

Budget Requirements

All budget submissions must be in accordance with the STScI General Grant Provisions (GGP). This document supersedes all previous versions in their entirety and can be found on the [STScI Grants Administration website](#).

ELIGIBILITY Requirements: Note that *Section 3 – Eligibility for STScI Grant Funding*, defines eligibility requirements for U.S. investigators.

Budget proposals are reviewed in detail and evaluated to assess funding that is appropriate to reduce and analyze the data in conjunction with the work in the approved science proposal. Please ensure that all the components of the budget proposal are complete and in compliance with these requirements. **Missing or incomplete information may result in a reduction of funding allocated or approved for the program.**

The budget proposal consists of:

- Itemized Budget
- Budget Narrative
- Narrative Instruments (PI institution only)
- Current & Pending Support
- Certifications

Federal Agencies - New Requirement

Proposals from Federal agencies must include the CAGE Code, DUNS # and Agency Location Code (ALC) within their budget narrative to ensure accurate and timely transfer of any subsequently approved funding.

Continuation Programs

Budgets

GO Continuation programs have orbits in more than one cycle in accordance with the approved Phase I proposal. Only Phase II and budget proposals are required for each subsequent cycle of the program. A new program number will be assigned in each cycle. Budgets must be submitted using the program number assigned to that cycle.

First cycle budget proposal - this request will include costs for the effort to reduce and analyze the data obtained in the first cycle only. If costs for subsequent cycles are included, those costs will be automatically reduced by the Financial Review Committee (FRC).

Budget narratives

Narratives for each cycle will include a detailed justification for each cost item requested in the budget and:

First cycle – To help the FRC understand the scope of effort required to support the multi-year project, this narrative will include a description of the overall effort for the entire project.

Subsequent cycles – Provide a status report for the project.

Requested Costs

1. Costs must be allowable, reasonable and allocable. Review the *STScI GGP, Section 10, Budgets and Allowable Costs*, for detailed information on each cost category.
2. Costs should reflect the work associated with the science goals in the approved science proposal. Work outside of the approved scope of work, or effort that is overscoped in comparison with the approved science proposal will not be supported.
3. Costs for effort and activities related to ground-based observations and analysis will be considered only if ground based was discussed in the approved science proposal.
4. All costs should be itemized in the budget. If a cost is listed in the budget and not in the budget narrative, or vice versa, a funding recommendation will be made based on what makes the most sense.
5. Unallowable costs will be removed from the budget request.

Budget Narrative

**Required budget narrative template provided at the end of this document
and [STScI Grants Administration website](#).**

1. All costs should be well justified in the budget narrative. Unique or unusual costs should be highlighted and described.
2. Include a detailed overview of the complete project and an explanation of how the science goals will be achieved.
3. Breakdown of each science goal.
 - Data reduction and analysis plans should be described with detail to justify the level of effort for which support is being requested.
 - Level of effort of each participant involved in each goal (i.e. ... Fiorini: 1.0 month)
4. Description of unique or unusual aspects of reduction and analysis, and how those aspects affect the project resources.
 - Description of contribution of each investigator (funded and non-funded, foreign and U.S).
5. Justification of all non-labor costs (e.g., travel, computer equipment, publication charges, etc.).
 - List any major science software packages that are expected to be used. Describe resources will be developed or obtained from previous HST or JWST programs.

[Space Telescope Grants Management System \(STGMS\)](#)

Budgets are generated and submitted using STGMS. An *STGMS User Guide* is available in [STGMS Help](#) and on the [STScI Grants Administration](#) website.

Helpful tips when using STGMS

- **SAVE** budget periodically and prior to exiting STGMS.
- Investigators: Budgets are not electronically submitted to your Sponsored Research Office (SRO) until you click **SAVE & NOTIFY** at the bottom of the budget screen.
- SRO: Budgets are not officially submitted to STScI until you click **SUBMIT** at the bottom of the budget screen. Budgets cannot be submitted without the Narrative Instrument information.
- Budget Narratives: The required template is found on the Grants Administration website under Science Proposals. Save the document as a PDF and upload to STGMS. Uploaded PDF documents can be no larger than 8-1/2" x 11" (Letter size).

Narrative Instruments

All GO and AR programs must submit Narrative Instruments information. AR Theory programs should select Theory from the Instrument Name drop down (*no other information is required*).

Only PI institutions are required to submit narrative instrument information. This tab is not visible in Co-I budgets. STGMS will not allow submission of PI or Co-I budgets until the information is entered.

Insert the number of Distinct Targets at the top of the screen. For each instrument click Add Row and enter or select the Instrument Name(s), Number of Primary Science Images per Instrument, and Number of Parallel Science Images per Instrument. Click *Save* and *Done* to return to the budget.

Current and Pending

Instructions are found by clicking  in the **Current & Pending Support** tab of the budget.

A Current & Pending Support document is required for all budgets. If the grant has a different Science PI and Admin PI, the information is required for the Science PI only. There is no standard format for this document as long as the following information is included.

- Funding Source
- Amount Awarded
- Number of Months of investigator Salary
- Project Period
- Project Title

Certifications

When the budget is submitted (click on *Submit* at the bottom of the screen), a pop-up dialog box requires that the certifications be accepted.

How to Approve Co-I Budgets

Program Administrative PIs will receive an email notification when a Co-I institution submits a budget. To approve the budgeted amount:

- Select PI Program Management from the Main Menu
- Enter Program Number and click *Search*
- Select the applicable program
- Click directly in the field under the *Status* column
- Select *PI Approve* from the drop down menu
- Click *Save*

Note: *Due to proprietary rate information, Co-I budgets are not available to the PI in STGMS.*

Co-Is may provide a PDF copy (select “*View/Print PDF*” at bottom of budget screen) of their detailed budget to the PI.

Postdoctoral Associates/Graduate Students Proposing for Grants

If you are a Postdoc or Grad Student listed as a scientific investigator on a program, your institution may require that a faculty sponsor be listed as the Administrative PI on the budget.

Questions? Contact STSci Grants Administration at gms_mail@stsci.edu or (410) 338-4200.

Program #:
Principal Investigator:

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 – IV

Co-Investigators – Complete Sections III - IV

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.***

| Investigator | Personnel Type (e.g. Faculty, Postdoc, Grad Student, etc.) | Institution | Description of scientific involvement | Labor Funding requested Yes or No | % Effort * |
|------------------|---|----------------------|---------------------------------------|--------------------------------------|------------|
| <i>Name (PI)</i> | <i>Faculty</i> | <i>XYZ / U.S.</i> | <i>XYZ</i> | <i>No</i> | <i>10%</i> |
| <i>Name</i> | <i>Grad Student</i> | <i>XYZ / U.S.</i> | <i>XYZ</i> | <i>Yes</i> | |
| <i>Name</i> | <i>Postdoc</i> | <i>XYZ / Foreign</i> | <i>XYZ</i> | <i>No</i> | <i>15%</i> |
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*Required only for labor contributions not included in the budget.

*Providing this information does not constitute voluntary committed cost sharing. STScl 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. 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.*

III. Detailed Scope – *The Program Administrative Investigator will provide the information requested below for the entire project. Co-Investigators will provide 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 or JWST programs.*

IV. Include a brief, clear narrative to justify each cost item, and include the basis of estimate (cost methodology) for administrative and clerical support, supplies and materials (including computing devices), and equipment.

- 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.