



Grants Administration Office

Space Telescope Grants Management System (STGMS)

## Frequently Asked Questions

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## Common Terms

### Roles

**Authorizing Official (AO):** The AO is the individual who is legally responsible to accept grants on behalf of the grantee institution.

**Certifying Official (CO):** The CO is the individual responsible for the financial reporting on behalf of the grantee institution.

**Program Administrative Principal Investigator (Program Admin PI):** The Program Admin PI is the primary administrative contact for program related correspondence and has overall fiduciary responsibility for the program.

**Program Science Principal Investigator (Program Science PI):** The Program Science PI is responsible for leading the overall investigation, proper conduct of the research, and informing the community of the results.

**Grant Administrative Principal Investigator (Grant Admin PI):** The Grant Admin PI has fiduciary responsibility at the grant level, and ensures that grant administrative requirements are met, such as submission of interim and final performance reports.

**Grant Science Principal Investigator (Grant Science PI):** The Grant Science PI is responsible for scientific performance at the grant level.

**Principal Investigator (PI):** Generic term for a principal investigator at the program or grant level.

**Co-Investigator (Co-I):** Any other individual contributing to the science who is actively involved in the proposal. Co-investigators may or may not receive funding.

**Senior Faculty:** An individual with teaching responsibilities at an institution.

**Senior Researcher/Management:** An individual affiliated with an institution who does not teach.

### Program Types

**General Observer (GO):** GO programs require new observations.

**Archival Researcher (AR):** AR programs use data that is publically available in the project specific archive.

## Accessing Space Telescope Grants Management System (STGMS)

### How do I obtain access to STGMS?

If you do not have an STGMS account, contact STScI Grants Administration at [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu) for a list of STGMS User Account Managers at your institution who can assist you in creating an account. Levels of access to STGMS system are maintained by the grantee institution. If you require a revision of your access level, contact an account manager at your institution.

### How do I unlock my STGMS account?

To unlock your account, reset your password from the STGMS homepage. Click *Login* and then select *Forgot Password?* Enter your full email address to receive an email with a link to reset your password. If you haven't received the email within a few minutes, check your spam or junk folder.

I received the following error message: "The user [ ] does not exist". What does this mean?

This means that you have an account but it is not enabled. Contact STScI Grants Administration at [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu) for a list of STGMS User Account Managers for your institution.

## Preparing Budgets

### What dates should I use on my budget?

The dates should correspond with the fiscal year in which the work will be completed. This is an estimated time frame and does not determine when funding will be awarded.

### What is the institutional identifying number?

An institutional identifying number is assigned by some institutions to link the STGMS grant number to their internal system. An entry is not required in this field and it may be left blank.

### Is there a funding range for my program type?

STScI does not have a formula to judge cost reasonableness. Investigators should submit budgets that reflect the funding amount they think necessary to reduce, analyze, and publish the data. All costs must be fully justified in the budget narrative section.

### As the Program Admin PI, do I include Co-Is as subcontractors in my budget?

No. Each institution sponsoring a Co-I requesting funding must submit their own budget and narrative in STGMS.

### How do I submit a budget for a continuation program?

Budget proposals submitted in the first cycle of a continuation program will include costs for that cycle only. Costs for effort budgeted beyond the first cycle will not be considered. However, the budget narrative will include a description of the overall effort for the entire multi-year project.

A new budget proposal will be submitted for each new cycle of the continuing program. The narrative will include a description of the work that has been completed to date.

### The proposal period crosses fiscal years (FY) with different Fringe Benefits and Facilities and Administrative (F&A) rates. How do I reflect the change in the budget?

The negotiated rates for overhead, indirect costs, and fringe benefits apply to an institution's fiscal year. If the proposed budget crosses FY's, either 1) use a separate row for each cost item and apply the appropriate FY rate, or 2) use a composite rate. Provide a justification in the budget narrative for the method used.

My institution does not fund administrative or IT support from indirect costs (IDC). Are these costs an allowable budget item and where should these costs be listed?

Administrative and IT support are allowable costs and should be listed in the *Other* cost category of the budget. The costs must be fully described and justified in the budget narrative.

Can I request funds for a foreign Co-I to make collaborative visits to my institution?

No. In accordance with the General Grant Provisions (GGP), Section 3, Eligibility for STScI Grant Funding: “STScI funding will not be used in any way to support research efforts by non-U.S. investigators or institutions. Regardless of where he or she resides, an investigator who has a formal or contractual affiliation (funded or unfunded) with a non-U.S. institution is considered a ‘non-U.S. investigator’ and may not apply for funding.” STScI funding cannot flow from a U.S. investigator to support the activities of a non-U.S. investigator.

Can I pay a summer undergraduate student to work on a grant?

Yes, a proposal may support students to carry out the proposed research under the direction of the PI or a Co-I. If known at the time of proposal submission, identify the student by name in the budget and the budget narrative. In accordance with the General Grant Provisions (GGP), “Costs for graduate students, post-doctoral associates, and science data aides to assist in the analysis of data are allowable. All salaries must be in accordance with the standard policies of the grantee institution.”

In the travel section of the budget, the column for “Unloaded Cost” shows the cost of transportation and does not include the cost of lodging and subsistence. How do I correct this?

The total cost calculates only when there is a value in every column. Enter the per-day rate in the *Lodging and Subsistence* column, and the number of travel days in the *Number of Days* column.

When I save the budget, I receive the following message: *Property [fiscalYear] of class [class edu.stsci.stgms.BudgetEquipment] with value [18] is less than.* What does this mean?

STGMS requires a four-digit date format for the year, e.g. 2018.

## Budget Narrative

### Which sections of the budget narrative template do I complete?

The Program Admin PI should complete sections I through V. Co-Is are only required to complete sections IV and V. Only the Program Admin PI is required to complete the Table of Investigators in Section I of the budget narrative template. Whether funded or unfunded, each person participating in the project must be identified. Failure to provide this information may result in a reduction of funding allocated to your program.

### I am the Admin PI. How do I complete the Table of Investigators?

Whether funded or unfunded, each person participating in the project must be identified (e.g. PI, Co-Is, postdoctoral associates, other professionals, graduate students). The percentage of effort to the project is only required for unfunded labor contributions. Failure to provide this information may result in a reduction of funding allocated to your program.

## Narrative Instruments

Who is responsible for completing the narrative instruments information section in the budget?

Only Program Admin PIs are responsible for entering this information for GO and AR programs in STGMS.

For AR programs add a row to enter the instrument used to obtain the original observations. If only one instrument is involved, list that instrument as the primary instrument. Enter the number of science images/spectra that will result from the AR work and the number of distinct science targets for your program. For AR Theory programs, select *Theory* from the drop-down menu. It is not necessary to enter image or target amounts for Theory Programs.

For GO Programs, add a row to select the instrument to be used for your primary or parallel observations. Enter the number of science images. Repeat for multiple instruments. Enter the number of distinct science targets for your program. Select the *Save and Done* buttons to save the information to STGMS.

Note that STGMS blocks budget submission if this information is not included.

I am preparing the budget for an HST AR Legacy program. I have five distinct targets and I list 12 WFC3 images and 10 ACS images in the number of primary science images per instrument column. The number of individual images is much larger, and many were taken in parallel mode. It will be impossible to determine the exact number for both primary images and parallel images per instrument. How do I input this information?\*

Explain in the narrative that the number of images is much larger and many are taken in parallel mode.

**\* For science related questions, contact your program coordinator.**

## Current and Pending Support

### Is there a required template for the current and pending support document?

There is no required template for the current and pending support information; however, your document must be uploaded as a PDF in STGMS, and should include:

- Title of award
- Name of the PI
- Program name and sponsoring agency or organization
- Performance period
- Total budget
- Details about the commitment of the PI or Co-I, including how many months per person per year, for each year.

## Submitting a Budget

### As the Program Admin PI, how do I approve a Co-I budget?

STGMS will notify you by email that a Co-I budget has been submitted and needs your approval. Log into STGMS:

- Select *PI Program Management* from the main menu.
- Enter program number - click *Search*. Select program populated below to open the page.
- In the *Grants* section, click on *Needs PI Approval* for the Co-I's grant, a dropdown box will appear. Select *PI Approved*.
- Click *Save* at bottom of the screen.

### How do I submit my budget?

If you have the budget prepare privilege, click *Save & Notify* and STGMS will notify the sponsored programs official to review and submit the budget on behalf of the institution. If you have the submit privilege, click *Submit* and enter your password to complete submission. Upon submission, if you are the Program Admin PI, the budget will be sent to STScI. If you are not the Program Admin PI, the budget is forwarded to the Program Admin PI for approval prior to submission to STScI.

### How do I check the status of a budget?

Use the *Budget Search* option under the Budget section in the main menu to retrieve a budget. The status is located in the second column under Budget Status will indicate one of the following:

- **Saved:** The budget has been created and/or submitted to the AO for review, but has not been officially submitted to STScI.
- **Needs PI Approval:** A Co-I budget needs approval from the Program Admin PI.
- **PI Approved:** The Program Admin PI has approved the Co-I budget and it has either 1) been officially submitted to STScI or 2) the AO at your institution has approved the PI's budget and it has been officially submitted to STScI.
- **Pending FRC:** STScI Grants Administration has received the budget and will submit to the Financial Review Committee (FRC) for review.
- **Superseded:** The Admin PI replaced this budget with a revision.
- **Approved:** STScI Grants Administration approved the budget.
- **Denied:** This budget has been denied.
- **Needs Revision:** STScI requires submission of a revised budget.

### Who is responsible for submitting my budget?

Each institution manages the budget submission process differently and it depends on your assigned access level in STGMS. Contact your Sponsored Programs Office (SPO) to find out what your institution requires.

### How can a Grant Admin PI verify that the budget has been properly submitted?

The Grant Admin PI and institution will receive an automatic notification from STGMS stating that the budget was approved.

## Budget Revisions

### Are revised budgets and narratives required for reduced program amounts?

Yes. If a program is reduced, the Program Admin PI determines the amount to be allocated to each Co-I. If the amount is lower than the original budget submission, the investigator's institution must submit a revised budget and narrative. These should accurately reflect any changes to the scope of work and project goals necessary to remain within the allocated funding.

### Do I have to revise my budget according to the cost categories recommended by the Financial Review Committee (FRC)?

No. Each investigator may decide how to reallocate their budget up to the revised amount, with the exception of removing any specifically unallowable costs identified by the FRC or STSci.

## Award and Funding

### When will I be notified of the approved amount for my program?

After the STScI Director reviews and approves the Financial Review Committee (FRC) recommendations, STScI requests funds from NASA to support programs for the current cycle. After NASA provides funds to STScI, the Program Admin PIs and their institutions are notified of the approved funding for their programs. It is the responsibility of the Program Admin PIs to notify each funded Co-I of the amount approved for their portion of the project. Due to the confidentiality of the information contained in the budgets, STScI may not provide information regarding budgets other than your own. It is at each institution's discretion to provide budget information to other institutions.

### When will my grant be awarded?

GO awards are typically issued within 30 days after the first successful observations. AR awards are issued shortly after the Program Admin PI receives notification of the approved amount for the program. All awards are contingent based on the submission of overdue reports from previously awarded grants.

### Is it "my" award?

The legal recipient of the STScI grant is the grantee institution and not individual investigators.

### How long is the period of performance?

The period of performance stated in the Grant Award Document is the time during which STScI sponsorship begins and ends, and the time during which grant expenditures may be incurred. The Space Telescope Science Institute (STScI) generally issues grants with a three-year period of performance to allow enough time to conduct and complete the research. If the work is completed in less than three years, final reports must be submitted and the grant will be closed. STScI expects that the PI and grant personnel will complete the objectives of the proposed project within the grant period of performance. If the work is not completed within that period, a one-time only request for a no-cost extension of the award may be requested at least 30 days prior to the end date of the award. Requests received after the end date of the award may be denied. No further requests will be accepted.

### What is the CFDA number for my grant?

STScI is operated by the Association of Universities for Research in Astronomy, Inc., (AURA), for the National Aeronautics and Space Administration (NASA) under Contracts NAS5-26555 and NAS5-03127. NASA provides contract funds to STScI to directly support scientific research using the Hubble Space Telescope (HST) and the James Webb Space Telescope (JWST). There is no CFDA (Catalog of Federal Domestic Assistance) number associated with STScI grant funds.

### Other Program Admin PIs have received notification letters but I haven't received mine. What should I do?

STScI generally issues electronic notification letters within a day to two day timeframe. If you haven't received your notification, check your spam or junk folder. If you have not received the letter, contact STScI Grants Administration at [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu).

### Is the approved amount in the notification letter for my project only, or is the total award amount inclusive of all funded investigators on the program?

The approved amount is the total for all funded PIs on the program.

### Can I request preparatory funding?

Preparatory funding is available for GO programs. Investigators may request up to 25% of the approved budget amount as preparatory funding to begin essential work prior to observations. Preparatory funding will be released after the funding for the program is approved for the new cycle, and upon submission of revised budgets, if required. Preparatory funding should be requested on Line 22 of the budget.

### Are pre-award costs allowable?

In accordance with STScI General Grant Provisions (GGP), pre-award costs are an allowable expense. Please note that such costs are incurred at the grantee's own risk and will not impose an obligation on the part of STScI or NASA if an award is not subsequently made, or if an award is made for a lesser amount than the grantee anticipated. The costs must be for project activities directly related to a specific STScI program and necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the grant award.

## STGMS Questions

When can a postdoctoral student take the role of Grant Admin PI or Program Admin PI?

The criteria for these roles are determined by the policies of the grantee institution.

How do I change the Grant Admin PI or Grant Science PI?

Contact STScI Grants Administration at [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu). We will review the details of your individual situation and make changes in STGMS.

How do I add an investigator to the program?

Contact STScI Grants Administration at [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu). We will forward your request to the STScI Science Mission Office for review.

How do I transfer my grant to my new institution?

Submit a Transfer Request through STGMS. STScI Grants Administration will provide detailed instructions regarding your specific transfer process.

How do we update the Authorizing Official (AO) for our institution?

Updating the AO requires a formal signed request on your institution's letterhead. Email the pdf copy to [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu). Include the full contact information for the AO (honorific, email, address, phone).

How do we update the Certifying Official (CO) for our institution?

Your institution may either update the CO of an institution in STGMS, or send a request to [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu).

How do I update my personal contact information in STGMS?

From the main menu, select *Update Your Profile*. Enter the changes and click *Save*.

### How do I delete a user's account in STGMS?

The user's account can be disabled but not deleted. To disable the account at your institution, uncheck the *Enabled Institutions* box and the *Is an Administrator* box, if applicable, and click *Update*.

### How do we list a global email account such as awards@xyz.edu in STGMS?

STGMS does not allow a global email account to be used by multiple individuals. However, the institution may assign an email address to receive a copy of all the notifications sent from STGMS. Locate *Institution Address/Payee Address* under the Institution menu option. In the *Institution Info* section, add the global email address for your institution in the *Email* box. The email address listed will be copied on all documents sent by STGMS.

## Reporting in STGMS

### Why is an award appearing on the excluded grants list under financial reports in STGMS?

To avoid the submission of duplicate financial reports, STGMS blocks the financial reports option on grants that have reports pending processing. STScl generally processes financial reports twice a month.

If the report was prepared but not submitted, find the saved report in the *Financial Report* section, and submit or delete the report to make it available again in the list of reports.