



**STScI** | SPACE TELESCOPE  
SCIENCE INSTITUTE

## **STScI Grants Administration**

Space Telescope Grants Management System  
(STGMS)

Quick Reference Guide for NHFP Grants



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## Section 1: STGMS

The Space Telescope Grants Management System (STGMS) is a web-based application used to manage STScI grants. User will have direct access to grant information. All grant actions must occur in STGMS. This guide will assist you with performing grant actions, such as submitting a budget, performance reports, faculty contact assessments, equipment, computing device, foreign travel and special requests.

### A. Accessing STGMS

Access to the [Space Telescope Grants Management System \(STGMS\)](#) is maintained by the Host Institutions. **NASA Hubble Fellows are not authorized users 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).

Fellows who have GO/AR grants may have access to STGMS with the necessary privileges to manage their GO/AR grant(s). If the Fellow must access STGMS, contact the sponsored programs office at your Host Institution to request access.

Help is provided throughout the system by clicking this icon . Additional information can be found by clicking on the Help link in the Main Menu.

## Section 2: Budget

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. Generally, the Sponsored Research Office submits the budget. The Authorizing Official of the host institution, or their designee must approve the budget.

NHFP grant funds are provided solely for the support of the Fellow for the conduct of their research program and must not cover expenditures for any other purpose or any other individual; notwithstanding the travel exception detailed in the NHFP guidelines.

### B. Budget Search

The functions available to you are privilege-based. This section is used to create, view, edit and/or submit all budget types.

Proposal Budget			
Budget Type	Budget Status	Last Updated/Submitted	Total
<a href="#">Create Budget</a>			
Proposal Budget			
Budget Type	Budget Status	Last Updated/Submitted	Total
Revision	Approved	07/09/2021	
<a href="#">Revise Budget</a>			
Supplement 1			
Budget Type	Budget Status	Last Updated/Submitted	Total
<a href="#">Create Supplement 1</a>			

Create or Revise a budget by clicking the appropriate button:

*Create Budget*

Year 1 budget

*Create Supplement*

Supplement 1 or greater = Year 2 budget type





Supplement 2 or greater = Year 3 budget type

*Revise Budget* – displayed under all budget types once an original budget has been submitted

## C. Budget Editor

The budget template lists cost categories in accordion-style. To expand a cost category section, click the blue banner. Only one section can be expanded at a time. Cost category subtotals are shown on the right side of the blue banner. To pre-fill the budget with data from another budget, click *Use Another Budget as Template* in the Actions box at the top of the screen.

For more information about budget cost categories, please refer to the [NHFP Policy and Budget Guidelines](#).

- |  |   |
|--|---|
|  Add Row                  | Manually enter all salary and fringe information                      |
|  Add from Load Rate Table | Populates G&A/IDC and Overhead rates – this information is editable   |
|  Delete Row               | Select the row number and click the delete button within the category |
|  Clear Table              | Clears the entire section   |

Based on your assigned privileges you will have the option to *Submit* or *Save & Notify*.

**Submit:** This option will officially submit the budget to STSci.

**Save & Notify:** This option will save the budget in STGMS and notify the designated staff at your institution that a budget has been prepared and is awaiting official submission.

## D. Budget Editor Categories

**All costs must be listed in the correct cost category or the budget will be denied.**

Budget Admin Data	
<p>The <i>Institution Identifying Number</i> (Institution ID) is used by some institutions to track grants. An entry is not required and can be left blank.</p> <p>Enter the <i>Period From</i> and <i>To</i> for the expected period of performance. The date format is MM/DD/YYYY. <i>View Certifications</i> shows the certifications that require institutional compliance.</p>	
Indirect Costs	
<p>Enter the name of the <i>Cognizant Agency</i> and the <i>Date Of Negotiation Agreement</i>. The date format is MM/DD/YYYY.</p>	
Salary/Stipend - Budgeted amount must match the current academic year approved amount.	
<b>Indirect Cost Rates or other types of fees applied to salary or stipend are unallowable.</b>	
Personnel Type	Select from the drop-down
Name	Fellow
Description	Position or title
FY	Corresponds to the rates used in the budget (e.g. 2023)
Monthly Salary	Base monthly salary, unloaded
% Time	Estimated percentage of time dedicated to the project
Months	Estimated number of months
Unloaded Cost	STGMS computed value
Fringe Rate	Applicable to the Fiscal Year budgeted
Overhead	Unallowable
IDC/G&A/F&A	Unallowable
Loaded Cost	STGMS computed value
Other Benefits – if a Fringe Rate was not used above, health insurance may be budgeted up to the maximum amount allowable. (e.g. institutional allowance)	
<b>Indirect Cost Rates or other types of fees applied to health insurance or fringe benefits are unallowable.</b>	
Description	Health insurance costs
Fiscal Year	Corresponds to the rates used in the budget (e.g. 2023)
Unloaded Cost	Unloaded cost for the item
IDC/G&A/F&A	Unallowable

<b>Travel</b>	
Location	Enter city/state (domestic) or city/country (foreign)
USA/Foreign	Select from the drop-down
Reason for Travel	Purpose of the trip
Fiscal Year	Corresponds to the rates used in the budget (e.g. 2023)
Transportation	Estimated costs for airfare, rental car, train, etc.
Lodging and subsistence costs	Per diem costs for housing and meals
Number of Days	Total days in travel status
Unloaded Cost	STGMS computed value
IDC/G&A/F&A	Enter rate or Add from Load Rate Table for applicable fiscal year
Loaded Cost	STGMS computed value
<b>Symposium Travel - registration costs are included in allowable amount &amp; must be budgeted here</b>	
Location	Enter city/state
Fiscal Year	Corresponds to the rates used in the budget (e.g. 2023)
Transportation	Estimated costs for airfare, rental car, train, etc.
Lodging and subsistence costs	Per diem costs for housing and meals
Number of Days	Total days in travel status
Unloaded Cost	STGMS computed value
IDC/G&A/F&A	Enter rate or Add from Load Rate Table for applicable fiscal year
Loaded Cost	STGMS computed value
<b>Relocation – must be more than 50 miles from the originating institution</b>	
Originating Location	Enter city/state (domestic) or city/country (foreign)
Fiscal Year	Corresponds to the rates used in the budget (e.g. 2023)
Unloaded Cost	STGMS computed value
IDC/G&A/F&A	Enter rate or Add from Load Rate Table for applicable fiscal year
Loaded Cost	STGMS computed value
<b>Equipment - per-unit acquisition cost of \$5,000 or more</b>	
Description	Item, make, model number, etc.
Fiscal Year	Corresponds to the rates used in the budget (e.g. 2023)
Unit Cost	Unloaded cost
IDC/G&A/F&A	Unallowable
Loaded Cost	STGMS computed value
<b>Computer Services</b>	
Description	Networking services, user fees, file server fees, etc.
Fiscal Year	Corresponds to the rates used in the budget (e.g. 2023)
Monthly Rate	Cost of monthly service
Number of Months	Total time of service
Unloaded Cost	STGMS computed value

IDC/G&A/F&A	Enter rate or Add from Load Rate Table for applicable fiscal year
Loaded Cost	STGMS computed value
<b>Publication Costs</b>	
<i>Preprints and color plates are considered publication costs.</i>	
Description	Journal name, preprint, or color plates, etc.
Fiscal Year	Corresponds to the rates used in the budget (e.g. 2023)
\$/Unit	Estimated cost per page, quanta, figure or color plate
# Units	Number of pages, quanta, figures or color plates
Unloaded Cost	STGMS computed value
IDC/G&A/F&A	Enter rate or Add from Load Rate Table for applicable fiscal year
Loaded Cost	STGMS computed value
<b>Supplies &amp; Materials – per unit cost of less than \$5,000 (e.g laptop, iPad)</b>	
Description	Supplies or materials not already reimbursed by IDC
Fiscal Year	Corresponds to the rates used in the budget (e.g. 2023)
Computation Method	Describe the basis for estimating the cost
Unloaded Cost	Unloaded cost for the item
IDC/G&A/F&A	Enter rate or Add from Load Rate Table for applicable fiscal year
Loaded Cost	STGMS computed value
<b>Other –direct costs not included in the previously described categories</b>	
<i>e.g. Conference registration, membership fees, miscellaneous. Do not include travel costs in 'Other'.</i>	
Description	Service or item, unit and quantity, etc.
Fiscal Year	Corresponds to the rates used in the budget (e.g. 2023)
Unloaded Cost	Unloaded cost for the item
IDC/G&A/F&A	Enter rate or Add from Load Rate Table for applicable fiscal year
Loaded Cost	STGMS computed value
<b>Current &amp; Pending Support</b>	
<p>Current &amp; Pending Support is a cycle-specific document required for all budgets (see Section E). 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.</p> <ul style="list-style-type: none"> <li>• Funding Source</li> <li>• Amount Awarded</li> <li>• Number of Months of investigator Salary</li> <li>• Project Period</li> <li>• Project Title</li> </ul> <p>If the investigator already has a current and Pending Support document in STGMS for the cycle, the document will be automatically attached. Click on the link to view the PDF.</p> <p>If the investigator must create a new Current and Pending support document, click Create Current &amp; Pending Document, select the corresponding cycle and attach the PDF.</p>	



## Budget Narrative

A Budget Narrative document is required for all budgets (see Section D). The narrative must explain the basis for calculating fringe benefits or health insurance; all cost items requested (i.e. relocation, direct costs, travel).

## E. Budget Narrative Template

This is the required format for all budgets. The template can be download on the [NHFP Grant Resources](#) webpage.

**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. Salary/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**

## F. Investigator Current & Pending Support

Every budget submitted to STScI must have Current and Pending Support (C&P). This function allows users to create, view, update and store investigator C&P. It is organized alphabetically by investigator. If a C&P has been created for the Grant Science PI (fellow), it will automatically attach to all budgets for that specific cycle.



The screenshot shows the 'Space Telescope Science Institute Grants Management System' interface. The main heading is 'Create Investigator Current & Pending Support'. The form includes the following fields:

- Investigator:** Green Gator
- Project:** A dropdown menu with the text '-- Please select a project --'.
- Cycle:** A dropdown menu.
- Attach Current & Pending Support PDF:** A file upload field with a 'Browse...' button and the text 'No file selected.'

At the bottom of the form is a 'Create' button. On the left side, there is a 'Main Menu' with the following items: Grant, Budget (with sub-items: Budget Search, Investigator Current & Pending Support), PI Program Management, Email Forwarding, Document Retrieval, Report List, Update Your Profile, Logout, and Help.

To add Current & Pending Support for an investigator for an entire cycle, click *New Investigator Current & Pending Support* on the menu bar. Upload the PDF document and select the corresponding cycle. The system will only display cycles in which the institution has an open grant.

The following information is required:

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

If there is no current and pending support to report, simply state that on the document.

**Note: An administrator at the host institution must upload the current and pending for the Fellow.** The NHFP grant is linked to the Faculty Contact (Grant Admin PI). When the Faculty Contact is logged in under his/her account, STGMS will only allow them to upload their own Current & Pending.

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

## Section 3: Allowable Budget Amounts

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 11 A. The typical start date is September 1st. The earliest is August 1st and the latest start dates is January 1st.

Budget Cost Categories (Employee Scenario)	
1. <b>Fellowship Stipend</b> – established annually by the NHFP and cannot be adjusted or modified. No Indirect Cost rate or other type of fees may be applied.	
	<b>1<sup>st</sup> Year Fellow</b> See Guidelines
	<b>2<sup>nd</sup> Year Fellow</b> See Guidelines
	<b>3<sup>rd</sup> Year Fellow</b> See Guidelines
2. <b>Fringe Benefits</b> – must be allocated in accordance with the NHFP Guidelines. No Indirect Cost rate or other type of fees may be applied.	
3. <b>Other Direct Costs</b> – Professional travel, supplies & materials, computer services, equipment, publication costs, etc.	
	<b>1<sup>st</sup> Year Fellow</b> \$19,000
	<b>2<sup>nd</sup> Year Fellow</b> \$15,000
	<b>3<sup>rd</sup> Year Fellow</b> \$15,000
4. <b>Relocation Costs</b> ( <i>1<sup>st</sup> year only. See Guidelines for exception</i> )	\$8,500
5. <b>Symposium Travel</b>	\$3,500
6. <b>Indirect Costs</b> (based on a federally negotiated Indirect Cost rate. IDCs cannot be applied to items 1 or 2)	

## Budget Cost Categories (Stipendiary Scenario)

**1. Fellowship Stipend** – established annually by the NHFP and cannot be adjusted or modified. No Indirect Cost Rate or other type of fees may be applied.

*1<sup>st</sup> Year Fellow* See Guidelines

*2<sup>nd</sup> Year Fellow* See Guidelines

*3<sup>rd</sup> Year Fellow* See Guidelines

**2. Health Insurance (not to exceed \$20,000)** – must be allocated in accordance with the NHFP Guidelines. No Indirect Cost Rate or other type of fees may be applied.

**3. Other Direct Costs** – Professional travel, supplies & materials, computer services, equipment, publication costs, etc.

*1<sup>st</sup> Year Fellow* \$19,000

*2<sup>nd</sup> Year Fellow* \$15,000

*3<sup>rd</sup> Year Fellow* \$15,000

**4. Relocation Costs** (*1<sup>st</sup> year only. See Guidelines for exception*) \$8,500

**5. Symposium Travel** \$3,500

**6. Indirect Costs** (based on a federally negotiated Indirect Cost rate. IDCs cannot be applied to items 1 or 2)

## Section 4: Grant Information

This screen displays detailed information for a specific grant, including the program title, period of performance, due dates for performance and financial reports, funding and payment information, and grant documents. The only editable field on this screen is the Institution ID. A snapshot of the grant is shown at the top of the page. There are accordion style banners which may be expanded to provide additional detail. Only one section expands at a time.

The screenshot shows a web interface for "Grant Information HST-HF2-". On the left, there are several fields: Program Title, Sub-Types, Institution, Institution AO, Institution ID (with an "Update" button), Grant Science PI, Grant Admin PI, Start Date, End Date, Award Date, and Closeout Date. On the right, under "Grant Funding Summary", there are four metrics: Award Amount, Obligated Amount, Net Payments, and Available Funds. Below these fields is an accordion menu with the following sections: Grant Details (expanded), Obligation Table, Payments, Performance Reports Due, Faculty Contact Assessments Due, Financial Reports Due, Final Reports Due, and Documents. The "Grant Details" section is expanded to show a table with columns for Row #, Adjustment Date, Funding Cycle, and Award Amount. A "Total:" label is visible at the end of the table.

The obligated amount is the total funding released to the grant to date. Net payments reflects all payments to date excluding any payments that are pending. Available funds reflect the amount of obligated funding remaining to charge against. (Obligated Amount – Net Payments).

The performance report and faculty contact assessment can be created by clicking the applicable button in the designated section.

## Section 5: Report/Request List

The report and request displayed are privilege-based. You may not see all the options displayed below. Click on the “*Create new...*” row to prepare and/or submit a report or request. If a report or request is saved or submitted it will be displayed. Financial reports are not listed on this page. **Fellows must work with their Faculty Contact or designated personnel at their Host institution to submit a report/request on their behalf.**

Status	Submission Date	Submitter
<b>Interim Performance Report</b>		
Create new Interim Performance Report		
<b>Interim Faculty Contact Assessment</b>		
Create new Interim Faculty Contact Assessment		
<b>No Cost Extension Request</b>		
Create new No Cost Extension Request		
<b>Final Performance Report</b>		
Create new Final Performance Report		
<b>Final Faculty Contact Assessment</b>		
Create new Final Faculty Contact Assessment		
<b>Final Equipment Report</b>		
Create new Final Equipment Report		
<b>New Technology Report</b>		
Create new New Technology Report		
<b>Transfer Request</b>		
Create new Transfer Request		
<b>Special Request</b>		
Create new Special Request		
<b>Equipment Request</b>		
Create new Equipment Request		
<b>Computing Device Request</b>		
Create new Computing Device Request		
<b>Foreign Travel Request</b>		
Create new Foreign Travel Request		

### ***Interim Performance Report*** (prepared by the Fellow & submitted by the Faculty Contact)

*The Fellow must describe the scientific research activities from the start of the Fellowship, and publications if any. This is a required annual report due May 31<sup>st</sup> in accordance with the schedule of reporting requirements listed in the grant award. The template may be found on the [NHFP Grant Resources](#) website.*



### **Interim Faculty Contact Assessment**

*The Faculty Contact must assess the Fellow's research performance during the year and affirm their support to renew the subsequent year. This is a required annual report due May 31st in accordance with the schedule of reporting requirements listed in the grant award.*

### **Final Performance Report** (prepared by the Fellow & submitted by the Faculty Contact)

*The Fellow must describe scientific research activities during the 3-year grant period, and publications if any. This is a required final report due within 90 days of the grant end date. The template may be found on the [NHFP Grant Resources](#) website.*

### **Final Faculty Contact Assessment**

*The Faculty Contact must assess the Fellow's research performance throughout the 3-year term.*

### **Final Equipment Report**

*Report any equipment purchased with HST grant funding. Equipment is defined as a per unit acquisition cost of \$5,000 or more with a useful life of more than one year. This is a required final report due within 90 days of the grant end date.*

### **New Technology Report**

*Report any new technology that was developed as a result of the grant. This is a required final report due within 90 days of the grant end date. Visit <https://invention.nasa.gov/faqs.php> for additional information about how NASA defines new technology.*

*If new technology is reported to STScI, the grantee is also required to formally report the same new technology to NASA. Submit NASA form 1679 as either a PDF or Word document (see below), or electronically through the NASA e-NTR web site (<https://invention.nasa.gov>). Either method is acceptable.*

*A PDF and Word version of NF 1679 are located on the NASA e-NTR site:*

- Form 1679 (PDF): <https://invention.nasa.gov/assets/downloads/nf1679.pdf>
- Form 1679 (Word): <https://invention.nasa.gov/assets/downloads/nf1679.doc>

*Visit our [Grants Administration FAQ](#) page for more information about reporting new technology.*

### **Equipment Request**

*A form to request the purchase of equipment. Prior approval is required for all equipment purchase. Equipment is defined as a per unit acquisition cost of \$5,000 or more with a useful life of more than one year.*

### **No-Cost Extension Request**

*A No Cost Extension should be requested at least 30 days prior to the end of the award. No Cost Extensions are only considered to allow payment of page charges for papers that were submitted to a journal prior to the end of the Fellowship. The request must include the name(s) and author(s) of the paper(s) and date(s) submitted.*

### **Transfer Request**

*Initiate the process to transfer funding from one institution or investigator to another. **Please contact your Program Lead for approval prior to submission. See Guidelines.***

### **Special Request**

*Universal form to make requests such as leaves of absence, special exception to travel and early resignation.*

### **Computing Device Request**

*A form to request the purchase of a computing device (laptop, monitor, external hard drive, etc.) not specifically authorized in the approved budget. Computing devices are defined as machines with a per unit acquisition cost of less than \$5,000.*

### **Foreign Travel Request**

*A form to request prior approval for foreign travel that is not specifically identified in the approved budget. Please submit at least 15 business days prior to travel. For expedited requests, please state the reason.*