

## Foreign Agreement Letter Frequently Asked Questions (FAQs)

### What is the purpose of the Foreign Agreement Letter?

The Space Telescope Science Institute (STScI) is required by the National Aeronautics and Space Administration (NASA) to send "foreign agreement" letters to non-U.S. institutions that have investigators listed on Hubble Space Telescope (HST) Programs. NASA requires acceptance of the agreement of Financial Arrangements, Data Rights, and Liability for activity connected with the use of the HST.

### Can the wording of the agreement be changed?

No, the language may not be revised in any way.

The language of the agreement was written by the NASA Director of International Affairs and STScI is not authorized to change the wording. Requests for revisions will be denied. **There are no exceptions.**

### What if the agreement is not signed and returned to STScI by the deadline?

Failure to return the properly executed agreement may result in the restriction of HST data to the applicable non-U.S. investigator during the proprietary period.

### Does the agreement need to be signed if the investigator is listed on an AR program?

Yes.

Although, Acceptance of Data Rights (concerning the proprietary period during which data can be accessed) does not pertain to AR programs, the institution must agree to the terms of the Financial Arrangements (potential costs incurred on their part) and Liability.

### Who receives the letter/agreement?

The letters are sent to Directors and Investigators at each foreign institution.

### Who should sign/accept the agreement?

Each institution has an *Authorizing Official* who is able to commit the institution to the terms listed in the agreement.

The investigator should ensure that the letter is signed by the institutional Authorizing Official (such as the Director, President, Chancellor, Vice-Chancellor, Dean, Department Head, and Legal Office) and returned to STScI via scanned email copy, fax, or the postal service.

Email: [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu)

Fax: (410) 338-4211

Postal Service: Space Telescope Science Institute  
3700 San Martin Drive  
Baltimore, Maryland  
USA 21218

Attention: Paula Sessa  
Head / Grants Administration

#### What if an investigator listed has moved?

If an investigator has moved to another institution, strike through the person's name and provide the name of the new institution where s/he transferred.

#### Use ProPer to update your address?

Investigators provide current profile information in the Proposal/Person Application (electronic address system).

<https://profile.stsci.edu>

If the address in ProPer is incorrect, the investigator or the appropriate authorizing official may not receive the letter. It is the responsibility of the investigator to update their current address in ProPer.