

Frequently Asked Questions

Grant Notifications, Revised Budgets, and Awards

Funding is awarded to grantee institutions contingent upon the availability of funds from NASA.

All awards are subject to the submission of overdue reports and/or revised budgets as required.

This document is intended to address questions most frequently asked of the STScI Grants Administration Office. Please do not hesitate to contact us if your questions are not addressed here.

- I. Abbreviations and Acronyms
- II. Notification Letters
- III. Revised Budgets
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I. ABBREVIATIONS AND ACRONYMS

Abbreviations and Acronyms:

U.S. Administrative Program PI – Admin PI

Co-Investigator – Co-I

STScI Grants Administration Office – Grants Office

STScI Financial Review Committee - FRC

II. NOTIFICATION LETTERS

I am the Administrative Program PI. When will I be notified of the approved amount for my program?

After the STScI Directorate reviews and approves the FRC recommendations, STScI requests funds from NASA to support programs for the current cycle. When NASA provides funds to STScI, notifications of the approved program amounts are sent to Admin PI's and their institutions.

Is the approved amount in the notification letter for my project only, or is it inclusive of all funded investigator budgets?

The amount includes budgets for all funded investigators on the program.

Do Co-I's receive notification from STScI of the approved program amount?

No.

The Admin PI and their institution are notified of the total approved program amount. In cases where program amounts are reduced, the Admin PI is responsible for notifying each Co-I of the amount to submit for their revised budget.

How are Co-I's notified of the approved amounts?

It is the responsibility of the Admin PI 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 budgets, STScI may not provide Co-I budgets to the Admin PI or other Co-I's. It is at each an institution's discretion to provide budget information to other institutions.

Other Administrative Program PI's have received notification letters, but I haven't received mine. What should I do?

Notification letters are sent electronically via STGMS. Program PI's generally receive notification letters within a day or two of each other. The mail is from:

gms_mail@stsci.edu

Some institutions may identify this address as spam. If you haven't received your notification, check your spam account to make sure the letter isn't there. If you still don't have the notification, contact the Grants Office at the email above.

III. REVISED BUDGETS

Are revised budgets and narratives required for reduced program amounts?

Yes.

If a program is reduced, the Admin PI determines the revised budget allocation for each funded Co-I. Reductions are not required in the cost categories per the FRC recommendations. Each investigator may decide how to reallocate their budget up to the revised amount. * *See Exception Below*

Revised narratives should accurately reflect efforts that are re-scoped to accommodate the revised budget amount.

*** Unallowable costs must be specifically removed from the budget.**

How do I submit a revised budget?

Follow your institutional procedures for preparing and submitting revised budgets.

IV. AWARDS

When will my grant be awarded?

All grants are awarded subject to the submission of any overdue reports and/or the submission of revised budgets as required.

GO – Awards are issued within 30 days after the first successful observations.

AR – Awards are issued as quickly as possible (but not later than 30 days) after Admin PI's receive notification of the approved amount for their program.

Is the total grant amount available "up front"?

Funding becomes available to institutions based on the following schedule. No action is required by the grantee institution to "release" the funds.

- Awards greater than \$50,000

40:40:20 incremental schedule:

- 40% available upon award (month 1)
- 40% available (month 13)
- 20% available (month 31)

- Awards \$50K and less

- All funding is immediately available upon award.

V. PREPARATORY FUNDING

What action is required to initiate my preparatory funding award?

Was preparatory funding requested on the grant budget?

Yes – The STScI Grants Administration Office will issue a preparatory funding award to your institution for an amount not to exceed 25% of your total budget request.

No – if there is a need for prep funding that was not justified in the budget and narrative, contact the STScI Grants Administration Office for assistance.

Does your grant require a revised budget?

Yes – follow your institutional procedures for preparing and submitting revised budgets.

No – The STScI Grants Administration Office will award prep funding as soon as possible.

VI. QUESTIONS OR ASSISTANCE?

Contact the STScI Grants Administration Office at 410.338.4200 or gms_mail@stsci.edu