

National Nuclear Physics Summer School
Summary of Requirements for Host Institutions and Related Information

Financial Issues

1. **The host institution must be able to accept a subcontract from the University of Washington, for participant costs only. Indirect costs are not allowed.**

The National Nuclear Physics Summer School (NNPSS) grant from the National Science Foundation is held by the Institute for Nuclear Theory at the University of Washington. Funding provided by the NSF for the 2014 school was approximately \$60K. **The funding increment is awarded on April 1 of each year. At that time the amount will be confirmed to the host institution.**

- The host institution must submit to the INT, via the host institution's sponsored programs office, a proposed budget including a budget justification. The INT Administrator will coordinate with University of Washington's Office of Sponsored Programs to have the subcontract issued. A minimum of two weeks is required for processing.
 - At the close of the summer school, the host institution must submit an invoice with an itemization of the costs and be able to provide supporting documentation as required.
 - The organizer must submit a final technical report before the invoice can be paid.
2. **The NNPSS grant is for specific participant support costs.**
 - **Up to \$3K of the funds can be used for coffee break refreshments on lecture days.**
 - **The remaining funds are to cover 100% of the room/board and travel costs for non-local lecturers, and some portion (~75%) of the room/board costs for the non-local students.** It is expected that the remaining room/board for students, and all the transportation costs for students, will be covered by their home institutions.
 - **The grant cannot cover:**
 - Costs for local lecturers or students, the host, administrative staff, or accompanying guests.
 - Meeting facilities costs (room rental, poster boards, A/V), materials, supplies, photocopying, etc.
 - Administrative & management fees or indirect costs.
 - Social events or alcoholic beverages.
 3. **Room and board costs not to exceed per diem rate.**
 - Lodging and meals for both lecturers and students are not to exceed the U.S. federal per diem rate for the location, or the allowable rate used by the host institution, whichever is less.
 - For a banquet where there will be an official speaker, the grant could cover up to the allowable amount for that meal, for non-local lecturers and students, but only if that meal is not already included in the room/board cost. This should be discussed in advance with the INT Administrator to ensure adequate documentation. There is no additional funding for this.
 4. **Airfare not to exceed coach class. International airfare must conform to NSF grant regulations.**
 5. **No registration fees.**

The host institution should refrain from using a registration fee to collect the student room/board portion not covered by this grant, or to support other costs of the school. A registration fee is against the whole principle of the NNPSS. The idea is to include as many students as possible and charging a registration fee is unfair to students and their advisors who do not have large grants or any grants at all. The host institution should ensure there is a way for participants or their home institutions to make direct payment for the portion of room & board costs not covered by the NNPSS grant.
 6. **Social events.**

The host institution should have a source of funds to support social events (receptions, excursions, etc.). The NNPSS grant cannot cover such expenses. Most sites have found that ~\$5K of unrestricted funds is helpful in addressing such needs.

Logistical Issues

1. **Selecting Lecturers:** The organizers are responsible for selecting topics and lecturers, in consultation with the NNPSS Steering Committee.
2. **Poster:** The host institution usually produces and distributes the poster at their own cost (it is not allowable on the NNPSS grant). However, the INT will produce and distribute the poster if that is necessary. If the host institution produces the poster, a draft should be run by the INT before publishing. The INT will in any case provide the printed mailing labels for the poster distribution.
3. **Web Site:** The INT webmaster, Cheryl McDaniel, can assist with building a web site for the summer school. If the host institution builds its own web site, please notify the INT of the URL so that it can be linked to the main NNPSS page that is maintained by the INT.
4. **Housing/Meal Arrangements:** The host institution is responsible for entering into agreements to secure housing, meals, etc., and for paying any required deposits.
5. **Meeting Facilities, Services, Supplies:** The host institution is responsible for securing and paying for meeting rooms, A/V equipment or services, poster boards, materials, supplies, photocopying, etc.
6. **Lecturer Travel:** The host institution is responsible for handling the travel reimbursements.
7. **Archiving lectures:** The INT maintains an archive of past schools, including lectures.
<http://www.int.washington.edu/NNPSS/schools.html>
<http://www.int.washington.edu/NNPSS/talks.html>
Please ensure that the INT has access to the lectures for archiving.
8. **Final report:** At the end of the school, the organizers must submit a final report to the INT. This should include the following:
 - Lecturer names and their topics
 - Student names and their home institutions
 - Demographics of the students (e.g., % of female students)
 - Description of the format of the school (number of lectures each day; time for informal discussion; special speakers other than the lecturers; student talks, etc.)
 - Social events
 - Financial support provided by the host institution or other organizations
 - Any other comments/observations/suggestions

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