

Jefferson Science Associates, LLC
Managing and Operating the Thomas Jefferson National Accelerator Facility
for the U.S. Department of Energy

Proposal title

Principal Investigator (PI)

Synopsis of scientific, educational, technical, and/or business merits, and alignment with and significance to Lab's current program. Add additional pages if necessary.

Proposed evaluation plan to measure success. If this is a request for renewal of funds, assessment of prior year performance. Add additional pages if necessary.

Your proposal may include letters of endorsement and other supporting information. A maximum of 10 additional pages may be appended to this proposal form.

Budget Proposal

Proposal Title

Principal Investigator (PI)

Total funds requested

To be completed by JSA: Total funds awarded

	Item Description		Amount
<p>Equipment. Lab users submitting proposals that include equipment to be used at the Lab must review with the appropriate Lab Associate Director. The provision of the name of the AD below represents the AD's acknowledgement. No signature required.</p>			
	Associate Director: _____		
	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal Equipment	
<p>Travel Support. Provide break-out of estimates for registration fees, lodging and transportation, catering, and facility charges (room rentals, AV equipment; etc.)</p>			
	_____	_____	
	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal Travel	
<p>Supplies</p>			
	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal Supplies	
<p>Consultants/Subcontracts</p>			
	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal Consultants/Subcontracts	
<p>Other Expenses. Examples include stipends and honoraria, prizes, awards. The JSA Initiatives Fund Program does not support salaries and salary-related expenses, or indirect expenses. Describe other expenses below.</p>			
	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal Other Expenses	
		Total Budget Proposal	

Budget Justification and Leveraged Support/Matching Funds information. Identify the source, type and amount of support from each institution. For in-kind support, provide estimate of value. Your identification of the authorized representative who has committed institutional support for your proposal represents the acknowledgement of that individual. If support or funds are provided by the Lab, identify the associate director (or equivalent) as the authorized representative. Add additional pages if necessary.

SUPPORTING INFORMATION

Satellite meetings at the major APS meetings relevant to Jefferson Lab users (DNP fall meeting, APS April meeting) have a long tradition and are routinely organized by all major user facilities. They are instrumental both in reaching out to existing users that are further away and cannot (or do not) attend annual UG meetings, as well as a “good-will” outreach effort to potential future users and the Nuclear Physics community at large.

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. The satellite meetings are typically hosted by the attending board members, who travel to the meeting using support from their own research grants. The meetings last about 1½ to 2 hours, and typically have reports from the laboratory, discussion of physics topics of interest, and a report from the User Group Board. They offer an additional method of communicating to users that, being verbal, informal and interactive is often more useful than much of what is distributed electronically. Most notably, they have opened 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 relatively small, with about 40-60 attendees.

The User Group has typically run “bare bones” satellite meetings, where our expenses are the rental fees for audio-visual equipment and a small amount for food and (non-alcoholic) drinks for the meeting attendees. Our most recent two satellite meetings, at the DNP (2015) and the APS (2016), cost ~\$2800 and ~\$3000, respectively. The sum of the two is close to the requested budget, and so we again request \$6000 for the two meetings plus unforeseen contingencies. We plan to continue minimizing costs and will return all unexpended funds.

Matching contributions are in the form of work by typically two organizers and six speakers (1 + 3 for each meeting); about 1-2 weeks are needed to prepare the meeting and talks. Participation also requires attendance at the APS meeting, which means typically a couple of days of travel and registration fees with total expenses often exceeding \$1500 per person, yielding estimated expenses of over \$12000.

At the 2014 DNP Fall meeting and the 2015 APS Spring Meeting, we averaged well over 50 attendees, who gave very positive feedback. Questions from the users pointed towards the usefulness of these meetings to keep enhancing the frequency of open exchange between the user community and the laboratory. Furthermore, these satellite meetings are sometimes attended by people from the funding agencies. This has proven to be a very useful avenue of communication between the users and their funding agencies on common issues to the User community.