What’s Grants Administration’s role?

Grants Administration is responsible for administering and managing the NASA Hubble Fellowship Program (NHFP) in accordance with the established policies and federal regulations.

• In order of precedence: Conditions of the Award Document and subsequent amendments, NHFP Guidelines, STScI General Grant Provisions (GGP), Host Institution’s policies, and federal regulations.

When do you contact us?

We’re always a good place to start!

• All funding related topics: start date, budget, equipment, computing device, performance report, travel, etc.

• Email: gms_mail@stsci.edu

• 410.338.4200 – Grants Office

• 410.338.4315 – Shantavia “Taye” Sturgis (GRA NHFP Lead)
Welcome to NASA Hubble Fellowship Grant Resources

Congratulations on being selected for the NASA Hubble Fellowship Program (NHFP). The Space Telescope Science Institute (STScI) administers the NHFP on behalf of NASA, in collaboration with the NASA Exoplanet Science Institute (NExScI) at the California Institute of Technology and the Chandra X-ray Center at the Smithsonian Astrophysical Observatory.

Grants Administration is responsible for the administration and management of the NHFP grants in accordance with NASA, STScI, the Association of Universities for Research in Astronomy, Inc. (AURA), and federal requirements, policies, procedures, and standard practices. Fellows, faculty contacts, and administrative personnel are encouraged to familiarize themselves with the NHFP Policy and Budget Guidelines, which detail policies, procedures, and allowable costs for new and continuing fellows. These policies are meant to be used in conjunction with the STScI General Grant Provisions.

All budget and post-award grant processes occur within the Space Telescope Grants Management System, known as STGMS. This system allows users direct access to grant information, including budget submissions and approvals; grant awards and amendments; financial and performance reports; transfer requests, and much more.

The content on this page is intended to provide guidance to current fellows. If you are not a fellow and would like information on the application process, please visit the NASA Hubble Fellowship Program site.

Are you new to the NHFP?

- Orientation Slides
- Quick Tips

Policies
The resources detailed below are essential to managing the Fellowship grant.

- NHFP Policy and Budget Guidelines
- STScI General Grant Provisions

Report Templates
The performance report templates are available for download.

- Interim Performance Report
- Final Performance Report

https://www.stsci.edu/scientific-community/grants-administration/nhfp-grant-resources
STGMS is a web-based application used for managing grants. All grant actions must occur in STGMS. As the Grant Science PI, you do not have access to your fellowship grant in STGMS. The administration of the grant is the responsibility of the Grant Admin PI (faculty contact).

https://stgms.stsci.edu/stgms/
What MUST I know about my Fellowship?
## Things to know

<table>
<thead>
<tr>
<th>MyST Profile</th>
<th>Ph.D. Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Make sure your MyST profile is updated to reflect your host institution affiliation and preferred email.</td>
<td>If the Ph.D. requirement was not met prior to the application process:</td>
</tr>
<tr>
<td>• STScI communicates primarily via email and system notifications are distributed to the email in the profile.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide Grants Administration with a copy of your Ph.D.</td>
</tr>
<tr>
<td></td>
<td>• A certified letter from your current institution stating you have completed all of the requirements for your degree (including a successful defense) is acceptable.</td>
</tr>
</tbody>
</table>
# Things to know

<table>
<thead>
<tr>
<th>Employment status:</th>
<th>Visa:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host institutions must offer you the opportunity to be an employee. Your title is at the discretion of the host institution.</td>
<td>Non-U.S. nationals must have a valid visa for the duration of the Fellowship.</td>
</tr>
<tr>
<td>Changes in employment status may only be made at the start of each fellowship year.</td>
<td>The application process and all costs incurred are the responsibility of the Fellow and their Host Institution.</td>
</tr>
<tr>
<td>Fellows cannot accept any other fellowship or use any other honorific fellowship title in conjunction with the NHFP.</td>
<td>All costs related to obtaining or renewing a visa, including travel, are specifically unallowable and will not be reimbursed from fellowship funds.</td>
</tr>
</tbody>
</table>
### Start Date

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Pre-Award Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred start date:         September 1st</td>
<td>Pre-award costs within 60 days of the start date of the Fellowship are allowable.</td>
</tr>
<tr>
<td>Earliest start date:         August 1st</td>
<td>Pre-award costs are specifically limited to:</td>
</tr>
<tr>
<td>Latest start date:           January 1st</td>
<td>• Equipment and computing devices</td>
</tr>
<tr>
<td></td>
<td>• Travel that will occur during the grant period of performance</td>
</tr>
<tr>
<td></td>
<td>• Relocation costs</td>
</tr>
</tbody>
</table>

The start date listed in the budget is the date used to award the fellowship grant. Any pre-award cost incurred more than 60 days before the effective date requires prior approval from Grants.

---

**Things to know**

- Start Date Pre-Award Costs
- Earliest start date: August 1st
- Latest start date: January 1st
- Pre-award costs are specifically limited to:
  - Equipment and computing devices
  - Travel that will occur during the grant period of performance
  - Relocation costs
- The start date listed in the budget is the date used to award the fellowship grant.
- Any pre-award cost incurred more than 60 days before the effective date requires prior approval from Grants.
Notable Dates

**Budget Notification Letter**
April 11, 2024

**Budget Deadline**
May 9, 2024 (5p.m. ET)
Allowable Costs
Funds in a restricted budget category are specific to that cost category and cannot be re-budgeted to any other category.

<table>
<thead>
<tr>
<th>Restricted Categories</th>
<th>Unrestricted Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary &amp; Stipend</td>
<td>Professional Travel</td>
</tr>
<tr>
<td>Fringe Benefits &amp; Health Insurance</td>
<td>Supplies &amp; Materials</td>
</tr>
<tr>
<td>Relocation</td>
<td>Computer Services</td>
</tr>
<tr>
<td>NHFP Symposium Travel</td>
<td>Equipment</td>
</tr>
<tr>
<td></td>
<td>Publication costs</td>
</tr>
</tbody>
</table>

Unexpended funds from all unrestricted budget categories may roll-over into subsequent years.
Year 1 amount: $82,500

- Fellows are restricted to only the stipend or salary received from the Fellowship.
- Fellows cannot accept additional stipend, salary, or remuneration* of any other kind from any other fellowship, grant, or appointment (including a teaching appointment), throughout the duration of the Fellowship.
  * Honoraria are allowable
- Fellows are eligible to propose for GO/AR grants or other programs (exclusive of salary for the fellow).
Fringe Benefits and Health Insurance (restricted category)

- The host institution must provide full health insurance coverage (medical/dental/vison).
- Health insurance and benefits differ based on the institution and employment status. Become familiar with the plans available (e.g. leave, vacation, premium costs, retirement) and select the option that best meets your needs.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Stipendiary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federally approved fringe rate – may exceed $20,000</td>
<td>The allowable reimbursement for all premiums should not exceed $20,000 annually.</td>
</tr>
<tr>
<td>Employed as other than standard full-time (i.e. postdoctoral fellow program) – may exceed $20,000 depending on options offered.</td>
<td></td>
</tr>
<tr>
<td>If health insurance is not offered by host institution - $20,000</td>
<td></td>
</tr>
</tbody>
</table>

*In none of these situations will you be reimbursed for the employee portion of the premium or out of pocket expenses (e.g. deductible or co-payments).*
Relocation (restricted category)

Max allowable amount: $8,500

- Relocation costs must be in accordance with the standard policies and practices of the Host Institution.
- Expenses related to obtaining or renewing a visa are not allowable.
- Existing Fellows who are transferring to a new host institution may request relocation support if they have not already received relocation support during the term of the fellowship.
- Consistent with the Uniform Guidance, 200.464.(c), when relocation costs have been charged to the NHFP fellowship grant and the fellow resigns for reasons within their control within 12 months of hire, the recipient must refund or credit the grant for its share of the relocation cost.
- Relocation costs will only be paid if the fellow is more than 50 miles away from their host institution and establishes a new residence within 50 miles of the host institution.
Symposium Travel (restricted category)

Max allowable amount: $3,500

• Fellows must present their research at the annual NHFP Symposium.

• Unexpended funds from the symposium must be used to reduce the symposium budget for the following year(s).
  • For example: Year 1 budget requests $3,500 but the travel only cost $2,500. The year 2 budget can only request up to $2,500.
  • If you do not attend the NHFP Symposium, the subsequent budget request cannot include a request for symposium travel funds, unless you did not previously request the full allocation.
### Research Funds

**Year 1 max allowable amount:** $20,000 ($52,000 over 3 years)

**Allowable:** professional travel, supplies & materials, computer services, equipment, publication costs, conference registration, and membership fees

<table>
<thead>
<tr>
<th>Travel</th>
<th>Equipment (&gt;=$5,000)</th>
<th>Supplies &amp; Materials (&lt;=$5,000)</th>
</tr>
</thead>
</table>
| NHFP funding is intended to support research related travel for the fellow only. **Exception:**  
  • Students may travel on behalf of or with the fellow to obtain or present results in support of the Fellow’s research.  
  • Collaborator may travel on behalf of the fellow in extenuating circumstances.  
  • In both cases, prior approval is required. | All equipment purchases must be approved in advance. Approval of the budget does not constitute prior approval for equipment purchases.  
• Computing Devices (e.g. laptop, monitor, iPad) are allowable provided it is essential to the performance of the award.  
  • Prior approval must be requested for any computing device not specified in the approved budget.  
  • Computing device expenditures are unallowable during the final six (6) months of the Fellowship. |  

All travel costs must be in accordance with the standard policies of the host institution.

Prior approval is required for supplies with a unit cost of $250 or greater if they were not identified in the approved budget.
The Fellow should work with their faculty contact and/or the Sponsored Research Office to prepare a budget for the upcoming year and the supporting budget narrative.

- Budget submission is for one fellowship year at a time.
- Budget narrative must justify all cost items.
- Generally, the Sponsored Research Office submits the budget.

A great resource for budget preparation is the *NHFP STGMS Guide*
## NHFP Budget Template

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Salary</td>
<td>$100,000</td>
</tr>
</tbody>
</table>

### 1. Salaries

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Doctoral Fellow</td>
<td></td>
<td>$8,000</td>
</tr>
</tbody>
</table>

### 2. Fringe Benefits

<table>
<thead>
<tr>
<th>Category</th>
<th>Unloaded Cost</th>
<th>ICA/ OSA/ F&amp;A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$8,000</td>
<td></td>
</tr>
</tbody>
</table>

### 3. Other Benefits

<table>
<thead>
<tr>
<th>Category</th>
<th>Unloaded Cost</th>
<th>ICA/ OSA/ F&amp;A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$20,000</td>
<td></td>
</tr>
</tbody>
</table>

### 4. Relocation

<table>
<thead>
<tr>
<th>Category</th>
<th>Unloaded Cost</th>
<th>ICA/ OSA/ F&amp;A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$8,000</td>
<td></td>
</tr>
</tbody>
</table>

### 5. Symposium Travel

#### 1. Baltimore

<table>
<thead>
<tr>
<th>Category</th>
<th>Unloaded Cost</th>
<th>ICA/ OSA/ F&amp;A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$5,000</td>
<td></td>
</tr>
</tbody>
</table>

### 6. Foreign Travel

<table>
<thead>
<tr>
<th>Category</th>
<th>Unloaded Cost</th>
<th>ICA/ OSA/ F&amp;A</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Foreign</td>
<td>$5,000</td>
<td></td>
</tr>
</tbody>
</table>

| Total     |                |               |
### NHFP Budget Template Cont.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>1. Institution</th>
<th>2. Investigator</th>
<th>3. Proposal / Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>G. Supplies and Materials</strong></td>
<td>Basis/Method of Cost Computation</td>
<td>Unloaded Cost</td>
<td>IDC/ G&amp;A/ Loaded Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>% $</td>
</tr>
<tr>
<td>Total Supplies and Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>H. Computer Services</strong></td>
<td>Monthly Rate</td>
<td># Months</td>
<td>Unloaded Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total Computer Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I. Publication Costs/Unit Charges</strong></td>
<td># Units</td>
<td>$/Unit</td>
<td>Unloaded Cost</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Total Publication Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>J. Equipment</strong></td>
<td>Unloaded Cost</td>
<td>IDC/ G&amp;A/ Loaded Cost</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>% $</td>
</tr>
<tr>
<td>Total Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>K. Other</strong></td>
<td>Unloaded Cost</td>
<td>IDC/ G&amp;A/ Loaded Cost</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>% $</td>
</tr>
<tr>
<td>Total Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>L. Indirect</strong></td>
<td>Added to the appropriate categories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Overhead</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total IDC/ G&amp;A/ F&amp;A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Indirect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>11. Total Project Costs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>12. Preparatory Grant</strong></td>
<td>To be awarded prior to the receipt of observation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>13. Cognizant Agency</strong></td>
<td>Date of Negotiation Agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>14. Certifications and Assurances</strong></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Institutional compliance with the certifications concerning Civil Rights, Discrimination and Suspension and Drug-Free Workplace, and Lobbying</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Institutional assurance that only U.S. Scientists will be provided grant funds</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Institutional assurance that if Federal employees are working on this Program, the costs associated with their work are not available through their Federal Agency</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I. Detailed Scope – Provide a response to the information requested below for the complete project:

- Include a detailed overview of the complete project, a breakdown of each science goal, and how the science goals will be achieved during this year of the fellowship.
- 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 programs.

II. Include a brief, clearly stated narrative justifying each cost item.

A. Stipend
B. Fringe Benefits
C. Other Benefits
D. Relocation - Expenses from current institution to a host institution that is more than 50 miles from originating location.
E. Symposium Travel
   Note: Unexpended funds from the symposium must be used to reduce the symposium budget for the following year and not for any other travel.
F. Travel - Purpose of the trip, Destination, Dates of travel, Number of days on travel, and the Total cost for travel. Include estimates for anticipated travel not known at time of budget submission.
   a. U.S. Travel
   b. Foreign Travel - Prior approval will be required for all TBD travel and trips not specified in the approved budget.
G. Supplies and Materials – (include computing devices with a per unit cost of less than $5,000)
   Note: The budget justification must include a complete description of the item(s) to be purchased, including a list of required software and peripherals, a cost estimate of the item(s), how the cost estimate was obtained, and how the item(s) will be used in the conduct of the research.
H. Computer Services
I. Publication Costs
J. Equipment
   Note: The budget justification must include a complete description of the item(s) to be purchased, including a list of required software and peripherals, a cost estimate of the item(s), how the cost estimate was obtained, and how the item(s) will be used in the conduct of the research.
K. Other - Include any fees or costs not included in the specific cost categories.
L. Indirect Costs
Current and Pending Support

NASA Hubble Fellow: Name

CURRENT

Title:  
Administrative PI:  
NASA Hubble Fellowship Award#: HST-HF2-51*** year (#)  
Period of Performance: MM/DD/YY – MM/DD/YY  
Amount Awarded is $123,456 including salary and research expenses for year (#) fellowship

Title:  
Administrative PI:  
Award#: HST-GO-1****.001  
Period of Performance: MM/DD/YY – MM/DD/YY  
Amount Awarded is $123,456 including funding for travel and publications but not salary

PENDING

Title:  
Administrative PI:  
NASA Hubble Fellowship Award#: HST-HF2-51*** year (#)  
Period of Performance: MM/DD/YY – MM/DD/YY  
Proposed amount is $123,456 for year (#) fellowship
The fellowship grant is awarded to the host institution under the direction of the faculty contact.

The fellowship grant is awarded with a 3 year period of performance.

Funding is awarded annually (*subject to renewal requirements*).  

Funding is *automatically* available based on an incremental funding schedule

- 60% available at award (month 1)
- 40% available at the start of month 7
  - Note: Only the initial Award Document containing the funding schedule will be distributable. No additional funding documents will follow.
I have my Fellowship, now what?
Prior Approval Requirements

Don’t forget...

Always required:
• Equipment
• Pre-award costs
• Travel exceptions (student or collaborator)
• Remote work or Telecommuting

If not in the approved budget:
• Computing device
• Foreign travel (including TBD travel)
• Supplies and Material (over $250)
Remote Work or Telecommuting

- Fellows must be in residence at their Host Institution, or have written permission from their Host Institution to telecommute and/or work remotely.

- Remote work and telecommuting are, for the purposes of the NHFP rules, distinguished by the funding support they are provided by the NHFP and the restrictions placed upon them.

- Remote Work (prior approval required)
  - 3 or more months a year visiting or in residence at a U.S. institution other than their Host Institution
  - May use up to $5,000 per year from research funds to support domestic travel between the remote location and the Host Institution.

- Telecommute (prior approval required)
  - 4 or more months of a year working outside of the United States, its territories or possessions.
  - Restrictions on telecommute location are those set by their Host Institution and federal law.
  - NHFP funding may not be used to support travel or visa costs necessitated by telecommuting.

- Telework (working from home)
  - Only approval from the Host Institution is required.
  - NHFP funding may not be used to support travel or visa costs necessitated by telework.

- A Special Request via STGMS is required to request prior approval.
Continuing the Fellowship

- Renewal - regardless of your start date, the Interim Performance Report and Interim Faculty Contact Assessment are due May 31st in years 1 & 2.

  Requirements:

  - Performance Report – written by fellow to describe research activities and publications
  - Faculty Contact Assessment – written by faculty contact to assess the Fellow’s research performance and affirm their support for renewal
  - The NHFP Lead authorization of renewal.

- Grants Administration must receive all requirements in order to award the next year.
• NASA supports parental or medical leave as approved and supported by the host institution, but no additional funds above and beyond the three-year grant award will be approved.

• Follow the Host Institution Family and Medical Leave Act (FMLA) polices regarding how premiums and benefits are handled.

• Fellowship grant funds are suspended during the period of leave.

• STScI will approve an extension to the period of performance by the amount of time of the approved absence.

• If leave is needed, a Special Request for prior approval is required.
Can I change my host institution?

- Yes, under special circumstances a transfer may be granted. You must send an email, including a justification, to your NHFP Program Lead to receive approval.
  - Transfer requests will only be accepted between January 1st and March 31st.
  - Requests will not be reviewed or approved until the incoming Fellows have been selected.
  - Out of cycle transfer requests will only be considered in exceptional cases.

- We hope to have you for the entire 36-months; however, if a job opportunity presents itself, please submit your resignation letter at least 30 days prior to your departure.
Public law reference: Section 1340 of Public Law 112-10 and Section 539 of Public Law 112-55:

In accordance with restrictions in Appropriation Acts, NASA is prohibited from funding any work that involves the bilateral participation, collaboration, or coordination with China or any Chinese-owned company or entity, whether funded or performed under a no exchange of funds arrangement.

Consult with your institution if you have questions about these laws related to your fellowship activities.
Have questions?

Contact info:

gms_mail@stsci.edu

410.338.4200 – Grants Office
410.338.4315 – Shantavia “Taye” Sturgis (GRA NHFP Lead)