**All budget submissions must be in accordance with the STScI General Grant Provisions, June 2016. This document supersedes all previous versions in their entirety and can be found on the STScI Grants Administration web page:  http://www.stsci.edu/institute/grants.**

**ELIGIBILITY Requirements:  Note that *Section 3 – Eligibility for STScI Grant Funding*, defines eligibility requirements for U.S. investigators.**

# Budget Requirements

GO/AR budget proposals are reviewed in detail and evaluated by the STScI Financial Review Committee (FRC) to assess funding that is appropriate to reduce and analyze HST data in conjunction with the work in the approved Phase I proposal.  Please ensure that all the components of the budget proposal are complete and in compliance with these requirements. Missing or incomplete information may result in a reduction of funding allocated to the program.

The budget proposal consists of:

- Itemized Budget
- Budget Narrative
- Narrative Instruments (PI institution only)
- Current and Pending Support
- Certifications

## Requested Costs

1. Costs must be reasonable and allocable.

2. Costs should reflect the work associated with the science goals in the approved Phase I proposal. Work outside of the approved scope of work, or effort that is overscoped in comparison with the approved Phase I proposal will not be supported.

3. All requested costs should be itemized in the budget. If a cost is listed in the budget and not in the budget narrative, or vice versa, a funding recommendation will be made based on what makes the most sense.

4. Unallowable costs will be deducted from the request.

## Budget Narrative

**Required budget narrative template provided at the end of this document and at:**
**http://www.stsci.edu/institute/grants**

1. All costs should be well justified in the budget narrative. Unique or unusual costs should be highlighted and described.

2. Include a detailed overview of the complete project and an explanation of how the science goals will be achieved.

3. Breakdown of each science goal:
   - Data reduction and analysis plans should be described with detail to justify the level of effort for which support is being requested.
   - Budgeted effort of each participant involved in this goal (i.e. … Fiorini: 1.0 month)

4. Description of unique or unusual aspects of reduction and analysis, and how those aspects affect the project resources.
   - Description of contribution of each Co-I (funded and non-funded, foreign and U.S).

5. Justification of all non-labor costs (e.g., travel, computer equipment, publication charges, etc.):
   - List any major science software packages that are expected to be used and if any resources will be developed or obtained from previous HST programs.

## STGMS (Space Telescope Grants Management System)

https://stgms.stsci.edu/stgms

Budgets are generated and submitted using STGMS.  An *STGMS Guide for External Users* is available in STGMS Help and on the STScI Grants Administration web page.

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## Helpful tips when using STGMS

- "SAVE" budget periodically and prior to exiting STGMS.

- Investigators:  Budgets are not electronically submitted to your Sponsored Research Office (SRO) until you click **"SAVE & NOTIFY"** at the bottom of the budget screen.

- SRO:  Budgets are not officially submitted to STScI until you click **"SUBMIT"** at the bottom of the budget screen.  Budgets cannot be submitted unless the Narrative Instrument information is entered.

- Budget Narratives:  The required template is found on the STScI website under Grants Resources.  Save the document as a PDF and upload to STGMS.  Uploaded PDF documents can be no larger than 8-1/2" x 11" (Letter size).

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## Allowable Costs

All costs must be allowable and allocable.  Review the *STScI GGP, June 2016, Section 10, Budgets and Allowable Costs*, for detailed information on each cost category.

**http://www.stsci.edu/institute/grants**

## Narrative Instruments

**Only PI institutions are required to submit narrative instrument information.**  This tab is not visible in Co-I budgets.

STGMS will not allow submission of PI or Co-I budgets until the information is entered.

Instrument(s)/Primary Images/Parallel Images information for GO and AR programs MUST be provided.

Reference the STGMS External User Guide in STGMS Help.

- In STGMS Budget:
  - Select the *Narrative Instruments* tab and click 'Edit' to add the instrument information.
  - Enter the Distinct Targets in the box provided underneath of the Program Number.
  - Add a row, click in Instrument column and select instrument from the drop down.
  - Tab over and enter the # of Images (Primary or Parallel).
  - Do this for all instruments being used.
  - Click SAVE and DONE to go back to the budget.

## Current and Pending

Instructions are in STGMS under the "?" Help on the **Current & Pending** tab of the Budget.

Each funded investigator submits the following for Current and Pending:

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

## Certifications

When the budget is submitted by clicking on the "*Submit*" button at the bottom of the screen, a dialog box requires that the certifications be accepted.

## How to Approve Co-I Budget

Program Administrative PIs receive an email notification when a Co-I institution submits a budget. To approve the budgeted amount:

- ➢ Log into STGMS and select:
  - *PI Program Management*
  - *Enter Program Number and click Search*
- ➢ Select the applicable program and approve each Co-I amount. Co-Is may provide a PDF copy (select "*View/Print PDF*" at bottom of budget screen) of their detailed budget to the PI if required.

  ***Note: Due to proprietary rate information, co-I budgets are not available in STGMS.***

## Postdoctoral Associates/Graduate Students Proposing for Grants

If you are a Postdoc or Grad Student listed as a scientific investigator on a program, your institution may require that a faculty sponsor be listed as the Administrative PI on the budget.

Questions? Contact STScI Grants Administration at gms_mail@stsci.edu or (410) 338-4200.

**REQUIRED - BUDGET NARRATIVE TEMPLATE**

*The narrative may be generated in any software, but must be uploaded into STGMS in PDF format. Delete the instructions in each section prior to submitting the narrative.*

Program Administrative Investigators – Complete Sections I – V

Co-Investigators – Complete Sections IV - V

Incomplete information may result in a reduction of funding allocated to your program.

I. **Summary of contribution of all investigators (listed on the accepted program) -** *Clearly describe the contribution of each Investigator (funded and non-funded, U.S. and foreign).*

This table may be expanded to accommodate the requested information. **Examples are shown in green.**

| Investigator | Personnel Type (e.g. Faculty, Postdoc, Grad Student, etc.) | Institution | Description of scientific involvement | Labor Funding requested Yes or No | % Effort * |
|---|---|---|---|---|---|
| *Name (PI)* | *Faculty* | *XYZ / U.S.* | *XYZ* | *No* | *10%* |
| *Name* | *Grad Student* | *XYZ / U.S.* | *XYZ* | *Yes* | |
| *Name* | *Postdoc* | *XYZ / Foreign* | *XYZ* | *No* | *15%* |
| | | | | | |
| | | | | | |
| | | | | | |

*Required only for labor contributions not included in the budget.

*Providing this information does not constitute voluntary committed cost sharing. STScI does not require cost sharing.

*Percentage represents effort for the investigator listed for the total duration of the project. The column does not need to sum to 100%.

II. **Program abstract** *(as listed in Phase II files)*

**III.** **Technical Program Summary -** *Provide a single paragraph summary of the data sets being collected in this program and major aspects of the data analysis for which funding is being requested.*

**IV.** **Detailed Scope –**
*Program Administrative Investigators will provide a response to the information requested below for the complete project. Co-Investigators will provide a response to the information requested below for the portion of the project to be completed at their institution.*

- *Include a detailed overview of the complete project, a breakdown of each science goal, and how the science goals will be achieved.*
- *Include an estimated timeline for the project.*
- *Include brief spending plan in budget justification: include estimated start date for salary; include tentative dates for travel.*
- *Give a detailed breakdown of which aspects of the work all investigators and staff (funded and non-funded, U.S. and foreign) will perform, including Postdocs, Grad Students, and other staff.*
- *Describe data reduction and analysis plans with detail to justify the level of effort.*
- *Describe unique or unusual aspects of reduction and analysis, and how those aspects affect the project resources.*
- *List and describe any major software packages to be used and if any resources will be developed or obtained from previous HST programs.*

**V.** **Include a brief, <u>clearly</u> stated narrative justifying each cost item.**

A. **Salaries and Wages**
B. **Fringe Benefits**
C. **Subcontracts & Purchase Orders**
D. **Travel**
   i. **U.S. Travel**
   ii. **Foreign Travel**
E. **Supplies and Materials†**
F. **Computer Services**
G. **Publication Costs**
H. **Equipment**
I. **Other‡**
J. **Indirect Costs**

   **†Include computing devices**

   **‡Include tuition, relocation, and any fees or costs not included in the specific cost categories.**