



NASA Hubble Fellowship Program (NHFP)
Policy and Budget Guidelines 2020

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Introduction

The NASA Hubble Fellowship Program (hereafter, NHFP) is comparable to research fellowships or similar limited-term postdoctoral level appointments at universities. Fellowship appointments are not permanent, professional career positions.

Fellows, faculty contacts, and administrative personnel should familiarize themselves with the NHFP Policy and Budget Information. This document outlines policies and procedures for new and continuing Fellows who are 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 used in conjunction with the [STScI General Grant Provisions, December 2018](#) and the Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Chapter 1, Chapter II, Part 200 and Appendices.

NASA Hubble Fellowship Program Contacts

For all science inquires, transfers and special exceptions contact the NHFP Program Office:		
<i>Einstein Program Office</i>	<i>Hubble Program Office</i>	<i>Sagan Program Office</i>
Dr. Paul Green	Dr. Andrew Fruchter	Dr. Dawn Gelino
All inquiries: nhfp@stsci.edu		

<http://www.stsci.edu/stsci-research/fellowships/nasa-hubble-fellowship-program>

For all other inquires contact the NHFP Grants Administration:
Grants Administrator Shantavia Sturgis Phone: 410.338.4315 Email: gms_mail@stsci.edu

<http://www.stsci.edu/scientific-community/grants-administration/nhfp-grant-resources>

Section 1: STGMS

The Space Telescope Grants Management System (STGMS) is a web-based application that allows users direct access to grant information. All grant actions must occur in STGMS. These actions include budget submissions; no-cost extensions; financial, performance, equipment, and technology reports; and faculty contact assessments.

<https://stgms.stsci.edu>

NASA Hubble Fellows are not authorized users in STGMS. Fellows who have GO/AR grants may have access to STGMS with the necessary privilege(s) to manage the grant(s). If the Fellow must access STGMS, contact an Authorized Official (AO) at the Host Institution who can activate individual user accounts. The NHFP grant is linked to the Faculty Contact (Administrative Principal Investigator). The Fellow (Science Principal Investigator) can only view the grant. STScI will create an STGMS account for the Faculty Contact.

Section 2: Role Descriptions

The NASA Hubble Fellow (hereafter referred to as Fellow) leads the science for their research program.

Each Fellow must have a faculty member, located at the same Host Institution, who will serve as their Faculty Contact. The role of the Faculty Contact is to ensure that NHFP funding is dedicated to helping the Fellow achieve the proposed science goals of their project. The Faculty Contact also serves as the Admin PI for the NHFP grant and approves budget submissions; however, they may not receive funding from the grant.

Section 3: Commencement of New Fellows

A. Ph.D. Requirements

Fellows must receive their Ph.D. prior to the commencement of the Fellowship. Fellows who have not met 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. A certificate or a brief letter from an authorized individual at the graduating institution, stating that you have completed all of the requirements for the degree, is adequate. The letter must be on institutional letterhead.

B. Start Date

The Fellow, the Host Institution, the NHFP Office, and STScI Grants Administration negotiate the start date. The typical start date is September 1st. The earliest and latest start dates are August 1st and January 1st. Start dates earlier than September 1st are limited by the availability of funding from NASA and by the time required to complete administrative procedures to issue the award.

C. Length of Fellowship

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

D. Visa Requirements

Non-U.S. nationals who are offered a NASA Hubble Fellowship must have a valid visa for the duration of the Fellowship appointment. NHFP grant funds do not support any costs (including attorney fees) related to obtaining or renewing a visa. The application process and all costs incurred are the responsibility of the Fellow and their Host Institution.

E. Taxes and Insurance

The Host Institution and the Fellow are responsible for complying with all regulations related to state and federal taxes. STScI recommends the Fellow consult with a tax accountant regarding questions related to taxes and their individual situation.

Non-resident aliens (Fellows holding Exchange Visitor (J-1) visas) are advised that their Host Institution may withhold federal income tax and should consult the appropriate office at their institution for information.

Section 4: Funding and Support

A. Stipend

Funding for the NHFP 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.

STScI funds each Fellowship through a grant awarded to the Host Institution, with the Faculty Contact serving as the Administrative Principal Investigator (Admin PI). Funding is awarded annually, up to a maximum of 36-months. Each year, STScI Grants Administration will notify the Faculty Contact, the Fellow, and the Host Institution that a new budget will be required for the subsequent year.

As stated in the Grant Award/Amendment documents, funding becomes automatically available to the Host Institution based on the incremental schedule below. No action is required by the Host Institution to “release” funding.

60% available upon award (month 1)

40% available (month 7)

B. NASA Hubble Fellowship Support

Grant funds are provided solely for the support of the Fellow to conduct the research program (with one exception noted in Section 8, D. Travel) and must not support expenditures for any other purpose or any other individual.

Fellows cannot accept any other fellowship or use any other honorific fellowship title in conjunction with the NHFP. Fellows cannot accept additional stipend, salary, or remuneration of any other kind from any other fellowship, grant, honoraria, or appointment (including a teaching appointment), throughout the duration of the Fellowship.

Fellows cannot accept supplemental benefits from the Host Institution. For example, a supplement to salaries or stipends intended for retirement is unallowable.

C. Other Support

Fellows are eligible to propose for GO/AR grants or other programs (exclusive of salary). PI-ship should follow the Host Institution's standard practices and procedures.

Section 5: Pre-award Costs

Pre-award costs are incurred at the Host Institution's own risk and STScI is under no obligation to reimburse such costs if the Host Institution does not receive an award, or an award is made for a lesser amount than the Host Institution anticipated.

Prior approval is not required for pre-award costs incurred within 30 days of the effective date of the grant award. Allowable pre-award costs are specifically limited to equipment and computing devices; travel that will occur during the grant period of performance; and relocation costs. The costs must be for project related activities and necessary for the efficient and timely performance of the Fellowship scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the start date of the grant award.

Any pre-award cost incurred more than 30 days before the effective date of the grant award must be approved in writing by STScI grants administration.

Section 6: Budget Submission

Budgets are due by Thursday, May 14, 2020. If there are extenuating circumstances, an extension may be considered; contact Grants Administration for approval.

Prior to the award of funds for the program year, a budget and supporting narrative must be submitted through STGMS. The Faculty Contact and the Fellow should work jointly to prepare a budget. The Authorizing Official of the host institution or their designee must approve and submit the budget.

The narrative must explain the basis for calculating fringe benefits or health insurance and all other cost items requested (e.g. relocation, direct costs, travel). *Submit the budget narrative as a PDF through STGMS.*

Section 7: Current and Pending Support

A Current and Pending support document for the Fellow must be included with the budget and submitted *as a PDF through STGMS*. As the grant is linked to the Faculty Contact, an Authorizing Official or an AO designee must upload the current and pending for the Fellow.

The following information is required:

- Funding Source
- Amount Awarded
- Number of months of PI Salary
- Project Period
- Project Title

If no current and pending support exists, state that on the document.

Section 8: Allowable Costs

A. Stipend

Refer to the Budget Worksheet in Section 16 for the current academic year Fellowship stipend amounts.

The Host Institution may not apply Indirect Cost Rates or other fees to the stipend.

B. Fringe Benefits and Health Insurance

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

The method of applying Fringe Benefits must be in accordance with the Host Institution's Standard Policies and Practices for postdocs.

Indirect Cost Rates or other types of fees applied to health insurance or fringe benefits are unallowable.

The Host Institution must provide full health insurance (including dental and vision) coverage for the Fellow and their eligible dependents during the term of the Fellowship. Costs associated with a known, upcoming life-changing event (e.g. marriage, birth, or adoption of a child) that will increase the cost of health insurance during the Fellowship year, should be included and explained in the budget.

Funding must be reflected in the budget proposal in one of three ways:

1. If full-time employee benefits are offered, the Host Institution may apply the federally approved fringe benefit amount for health insurance.
2. If a Fellow is employed as other than a standard, full-time employee (e.g. under a Postdoctoral Fellow program), health insurance may be budgeted at the maximum amount allowable for that program.
3. If a Fellow is employed other than the cases stated above and full coverage health insurance is not provided, the Fellow should purchase medical/dental/vision insurance separately. The allowable reimbursement for the premium should not exceed \$20,000 annually. If a situation requires more than \$20,000, contact STScl Grants Administration.

In none of these cases will the Fellow be reimbursed for the employee portion of the premium; co-payments; or individual medical, dental, or prescription costs, etc. not covered under the health insurance policy.

C. Relocation

STScl will not reimburse expenses for relocation to a host institution that is less than 50 miles from the recipient's current institution.

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

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. The budget narrative justification for relocation costs must include the originating location.

Pursuant to IRS regulations, expenses associated with relocation must be treated as taxable income. Your institution is required to make tax withholdings on relocation payments whether they are made directly to you or to a third party on your behalf. Contact your Host Institution's Human Resources department for information and guidance related to moving expenses and tax withholdings.

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 NHFP.

D. Travel

Travel costs include transportation, lodging, subsistence, and related items incurred by the Fellow who is in pre-approved travel status for legitimate research purposes. Such costs must be in accordance with the written travel policies of the Host Institution. In lieu of an institutional travel policy, the Federal Travel Regulations should be used for guidance.

Travel within the United States and its territories is considered domestic travel. All other locations are considered foreign.

Air travel, domestic or foreign, for personnel and property, must be aboard a U.S. flag carrier to the extent possible. This includes flights where a U.S. flag carrier and a non-U.S. flag carrier share a flight number (i.e. a code-shared flight). Airfare costs in excess of the customary standard commercial airfare (coach or equivalent), federal government contract airfare (where authorized and available) or the lowest commercial discount airfare are unallowable except when such accommodations would:

- a. Require circuitous routing;
- b. Require travel during unreasonable hours;
- c. Excessively prolonged travel; or
- d. Result in additional costs that would offset the transportation savings;

NHFP funding is intended to support research-related travel relevant to the Fellow's NHFP project. The only person authorized to travel on the grant is the Fellow, with the exception noted in Appendix C. The NHFP Lead and Grants Administration must approve all exceptions to the travel policy.

All approved exceptions to the travel policy do not relieve the Host Institution of the responsibility to comply with the terms and conditions of the grant award, including the eligibility requirements. (Reference the [STScI General Grant Provisions, December 2018, Section 3, Eligibility for STScI Grant Funding](#))

All expenses incurred for personal days while in travel status are the sole responsibility of the Fellow.

Professional Travel

The Faculty Contact must approve all travel, domestic and foreign, in advance.

The budget justification should contain the following information for each domestic and foreign travel request: Purpose of the trip, Destination, Dates of travel, Number of days on travel, and the Total cost for travel.

Prior written approval must be obtained from STScI Grants Administration for all foreign travel that is not specified in the approved budget. *(See Appendix C)*

NASA Hubble Fellowship Symposium Travel

Fellows must present their research at the annual symposium. Up to **\$3,000** may be requested annually to support travel costs to the symposium. Unexpended funds from the symposium must be used to reduce the symposium budget for the following year and cannot be used for any other purpose, including travel.

E. Equipment and Computing Devices

Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year with a per-unit acquisition cost of \$5,000 or more.

- A. All equipment purchases must be approved in advance by the Faculty Contact and STScI Grants Administration. ***Approval of the budget does not constitute prior approval for equipment purchases. (See Appendix C)***
- B. Equipment expenditures are generally unallowable during the final six (6) months of the Fellowship. Limited exceptions may be made in extraordinary circumstances and require prior approval in advance by the Faculty Contact and STScI.

All equipment approved by STScl and purchased with NHFP funds must be reported on the Final Equipment Report. Relevant details include:

- Manufacturer's name
- Model number
- Actual purchase price
- Final disposition of the equipment

Computing devices are defined as machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information.

- A. Computing devices with a unit cost of less than \$5,000 are considered supplies. These purchases are allowable provided the computing device is essential to the performance of the award.
- B. 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. Prior approval must be requested for any computing device not specified in the approved budget.
- C. Computing device expenditures are unallowable during the final six (6) months of the Fellowship. Limited exceptions may be made in extraordinary circumstances and require prior approval in advance by the Faculty Contact and STScl.

NHFP funds will not support costs for personal electronic devices such as cell phones, etc., or the monthly charges for data and/or talk plans.

At the end of the Fellowship, no equipment and/or computing devices purchased with NHFP funds may transfer with the Fellow outside the United States. If the Fellow is moving outside the United States, all equipment and/or computing devices purchased must remain at the U.S. Host Institution for use in support of other STScl or NASA research programs.

Otherwise, the equipment and/or computing devices may transfer with the Fellow to another U.S. academic or non-profit research institution for use in support of other STScl or NASA research programs. For authorized equipment with a per-unit cost of \$5,000 or more, the new institution must accept title to and responsibility for the equipment by submitting a Special Request through STGMS.

Please contact STScl Grants Administration with any questions or for directions related to the disposition or transfer of equipment and computing devices for all other situations not addressed above.

F. Other Direct Costs

The Host Institution may carry over funds from unexpended direct costs (with the exception of Stipend, Fringe Benefits, Relocation, and NHFP Symposium travel) into subsequent years. These funds would be in addition to the new allocation of direct costs. All unexpended funds must be returned to STScl at the end of the 36-month term.

G. Indirect Costs

Indirect costs (IDC) are allowable provided the IDC rates used in the budget are based on a Negotiation Agreement with an agency of the federal government. The federal IDC Negotiation Agreement that supports rates used in the budget must be submitted to STScl prior to grant award.

Indirect Cost Rates or other types of fees applied to stipend, health insurance or fringe benefits are unallowable.

Indirect Costs (IDC) includes the terms Facilities and Administration (F&A), Overhead (OH), and General Administrative (G&A) rates.

Section 9: Continuing Fellows

The NHFP Office conducts an annual assessment based primarily on the Fellow’s level of scientific activity and achievement (as reflected in the items listed below).

Required documents due each year by May 31st:

Document:	Responsibility:	Submission location:	Description:
Interim Performance Report <i>(Template provided in Appendix A)</i>	Fellow	STGMS via Faculty Contact	The Fellow must describe scientific research activities from the start of the Fellowship, including a publications list.
Annual Faculty Contact Assessment	Faculty Contact	STGMS via Faculty Contact	The Faculty Contact must assess the Fellow’s research performance during the year and affirm their support to renew the subsequent year.

Upon review and approval of the documents, the NHFP Office will notify continuing Fellows of their renewal. In the event the Fellow’s scientific activity is determined to be inadequate, the Fellowship will be subject to termination at the end of the current year.

Section 10: Changes in Host Institution

Each Fellow must be in residence at the Host Institution throughout the full 36-month 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 NHFP Office for approval, with a copy to STScI Grants Administration. The request may also be subject to approval from the STScI Director.

Requests for transfers for the upcoming academic year will only be accepted between January and April. Decisions will not be made until the incoming Fellows have been selected. If approved, the transfer will become effective at the start of the next fellowship year. Requests for transfers for the following academic year will be accepted through July. Out of cycle transfer requests will only be considered in exceptional cases.

Upon approval, an official Transfer Request must be submitted through STGMS. The transfer request must include a list of all other STScI grants on which the Fellow is the PI (Science or Administrative). The current Host Institution must submit all final reports requested. Once all reporting requirements are met, the grant at the current Host Institution will be closed and funds will be subsequently 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. An exception may be considered if there is a brief period of overlap due to the early arrival or late departure of a Fellow.

Section 11: Early Termination of the Fellowship

If a Fellow terminates prior to the end of the 36-month period, the NHFP Lead and STScl Grants Administration must be notified at least 30 days prior.

Submit a Special Request through STGMS that includes the following:

- Letter of resignation to the Faculty Contact at the Host Institution. The letter must include a reason for the resignation, the effective date, and the name and address of the new institution or employer. Attach a copy of the PDF letter to the STGMS request.
- List of other STScl grants on which the Fellow is the PI (Science or Administrative).

Note that the Faculty Contact or other administrative staff with STGMS user privileges must submit the request.

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

Refer to Section 8-E for policies regarding the transfer of equipment and computing devices.

Section 12: Final Year and Closeout of the Fellowship

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

At the end of the third Fellowship year, the following Final Reports are required (*due dates for the reports are included in the grant award and amendment documents*):

REPORT:	WHO IS RESPONSIBLE:	SUBMISSION LOCATION:	DESCRIPTION:
Final Performance	Fellow	STGMS via Faculty Contact	The Fellow must describe scientific research activities during the 3-year grant period.
Final Faculty Contact Assessment	Faculty Contact	STGMS via Faculty Contact	The Faculty Contact must assess the Fellow's research performance throughout the 3-year term.
Final Financial	Host Institution	STGMS	All expenses must be incurred prior to the end date of the Fellowship.
Final Equipment (<i>Template provided in Appendix C</i>)	Host Institution	STGMS	All equipment approved by STScI and purchased with NASA Hubble Fellowship funds must be reported on the Final Equipment report. Negative reports are required.
New Technology	Host Institution	STGMS	The development of new technology resulting from the research. (see below)

*Specific guidance regarding NASA's new technology reporting policy can be found at:

<https://invention.nasa.gov/what-is-reported.php>

Section 13: Publications and Other Research Accomplishments

STScI anticipates that 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 the NASA 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 NAS5-26555.”
- B. NASA Hubble Fellows must identify themselves, as such, in a footnote attached to their names on the title page of each publication.

In addition, Fellows must keep the NHFP Office informed of their research projects, special discoveries, awards, or other significant developments, as they occur.

Section 14: No Cost Extension

A No Cost Extension may be requested only to allow payment of page charges for papers that were submitted to a journal prior to the end of the Fellowship.

- Submit a No Cost Extension Request through STGMS at least 30 days prior to the end of the award providing the name(s) and author(s) of the paper(s) and date(s) submitted.
- If an extension is approved, ***only the due date for the Final Financial Report will be revised***. Due dates for all other final reports (e.g. Final Performance Report, Final Faculty Contact Assessment, Final Equipment Report, and New Technology Report) will not change.

Section 15: Family and Medical Leave

If leave is required for situations such as a serious health condition, and/or the birth/adoption of a child during the 36-month Fellowship term, the Fellow will follow their Host Institution's Family and Medical Leave Act (FMLA) policies.

STScI will approve an extension to the fellowship grant period of performance by the amount of time of the approved leave; however, the NHFP will not provide additional funds for stipend, health insurance, benefits, etc.

STScI Grants Administration must be notified of, and approve requests for all leaves of absence. If the request is for other than medical, STScI requires that the Fellow provide information regarding their planned activities during their absence.

Section 16: Budget Worksheet

This budget worksheet outlines allowable budget items and the maximum amounts per cost category. Year 1 Fellows must indicate the requested start date for the grant in budget, Item 11A. The narrative must explain the basis for calculating all cost items requested (i.e. relocation, direct costs, travel, fringe benefits or health insurance).

2020 – 2021 Academic Year	
1. Fellowship Stipend – established annually by the NHFP and cannot be adjusted or modified.	
<i>1st Year Fellow</i>	\$70,500
<i>2nd Year Fellow</i>	\$71,500
<i>3rd Year Fellow</i>	\$72,500
2. Fringe Benefits - must be allocated in accordance with Section 8. Indirect Cost rates or other type of fees cannot be applied.	
3. Other Direct Costs - Professional travel, supplies & materials, computer services, equipment, publication costs, etc.	
<i>1st Year Fellow</i>	\$19,000
<i>2nd Year Fellow</i>	\$14,500
<i>3rd Year Fellow</i>	\$14,500
4. Relocation Costs (<i>1st Year Fellows only</i>)	\$7,500
Enter costs in the "Other" category	
5. Symposium Travel	\$3,000
Enter costs in the "Other" category	
6. Indirect Costs (applicable to Items 3, 4, and 5 only, based on a federally negotiated Indirect Cost rate)	[Rate x (Items \$___3+4+5)]

Appendix A: Interim/Final Performance Report Example

Grant # HST-HF2
Contract Number NAS5-26555
Title

Investigator
Institution
Institution ID
Scientific PI
Start Date
End Date
Request Date
Submitter
Reporting Period

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**
 - Section should be approximately 1 page in length
 - Include a brief description of research plans for the upcoming year.
- 3. Name and date (or anticipated date) of the publication of results**
- 4. Suggestions and additional comments**
 - List conferences and scientific meetings attended, talks given by the Fellow, observing trips taken, and any other relevant scientific activities.

*Download the template [here](#)

Appendix B: Faculty Contact Assessment Example

Final Faculty Contact Assessment

Grant #
Contract Number
Title
Investigator
Institution
Institution ID
Scientific PI
Start Date
End Date
Request Date
Submitter _____
Reporting Period To

Hubble Fellowship Program

In the space below, the Faculty Contact, who is also the Principal Investigator for the grant, must assess the Fellow's research performance throughout the 3-year term of the Fellowship.

Upon submission, STGMS will automatically send a copy of this assessment to the Hubble Fellowship Program Director and to the Grants Administration Office.

Note: Attaching a PDF file to the report is acceptable.

Appendix C: Procedure for Prior Approvals

A. Foreign Travel

Prior approval for foreign travel not specified in the approved budget must be approved by STScI Grants Administration in advance via the Foreign Travel Request submitted through STGMS.

Please allow 15 business days for review. For expedited requests, please state the reason.

STScI Grants Administration will review the information and issue an official approval via STGMS notification.

Do I need prior approval?

- Was the foreign travel specified in your approved budget?
 - No → Prior approval is required
 - Yes → Prior approval is not required
- A foreign trip was specified in my approved budget. Is prior approval required if I want to include additional travel on that trip?
 - Yes. Prior approval is required only for the leg of the trip not specified in the approved budget.
- Do I need to obtain prior approval from STScI for foreign travel if it is not required by my Host Institution?
 - Yes. Prior written approval must be obtained from STScI Grants Administration for all foreign travel that is not specified in the approved budget.

Foreign Travel Request

Grant # HST-HF2-
Contract Number NAS5-26555
Title
Investigator
Institution
Institution ID
Scientific PI
Start Date
End Date
Request Date
Submitter

1. If funds allocated to Foreign Travel are insufficient to cover the costs of the trip, explain from which cost category, the funds will be reallocated. Please note that funds remaining from Relocation or Hubble Symposium Travel costs may not be used for any other purpose.
2. Air travel, domestic or foreign, for personnel and property, must be aboard a U.S. flag carrier to the extent possible. This includes flights where a U.S. flag carrier and a non-U.S. flag carrier share a flight number (i.e. a code-shared flight). NASA requires that grantees are in strict adherence with travel on U.S. Flag Carriers. Open Skies Agreement is not a provision that flows down to STScI.

Traveler Name
Destination
Date(s) of Travel
Event website URL

Purpose/Justification

Breakdown of Travel Costs

Airfare \$0
Lodging \$0
Meals/Incidentals \$0
U.S. Ground Transportation \$0
Foreign Ground Transportation \$0
Registration/Other \$0
Travel Visa \$0
Total Estimated Cost \$0

Note: If requesting multiple trips, one request per trip required.

B. Exceptions for Fellow Travel

Can a student or collaborator travel in my place?

Requests for exceptions for someone other than the Fellow (i.e. student or collaborator) to travel will be considered only in extenuating circumstances, such as health of the fellow and/or family care responsibilities.

Prior approval for all exceptions must be requested in advance via a Special Request submitted through STGMS.

Please allow 20 business days for review. For expedited requests, please state the reason.

The NHFP Leads and STScl Grants Administration will review the information and issue an official response via STGMS notification.

C. Computing Devices

Prior approval for any computing device not specified in the approved budget must be requested in advance via a Computing Device Request submitted through STGMS.

Please allow 15 business days for review. For expedited requests, please state the reason.

STScI Grants Administration will review the information and issue an official response via STGMS notification.

Computing Device Request

Grant # HST-HF2-
Contract Number NAS5-26555
Title
Investigator
Institution
Institution ID
Scientific PI
Start Date
End Date
Request Date
Submitter

Please send copy of correspondence regarding this request to the following (separate multiple email address with a comma)

CC

Computing devices are defined as machines (less than \$5,000) used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. Please provide the following information for each item to be purchased.

Item #1

Quantity
Manufacturer's Name
Estimated Cost

Item
Model Number
Total Cost

Justification for purchase

D. Equipment

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

Please allow 15 business days for review. For expedited requests, please state the reason.

STScI Grants Administration will review the information and issue an official response via STGMS notification.

Equipment Request

Grant # HST-HF2-
Contract Number NAS5-26555
Title
Investigator
Institution
Institution ID
Scientific PI
Start Date
End Date
Request Date
Submitter

Please send copy of correspondence regarding this request to the following (separate multiple email address with a comma)

CC

Item #1

Quantity	Item
Manufacturer's Name	Model Number
Estimated Cost	Total Cost

Justification for purchase