

## JSA INITIATIVES FUND

### A. PURPOSE

The Jefferson Science Associates, LLC (JSA) Initiatives Fund (IF) is provided by the JSA owner-members, SURA and PAE, to support projects, initiatives, and activities that further the scientific outreach and promote the science and technology of the Jefferson Lab in ways that complement its basic and applied research missions. The owner-members intend that the IF be used to support those projects, initiatives, and activities that leverage commitments and resources of others, including the Lab itself. The owner-members also expect IF support to benefit the Lab's extended user community. Generally, the IF funds are not meant to support scientific projects or for those of a technical or R&D nature.

A complete list of current and past projects supported by the IF can be found at: <http://www.jsallc.org/IF/IFProjects.html>.

### B. PRINCIPLES

1. The IF is available to those directly affiliated with the Lab, including members of the Lab's extended user community, researchers working at the Lab including Lab staff, and other individuals or groups who can make unique contributions to the Lab's research and development and technology transfer missions.
2. The IF can be used to support projects historically sponsored by SURA, such as the graduate fellowship and sabbatical support programs, as well as new projects, ad hoc initiatives, and other activities that further the Lab's scientific outreach and enhance its scientific and technology programs.
3. An amount not to exceed one-quarter of the annual owner-members' commitment will be set aside for use by the President/Lab Director at his/her discretion for expenses in support of the Lab's missions that may or may not be chargeable to JSA's DOE Contract.
4. An Initiatives Fund Evaluation Committee, chaired by the JSA Programs Committee chair, will be responsible for evaluating proposals and for advancing recommendations to the JSA owner-members. The JSA Board Liaison, who serves as staff support to the JSA Programs Committee, serves as a non-voting member of the Evaluation Committee.
5. The JSA Programs Committee will assess on a regular basis the value of the projects supported by the IF, including those projects that are renewed from year-to-year, to ensure their ongoing relevance and community support for continuation.
6. SURA and PAE, the owner-members, will have final approval authority over the annual budget for the IF, including the need to set aside funds for specific owner-directed projects, initiatives or activities. SURA, as the Administrative Member of JSA, will monitor IF expenditures. The JSA Board Liaison manages and administers the IF Program. The JSA Programs Committee chair, who is both a JSA Director and a SURA Trustee, will report to the JSA and SURA Boards on the JSA IF Program.

### C. PROCEDURES

1. **Application:** Proposals for support from the IF Program will be submitted to the Evaluation Committee through the JSA Board Liaison. The Board Liaison will respond to questions from proposers during the solicitation and evaluation process as needed. At a minimum, proposals for IF support should address the following:
  - a. Principal investigator(s), proposal title, amount and source(s) of leveraged/matching funds, nature of affiliation with Jefferson Lab. Proposals that include equipment to be used at the Jefferson Lab must indicate the acknowledgement of the relevant Lab Associate Director.
  - b. Executive summary including begin/end dates; synopsis addressing the scientific, technical, or business merits and alignment with and significance to the goals and missions of the Lab; and, proposed evaluation plan<sup>1</sup>.
  - c. Budget proposals including a statement of justification for the funds requested.
    - (1) IF support will not be provided for proposals that include salaries, salary-related expenses, or indirect expenses (G&A).

<sup>1</sup>Proposals may include letters of endorsement and other supporting information.

- (2) Funds for scientific projects or those of a technical or R&D nature are generally not supported from the IF.
  - (3) Funding for meetings, workshops, and conferences should align with the overall interests and mission of JLab and should be at least matched by another source.
- d. Proposals for renewals of projects should address the amount of prior year awards and an assessment of prior year performance and success of project.
2. **Selection Criteria:** Evaluation of proposals will be based generally on the following criteria. Individual proposals, including renewals, may include additional project specific requirements and evaluation criteria. The Evaluation Committee will not provide original scientific or technical review of proposals.
- a. Intellectual and/or outreach merits of the proposal and/or potential impact on the Lab User community;
  - b. Alignment with and significance to the goals and missions of the Lab;
  - c. Degree of leveraged support and/or matching resources from other fund sources, including Lab funds. For scientific meeting support, proposers are encouraged to discuss availability of matching funds with the Lab Deputy Director for Science & Technology;
  - d. Extent to which other means (federal, state, regional, local, or private) to gain the proposed support were considered;
  - e. Proposed evaluation plan to measure success.
3. **Reporting:** Upon project completion, PI's will prepare a written summary report addressing the work undertaken as a result of IF support and an assessment of its success based on the proposed evaluation plan. Reports should be submitted to the JSA Board Liaison. Failure to submit timely reports may be a factor in future evaluations of project renewals and/or other proposals from the PI.