Notice to U.S. PIs and Co-Is with Approved  
Cycle 12 GO/AR Programs

SUBJECT: Cycle 12 Deadline and Required Information for Budgets

The Cycle 12 budget deadline for General Observer and Archival Researcher Programs is 05/23/2003. All budgets and other information listed below must be submitted on or before 05/23/2003 (5 p.m. your local time) using the ST ScI electronic Grants Management System. Please note that this is a hard deadline and will not be extended unless there is a hardware/software problem with our server. For institutions without internet access to our system, or that are having trouble accessing the Grants Management System, the submission deadline for paper budgets is 05/16/2003.

The following information is REQUIRED for the budget to be reviewed and funds allocated for this Program:

1. PI budget submitted to ST ScI;

The budget should contain a detailed narrative providing sufficient justification of the resources requested. Please include in the budget narrative the list of Co-Is who will be requesting funding and their amounts (if known). The PI should describe the role of each foreign investigator in the project (if applicable). A copy of this electronic notification is being sent to all U.S. Co-Is on the Program.

2. U.S. Co-I budgets submitted to ST ScI (if applicable);

The budget should include a narrative describing the Co-I’s participation in the program.

3. PI approval of Co-I budgets;

PIs (or U.S. Administrative PIs in the case where the PI is non-U.S.) will be notified by e-mail when Co-I budgets are submitted. PIs should log into the GMS, select the PI Program Management function under the top-level menu item "Proposal/Grant", select the applicable Program and approve each Co-I requested amount. If you need to see the detailed budget forms, please ask your Co-Is to e-mail a PDF copy of the forms or mail or fax a paper copy.

Please note that if you are a graduate student listed as a scientific investigator on a Cycle 12 Program you may be required by your institution to have a faculty sponsor listed as the Administrative Principal Investigator prior to submitting a budget.

4. Instrument/Target/Exposure information MUST be provided;
At the Bottom of the PI Program Management screen, the Instrument/target/exposure information must be entered. Please note that there is a pull-down list of instruments for your convenience.

Information about allowable costs under the grant is available at the following web address: [http://www.stsci.edu/ftp/stsci/grants](http://www.stsci.edu/ftp/stsci/grants). The Electronic Grants Management System is located at [http://gms.stsci.edu/](http://gms.stsci.edu/).

Please send any questions about the above to gms_mail@stsci.edu or call 410-338-4200.