



**STScI** | SPACE TELESCOPE  
SCIENCE INSTITUTE

**Hubble Fellowship Program  
Policy and Budget Information  
2017**

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## Introduction

Hubble Fellowships are comparable to research fellowships or similar limited-term postdoctoral level appointments at universities. Fellowship appointments are not permanent, professional career positions.

This document outlines policies and procedures for new and continuing Hubble Fellows, establishing or renewing their Fellowships and the associated arrangements with Host Institutions and Faculty Contacts. It also includes procedures for submitting budget proposals to STScI.

These policies are meant to be used in conjunction with the STScI General Grant Provisions dated June 2016.

<http://www.stsci.edu/institute/grants/documents/general-grant-provisions-june-2016.pdf>

### **Contacts:**

#### **Hubble Fellowship Program Office**

*(Science or policy inquires):*

Dr. Andrew Fruchter  
Hubble Fellowship Program Office  
3700 San Martin Drive  
Baltimore, MD 21218  
Phone: 410-338-5018  
Email: [fruchter@stsci.edu](mailto:fruchter@stsci.edu)

#### **STScI Grants Administration Office**

*(Allowable costs, budget preparation, foreign travel prior approval, equipment prior approval, report submission):*

Shantavia Sturgis  
Hubble Fellowship Grants Administrator  
Phone: 410-338-4315  
Email: [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu)

## Section – 1 Role Descriptions

The Hubble Fellow leads the science for the program.

The Faculty Contact is an unfunded scientist with the appropriate level of authority and responsibility to ensure the funding helps the Fellow achieve the proposed scientific goals. The Faculty Contact is responsible for the administration of the grant for managing the budget submitted to STScI on behalf of the Fellow.

The Faculty Contact and the Hubble Fellow must be affiliated and located at the same institution.

## Section – 2 STGMS (Space Telescope Grants Management System)

STGMS is a web-based application that allows users direct access to grants information.

<https://stgms.stsci.edu>

All grant actions occur in STGMS. These actions include grant budget submissions and approvals; grant awards and amendments; no-cost extensions; financial and performance reports; etc.

If required, STScI will provide accounts for Faculty Contacts in STGMS.

Hubble Fellows are not authorized users in STGMS. If the Fellow must access STGMS, contact an Authorized Official (AO) at the Host Institution who will activate individual user accounts and provide privileges, as necessary.

## Section – 3 Funding

Funding for the Hubble Fellowship (HF) program is contingent upon the availability of funds from the National Aeronautics and Space Administration (NASA) and approval of the Space Telescope Science Institute (STScI) Director.

STScI funds each Fellowship through a grant to the Host Institution, with the Faculty Contact serving as the Administrative Principal Investigator (Admin PI).

STScI awards funds for a maximum of 3-years (36-months). Annually, the Grants Administration Office will contact you to submit a budget.

As stated in the Grant Award/Amendment documents, funding becomes automatically available to the Host Institution based on the incremental schedule below. No action is required by the Host Institution to “release” funds.

60% available upon award (month 1)

40% available (month 7)

Hubble Fellowship grant funds are solely for the support of the Fellow for the conduct of his/her research program (with one exception noted in Section 14, #4 Travel) and must not cover expenditures for any other purpose or any other individual.

## Section – 4 Pre-award Costs

Pre-award costs are those incurred prior to the effective date of the grant award. HF pre-award costs are limited to equipment and computing devices, travel that will occur during the grant period of performance, and relocation costs. The costs must be for project related activities and necessary for the efficient and timely performance of the Fellowship scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the start date of the grant award.

Pre-award costs are incurred at the Host Institution’s own risk and STScI is under no obligation to reimburse such costs if for any reason the Host Institution does not receive an award, or an award is made for a lesser amount than the Host Institution anticipated

## Section – 5 Commencement of New Fellows

### 1. Ph.D. Requirements

Fellows must have received their Ph.D. prior to the commencement of the Fellowship. Fellows who have not completed all the requirements for their Ph.D. degree at the time of application must provide proof of completion to STScl Grants Administration before beginning their appointment.

### 2. Start Date

The Fellow, the Host Institution, the HF Program Office, and STScl Grants Administration negotiate the start date. The typical start date is September 1st. The earliest and latest start dates are August 1<sup>st</sup> and January 1<sup>st</sup>. Start dates earlier than September 1st are limited by the availability of funding from NASA and by the time required to complete administrative procedures to issue the award.

### 3. Length of Fellowship

The Fellowship is a 3-year appointment, subject to an annual review and approval for renewal. HF grants support the individual Fellow's research program. Fellows must work full-time on their research programs and be in residence at the Host Institution during the entire period of the Fellowship appointment.

### 4. Visa Requirements

Non-U.S. nationals who are offered Hubble Fellowships must have a valid visa for the duration of the Fellowship appointment. STScl does not support any costs (including attorney fees) related to obtaining or renewing a visa. These costs are not reimbursable by the HF Program. The application process is the responsibility of the Fellow and their Host Institution.

### 5. Taxes and Insurance

The Host Institution and each Fellow is responsible for complying with all regulations related to state and federal taxes. STScl recommends the Fellow to consult with a tax accountant regarding their individual situation.

Non-resident aliens – Fellows holding Exchange Visitor (J-1) visas are advised that federal income tax may be withheld by the Host Institution, and should consult the appropriate office at the their institution.

## Section – 6 Continuing Fellows

The HF Program Office conducts an annual review based primarily on the Fellow’s level of scientific activity and achievement (as reflected in the items listed below).

The following are due no later than June 1<sup>st</sup>:

Document:	Responsibility:	Submission location:	Description:
Interim Performance Report (Template provided in Appendix A)	Hubble Fellow	STGMS via Faculty Contact	The Hubble Fellow must describe scientific research activities from the start of the Fellowship, including a publications list.
Annual Faculty Contact Assessment	Faculty Contact	Signed pdf copy to HF Program Office and Grants Admin Office	The Faculty Contact must assess the Fellow’s research performance during the year and affirm their support to renew the subsequent year.

Upon review and approval of the required documents listed above, the HF Program Office will notify Continuing Fellows of their renewal. In the event that the Fellow’s scientific activity is determined to be inadequate, the Fellowship would be subject to termination at the end of the current year.

## Section – 7 Changes in Host Institution

Each Fellow must be in residence at the Host Institution throughout the full 3-year Fellowship term.

Under special circumstances, a Fellow may relocate to an Institution other than the original Host Institution. A written request and justification for a transfer must be submitted to the HF Program Office with a copy to STScI Grants Administration, and is subject to approval from the STScI Director.

Upon approval, the grant at the current Host Institution will be closed, and a grant will then be awarded to the new Host Institution. In general, STScI will not approve a transfer request if the new Host Institution has already accepted a new Hubble Fellow for the current year.

## Section – 8 Early Termination of the Hubble Fellowship

If a Fellow terminates prior to the end of the 36-month period, the following information must be submitted to the HF Program Office and STScI Grants Administration:

- A. Minimum 30-day notice of the intent to resign the Fellowship.
- B. Letter of resignation to the Faculty Contact at the Host Institution, with copies to the HF Program Office and STScI Grants Administration. The letter must include a brief reason for the resignation and the effective date of the resignation. Email PDF copies are preferred.
- C. List of other STScI grants on which the Fellow is the PI (Science or Administrative).
- D. Name of new institution.

If the Fellow is moving to a non-U.S. institution, all equipment and/or computing devices purchased to support the Fellow's research program must remain at the U.S. Host Institution to be used in support of other STScI or NASA research programs. Otherwise, the equipment and/or computing devices may transfer with the Fellow to another U.S. institution. For authorized equipment with a unit cost of \$5,000 or more, the new institution must accept title to and for responsibility the equipment by submitting a Special Request through STGMS.

STScI will modify the end date of the Fellowship grant to the effective date of resignation, and will provide a list of final reports required to close the grant.

## Section – 9 Final Year and Closeout of the Fellowship

All expenditures must be incurred prior to the end date of the Fellowship. All unexpended funds must be returned to STScI.

At the end of the third Fellowship year, the following Final Reports are required (*due dates for the final reports are included in the grant award and amendment documents*):

Document:	Responsibility:	Submission location:	Description:
Final Performance Report	Hubble Fellow	STGMS via Faculty Contact	The Fellow must describe scientific research activities during the 3-year grant period.
Final Faculty Contact Assessment	Faculty Contact	Signed pdf copy to HF Program Office and Grants Admin Office	The Faculty Contact must assess the Fellow's research performance throughout the 3-year term.
Final Financial Report	Host Institution	STGMS	All expenses must be incurred prior to the end date of the Fellowship.
Final Equipment Report (Template provided in Appendix C)	Host Institution	STGMS	All equipment approved by STScI and purchased with Hubble Fellowship funds must be reported on the Final Equipment report. Negative reports are required.
New Technology Report	Host Institution	STGMS	Because of this grant, have any inventions and/or new technology initiatives been developed? Negative reports are required.

## Section – 10 No Cost Extension

The Host Institution may request a NCX for page charges only. Papers must be submitted to a journal prior to the end of the Fellowship.

Notify the Grants Administration Office at least 30 days prior to the end of the award providing the name(s) and author(s) of the paper(s) and date(s) submitted.

If an extension is approved, only the due date for the Final Financial Report will change. The due date for the Final Performance Report, Final Faculty Contact Assessment, Final Equipment Report, and New Technology Report will not change.

## Section – 11 Family and Medical Leave

If leave is required for situations such as a serious health condition, and/or the birth/adoption of a child during the 3-year Fellowship term, the fellow will follow their Host Institution's Family and Medical Leave Act (FMLA) policies.

The HF Program does not pay for costs (including stipend, health insurance, and benefits) during periods of leave. STScI will approve no additional funding but will extend the fellowship grant period by the amount of time of the approved leave.

STScI Grants Administration Office requires notification to approve a request for all leaves of absence. If the request for leave is other than medical, STScI requires that the Fellow provide information on what will be done during the duration of the absence.

## Section – 12 Publications and Other Research Accomplishments

STScI anticipates the Fellow will publish their research results in refereed literature. Each publication must include the following acknowledgments:

- A. "Support for this work was provided by NASA through Hubble Fellowship grant # \_\_\_\_\_ awarded by the Space Telescope Science Institute, which is operated by the Association of Universities for Research in Astronomy, Inc., for NASA, under contract NAS5-26555."

- B. Hubble Fellows must identify themselves, as such, in a footnote attached to their names on the title page of each publication.

In addition, Fellows must keep the HF Program Office informed of their research projects, special discoveries, awards, or other significant developments, as they occur.

## Section – 13 Budget Submission Process

Budgets are due by June 2, 2017

A budget and supporting narrative submitted and approved by the Authorizing Official of the Host Institution is required prior to the award of funds for the program year. The budget must be submitted through STGMS.

## Section – 14 Allowable Costs

### **All funding is contingent upon the availability of funds from NASA.**

#### 1. Stipend

Refer to the Budget Worksheet for the current academic year Fellowship stipend amounts.

The Host Institution may not apply Indirect Cost Rates or other type of fees to the stipend.

Hubble Fellows will not accept additional stipend, salary, or other remuneration of any kind from any other fellowship, grant, or appointment (including a teaching appointment), throughout the duration of the Fellowship. Fellows may not accept additional honorary named appointments linked with the title “Hubble Fellow”. Fellows must devote full time effort to their individual research projects.

Hubble Fellows are eligible to propose for GO/AR grants or other programs (exclusive of salary). Determining PI-ship is at the discretion of the Host Institution and should follow the institution’s standard practices and procedures.

## 2. Fringe Benefits and Health Insurance

The method of applying Fringe Benefits must be in accordance with the Standard Policies and Practices related to postdocs at the Host Institution.

The Host Institution may not apply Indirect Cost Rates or other type of fees to health insurance or fringe benefits.

The Host Institution must provide full health insurance (including dental and vision) coverage for the Fellow and their eligible dependents during the term of the Fellowship. If a life-changing situation (e.g. marriage, birth, or adoption of a child) known prior to budget submission, will occur during the Fellowship and will increase the cost of health insurance, the budget should include the appropriate costs. Explain the reason for the increased cost in the budget justification.

Funding must be included in the budget proposal in one of three ways:

1. If full-time employee benefits are offered, the institution may budget up to the approved fringe benefit amount for health insurance. The total may exceed \$18,000 based on the federally approved fringe benefit rate.
2. If a Hubble Fellow is employed other than a standard, full-time employee (i.e. under a Postdoctoral Fellow program), health insurance may be budgeted at the maximum amount allowable for that program. The total may exceed \$18,000 based on the options offered.
3. If a Hubble Fellow is employed in a capacity other than the two stated above (e.g. contractual employee) and full coverage health insurance is not provided, the Fellow should purchase medical/dental/vision insurance separately and be reimbursed for the monthly premium up to \$18,000 annually.

In none of these cases, will the Fellow be reimbursed for the employee portion of the premium or any co-payments, individual medical, dental, prescription costs, etc. not covered under the health insurance policy.

It is the responsibility of each Fellow to become familiar with the health insurance and policies of their Host Institution.

## 3. Relocation

First year Fellows may request up to \$7,500 for relocation costs. These costs must be in accordance with the standard policies and practices of the Host Institution.

**Fellows from non-U.S. Institutions:** New Fellows relocating to the U.S. from foreign institutions are required to travel on U.S. Flag Carriers to the extent possible, if funded through the Fellowship.

Generally, STScl will not reimburse relocation expenses if the Fellow is relocating to an institution that is less than 50 miles from their current institution.

Relocation expenses are unallowable if the Fellow is not changing institutions.

#### 4. Travel

Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by the Fellow who is in pre-approved travel status for legitimate research purposes.

Such costs must be in accordance with the written travel policies of the Host Institution. In lieu of an institutional travel policy, the Federal Travel Regulations may be used for guidance.

Travel within the United States and its territories is considered domestic travel. All other travel is considered foreign.

Air travel, domestic or foreign, for personnel and property, must be aboard a U.S. flag carrier. Airfare costs in excess of the customary standard commercial airfare (coach or equivalent), federal government contract airfare (where authorized and available) or the lowest commercial discount airfare are unallowable except when such accommodations would:

- a. Require circuitous routing;
- b. Require travel during unreasonable hours;
- c. Excessively prolonged travel;
- d. Result in additional costs that would offset the transportation savings; or
- e. Offer accommodations not reasonably adequate for the traveler's medical needs.

The only person authorized to travel on the grant is the Hubble Fellow. If there is an exceptional circumstance where the Fellow cannot travel, the Fellow may request approval for a collaborator to travel on their behalf for a specific purpose. Prior approval must be obtained from The Faculty Contact and STScl Grants Administration.

A collaborator is defined as an individual committed to provide a focused but unfunded contribution for a specific task. The Host Institution must certify that STScI funds will be used to support only U.S. citizens residing in the United States, or abroad if salary is being paid by a U.S. institution, and U.S. permanent residents and foreign national investigators working in and funded by U.S. institutions in the U.S.

All expenses incurred for personal days while in travel status are the sole responsibility of the Fellow.

➤ Professional Travel

All travel, domestic and foreign, paid by the grant must be approved in advance by the Faculty Contact. Prior written approval must be obtained from STScI Grants Administration for all foreign travel that is not specified in the approved budget.

The budget justification must contain the following information for each domestic and foreign travel request:

- Purpose of the trip
- Destination
- Dates of travel and number of days on travel
- Cost of airfare
- Cost of lodging
- Costs of meals and incidentals
- Total cost for travel

➤ Hubble Fellow Symposium Travel

All Hubble Fellows must present their research at the annual Hubble Fellow symposium, held at STScI in Baltimore (dates to be determined). Funds up to **\$2,500** annually may be requested to support travel costs to the symposium.

Costs associated with professional travel before or after the symposium must be allocated and charged to research travel. These costs may not be charged to symposium travel.

Unexpended funds from the Hubble Fellow symposium must reduce the symposium budget for the following year.

**Procedure - Prior Approval Request for Foreign Travel not specified in the budget:**

1. Obtain Faculty Contact approval for foreign travel by email.
2. Send an email to [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu) requesting prior approval for the foreign travel

3. The following information is required to obtain STScI approval:

- Request Date:
- Destination:
- Dates:
- Travel Details:
- Purpose of the trip:

Total Estimated cost: \$0

Airfare	\$0
Lodging	\$0
Meals & Incidentals	\$0
U.S. Ground Transportation	\$0
Foreign Ground Transportation	\$0
Miscellaneous	\$0

STScI Grants Administration will review the information provided and issue official approval by email.

5. Equipment and Computing Devices

**Equipment** is defined as tangible personal property (including information technology systems) having a useful life of more than one year with a per-unit acquisition cost of \$5,000 or more.

- All equipment purchases must be approved in advance by the Faculty Contact and STScI Grants Administration.
- Approval of the budget does not constitute prior approval.
- Equipment expenditures are generally unallowable during the final six (6) months of the Fellowship.

**Computing devices** are defined as machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information.

- The purchase of computing devices with a unit cost of less than \$5,000 is allowable providing the purchase is essential to the performance of the award.

- The budget justification must include a complete description of the item(s) to be purchased including a list of required software and peripherals, a cost estimate of the item(s) and from where the cost estimate was obtained, and how the item(s) will be used in the conduct of the research.
- Computing devices expenditures are generally unallowable during the final six (6) months of the Fellowship.

STScI grant funds, including the Hubble Fellowship, cannot support costs for personal electronic devices such as, cell phones, etc., or the monthly charges for data and/or talk plans.

At the end of the Fellowship, no equipment and/or computing devices purchased may transfer with the Fellow to a non-U.S. institution. If the Fellow is moving to a non-U.S. institution, all equipment and/or computing devices purchased must remain at the U.S. Host Institution to be used in support of other STScI or NASA research programs.

Otherwise, the equipment and/or computing devices may transfer with the Fellow to another U.S. institution. For authorized equipment with a per-unit cost of \$5,000 or more, the new institution must accept title to and responsibility for the equipment by submitting a Special Request through STGMS.

#### **Procedure - Prior Approval Request for Equipment:**

1. Obtain Faculty Contact approval via email for equipment purchase.
2. Send an email to [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu) requesting prior approval for the equipment purchase
3. Include the following information:
  - Description of the equipment (e.g. manufacturer's name, model number, etc.)
  - Estimated purchase price
  - Faculty Contact approval, email documentation

STScI Grants Administration will review the information provided and issue official approval by email.

#### **Procedure – Final Equipment Report:**

All equipment approved by STScI and purchased with Hubble Fellowship funds must be reported on the Final Equipment report. Relevant details include:

- Manufacturer's name
- Model number
- Actual purchase price

- Final disposition of the equipment

## 6. Other Direct Costs

The Host Institution may carry over unexpended direct costs, with the exception of Stipend, Fringe Benefits, Relocation, and Hubble Symposium travel costs, into subsequent years in addition to the new allocation of direct costs. At the end of the 3-year term, all unexpended funds must be returned to STScl.

## Section – 15 Budget Narrative

A Budget Narrative must be included with the budget submission. The narrative explains the basis for calculating the funding amounts requested for fringe benefits or health insurance, relocation, direct costs, and travel.

*Submit the budget narrative as a PDF through STGMS.*

## Section – 16 Current and Pending Support

A Current and Pending Support document for the Fellow must be included with the budget submission.

The following information is required:

- Funding Source
- Amount Awarded
- Number of months of PI Salary
- Project Period
- Project Title

If there is no other current and pending support, simply state that on the document.

*Submit the current and pending support document as a PDF through STGMS.*

## Section - 17 Budget Worksheet 2017-2018 Academic Year

This budget worksheet illustrates allowable budget items and maximum amounts per category. The budget and narrative must be submitted through STGMS. Year 1 Fellows, must indicate the requested start date for the grant in the budget justification and in the STGMS budget, Item 11 A.

1. Fellowship Stipend	
1 <sup>st</sup> Year Fellow	\$68,000
2 <sup>nd</sup> Year Fellow	\$68,500
3 <sup>rd</sup> Year Fellow	\$69,000
2. Fringe Benefits	see Note #1 below
3. Other Direct Costs Professional travel, supplies & materials, computer services, equipment, publication costs, etc.	
1 <sup>st</sup> Year Fellow	[not to exceed] \$19,000
2 <sup>nd</sup> Year Fellow	[not to exceed] \$14,500
3 <sup>rd</sup> Year Fellow	[not to exceed] \$14,500
4. Relocation Costs for 1 <sup>st</sup> Year Fellows only Enter costs in the "Other" category in STGMS	[not to exceed] \$7,500
5. Travel to STScI for annual Hubble Fellowship Symposium. Enter costs in the "Other" category in STGMS	[not to exceed] \$2,500
6. Indirect Costs (applicable to Items 3, 4, and 5 only, based on a federally negotiated Indirect Cost rate)	[Rate x (Items \$__3+4+5)]

**Note 1:** Fringe Benefits must be allocated in accordance with Section 14, #2. The amount will be either calculated at the Host Institution's applicable federally negotiated Fringe Benefits rate as applied to the Fellowship stipend; or a maximum of \$18,000 if the Institution or the Fellow purchases health-care coverage separately. No Indirect Cost rate or other type of fees may be applied to Item 2.

## Appendix A - Interim/Final Performance Report Template

**Grant #** HST-HF2-XXXXX.001-A

**Contract Number:** NAS5-26555

**Title:**

**Investigator:** *[enter Faculty Contact name]*

**Host Institution:**

**Institution ID:** if applicable

**Scientific PI:** enter Fellow's name

**Start Date:** mm/dd/yyyy

**End Date:** mm/dd/yyyy

**Request Date:** *[date of report]*

**Submitter:**

**Reporting Period: From** mm/dd/yyyy **To** mm/dd/yyyy

### Hubble Fellowship Program Summary of Project Activities

1. Brief description of the primary objectives and scope of the project
2. Brief description of the findings
  - Interim - Include a brief description of research plans for the upcoming year.
  - Section should be 1 page in length (minimum)
3. Name and date (or anticipated date) of the publication of results
4. Suggestions and additional comments
  - List conferences and scientific meetings attended, talks given by the Fellow, observing trips taken, and any other relevant scientific activities.

The Faculty Contact must send a brief signed letter assessing the Fellow's research performance during the past year. This letter can be scanned and emailed as an attachment to:

Dr. Andrew Fruchter  
Hubble Fellowship Program Office  
Email: [fruchter@stsci.edu](mailto:fruchter@stsci.edu) (with a copy to [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu))

#### DEADLINES:

Interim Performance Report and Faculty Contact Letter: By May 31 for Year 1 & Year 2  
Final Performance Report and Final Faculty Contact Letter: 90 days after the end of the Fellowship appointment.

## Appendix B - Final Equipment Report Template

**Grant #** HST-HF2-XXXXX.001-A

**Contract Number:** NAS5-26555

**Title:**

**Investigator:** *[enter Faculty Contact name]*

**Institution:**

**Institution ID:** if applicable

**Scientific PI:** enter Fellow's name

**Start Date:** mm/dd/yyyy

**End Date:** mm/dd/yyyy

**Request Date:** *[date of report]*

**Submitter:**

Click Add Equipment Record to display Item #1

**Item #1**

**Quantity:**

**Item:**

**Manufacturer's Name:**

**Model Number:**

**Actual Cost**

**Description:**

**Final Disposition:**

**Item #2**

**Quantity:**

**Item:**

**Manufacturer's Name:**

**Model Number:**

**Actual Cost**

**Description:**

**Final Disposition:**