

**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)

# Budget Proposal

**Proposal Title**

**Principal Investigator (PI)**

**Total funds requested**

**To be completed by JSA: Total funds awarded**

	Item Description		Amount
<p><b>Equipment.</b> 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. <b>No signature required.</b></p>			
	Associate Director: _____		
	_____	_____	
	_____	_____	
		Subtotal Equipment	
<p><b>Travel Support.</b> Provide break-out of estimates for registration fees, lodging and transportation, catering, and facility charges (room rentals, AV equipment; etc.)</p>			
	_____	_____	
	_____	_____	
	_____	_____	
		Subtotal Travel	
<p><b>Supplies</b></p>			
	_____	_____	
	_____	_____	
		Subtotal Supplies	
<p><b>Consultants/Subcontracts</b></p>			
	_____	_____	
	_____	_____	
		Subtotal Consultants/Subcontracts	
<p><b>Other Expenses.</b> Examples include stipends and honoraria, prizes, awards.</p>			
	_____	_____	
	_____	_____	
		Subtotal Other Expenses	
		<b>Total Budget Proposal</b>	

**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.

#### EXECUTIVE SUMMARY:

The Users Group Board of Directors requests funds to support two satellite users meetings in conjunction with the APS "April Meeting" and the DNP Fall Meeting. Our past experience has shown that the cost for AV equipment and refreshments at these meetings typically reach \$2500 for the Fall and \$3000 for the Spring, since we are typically required to use the services of the official conference organizers/hotels. We include \$500 contingency to account for inflation and/or increased attendance.

Leveraged support mainly from Jefferson Lab and UG Board universities in the form of travel expenses and registration for about 4 speakers for each meeting. With an estimated average expense of \$1500 per person per meeting, this yields \$12k in leveraged support.

#### SYNOPSIS:

The spring satellite meeting is an excellent venue to enhance communication between users and the laboratory, allowing direct communication at a major APS meeting with strong involvement from the larger nuclear physics community held far from Jefferson Lab, and often attended by users not regularly present at the laboratory. We consider this an extremely important "outreach" effort to the important constituency of present and potential future users. Similar considerations apply to the Fall meeting of the DNP. We plan again to have presentations on Jefferson Lab and Users Group news by Lab management and the UG chair or designate at both meetings.

We have been averaging about 50 attendees at the most recent April APS meeting. We had a drop in Fall DNP meeting attendance when the meeting was held in the meeting, so we held the most recent meeting at a lunchtime slot and had about 40 attendees. We will continue to hold future satellite meetings either during lunch or a pre-dinner timeslot.

#### EVALUATION PLAN:

Attendance at the satellite meetings, and feedback from users will be used to assess the effectiveness of this activity. We have received many strongly positive comments from attendees at the last few meetings.

#### 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 (nonalcoholic) 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.