

## National Nuclear Physics Summer School Steering Committee Checklist

This is a checklist for the Steering Committee [SC] to help ensure the National Nuclear Physics Summer School host institutions are able to provide the necessary support.

- ☐ 1. Has the SC verified that all proposers have read the "Summary of Requirements for Host Institutions and Related Information" posted on the INT web site?  
<https://www.int.washington.edu/NNPSS/organizers>
  
- ☐ 2. Has the SC directly confirmed with the proposers for the selected site that their institution's Grants and Contracts office and Institution can:
  - ☐ a. Accept a subcontract from the University of Washington for participant costs only? Indirect costs are not allowed.
  
  - ☐ b. Provide space and local administrative support for the school at no cost to the NNPSS grant, including any supporting facilities such as A/V, poster boards, materials, supplies, services such as photocopying, etc.?
  
- ☐ 3. Has the SC confirmed with proposers of the selected site that:
  - ☐ a. They have adequate funds to cover costs for social events and other activities not covered by the NSF grant?
  
  - ☐ b. They are aware that registration fees are not permitted? (This generally requires that the host has set up some mechanism by which students may pay the portion of local housing/meal costs not covered by the grant, typically 25%, directly to the unit providing housing.)
  
  - ☐ c. They have checked government per diem rates for the site, confirming that they will not be exceeded?
  
  - ☐ d. They have checked with their institution's housing office or other facility that adequate housing and meeting space will be available for a two-week duration in summer.