

GENERAL GRANT PROVISIONS

OF THE

SPACE TELESCOPE SCIENCE INSTITUTE

FOR THE

INITIATIVE TO DEVELOP EDUCATION

THROUGH ASTRONOMY AND SPACE SCIENCE RESEARCH GRANTS PROGRAM

TABLE OF CONTENTS

Section	Title	Page
I.	INTRODUCTION	1
II.	STANDARDS FOR INSTITUTIONAL FINANCIAL MANAGEMENT SYSTEMS	1
III.	FINANCIAL REQUIREMENTS FOR UNAFFILIATED OR INDIVIDUAL SCIENTISTS ...	2
IV.	SPECIAL REQUIREMENTS FOR NEW GRANTEE INSTITUTIONS	2
V.	ALLOWABILITY, ALLOCABILITY, AND REASONABLENESS OF COSTS FOR IDEAS GRANTS	3
VI.	ALLOWABLE COSTS	4
VII.	GRANT PERIOD	7
VIII.	AWARD OF FUNDS	7
IX.	BUDGET REVISIONS	7
X.	PROJECT PERSONNEL CHANGES	8
XI.	PERFORMANCE REPORTING REQUIREMENTS	8
XII.	FINANCIAL REPORTING REQUIREMENTS	9
XIII.	PAYMENT PROCEDURES	9
XIV.	FEDERAL LAWS AND REGULATIONS APPLICABLE TO IDEAS GRANTEES	9
XV.	TRANSFER PROCEDURES	10
XVI.	SUSPENSION AND TERMINATION OF GRANTS	10
XVII.	GRANT CLOSE-OUT AND RETENTION OF RECORDS	11
XVIII.	ACCESS TO RECORDS	12
XIX.	PUBLICATIONS	12
XX.	GRANTEE RESPONSIBILITY	12
XXI.	PATENT RIGHTS	13
XXII.	COMPLIANCE WITH CONDITIONS AND PROVISIONS OF THE GRANT	13
XXIII.	ENFORCEMENT	13

General Grant Provisions

I. INTRODUCTION

This document provides the general provisions applicable to all grants awarded by the Space

Telescope Science Institute (ST ScI or the Institute). ST ScI is operated by the Association of Universities for Research in Astronomy, Inc., (AURA), for the National Aeronautics and Space Administration under Contract NAS5-26555. The term “STScI” wheresoever used in this document or in award documents shall mean the Association of Universities for Research in Astronomy, Inc. (AURA) and its operating center, the Space Telescope Science Institute.

Funds are being made available to ST ScI by NASA for the direct support of the Initiative To Develop Education Through Astronomy and Space Science (IDEAS) Research Grants Program. In any instance where there is a conflict between the General Grant Provisions contained in this document and the special conditions of the Grant Award or Amendment Documents, the special conditions will govern. The terms of the current Call For Proposals for the IDEAS Program are incorporated into and should be considered part of these General Grant Provisions.

Grants are awarded under this program by ST ScI for and on behalf of the National Aeronautics and Space Administration (NASA). ST ScI is authorized to and will make grant payments from funds advanced or authorized to it by NASA and not from its own assets, and administers each grant in other respects for NASA unless specifically provided to the contrary. Administration of the IDEAS grant program or of specific grants may be transferred from ST ScI to NASA or its designee, and in the case of such transfer, ST ScI will have no further responsibility.

The ST ScI administers the program in full accordance with the national policy against discrimination on the basis of race, color, national origin, sex, handicap, and age.

II. STANDARDS FOR INSTITUTIONAL FINANCIAL MANAGEMENT SYSTEMS

An institution assuming responsibility for a grant awarded by ST ScI must have:

- A. A financial management system which provides for accurate, current, and complete disclosure of all project expenditures for each IDEAS grant in accordance with the reporting requirements set forth in Section XI below.
- B. Records that adequately identify the source and application of funds for each IDEAS grant. These records must contain information pertaining to awarded funds, obligations, grant expenditures, and unobligated balances.
- C. Effective control over and accountability for all funds, property, and other assets. A recipient of an IDEAS grant must adequately safeguard all such assets and assure that they are used solely for authorized purposes.

General Grant Provisions

- D. Comparison of actual expenditures with budgeted amounts for each IDEAS grant.
- E. Written procedures for determining the reasonableness, allowability, and allocability of costs in accordance with these General Grant Provisions and the special conditions stated in the Grant Award or Amendment Documents.
- F. Accounting records, including cost accounting records, that are supported by source documentation.
- G. Examinations in the form of periodic independent audits or internal audits on an organization-wide basis to test the fiscal integrity of financial transactions and the effectiveness of the financial management system.

III. FINANCIAL REQUIREMENTS FOR UNAFFILIATED OR INDIVIDUAL SCIENTISTS

Grants awarded to unaffiliated or individual U.S. scientists will be subject to the following requirements:

- A. A separate checking account must be established to record the receipt of grant funds and to pay all allowable costs of the project.
- B. Quarterly financial reports must be submitted to ST ScI on Form GF-99-6 by the due dates specified in the Grant Award Document. Unaffiliated or individual scientists with internet access should submit quarterly financial reports and payment requests using the electronic Grants Management System (GMS).
- C. In addition to a check log, vouchers and receipts for all costs of the project must be retained and sent to ST ScI with the required final financial report. All costs charged to the project must be reasonable and allowable in accordance with the standards outlined in Section V below.

IV. SPECIAL REQUIREMENTS FOR NEW GRANTEE INSTITUTIONS

Prior to issuing an award to a new institution or organization, ST ScI requires the submission of the following information:

- A. Articles of Incorporation;
- B. Audited Financial Statement and/or;
- C. Financial Management Questionnaire (provided by ST ScI)

- D. A-133 Audit Report (where applicable). In lieu of the report, a letter from the institution certifying that there were no audit findings and/or material weaknesses relating to the financial management of the institution is acceptable.

V. **ALLOWABILITY, ALLOCABILITY, AND REASONABLENESS OF COSTS FOR IDEAS GRANTS**

The total costs of an IDEAS grant are comprised of the allowable direct and indirect costs of a project.

A. Allowability of Costs

The tests of allowability of costs charged to IDEAS Program funds are:

1. they must be reasonable;
2. they must be allocable to the IDEAS project;
3. They must be given consistent treatment through the application of generally accepted accounting principles appropriate to the circumstances; and
4. they must conform to any limitations or exclusions set forth in this document or in the Grant Award and Amendment Documents as to allowable costs for IDEAS projects.

B. Reasonable Costs

A cost is considered reasonable if the nature of the goods or services acquired or applied, and the amount involved reflect the action that a prudent person would take under the circumstances prevailing at the time the decision to incur the cost was made. Major considerations involved in the determination of the reasonableness of a cost are:

1. whether or not the cost is of a type generally recognized as necessary for the project;
2. the restraints or requirements imposed by such factors as arm's-length bargaining, Federal and State laws and regulations, and the provisions and conditions of the grant;
3. whether or not the individuals acted with prudence under the circumstances, considering their responsibilities to the institution, its employees, its students, ST ScI, and the public at large; and

4. the extent to which the actions taken with respect to the incurrence of the cost are consistent with established institutional policies and practices applicable to the work of the institution.

C. Allocable Costs

A cost is allocable to an IDEAS grant if the goods or services involved are chargeable or assignable to the grant in accordance with relative benefits received or other equitable relationship. Where the purchase of equipment or other capital items is specifically authorized under a grant, the amount thus authorized for such purchases are assignable to the grant regardless of the use that may subsequently be made of the equipment or other capital items involved.

VI. ALLOWABLE COSTS

The following are the allowable costs for the IDEAS Program:

A. Salary Support

Salary support for project investigators is allowable provided it is reasonable for the services rendered and consistent with the established policies of the institution assuming responsibility for the grant. This requirement applies to employees hired specifically for this project as well as to regular employees of the grantee organization. Salary support is unallowable for Federal employees and employees of ST ScI unless on a leave-without-pay or part-time status.

For faculty members in academic institutions, funds may not be used to pay more than a person's full-time salary, or to pay more than an individual's hourly rate. Also, an individual may not be reimbursed for consulting or other time in addition to a regular full-time institutional salary covering the same period of employment. Released time during the academic year is permitted under special circumstances and such costs must be fully justified in the proposal.

Released time for project investigators working in non-academic institutions is allowable provided the compensation requested is reasonable and consistent with each employee's regular full-time salary or the rate of compensation.

B. Project Assistance

Reasonable costs for undergraduate and graduate students, and post-doctoral associates are allowable. All such salaries must be in accordance with the standard policies of the institution assuming responsibility for the project.

C. Fringe Benefits

If an institution's usual accounting practices treat contributions to employee "benefits" (social security, retirement, etc.) as direct costs, IDEAS Program grant funds may be requested for all applicable fringe benefits.

D. Travel

Transportation and subsistence costs for project personnel are allowable. Such costs must be in accordance with the written travel policies of the institution assuming responsibility for the project. In lieu of an institutional travel policy, the Federal Travel Regulations may be used for guidance.

Travel within the United States, its territories, or Canada is considered domestic travel. Any other travel is considered foreign travel, and each foreign trip which is part of project activities must receive prior approval in writing by ST ScI unless that trip is included in the budget initially approved in the Grant Award Document. Air travel, domestic or foreign, must be aboard a U.S. flag carrier, coach or economy class, to the extent such service is "available."

Briefly, service is considered "unavailable" when the traveler, while en route, has to wait six hours or more to transfer to a certified carrier; when a flight on a certified carrier is interrupted by a stop of six hours or longer and no other flight by a certified carrier during that period is available; when the use of a certified carrier would add twelve or more hours to complete a one-way trip; or when travel time on the uncertified carrier is three hours or less and taking a certified carrier would involve twice as much travel time. It should be noted that lower cost does not justify the use of a foreign carrier.

E. Computer Services

The costs of computer time and software are allowable. Details of the services and software which will be used must be fully described and justified. The costs must be in accordance with those charged on other Federally sponsored projects.

F. Equipment

The purchase of permanent equipment (an item costing over \$5000 with a useful life of more than one year) will be approved only in very limited circumstances and detailed justification must be provided in the proposal. If such equipment is requested, verification must be provided in the budget that the equipment will be used solely on the project, that the item is not otherwise available to project personnel and/or the cost of renting the equipment (or usage charges) would exceed the purchase price. Unless requested and accepted in the approved budget, prior approval from the Institute is required for all equipment purchases.

Unless stated to the contrary in the Grant Award or Amendment Documents, title to and responsibility for all equipment purchased with grant funds is vested in the grantee institution, provided that the grantee uses the equipment for the authorized activities of the project and provided that the grantee agrees to transfer title to the equipment to the designee of ST ScI or NASA if the request for such transfer is made within 120 days of the completion of the project. The Government shall have a paramount lien, superior to all other claims, upon such equipment until it is transferred or until the 120 day period elapses. Normally, the purchase of equipment will not be approved in grants to unaffiliated individuals or private for-profit organizations.

G. Materials and Supplies

Materials and supplies directly related to the development of the IDEAS Program or which will be distributed to teachers as part of a workshop are allowable.

H. Dissemination

Reasonable costs associated with the dissemination of materials developed under an IDEAS grant program are allowable.

I. Indirect Costs

Indirect costs (IDC) are allowable provided the IDC rate used in the budget is based on a Negotiation Agreement with an agency of the Federal Government. ST ScI will not increase the award to cover additional costs resulting from the negotiation of an indirect cost rate greater than the rate proposed in the budget; however, the negotiation of a lower rate may result in the reduction of the award. In no event will ST ScI provide funds in excess of actual project costs.

For institutions without a Federally negotiated IDC rate, ST ScI may allow a charge of 10% of direct costs, less items which would distort this base such as major sub-contracts or equipment purchases, provided that the charge does not exceed \$5,000 and that documentation is available to support the amount charged. Alternately, institutions may show such expenses as direct costs to the project provided that documentation is maintained to verify all costs.

J. Other Costs

Any item of cost not mentioned above that is allowable under OMB Circular A-21 (or A-122, if the grantee is a non-profit institution other than a university or college) may be considered for inclusion in a grant to the extent allowable in that Circular.

K. Determination of Allowability

All decisions on the allowability, allocability, and reasonableness of cost items will be based on the applicable principles of OMB Circular A-21 (A-122 if the grantee is a non-profit institution other than a university or college, or A-102 if the grantee is a State or Local Government).

Cost principles applicable to grants made to scientists in private for-profit organizations will be determined specifically for each such grant.

VII. GRANT PERIOD

The grant period is the period of time within which all grant expenditures must be incurred, all services rendered, and all materials used. Grant periods begin on the first day of a month and end on the last day of a month, although there is no requirement that the projects actually begin and end on those exact days.

It is anticipated that IDEAS programs will normally be one year in length.

Pre-award costs that were incurred for project activities directly related to the IDEAS grant program, and are otherwise allowable under the terms and conditions of the grant, are an allowable expense. However, such costs are incurred at the grantee's own risk and will not impose an obligation on the part of ST ScI or NASA if an award is not subsequently made, or if an award is made for a lesser amount than the grantee anticipated.

If the project cannot be completed within the authorized grant period or if there are other approved project activities which have not been completed by the ending date, a short no-cost extension may be requested. The extension request should be submitted to ST ScI and include a summary of project activities and justification for the extension. All reporting requirements must be met prior to the approval of a no-cost extension request. Extension requests must be submitted at least thirty (30) days prior to the end of the original grant period.

VIII. AWARD OF FUNDS

Funding for the IDEAS programs will be awarded shortly after the notification letters are mailed notifying PIs that their programs have been approved.

IX. BUDGET REVISIONS

All IDEAS grants are awarded on the basis of a Proposal containing a detailed financial plan (budget) for the expenditure of awarded funds. Grantees must obtain prior written approval from the ST ScI Grants Administration Office whenever the budget revisions:

General Grant Provisions

A. will result in changes to the scope or the objectives of the project;

- B. result in items being added to the budget which require prior approval from ST ScI such as foreign travel, equipment purchases exceeding \$5,000, etc. that were not in the budget approved in the Grant Award or Amendment Documents;
- C. will result in transferring to a third party (by subgranting, contracting, or other means) substantive project activities;

All other budget changes do not require ST ScI approval.

X. PROJECT PERSONNEL AND INSTITUTIONAL CHANGES

A. Personnel

Prior ST ScI approval must be obtained when a permanent change in the Principal Investigator is anticipated, or for a significant change in the Principal Investigator's level of effort in project activities. ST ScI must be informed of changes in Co-Investigators and other Senior Project personnel.

B. Official Institutional Information

ST ScI must be notified of changes in official institutional information, including the institution's legal name, address, or authorizing official. Such notification must be submitted to ST ScI within a reasonable time, but no later than thirty (30) days after the effective date of the change.

XI. PERFORMANCE REPORTING REQUIREMENTS

An annual performance report is required on all multi-year IDEAS projects. The annual report must be submitted thirty (30) days prior to the end of each twelve-month period.

A final performance report is required for all IDEAS grants within ninety (90) days of the end of the grant period. Both the annual and final reports must be submitted electronically to the ST ScI Grants Administration Office using the web-based Grants Management System (GMS) or may be emailed to ideaperform@stsci.edu. If a template is needed, it may be requested by typing "Send Template" on the subject line and sent to the address listed above. One copy of any materials produced with grant funds must be submitted to ST ScI with the final performance report. In addition, one copy of any papers published after the submission of the final performance report should be submitted to the Library.

XII. FINANCIAL REPORTING REQUIREMENTS

Financial Reports are required for all IDEAS grantees. Interim reports are required annually or quarterly, as described in the Grant award notification documents. A report must be submitted within thirty (30) days of the end of each quarterly or annual period in accordance with the reporting requirements schedule included in the Grant Award Documents.

A final financial report on form GF-99-6 must be submitted within ninety (90) days of the end of the grant period. Please see Section XX for the list of other required final reports.

Electronic submission of the GF-99-6 financial report is available through the ST ScI electronic Grants Management System (GMS) at <http://gms.stsci.edu>. If information is needed, please contact gms_mail@stsci.edu.

XIII. PAYMENT PROCEDURES

Funds may be advanced for anticipated expenditures of IDEAS project costs. Advanced payments for up to a ninety (90) day period may be requested for grants totaling less than \$100,000, and for a thirty (30) day period for grants exceeding \$100,000. Advanced funding requests must be based on reasonable estimates of future cash needs to minimize the time between the payment of funds and the expenditure of those funds.

Funds are paid upon submission of ST ScI form GF-99-6. Funds may be requested when needed, but it is recommended for grants less than \$100,000 that such requests be submitted no more frequently than quarterly to coincide with the submission of the required financial report.

Please note that ST ScI grant payments are not sent outside the United States (U.S.). Therefore, a U.S. institution located in a foreign country must establish a bank account with a U.S. financial institution to which all grant payments will be sent.

XIV. FEDERAL LAWS AND REGULATIONS APPLICABLE TO IDEAS GRANTEES

By accepting a ST ScI grant, the grantee certifies that it is in compliance with and will continue to act in accordance with the national policies against discrimination:

- A. on the basis of race, color, or national origin, as set forth in Title VI of the Civil Rights Act of 1964 Public Law 88-352; 42 U.S.C. 2000d-1) and the NASA implementing regulations, (14 C.F.R. Part 1250); and
- B. on the basis of sex, as set forth in Title IX of the Education Amendments of 1972 as amended (20 U.S.C. 1680 et seq.; and 1681);

- C. on the basis of handicap, as set forth in Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the NASA implementing regulations, (14 C.F.R. Part 1251); and
- D. on the basis of age, as set forth in the Age Discrimination Act of 1975 as amended (42 U.S.C. 6101 et seq., and the NASA implementing regulations (14 CFR part 1256).

XV. TRANSFER PROCEDURES

Circumstances may arise in which the Principal Investigator wishes to transfer a grant from one institution to another. Prior approval must be obtained from ST ScI and the following information must be provided to the Grants Administration Office:

- A. The Principal Investigator (PI) must notify the current grantee institution of his/her pending transfer. For each ST ScI grant, the current grantee institution must submit a Grant Transfer Request using the ST ScI electronic Grants Management System (GMS). After submission of the transfer request, a Final Financial, Final Equipment and New Technology Report should be submitted also using the GMS. Please note that negative reports are required. If an annual Performance Report is due within a few months of the grant transfer, the submission of a Performance Report will also be required.
- B. The balance of unexpended funds from the PI's former institution will be the amount available for transfer to the new institution. No adjustment will be made as a result of a higher Indirect Cost Rate at the new institution. After notification from the PI of the pending transfer, the new institution should then submit a budget and narrative to ST ScI using the GMS.

Upon receipt of the above information, and with the approval of the Institute, ST ScI will close-out the current grant and award the balance of grant funds to the new institution.

XVI. SUSPENSION AND TERMINATION OF GRANTS

The “termination” of a grant means the cancellation of ST ScI sponsorship, in whole or in part, at any time prior to the date of completion. The “suspension” of a grant is an action by ST ScI that temporarily suspends sponsorship pending corrective action by the recipient or pending a decision to terminate the grant by ST ScI.

A. Termination for Convenience

ST ScI may terminate a grant in whole or in part at its discretion or when it determines, after consultation with the grantee, that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The termination conditions, including the effective date, and, in the case of a partial termination the portion to be terminated, shall be by mutual agreement to the extent possible. The grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. ST ScI will allow full credit to the grantee for non-cancelable obligations properly incurred prior to the termination.

B. Termination for Cause

When a grant recipient fails to comply with the terms and conditions of a grant, ST ScI may on reasonable notice to the grantee, suspend the grant in whole or in part and withhold further payments or prohibit the grantee from incurring additional obligations of funds pending corrective action by the grantee or a final decision by ST ScI to terminate the grant. ST ScI will allow necessary and proper costs that the grantee could not reasonably avoid during the period of suspension provided the costs are in accordance with the terms and conditions of the Grant Award or Amendment Documents and these General Grant Provisions.

ST ScI reserves the right to recover grant funds that were unexpended or were spent out of compliance with the terms and conditions of a grant. The retention of payments by the grantee or recovery by ST ScI under a grant terminated for cause shall be determined in accordance with legal rights and liabilities of the parties.

XVII. GRANT CLOSE-OUT AND RETENTION OF RECORDS

Grantee shall submit, within ninety (90) days of the end of the grant period, a final financial report, a final performance report, a final inventory/equipment report and a new technology report to the Grants Administration Office via the electronic Grants Management System (GMS). Negative reports are required. All reports will be reviewed by ST ScI staff and the grantee will be notified of their acceptance or if additional information is required. A refund check for any balance of advanced unexpended funds must be returned with the final financial report.

Financial records pertinent to a grant must be retained by the grantee for a period of at least three years from the submission of the final financial report with the following exceptions:

- A. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records are resolved;

- B. If the purchase of non-expendable equipment is approved and title to the equipment is vested in the grantee, records for such items shall be retained for three years after its final disposition;
- C. The grantee may substitute microfilm copies in lieu of original records.

XVIII. ACCESS TO RECORDS

The Director of the Space Telescope Science Institute, the Administrator of the National Aeronautics and Space Administration, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any pertinent books, documents, papers, and records of the grantee in order to make audits, examinations, excerpts, transcripts, and copies of documents.

XIX. PUBLICATIONS

All publications must carry the following acknowledgment of support:

“Support for Proposal number _____ was provided by NASA through a grant from the Space Telescope Science Institute, which is operated by the Association of Universities for Research in Astronomy, Incorporated, under NASA contract NAS5-26555.”

XX. GRANTEE RESPONSIBILITY

The grantee is considered an independent researcher and not an employee of the Institute. The grantee is responsible for all actions taken or not taken in the performance of the activity under an IDEA grant funded by ST ScI, including actions taken at the Institute, and ST ScI expressly disclaims any responsibility to any third party therefor. Further, to the extent allowable by State law, the grantee agrees to hold ST ScI harmless from, and to accept all responsibility for, any harm suffered by anyone arising out of actions of the grantee or its employees, agents and representatives while visiting ST ScI.

Grantee institution shall provide and maintain during the term of any awarded grant appropriate insurance, including but not limited to Workers Compensation, Automobile Liability, and Comprehensive General Liability, on its behalf and on behalf of its employees, agents, and representatives. Evidence of such insurance shall be provided to ST ScI upon request.

The grantee institution shall provide a current A-133 Audit Report annually where applicable. In lieu of the report, the grantee institution may provide a letter certifying that there were no audit findings and/or material weaknesses to the financial management of the institution and/or any ST ScI grants (if applicable).

XXI. PATENT RIGHTS

The disposition of rights to inventions made in the performance of work under this grant will be made in accordance with the provisions of 37 CFR 401.3(a) and NASA's implementing regulations. The provisions (clause), entitled "Patent Rights" is set forth in Section 1260.28 in the NASA Grant and Cooperative Agreement Handbook, and is hereby made applicable to this grant. The grantee shall include an appropriate patent rights provision in accordance with paragraph (g)(1) in all subcontracts. All disclosures of Subject Inventions, election of rights, utilization reports, and other reports and information required by the aforementioned "Patent Rights" clause shall be submitted to the Grants Administration Office.

XXII. COMPLIANCE WITH CONDITIONS AND PROVISIONS OF THE GRANT

By submitting a proposal and accepting a grant funded by ST ScI, the grantee agrees to comply with each of the General Grant Provisions insofar as applicable and any other terms and conditions identified in the grant award document.

XXIII. ENFORCEMENT

The Enforcement remedies for non-compliance set forth in OMB Circular A-110 are included by reference in this document.