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.*

<table>
<thead>
<tr>
<th>Investigator</th>
<th>Personnel Type (e.g. Faculty, Postdoc, Grad Student, etc.)</th>
<th>Institution</th>
<th>Description of scientific involvement</th>
<th>Labor Funding requested Yes or No</th>
<th>% Effort *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name (PI)</td>
<td>Faculty</td>
<td>XYZ / U.S.</td>
<td>XYZ</td>
<td>No</td>
<td>10%</td>
</tr>
<tr>
<td>Name</td>
<td>Grad Student</td>
<td>XYZ / U.S.</td>
<td>XYZ</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Postdoc</td>
<td>XYZ / Foreign</td>
<td>XYZ</td>
<td>No</td>
<td>15%</td>
</tr>
</tbody>
</table>

*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, clearly 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.