NHFP Quick Tips
What MUST I know about my NHFP Fellowship?

FIRST! Make sure your MyST profile is updated to reflect your host institution affiliation (including email address). STScI communicates primarily via email.

If the Ph.D. requirement was not met prior to the application process, you must provide Grants Administration with a copy of your Ph.D. or a certified letter from your current institution stating you have completed all of the requirements for your degree (including a successful defense) prior to the start of your fellowship.

EMPLOYMENT STATUS
Host institutions must offer you the opportunity to be an employee. You may choose the hiring status that best fits your needs. The NHFP does not require a specific title or type of employment. Changes in employment status may only be made at the start of each fellowship year.

FRINGE BENEFITS/HEALTH INSURANCE
Health insurance and benefits differ based on the institution and employment status. Please work with your host institution to become familiar with the health insurance and policies (i.e. leave, vacation, premium costs, etc.) and select the option that best meets your needs.

VISA
The application process and all costs incurred are the responsibility of the Fellow and their Host Institution. All costs related to obtaining or renewing a visa, including travel, are specifically unallowable and will not be reimbursed from fellowship funds.

PRE-AWARD COSTS
NHFP pre-award costs are limited to equipment and computing devices; travel that will occur during the grant period of performance; and relocation costs. Any pre-award cost incurred more than 60 days before the effective date of the grant award must be approved in writing by STScI Grants Administration.

RELOCATION
Relocation costs must be in accordance with the standard policies and practices of the Host Institution. Relocating for the purpose of obtaining a new visa is not an allowable expenditure. Those travel costs are considered personal and will not be reimbursed.

BUDGET PREPARATION/STGMS
The NASA Hubble Fellow is not an authorized user in STGMS. The Fellow should work with their faculty contact to prepare budget costs for the upcoming year and the supporting budget narrative (costs justification). Generally, the Sponsored Research Office submits the budget. For detailed information on budget submission, please see the NHFP STGMS Guide available on the NHFP Grant Resources webpage.

WHO DO I CONTACT?
For questions about your science, changes to host institutions, or special exceptions, contact the NHFP Program Lead who manages your Fellowship.

NHFP Program: nhfp@stsci.edu

For questions about funding, start date, budget, equipment, computing device, performance reports, travel, etc, contact Grants Administration.

Grants Administration: gms_mail@stsci.edu

HELPFUL RESOURCES:
STScI GRA Web Site
NHFP Grant Resources