



Jefferson Science Associates, LLC

Thomas Jefferson National Accelerator Facility

JSA Initiatives Fund Proposal Summary Sheet

Proposal title:		<u>Support of Users Group Satellite Meetings</u>			
<input type="checkbox"/> New proposal	<input checked="" type="checkbox"/> Renewal	Total funds requested	<u>\$4,500.00</u>	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		Speaker travel expenses, ~ \$8000			
Source/Amt		~2 weeks organization / prep			
Source/Amt					

Principal Investigator (PI)		<u>Zein-Eddine Meziani, chair, Jefferson Lab Users Group Board of Directors</u>			
<input type="checkbox"/> JLab employee	<input checked="" type="checkbox"/> JLab user	Associate Director signature			
<input type="checkbox"/> Other		Name of university	<u>Temple University</u>		
		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.	
<u>The Users Group Board of Directors requests \$4500 to support Users Group Satellite Meetings at the 2010 APS April Spring Meeting (February, Washington, DC) and the 2010 DNP Fall Meeting (November, Santa Fe, NM).</u>	
Synopsis of scientific, educational, technical, and/or business merits, and alignment with and significance to Lab's current programs.	
<u>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.</u>	
Proposed evaluation plan to measure success. If this is a request for renewal of funds, assessment of prior year performance.	
<u>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.</u>	

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



Supporting Statement

The Jefferson Lab User Group Board of Directors attempts to enhance communication between the laboratory and users by sponsoring two satellite meetings at the Spring American Physical Society Meeting and at the Fall APS Division of Nuclear Physics Meeting. These meetings are typically hosted by the attending board members, who travel to the meeting using their research grants. The meetings last about 1½ hours, and typically have reports from the laboratory, the experimental halls, and the User Group Board. They provide an extra method of communicating to users that, being verbal, informal and interactive, is often more informative than much of what is distributed electronically. Perhaps more importantly, they have provided an important channel for the users to provide the Board and the laboratory with very valuable feedback - perhaps because the meetings have tended to be small, with only about 30 – 40 attendees. For example, it was at a satellite meeting several years ago that it first became clear to the board that there was a large visa problem affecting our non-US users.

The sad fact is however that the User Group has no regular sources of funds to pay for these meetings. Years ago, the annual meeting registration fees typically exceeded income, and the extra money was used to support the satellite meetings. It is of course not really desirable to ask people to pay at one meeting to support other meetings that they most likely will not attend. In the more recent past, as our annual meeting costs have risen, but our registration fees have not, we have had no extra funds, and we have had to beg the laboratory for discretionary funds to support these meetings; this is also not a desirable solution. This lack of money has had impact, as we had no Spring 2007 APS satellite meeting, and as a major factor in our deciding to have the Newport News Fall 2007 DNP satellite meeting at the laboratory without food, as this allows us to hold the meeting at no cost to the user group. For 2008, the Initiatives Fund agreed to support our two Satellite Meetings at the APS Spring St. Louis Meeting and DNP Oakland Fall Meeting.

The User Group has typically run “bare bones” satellite meetings, where our expenses are the rental fees for the room and audio-visual equipment, and a small amount of snacks



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and (non-alcoholic) drinks for the meeting attendees. During our Spring 2008 meeting we even dispensed with AV equipment to hold to our budget - rental costs shot up from ~\$100 at earlier meetings to ~\$400 in St. Louis. A contrasting example is the Fall 2006 Nashville DNP RHIC Satellite Meeting, which featured a Washington congressional staffer and an open bar. Clearly, it is desirable to develop a stable funding source so that we can continue to have these satellite meetings in the future, and the JSA Initiatives fund is the logical first choice. For the immediate future however, we plan to continue to run minimally expensive meetings, and not to try to compete in spending large sums.

Matching contributions are in the form of work by typically two organizers and six speakers; about 1-2 weeks are needed to prepare the meeting and talks. The Satellite Meeting itself lasts 1½ to 2 hours. Attendance also requires attendance at the APS meeting, which is typically a few days of travel and registration fees often costing about \$1500 per person, or even more.

At the APS 2008 Spring St. Louis Meeting, we had about 30 attendees, who agreed that the meeting was useful. We had presentations from the laboratory, the Users Group, and APS on the federal budget situation. We also had feedback on problems doing research at the laboratory - the main issue was with getting paperwork approved / badges activated when coming to the laboratory.



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JSA Initiatives Fund Proposal
Attachment B - Budget Proposal

	Item Description	Amount
* Salary	_____	_____
	_____	_____
	_____	_____
* Fringe Benefits	_____	_____
	Subtotal Salary & Fringes	_____
Equipment	_____	_____
	_____	_____
	_____	_____
	Subtotal Equipment	_____
Travel	_____	_____
	_____	_____
	_____	_____
	Subtotal Travel	_____
Supplies	_____	_____
	_____	_____
	_____	_____
	Subtotal Supplies	_____
Consultants/Subcontracts	_____	_____
	_____	_____
	_____	_____
	Subtotal Consultants/Subcontracts	_____
Other Expenses (including * Indirect Costs)		
Meetin Support	4500	_____
	_____	_____
	_____	_____
	Subtotal Other Expenses	\$4,500.00
Total Budget Proposal		4500

* 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 In 2008, we had \$3000 of JSA Initiatives Funds support for this activity. We managed to limit our spending to this amount by dispensing with AV equipment at one meeting, and limiting catering costs at both meetings. In 2009, we had \$4000 of JSA Initiatives Funds support for this activity. At our first meeting, in Denver, due to the tight scheduling by APS, we were forced to have a lunch meeting and to supply lunches to participants. Hotel expenses are perhaps best categorized as "outrageous", perhaps due to the choice of conference hotels by APS and / or the bad economy. We managed to limit our expenses To \$2000 by having the chair (RG) bring AV equipment to the meeting, saving \$400. Similar problems staying within budget are expected for the upcoming Hawaii DNP meeting. As a result, we are requesting an increase in support for 2010.