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Introduction

Hubble Fellowships are comparable to research fellowships or limited-term appointments at the postdoctoral level at universities. Fellowship appointments are not permanent, professional career positions.

This document outlines policies and procedures for new and continuing Hubble Fellows with regard to establishing or renewing their Fellowships and the associated arrangements with Host Institutions and Faculty Contacts. It also includes procedures for submitting budget proposals to STScI.

These policies are meant to be used in conjunction with the STScI General Grant Provisions (GGP), 8/06.


Contacts

**Hubble Fellowship Program Office**  
*(Science or policy inquires):*

Dr. Bob Williams  
Hubble Fellowship Program Office  
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Baltimore, MD  21218  
Phone:  410-338-4963  
Email:  wms@stsci.edu

**STScI Grants Administration Office**  
*(Allowable costs, budget preparation, foreign travel, equipment, report submission):*

Cathy Boegner  
Hubble Fellowship Grants Administrator  
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Baltimore, MD  21218  
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Fax:  410-338-4211  
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1. Funding

   a. Funding for the Hubble Fellowship (HF) program is contingent upon the availability of funds from the National Aeronautics and Space Administration (NASA) and approval of the Space Telescope Science Institute (STScI) Director.

   b. STScI funds each Fellowship through a grant to the Host Institution, with the Faculty Contact serving as the Administrative Principal Investigator (Admin PI).

      ➢ STScI awards funds for a maximum of three years (36-months), renewing annually for each 12-month period.

      ➢ STScI reminds the Host Institution that Fellowship grant funds are solely for the support of the Fellow for the conduct of his/her research program (with one exception noted under Travel #1 on page 9) and shall not cover expenditures for any other purpose or any other individual.

2. Commencement of New Fellows

   a. Ph.D. Requirements
      Fellows must have received their Ph.D. prior to the commencement of the Fellowship. Fellows who have not completed all the requirements for their Ph.D. degree at the time of application must provide proof of completion to STScI Grants Administration before beginning their appointment.

   b. Start Date
      The Fellow, the Host Institution, the HF Program Office, and STScI Grants Administration negotiate the start date. Dates earlier or later than September are possible. Earlier start dates are limited by the availability of funding from NASA and by the time required to complete administrative procedures to issue the award.

      In all cases, Fellowship start dates must commence no later than December 31st.

   c. Pre-award Costs
      Pre-award costs on HF grants are limited to relocation expenses only. Stipend, fringe benefits, and other direct costs including travel, cannot be charged to a fellowship award until the Fellow has activated.

   d. Length of Fellowship
      The Fellowship is a 3-year appointment, subject to an annual review and approval for renewal.
HF grants support the individual Fellow’s research program. Fellows must work full-time on their research programs and be in residence at the Host Institution during the entire period of the Fellowship appointment.

e. **Visa Requirements**
Non-U.S. nationals offered Hubble Fellowships must have a valid Visa for the duration of the Fellowship appointment.

STScl does not support any costs (including attorney fees) related to obtaining or renewing a Visa. These costs **are not** reimbursable by the HF Program. The application process is the responsibility of the Fellow and their Host Institution.

f. **Taxes and Insurance**
The Host Institution and each Fellow is responsible for complying with all regulations related to State and Federal Taxes. STScl recommends the Fellow to consult with a tax accountant regarding their individual situation.

Non-resident aliens – Fellows holding Exchange Visitor (J-1) Visas are advised that Federal Income Tax may be withheld by the Host Institution, and should consult the appropriate office at their institution.

3. **STScl Grants Management System (STGMS)**

The Host Institution must use the STScl Grants Management System (STGMS) for the administration of the HF grants. This includes the submission of all required documents and reports.

The STGMS link is [https://stgms.stsci.edu/](https://stgms.stsci.edu/)

4. **STGMS Accounts**

STScl will provide accounts for Faculty Contacts in STGMS. An Authorized Official (AO) at the Host Institution will activate user accounts and provide privileges and passwords, as necessary.

Hubble Fellows are not authorized users in STGMS. If the Fellow must access STGMS, please contact an AO at the Host Institution.
5. **Continuing Fellows**

a. **Annual Review**
   
The HF Program Office conducts an annual review based primarily on the Fellow’s level of scientific activity and achievement (as reflected in the items listed below).

   The following are due each year no later than **June 1st**:

   - **Interim Performance Report (IPR)**
     The Fellow must complete an Interim Performance Report (IPR) based on the scientific research activities from the start of the Fellowship, including a publications list. The Faculty Contact or Host Institution must submit the report through STGMS.

Template for Interim/Final Performance Report:

**Interim/Final Performance Report**

- **Grant #** HST-HF2-XXXXX.001-A
- **Contract Number** NAS5-26555
- **Title**
- **Investigator** enter Faculty Contact name
- **Host Institution**
- **Institution ID** if applicable
- **Scientific PI** enter Fellow’s name
- **Start Date** mm/dd/yyyy
- **End Date** mm/dd/yyyy
- **Request Date**
- **Submitter**
- **Reporting Period From** mm/dd/yyyy **To** mm/dd/yyyy

**Hubble Fellowship Program**

**Summary of Project Activities**

1. Brief description of the primary objectives and scope of the project
2. Brief description of the findings
3. Name and date (or anticipated date) of the publication of results
4. Suggestions and additional comments
Letter of support for renewal
The Faculty Contact must send a brief, signed letter to HF Program Office and STScI Grants Administration, assessing the Fellow’s research performance during the year and their support to renew the subsequent year. Email PDF copies are preferred.

b. STScI Grants Administration conducts an annual financial review and the following report is due at the end of each 12-month period:

Annual Expenditure Summary
At the end of each 12-month period, an annual Expenditure Summary report is required. The summary provides an overview of the incurred expenses compared to the budget.

c. Renewal
Upon review and approval of the information required in Section 5.a., STScI will notify Continuing Fellows of their renewal by June 30th. In the event that the Fellow’s scientific activity is determined to be inadequate, the Fellowship would be subject to termination at the end of the current year.

6. Changes in Host Institution

Each Fellow will be in residence at the Host Institution throughout the full 3-year Fellowship term. Under special circumstances, a Fellow may relocate to an Institution other than the original Host Institution.

A written request and justification for a transfer must be submitted to the HF Program Office (with a copy to STScI Grants Administration), and is subject to approval from the STScI Director.

Upon approval, the grant at the current Host Institution will be closed, and a grant will then be awarded to the new Host Institution. In general, STScI will not approve a transfer request if the new Host Institution has already accepted a new Hubble Fellow for the current year.

7. Early Termination of the Hubble Fellowship

If a Fellow terminates prior to the end of the 36-month period, the following information must be submitted to the HF Program Office and STScI Grants Administration:

a. Minimum 30-day notice of the intent to resign the Fellowship.

b. Letter of resignation to the Faculty Contact at the Host Institution, with copies to the HF Program Office and STScI Grants Administration. The letter must include a brief reason for and the effective date of the resignations. Email PDF copies are preferred.

c. List of other STScI grants on which the Fellow is the PI (Science or Administrative).

d. Name of new institution
If the Fellow is moving to a non-U.S. institution, computer equipment, supplies, etc., purchased to support the Fellow’s research program (regardless of cost) shall remain at the U.S. Host Institution to be used in support of other STScI or NASA research programs; otherwise, the equipment may transfer with the Fellow to another U.S. institution. The new institution must accept responsibility for the equipment (via email to STScI Grants Administration).

STScI will modify the end date of the Fellowship grant to the effective date of resignation, and will provide a list of final reports required to close the grant.

8. Final Year and Closeout of the Fellowship

a. Expenditures
   All expenditures must be incurred prior to the end date of the Fellowship. Any unexpended funds shall be returned to STScI.

b. No-Cost Extension
   The Host Institution may request an NCX for page charges only. Papers must be submitted to a journal prior to the end of the Fellowship. If an extension is approved, only the Financial Report due date will change. The due date for the Final Performance Report, New Technology Report, and Final Equipment Report will not change.

   ➢ Provide the name(s) and author(s) of the paper(s) and date(s) submitted in the request.

c. Final Reports
   At the end of the third Fellowship year, the following Final Reports are required (due dates for the final reports are included in the grant documents):

   ➢ Final Assessment - The Faculty Contact must send a signed letter to the HF Program Office and STScI Grants Administration assessing the performance of the Fellow throughout the 3-year term. Email PDF copies are preferred.

   ➢ Final Performance – The Fellow must complete a final report describing their scientific research activities during the 3-year grant period. The Faculty Contact or Host Institution must submit the report through STGMS.

   ➢ Final Financial – submitted by Host Institution through STGMS

   ➢ Financial Expenditure Summary – a final cumulative expenditure summary is required. The summary provides an overview of the incurred expenses compared to the budget.

   ➢ Equipment - Any equipment (computer hardware, etc.) approved by STScI and purchased with Hubble Fellowship funds, regardless of unit price, must be reported on the Final Equipment report.
For authorized equipment greater than $5,000, the Host Institution’s capital equipment department must submit the Final Equipment report through STGMS.

For authorized equipment less than $5,000, the Fellow’s department administrator may submit the Final Equipment report through STGMS.

The Final Equipment report must include: manufacturer’s name, model number, actual purchase price, and final disposition of the equipment.

If the Fellow is moving to a non-U.S. institution, computer equipment, supplies, etc., purchased to support the Fellow’s research program (regardless of cost) shall remain at the U.S. Host Institution to be used in support of other STScI or NASA research programs; otherwise, the equipment may transfer with the Fellow to another U.S. institution. For authorized equipment greater than $5,000, the institution must accept responsibility for the equipment (via Special Request submitted through STGMS).

New Technology – Negative reports are required.

9. Family and Medical Leave

The HF Program recognizes that leave may be required for situations such as a serious health condition, and/or the birth/adoption of a child during the 3-year Fellowship term.

The Host Institution will follow their Family and Medical Leave Act (FMLA) policies. If requested prior to (or, if a health condition, coincident with) the situation, STScI will extend the fellowship grant period accordingly. STScI will approve no additional funding.

Please contact STScI Grants Administration if you have any questions regarding the above.

10. Publications and Other Research Accomplishments

STScI anticipates the Fellow will publish their research results in refereed literature. Each publication must include the following acknowledgments:

a. “Support for this work was provided by NASA through Hubble Fellowship grant #____ awarded by the Space Telescope Science Institute, which is operated by the Association of Universities for Research in Astronomy, Inc., for NASA, under contract NAS 5-26555.”

b. Hubble Fellows must identify themselves, as such, in a footnote attached to their names on the title page of each publication.

Fellows shall also keep the HF Program Office informed of their research projects, special discoveries, awards, or other significant developments, as they occur.
11. **Education and Public Outreach (E/PO) Grants**

Hubble Fellowships support research related to the mission of the Hubble Space Telescope. Fellows are eligible to propose for E/PO grants (also available to successful HST General Observers and Archival Researchers). STScI will fund E/PO programs by grant award to the Host Institution with the Faculty Contact serving as the Administrative PI (who is also the Administrative PI for the Fellowship grant).

Information for the E/PO Program is available at the following web site:

[http://amazing-space.stsci.edu/eds/epo/funding/](http://amazing-space.stsci.edu/eds/epo/funding/)

Please contact Bonnie Eisenhamer in the STScI Office of Public Outreach at 410-338-4798 or [bonnie@stsci.edu](mailto:bonnie@stsci.edu) for questions regarding this program.
BUDGET INSTRUCTIONS

Budgets are due **June 30, 2014**.

a. A budget and supporting narrative submitted and approved by the Authorizing Official of the Host Institution is required prior to the award of funds for the program year.

b. Host Institutions must use STGMS for budget submission and administration of the HF grants.

**Allowable Costs**
The Fellowship provides funding for the following:

* Stipend
* Health insurance (as part of Fringe Benefits)
* Relocation costs (new Fellows only)
* Hubble Fellow Symposium

Professional Travel
Equipment (computing and/or scientific)
Computer services
Publication costs
Other direct research costs of the Hubble Fellow

* **Funding restrictions pertain to these specific cost categories.** Unexpended funds from these categories may not be reallocated to other cost categories in the same budget year. Remaining funds from these cost categories must be used to reduce the same categories in the budget for the subsequent year.

After the final year of the grant, any unexpended funds shall be returned to STScI.

**Stipend**

1. Refer to the Budget Worksheet for the current academic year Fellowship stipend amounts. The Host Institution may not apply Indirect Cost Rates to the stipend.

2. Hubble Fellows shall not accept additional stipend, salary, or other remuneration of any kind from any other fellowship, grant, or appointment (including a teaching appointment), throughout the duration of the Fellowship. Fellows may not accept additional honorary named appointments linked with the title “Hubble Fellow”. Fellows must devote full time effort to their individual research projects.

3. STScI does not prohibit Fellows from proposing and receiving funds for observing time on HST or other programs provided that such funds do not provide salary or stipend for the Fellow.
Fringe Benefits and Health Insurance
1. The method of applying Fringe Benefits must be in accordance with the Standard Policies and Practices related to postdocs at the Host Institution.

2. **The Host Institution may not apply Indirect Cost Rates to health insurance or fringe benefits.**

3. The Host Institution must provide full health insurance (including dental and vision) coverage for the Fellow and their dependents during the term of the Fellowship.
   - STScI prefers that the Host Institution apply its full employee negotiated Fringe Benefit rate to the stipend to fund health insurance.
   - If the Host Institution does not provide full health insurance (including dental and vision) through the applicable Fringe Benefit rate, the Host Institution or the Fellow may purchase insurance, not to exceed $18,000 per year.

4. It is the responsibility of each Fellow to become familiar with the policies of their Host Institution concerning taxes and health insurance.

Relocation
1. First year Fellows may request up to **$7,500** for relocation costs. These costs must be in accordance with the standard policies and practices of the Host Institution.

2. **Fellows from non-U.S. Institutions:** New Fellows relocating to the U.S. from foreign institutions are required to travel on U.S. Flag Carriers to the extent possible, if funded through the Fellowship.

3. STScI will not reimburse relocation expenses if the Fellow is relocating to an institution that is less than 50 miles from their current institution.

4. Relocation expenses are unallowable if the Fellow is not changing institutions.

Travel
1. The only person authorized to travel on the grant is the Hubble Fellow with one exception. The Fellow may request authorization for a graduate student to travel with or on behalf of the Fellow for a specific purpose. A detailed justification with how the travel is directly related to the Fellowship must be submitted to STScI Grants Administration for prior approval.

2. All travel, especially travel outside the U.S., must be for legitimate research purposes such as presenting papers at scientific conferences, observing, or scientific collaborations that substantively require the presence of the Fellow.
3. Hubble Fellow Symposium

a. All Hubble Fellows must present their research at the annual Hubble Symposium, held at STScI in Baltimore (dates to be determined).

b. Funds up to $2,500 annually may be requested to support travel to the Symposium.

c. Costs associated with extended travel before or after the symposium shall be apportioned and charged to research travel not symposium travel.

d. Unexpended funds from the Hubble Symposium must reduce the Symposium budget for the following year.

4. Professional Travel

a. Prior approval is required for domestic and foreign travel.

b. Domestic - The Faculty Contact must approve all domestic travel in advance.

c. Foreign – The Faculty Contact and STScI Grants Administration must approve all foreign travel at least 30 days prior to the travel.

i. Travel outside the U.S., its territories, and Canada is foreign. All foreign air travel must be via U.S. Flag Carriers to the extent such service is available.

ii. Prior approval requests must be sent by email to STScI Grants Administration, or via the Special Request function of STGMS and include the following information:
   - Dates of Travel
   - Destination
   - Purpose/Justification
   - Breakdown of Estimated Costs
   - Faculty Contact approval

iii. Reference the Hubble Fellow Foreign Travel Request Worksheet for the information required to process foreign travel requests.

http://www.stsci.edu/institute/smo/fellowships/hubble/foreign-travel

iv. Requests for funds to support personal travel or travel to a non-U.S. Fellow's country of origin during holidays will receive special scrutiny by the Faculty Contact and by STScI Grants Administration.
**Equipment**

1. The Faculty Contact and STScI Grants Administration must approval all equipment purchases in advance, regardless of the cost. Approval of the budget does not constitute prior approval for equipment.

   a. Prior approval requests must be sent by email to STScI Grants Administration, or via the Special Request function of STGMS and include the following information:

   - Description of equipment to be purchased
   - Estimated purchase price of equipment
   - Faculty Contact approval

2. Equipment expenditures are generally *unallowable* during the final six (6) months of the Fellowship.

3. Equipment approved by STScI is not the Fellow’s personal property. If the Fellow moves to a non-U.S. institution, computer equipment, supplies, etc., purchased to support the Fellow’s research program (regardless of cost) shall remain at the U.S. Host Institution to be used in support of other STScI or NASA research programs; otherwise, the equipment may transfer with the Fellow to another U.S. institution. The new institution must accept responsibility for the equipment (via email to STScI Grants Administration).

4. Please note that STScI grant funds, including the Hubble Fellowship, cannot support costs for personal electronic devices such as, cell phones, tablets, etc., and the monthly charges for data and/or talk plans.

**Other Direct Costs**

Grantees may carry over unexpended direct costs, with the exception of relocation and Hubble Symposium costs, into subsequent years in addition to the new allocation of direct costs. At the end of the three-year term, any unexpended funds shall be returned to STScI.

**Budget Narrative**

A Budget Narrative must be included with the budget submission. The narrative will explain the basis for calculating the funding amounts requested for fringe benefits or health insurance, relocation, direct costs, and travel. *Please submit the budget narrative as a PDF through STGMS.*

**Budget Worksheet (see next page)**
| 1. Fellowship Stipend | [1st year] $66,500          |
|                      | [2nd year] $67,000          |
|                      | [3rd year] $67,500          |
| 2. Fringe Benefits   | [see note $_____ * below]   |
| 3. Relocation Costs  | [not to exceed] $ 7,500**   |
|                      | [new Fellows only]          |
|                      | [not to exceed]             |
|                      | [1st year] $19,000          |
|                      | [2nd year] $14,500          |
|                      | [3rd year] $14,500          |
| 4. Other Direct Costs| [not to exceed]             |
|                      | (travel, computer services, supplies & materials, equipment publication costs, etc.) |
|                      | New Fellows:                |
|                      | Continuing Fellows:         |
| 5. Travel to STScI for the annual Hubble Symposium | [not to exceed] $ 2,500*** |
| 6. Indirect costs    | [Rate x (Items $_____ 3+4+5)] |
|                      | (applicable to Items 3, 4, and 5 only, based on a Federally negotiated Indirect Cost rate, a copy of which should be attached to the budget) |

Total Requested Funding: $___________

This worksheet illustrates the allowable budget items and maximum amounts. The budget submission from the Host Institution should indicate the requested start date for the grant. An accompanying Budget Narrative should briefly explain the basis for the amounts requested for items 2, 3, 4, and 5.

NOTES:
*Item 2 (Fringe Benefits) The amount will be either (a) calculated at the Host Institution's applicable negotiated Fringe Benefits rate as applied to the Fellowship stipend; or (b) a maximum of $18,000 if the Institution or the Fellow purchases health-care coverage separately. The Indirect Cost rate may not be applied to Item 2.

**Item 3 (Relocation) shall be entered in STGMS under "other" costs. Relocation costs must be in accordance with the Standard Policies and Practices of the Host Institution.

***Item 5 (Travel to the Symposium) shall be entered in STGMS under "other" costs. Costs associated with extended travel before or after the symposium shall be apportioned and charged to research travel not symposium travel.