Proposal Summary Sheet

Proposal title:	Support of Users Group Annual Meeting		
<input type="checkbox"/> New proposal	<input checked="" type="checkbox"/> Renewal	Total funds requested	Leveraged support / Matching resources <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		\$6,900.00	
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	Registration fees, about \$7000	Authorized Signature:	
Source/Amt		Authorized Signature:	
Source/Amt		Authorized Signature:	

Principal Investigator (PI)	<u>Zein-Eddine Meziani, chair, Jefferson Lab Users Group Board of Directors</u>		
<input type="checkbox"/> JLab employee	Associate Director signature		
<input checked="" type="checkbox"/> JLab user	Name of university	<u>Temple University</u>	
<input type="checkbox"/> Other	Name of institution		
PI's Mailing Address	<u>Barton Hall A323, 1900 N. 13th St., Philadelphia, PA 19122</u>		
PI's Telephone / E-Mail	<u>215-204-5971 / meziani@temple.edu</u>		
Co-PI's (with affiliation)			

Executive summary including the projected begin/end dates. The Users Group Board of Directors requests funds to support the 2010 annual users meeting, which is scheduled for June 7-9, 2010. Most of the funds are directed to graduate students. The funds requested will allow us to waive all student registration fees, and to provide lunches for the students, thus encouraging attendance. This proposal also includes travel funds for the Thesis Prize and JSA Postdoctoral Prize winners, who are invited speakers at the users meeting. It is clearly appropriate for us to pay travel costs for these speakers to come to the annual meeting. Some general support is requested, as the meeting has barely broken even the past few years.
Synopsis of scientific, educational, technical, and/or business merits, and alignment with and significance to Lab's current programs. This proposal benefits the laboratory user community by encouraging and enabling increased attendance at the Users Group Meeting. In particular, it helps the graduate students, the youngest members of our community.
Proposed evaluation plan to measure success. If this is a request for renewal of funds, assessment of prior year performance. The primary goal of this request is increased attendance of graduate students at the Annual Users Meeting. The JSA Initiatives Fund has now supported this activity for three years, Graduate student registration for the annual meeting was under 40 in 2006, when graduate students had to pay registration fees, but increased to 72 in 2007, 81 in 2008, and 97 in 2009. Thus, the first three years of this program have been clearly successful, and we want to maintain this success. The second goal of these funds to encourage the Thesis Prize winner and JSA Postdoctoral Fellow to attend the Users Meeting and give talks about their research. These talks have been presented.

Authorized signature for proposal from:
JLab employee Lab Director signature _____
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.
Attachment B Budget Proposal

The most visible activity of the Jefferson Lab Users Group is the Users Group annual meeting. This meeting provides us our best chance to interact as a community, communicating with numerous users and giving us our best annual chance to impress representatives of the funding agencies with our numbers and excitement. The Users Group Board encourages attendance by having interesting science, sessions on funding and user group interests not present at typical scientific meetings, a meeting place and time convenient for users, and low registration fees. The support requested here allows us to bring students into the community, largely without having faculty and postdocs pay for them indirectly through having their own fees increased.

We note that generally we do not pay for speakers expenses at the Users Group Meetings, which further helps keep both registration fees and our request to JSA Initiatives Fund low.

For the 2009 Users Meeting, 207 people registered for the meeting. Total registration fees were \$10,955, including \$3395 from 97 student registrations. Expenses were largely related to catering for the meeting (breaks and reception), expenses for the graduate student lunches, support of the Prize speakers, and 3 or 4 registration fee waivers.



Jefferson Science Associates, LLC

Thomas Jefferson National Accelerator Facility

JSA Initiatives Fund Proposal
Attachment B - Budget Proposal

	Item Description		Amount
* Salary	_____	_____	
	_____	_____	
	_____	_____	
* Fringe Benefits		_____	
		Subtotal Salary & Fringes	_____
Equipment	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal Equipment	_____
Travel	Thesis Prize Winner to Annual Users Group Meeting	750	
	JSA Postdoctoral Prize Winner to Annual Users Group Mtg.	750	
	_____	_____	
		Subtotal Travel	\$1,500.00
Supplies	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal Supplies	_____
Consultants/Subcontracts	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal Consultants/Subcontracts	_____
Other Expenses (including * Indirect Costs)			
	Student registrations	3400	
	Student lunches	1000	
	General support	1000	
		Subtotal Other Expenses	\$5,400.00
Total Budget Proposal			6900

* Note: The Initiatives Fund is not intended for salary support or for the payment of indirect costs, and the inclusion of these costs in a proposal will be a factor in the evaluation for award.

Budget Justification	Users Meeting registration fees, after being constant for several years, were increased From \$60 to \$70 for most registrants, and \$30 to \$35 for graduate students, for 2008-9. This is clearly insufficient, due to catering cost increases, so we plan to raise fees to \$80/\$40 for 2010. In the last two years we have had about 85 graduate students at the annual meeting, so the estimated registration fees for the graduate students are 85*40 = 3400. In the past two years, we have also supplied lunches for the graduate students – in 2007 from registration fees, and in 2008 from the Initiatives Fund. The lunches cost ~ \$600 in 2007, \$700 in 2008, and nearly \$1000 in 2009. We estimate \$1000 for 2010.
	Travel for the JSA Fellow and the Thesis Prize winner can vary greatly, depending on where the individuals are located. The numbers given are an estimated average, between a local trip with plane fare, which might be \$400-\$500, and a longer range trip which can be ~\$1000.
	Given the doubling of catering costs in the last few years, and that the Users Group has little money, we request some discretionary money. Unexpended funds would support future meetings.