



STScI | SPACE TELESCOPE
SCIENCE INSTITUTE

EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

NASA Hubble Fellowship Program Orientation

Grants Administration

April 11, 2023



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!

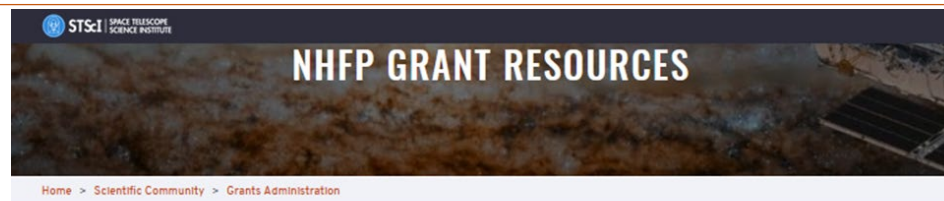
- All funding related topics: start date, budget, equipment, computing device, performance report, travel, etc.
- Email: gms_mail@stsci.edu
- 410.338.4200 – Grants Office
- 410.338.4315 – Shantavia “Taye” Sturgis (GRA NHFP Lead)



Resources



NHFP Grant Resources Webpage



Welcome!

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 2022](#), which detail policies, procedures, and allowable costs for new and continuing fellows. Need access to the prior NHFP Policy and Budget Guidelines? The [2021](#) version is available to download. These policies are meant to be used in conjunction with the [STScI General Grant Provisions, December 2018, Revision A](#).

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.

Resources

[NHFP Policy and Budget Guidelines](#)[STScI General Grant Provisions](#)[NHFP STGMS Guide](#)[NHFP Orientation Slides for New Fellows](#)

Forms

[Annual Performance Report Template](#)[Final Performance Report Template](#)[NHFP Budget Narrative Template](#)



The Space Telescope Grants Management System (STGMS)

STGMS is a web-based application used for managing grants. Users will have direct access to grant information. All grant actions must occur in STGMS. (e.g. budget and report/requests submission)

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).

Space Telescope Science Institute
Grants Management System

Main Menu

- Grant
 - Grant Information
 - Report/Request List
- Budget
 - Budget Search
 - Investigator Current & Pending Support
- User Account
- Managers
- PI Program Management
- Email Forwarding
- Document Retrieval
- Report List
- Switch Institution
- Update Your Account
- Logout
- Help

!!! ATTENTION !!!

Please ensure that all funded personnel on your grants meet the eligibility requirements in the STScI General Grant Provisions December 2018.

Use the **Main Menu** to access specific functions of the STGMS. Select the **?** if Help is needed with any function.

For additional resources visit www.stsci.edu/scientific-community/grants-administration

Contact the STScI Grants Administration Office at gms_mail@stsci.edu or call 410-338-4200

Planned Service Outage

On the 3rd Tuesday of every month, STGMS may be unavailable from 6:30 AM to 8:30 AM EST

Space Telescope Grants Management System v4.27
Having problems? Send e-mail to gms_mail@stsci.edu or call us at 410-338-4200

<https://stgms.stsci.edu/stgms/>



STGMS System Notifications

These are some of the STGMS notifications you may see:

- Budget Notification
- Budget Proposal prepared/submission
- Award of Funding document
- NHFP Grant Amendment
- Approval Letter
- Grant Closeout document



What MUST I know about my Fellowship?



Things to know

MyST Profile	Ph.D. Requirement
<p>Make sure your MyST profile is updated to reflect your host institution affiliation (including email address). STScI communicates primarily via email and system notifications are distributed to the email in the profile.</p>	<p>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.</p>



Things to know

Employment status:	Visa:
Host institutions must offer you the opportunity to be an employee. Grants Administration does not object to you choosing another employment option if offered by your host institution. Changes in employment status may only be made at the start of each fellowship year.	The application process and all costs incurred are the responsibility of the Fellow and their Host Institution.
Fellows cannot accept any other fellowship or use any other honorific fellowship title in conjunction with the NHFP.	All costs related to obtaining or renewing a visa, including travel, are specifically unallowable and will not be reimbursed from fellowship funds.



Things to know

Start Date	Pre-Award Costs
<p>The start date listed in the budget is the date used to award the fellowship grant.</p> <ul style="list-style-type: none">Typically start dates are the 1st of the month. The NHFP allows the fellow to chose the day of the month that works for them and the Host Institution.	<p>Pre-award costs are specifically limited to equipment and computing devices; travel that will occur during the grant period of performance; and relocation costs.</p>
<p>Preferred start date: September 1st</p>	<p>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.</p>
<p>Earliest start date: August 1st</p> <p>Latest start date is January 1st</p>	<p><i>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.</i></p>

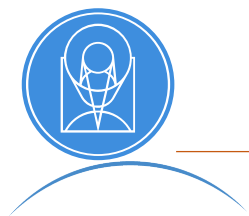


Timeline

Budget
Notification Letter
April 13, 2023

Budget Deadline
May 11 ,2023

Award
~2 weeks prior to start



Allowable Costs



Budget Cost Categories

Funds in a restricted budget category are specific to that cost category and cannot be re-budgeted to any other category.

Restricted Categories	Unrestricted Categories
Salary & Stipend	Professional Travel
Fringe Benefits & Health Insurance	Supplies & Materials
Relocation	Computer Services
NHFP Symposium Travel	Equipment
	Publication costs

Unexpended funds from all unrestricted budget categories may roll-over into subsequent years.



Salary & Stipend (restricted category)

Year 1 amount: \$79,500

- 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/vision).
- Benefits differ based on the institution and employment status. Work with your host institution to become familiar with the plans available (e.g. leave, vacation, premium costs, retirement) and select the option that best meets your needs.

Employee	Stipendiary
Federally approved fringe rate – may exceed \$20,000	The allowable reimbursement for all premiums should not exceed \$20,000 annually.
Employed as other than standard full-time (i.e. postdoctoral fellow program) – may exceed \$20,000 depending on options offered.	
If health insurance is not offered by host institution - \$20,000	
*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 request 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: \$19,000 (\$49,000 over 3 years)

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

Travel	Equipment (>\$5,000)	Supplies & Materials (<\$5,000)
<p>NHFP funding is intended to support research related travel for the fellow only.</p> <p><u>Exception:</u></p> <ul style="list-style-type: none">• 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. <p>All travel costs must be in accordance with the standard policies of the host institution.</p>	<p>All equipment purchases must be approved in advance. Approval of the budget does not constitute prior approval for equipment purchases.</p>	<ul style="list-style-type: none">• Computing Devices (e.g. laptop, monitor, iPad) are allowable provided it is essential to the performance of the award.<ul style="list-style-type: none">• 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.• Prior approval is required for supplies with a unit cost of \$250 or greater if they were not identified in the approved budget.
<p>Air travel must be on a U.S. flag carrier to the extent possible. Refer to NHFP Guidelines for specific details.</p>		<p><u>NHFP funds will not support costs for personal electronic devices such as cell phones, tablets, etc., or the monthly charges for data and/or talk plans.</u></p>



Budget Preparation

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*](#) available on the NHFP Grant Resources webpage.



NHFP Budget Template

Budget

1. Institution		2. Investigator		3. Proposal / Grant HST-HF2-			
4. Type of Submission Proposal		5. Institution / Principal Investigator (if different from 1&2)					
6. Institution Identifying		7. Date		8. Proposal Type Hubble Fellows 2		9. Continuation Grant #	
10. Proposal Title							

11. Budget Items		Period From:		To:		Applicable Rates			
A. Stipend		Monthly Rate	No. of Months	Percent of	Unloaded Cost	Fringe Benefit	Over- head	IDC/ G&A/	Loaded Cost
		\$		%	\$	%	%	%	\$
Post Doctorate 1. First Name Last Name - NHFP Fellow			12	100.000	75,000				
Total Stipend									
B. Total Fringe Benefits						Added to the appropriate salaries			

C. Other Benefits					Unloaded Cost		IDC/ G&A/	Loaded Cost
					\$		%	\$
Total Other					20,000			

D. Relocation					Unloaded Cost		IDC/ G&A/	Loaded Cost
					\$		%	\$
					8,500			
Total Relocation								

E. Symposium Travel		Transport- ation	Lodging & Subsis-	Number of Days	Unloaded Cost		IDC/ G&A/ F&A	Loaded Cost
		\$	\$		\$		%	\$
1. Baltimore					3,000			
Total Symposium Travel					3,000			

F. Travel Destination		Transport- ation	Lodging & Subsis-	Number of Days	Unloaded Cost		IDC/ G&A/ F&A	Loaded Cost
		\$	\$		\$		%	\$
USA								
Foreign								
Total Travel								



NHFP Budget Template Cont.

Budget

1. Institution		2. Investigator		3. Proposal / Grant		
G. Supplies and Materials	Basis/Method of Cost Computation	Unloaded Cost		IDC/ G&A/	Loaded Cost	
		\$		%	\$	
	Quote					
Total Supplies and Materials						
H. Computer Services	Monthly Rate	# Months	Unloaded Cost		IDC/ G&A/	
			\$		%	
					\$	
Total Computer Services						
I. Publication Costs/Unit Charges	# Units	\$/Unit	Unloaded Cost		IDC/ G&A/	
			\$		%	
					\$	
Total Publication Costs						
J. Equipment			Unloaded Cost		IDC/ G&A/	
			\$		%	
					\$	
Total Equipment						
K. Other			Unloaded Cost		IDC/ G&A/	
			\$		%	
					\$	
Total Other						
L. Indirect		Added to the appropriate categories				
Total Overhead						
Total IDC/G&A/F&A						
Total Indirect						
11. Total Project Costs						
12. Preparatory Grant		To be awarded prior to the receipt of observation.				
13. Cognizant Agency			Date of Negotiation Agreement			
14. Certifications and Assurances "X" in box signifies:						
A.	Institutional compliance with the certifications concerning Civil Rights, Debarment and Suspension and Drug-Free Workplace, and Lobbying.					X
B.	Institutional assurance that only U.S. Scientists will be provided grant funds.					X
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.					X



NHFP Budget Narrative Template (Required)

- 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 & Pending Support Example

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



Award

- 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 distribute. No additional funding documents will follow.



I have my Fellowship,
now what?



Restriction on Bilateral Activity with China

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.



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.



Taking Leave during the Fellowship

- 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.
- Fellowship grants funds are suspended during the period of leave.
- Follow the Host Institution Family and Medical Leave Act (FMLA) policies regarding how premiums and benefits are handled.
- 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.



Transfer and Early Resignation

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 and March 31st.
 - Decisions will not be made 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.



Prior Approval Requirements

Don't forget...

Always required:

- Equipment
- Pre-award costs
- Travel exceptions (student or collaborator)
- Remote work

If not in the approved budget:

- Computing device
- Foreign travel
- Supplies and Material (over \$250)



Have questions?

Contact info:

gms_mail@stsci.edu

410.338.4200 – Grants Office

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