



Jefferson Science Associates, LLC

a **SURA/CSC** Company

JSA INITIATIVES FUND

A. PURPOSE

The Jefferson Science Associates, LLC (JSA) Initiatives Fund (Fund) is provided by the JSA owner-members, SURA and CSC, to support programs, 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 Fund be used to support those programs, initiatives, and activities that leverage commitments and resources of others, including the Lab itself. The owner-members also expect Fund support to benefit the Lab's extended user community.

B. PRINCIPLES

1. The Fund can be used to support programs historically sponsored by SURA, such as the graduate fellowship and sabbatical support programs, as well as new programs, ad hoc initiatives, and other activities that further the Lab's scientific outreach and enhance its scientific and technology programs.
2. An amount not to exceed one-quarter of the total Fund 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 not be chargeable to the JSA's DOE Contract.
3. The Fund 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.
4. The Jefferson Lab Committee, whose Steering Group is the JSA Programs Committee, will be responsible for evaluating proposals and for advancing recommendations to the JSA Board through the Chair of the Committee who is a JSA Director. The JSA Science Coordinator, who serves as staff support to the JSA Programs Committee and the JSA Science Council, will support the work of the Jefferson Lab Committee.
5. The Jefferson Lab Committee will assess on a regular basis the value of the primary programs supported by the Fund, including those carried forward as programs historically sponsored by SURA, to ensure their ongoing relevance and community support for continuation.
6. SURA and CSC, the owner-members, will have final approval authority over the annual budget for the Fund. SURA, as the Administrative Member of JSA, will monitor Fund expenditures and report annually on Fund use to the JSA Board as well as the Jefferson Lab Committee.

C. PROCEDURES

1. Proposals for support from the Fund will be submitted to the Jefferson Lab Committee through the JSA Science Coordinator. The JSA Science Coordinator will serve as the liaison between the Committee and proposers to solicit additional information to ensure the quality of the proposals.
2. At a minimum, proposals for support from the Fund should address:
 - a. Proposer(s), nature of affiliation with Jefferson Lab, and title of proposal.
 - b. Concise narrative or synopsis of the proposal including: an executive summary; applicable background information; the scientific, technical, or business merits; its alignment with and significance to the goals and missions of the Lab; specific research or activities to be performed; letters of endorsement, recommendation, or support; and, any other information to enable a fair evaluation.



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- c. Cost summary for the funds requested, including details regarding leveraged support and/or matching resources from other fund sources, and the extent to which other means of support were considered. If the proposed funding is part of a package of support and completion of the project is contingent on approval of additional funding from other sources, the proposal should include a statement of contingency of Fund support on the approval of matching or other funding support.
 - d. Proposed time frame and/or schedule for execution of the proposed program/initiative/activity.
 - e. Proposed evaluation plan to measure the success of the proposed program/initiative/activity.
3. Proposals will be evaluated by the Jefferson Lab Committee based generally on the following criteria. Individual programs, including those that are intended to be multi-year (annually renewed), may include additional program specific requirements and evaluation criteria.
- a. Scientific, technical, and/or business merits of the proposal
 - 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
 - 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 the success of the proposed initiative
4. For programs intended to be renewed annually, specific program guidelines will be developed such that the process enables award announcements on or before the spring meeting of the Jefferson Lab Committee.
5. Proposals for ad hoc initiatives and activities and new programs should be submitted to the JSA Science Coordinator at least sixty (60) days prior to the scheduled Jefferson Lab Committee meetings to be given consideration at the meeting.
6. Annually, Fund recipients will prepare a written summary report of the status of the work undertaken as a result of support from the Fund. Upon completion of the program/initiative/activity, a written assessment of its benefits should be provided based on the evaluation plan set out in the proposal. Reports should be submitted to the JSA Science Coordinator. The President/Lab Director will report to the SURA Board on the status of all ongoing programs and the evaluation of completed programs/initiatives/activities as part of his annual report.

A handwritten signature in black ink, appearing to read 'Jerry P. Draayer', written over a horizontal line.

Jerry P. Draayer
SURA President and CEO

A handwritten signature in black ink, appearing to read 'Lawrence H. Hare', written over a horizontal line.

Lawrence H. Hare
CSC/ATD President