

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

Members of the UGBoD devote significant amounts of time and effort on many activities in support of the UG mission. Every member of UGBoD is a volunteer who has to maintain his or her own research effort and other duties (teaching, administration, etc.) while taking on this additional burden on behalf of the Users of Jefferson Lab. In this context, it seems both appropriate and helpful if costs incurred in the pursuit of this effort are (partially) provided, in particular for travel which may be required or at least in the clear interest of the User Group and Jefferson Lab. Some members of UGBoD are rather junior (even by design, e.g. the postdoc representative and the graduate student representative) and simply cannot afford major travel expenses. Others (like the UGBoD chair) are expected to attend several meetings (e.g., JSA Program Committee) for which research support (e.g., grant funding) is typically not appropriate. A similar consideration applies to outreach activities, including congressional visits.

Therefore, we ask for continuing JSA support in form of a travel fund as part of the financial support for User Group activities. This travel fund would be administered (like all UG finances) by the Secretary/Treasurer of UGBoD (presently Lorelei Chopard). As a rule, all requests for travel support from this fund by members of UGBoD would have to be presented before travel commences, and agreed to by at least two of the UGBoD Chair-line. The travel fund could only be used to pay any additional costs for travel in support of UGBoD's mission that cannot reasonably be charged to other sources. As an example, travel to conferences would be excluded, and travel that can be combined with other business would only be charged up to the incremental amount required by UGBoD business. Transportation costs would be capped at the lowest reasonable price for the necessary itinerary, e.g. actual costs for fuel, parking and tolls if a private vehicle is (or could be) used. Similarly, hotel costs should be kept as low as reasonable. No per diem would be reimbursed by this fund. All costs must be documented with receipts and will only be reimbursed after the travel has occurred.

As an example, the present chair of UGBoD typically attends two meetings of the JSA Program Committee, one in conjunction with the Fall SURA Board of Trustees Meeting in Washington, DC, and the other at the spring meeting. In most cases, only partial travel support is provided, and expenses financed from other sources and can be considered "matching contributions". For the UGBoD board meetings, partial support can be made available for board members who incur significant costs to attend board meetings, which typically takes the form of limited support for members travelling from outside of the country. Extrapolating from previous experiences, we assume that we will be able to match funds paid from this program at least at a 1:1 ratio.

This year we have covered approximately \$1400 in travel costs in the first six months of 2016. In 2014 we increased our request to \$3000, based on the expectation that we would have larger expenses. At present we have greater-than average representation by non-US directors on UGBoD (including the Past-Chair) and would like to provide at least some travel support for costs incurred for UGBoD business.

As before, UGBoD members will monitor this program and discuss both completed and anticipated travel at each of the (at least twice annual) UGBoD meetings. We will keep track of additional travel opportunities that become available because of this fund. We will also ask members of future nominating committees to gauge the impact the availability of such funds may have on the decision of future candidates to run for UGBoD positions. We will present our experience to the JSA Programs Committee at their regular meetings. We maintain our request at the 2015 and 2016 level of \$3000 for 2017.