

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

FY2018 JSA Initiatives Fund Proposal Summary Sheet

Proposal title

Project Start Date (month/year)

Project End Date (month/year)

New
proposal

Renewal

**Total funds
requested**

Total leveraged support / matching
funds. Details of funds must be
included in budget proposal.

To be completed by JSA: Total funds awarded

Principal Investigator (PI)

Institutional affiliation
Mailing address
Email / phone #

Co-PI (if more than 1, add
pages with information)

Institutional affiliation
Mailing address
Email / phone #

Check one category: If PI is a Lab employee, your identification of the appropriate Associate Director below represents the acknowledgement of that AD with your submittal of proposal. No signature required.

Lab employee: Identify Associate Director (email /
phone)

Lab user: Identify University affiliation (email / phone)
Joint appointee: identify University and Lab division
association (email / phone)

Other: Identify Institutional affiliation (email /
phone)

Proposal: Attach file with

- (1) **Executive summary and technical proposal**
- (2) **Synopsis of scientific, educational, technical, and/or business merits, and alignment with and significance to Lab's current program**
- (3) **Proposed evaluation plan to measure success.** If this is a request for renewal of funds, assessment of prior year performance,

Your proposal may include letters of endorsement and other supporting information (maximum of 12 pages including this summary sheet and budget sheet)

Executive summary: Honoraria for foreign visitors are unallowable through the Jefferson Lab contract since Jefferson Science Associates is not an educational or non-profit institution as determined by the IRS. The Lab has historically provided an honorarium to its PAC members for their service in support of the Lab. Beginning FY2013, honoraria have been made to foreign PAC members by SURA with reimbursement from the JSA Initiatives Fund.

Synopsis of merits and alignment with and significance to Lab: Program Advisory Committee members receive an \$800 honoraria for their service. For consistency and continuity, all PAC members should be recompensed a de minimus honoraria for their week-long meeting to address key issues related to the Jefferson Lab science program.

Proposed evaluation plan to measure success: In FY2013 through FY2017, a mechanism was put in place that allowed SURA, the non-profit partner of JSA, to make payments to the foreign members. SURA will employ this method in FY2018 for PAC 46.

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.</p>			
	_____	_____	
	_____	_____	
		Subtotal Other Expenses	
		Total Budget Proposal	

Budget Justification: Include narrative to explain need for each line item in the budget, showing breakdown of calculations used to arrive at the amount in each line of the budget. Note that the JSA Initiatives Fund Program does not support salaries and salary-related expenses, or indirect expenses.

Leveraged Support/Matching Funds information. Identify the source, type and amount of dollar funds from each institution. Include **separately** estimated value of in-kind support. 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. Information may be included on separate page.