



STScI | SPACE TELESCOPE
SCIENCE INSTITUTE

STScI Grants Administration

NASA Hubble Fellowship Program (NHFP)
Policy and Budget Guidelines 2024



What's changed?

Section 4: Commencement of New Fellows

- Clarified Fellowship location guidance

Section 5: Funding and Support

- Added a table to clarify when funding will be obligated

Section 17: Budget Worksheet

- Updated salary/stipend and research funding amounts

Section 19: Remote Work and Telecommuting

- Added a new section to callout the remote work and telecommute procedures

Table of Contents

WHAT'S CHANGED?	2
INTRODUCTION	5
NASA HUBBLE FELLOWSHIP PROGRAM CONTACTS	5
SECTION 1: ROLE DESCRIPTIONS	6
SECTION 2: STGMS	6
A. ACCESSING STGMS.....	6
SECTION 3: HOST INSTITUTION EMPLOYMENT POLICY	7
SECTION 4: FELLOWSHIP REQUIREMENTS	7
A. PH.D. REQUIREMENTS	7
B. START DATE	7
C. LENGTH OF FELLOWSHIP	7
D. FELLOWSHIP LOCATION	8
E. VISA REQUIREMENTS.....	8
F. TAXES AND INSURANCE.....	8
SECTION 5: FUNDING AND SUPPORT	8
A. FUNDING	8
B. NASA HUBBLE FELLOWSHIP SUPPORT.....	9
C. OTHER SUPPORT	9
SECTION 6: PRE-AWARD COSTS	10
SECTION 7: BUDGET SUBMISSION	10
SECTION 8: CURRENT AND PENDING SUPPORT	11
SECTION 9: ALLOWABLE COSTS	11
A. COMPENSATION: SALARY OR STIPEND (<i>RESTRICTED BUDGET CATEGORY</i>)	11
B. FRINGE BENEFITS AND HEALTH INSURANCE (<i>RESTRICTED BUDGET CATEGORY</i>)	12
C. RELOCATION (<i>RESTRICTED BUDGET CATEGORY</i>)	13
D. TRAVEL.....	14
E. NASA HUBBLE FELLOWSHIP SYMPOSIUM TRAVEL (<i>RESTRICTED BUDGET CATEGORY</i>)	15
F. EQUIPMENT	16
G. SUPPLIES AND MATERIALS	16
H. INDIRECT COSTS	18
SECTION 10: CONTINUING FELLOWS RENEWAL REQUIREMENTS	18
SECTION 11: CHANGES IN HOST INSTITUTION	19
SECTION 12: EARLY TERMINATION OF THE FELLOWSHIP	20
SECTION 13: CLOSEOUT	21
A. DISPOSITION OF EQUIPMENT AND COMPUTING DEVICES/SUPPLIES	22
SECTION 14: PUBLICATIONS AND OTHER RESEARCH ACCOMPLISHMENTS	22
SECTION 15: NO COST EXTENSION	23

SECTION 16: FAMILY AND MEDICAL LEAVE	23
SECTION 17: BUDGET WORKSHEET	24
SECTION 18: BUDGET REVISIONS & UNEXPENDED COSTS.....	26
SECTION 19: REMOTE WORK AND TELECOMMUTING	26
APPENDIX A: INTERIM/FINAL PERFORMANCE REPORT EXAMPLE.....	28
APPENDIX B: FACULTY CONTACT ASSESSMENT EXAMPLE	29
APPENDIX C: PROCESS FOR PRIOR APPROVALS.....	30
A. FOREIGN TRAVEL	30
B. EXCEPTIONS FOR FELLOW TRAVEL (SUPPORT FOR STUDENTS AND COLLABORATORS)	32
C. COMPUTING DEVICES.....	34
D. EQUIPMENT	35
E. PRE-AWARD COSTS.....	36

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 contains policies and procedures for new and continuing Fellows who are establishing or renewing their Fellowships. It also includes procedures for submitting budget proposals to STScI.

Grants awarded for the NHFP are subject to the following in order of precedence: the Conditions of the award document, subsequent amendments to the award, the current NHFP Policy and Budget Guidelines, 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

NHFP Program Leads: all science inquiries, changes to Host Institution, request for special exceptions, and transfers.

Einstein Program Lead Dr. Paul Green	Hubble Program Lead Dr. Andrew Fruchter All inquiries: nhfp@stsci.edu	Sagan Program Lead Dr. Dawn Gelino
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<http://www.stsci.edu/stsci-research/fellowships/nasa-hubble-fellowship-program>

Grants Administration Office: for all other inquiries.

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: 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 2: STGMS

The Space Telescope Grants Management System ([STGMS](#)) is a web-based software application designed to manage the grant award process for the [Space Telescope Science Institute \(STScI\) Grants Administration Division](#). Using STGMS, users are able to perform all the various functions necessary for managing NASA Hubble Fellowship (NHFP) grants to include submitting budgets, performance reports, faculty contact assessments, and requests for equipment, computing devices, and foreign travel.

A. Accessing STGMS

Access to the [Space Telescope Grants Management System \(STGMS\)](#) is maintained by the Host Institution. The administration of the grant is the responsibility of the Grant Admin PI (faculty contact). As the Grant Science PI, the Fellow does not have access to the Fellowship grant in STGMS.

If permitted by the Host Institution policies, Fellows may receive access to STGMS to manage GO/AR grant(s). If the Fellow must access STGMS for this purpose, contact the sponsored programs office at your Host Institution to request access.

Section 3: Host Institution Employment Policy

Starting with academic year 2022-2023, all approved Host Institutions must offer their NASA Hubble Fellow(s) the opportunity to be employees. Employee status is required to afford Fellows the same leave, vacation, retirement and health benefits (as applicable) given by these institutions to their postdoctoral fellows hired on grants or contracts as employees. Host Institutions are also encouraged, but not required, to offer NHFs the option of choosing to be a stipendiary fellow rather than an employee if that is a better match to the Fellow's needs.

Section 4: Fellowship Requirements

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 (including a successful defense) for the degree is acceptable. All documentation must be on institutional letterhead and in English.

B. Start Date

The Fellow, the Host Institution, the NHFP Office, and STScI Grants Administration establish the start date. September 1st is the preferred start date; however, dates as early as August 1st and as late January 1st may be accommodated. Start dates earlier than September 1st are limited by the availability of funding from NASA, and by the time required to complete the 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.

D. Fellowship Location

Fellows must be in residence at their Host Institutions, or have written permission from their Host Institution to telecommute and/or work remotely and must at all times follow the telecommuting and/or remote work policies of their Host Institution. Fellows should be aware that their work locale may have implications on taxes (local, state, or federal) and/or visa status. STScI cannot provide tax guidance and recommends the Fellow consult with a tax advisor or accountant for questions related to taxes. See Section 19 for details on remote work and telecommuting

E. 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 will 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.

F. Taxes and Insurance

The Host Institution and the Fellow must comply with all regulations related to state and federal taxes. STScI recommends that the Fellow consult with a tax accountant for questions related to taxes and each Fellow's 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 5: Funding and Support

A. Funding

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). Grants are awarded a 3-year period of performance. Funding is provided for the first-year at the time of the award.

Supplemental awards are provided upon approval of the second and third year of effort. Renewals are contingent on satisfactory performance and availability of funds from NASA.

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 is automatically available to the Host Institution based on the incremental schedule below. No action is required by the Host Institution to “release” funding.

Obligation Amount	Year 1	Year 2	Year 3
60% of approved funding	Month 1	Month 13	Month 25
40% of approved funding	Month 7	Month 19	Month 31

B. NASA Hubble Fellowship Support

Notwithstanding the exception noted in Section 9, D. Travel, grant funds are provided solely for the support of the Fellow to conduct the research program and must not support expenditures for any other purpose or any other individual notwithstanding the exceptions referenced in Appendix C.

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, or appointment (including a teaching appointment), throughout the duration of the Fellowship. Fellows are restricted to only the stipend or salary received from the Fellowship.

Fellows cannot directly accept payments as a supplemental benefit from the Host Institution. For example, a supplement to salary or stipend, paid directly to the Fellow and intended for retirement, is unallowable. Funds deposited by the Host Institution directly into a qualifying retirement fund account are allowable.

C. Other Support

Fellows are eligible to propose for JWST/HST GO/AR grants or other programs (exclusive of salary). PI-ship will be in accordance with the Host Institution’s standard practices and procedures. The budget narrative for all JWST/HST proposals must identify the Fellow as an NHFP

Fellow. If salary support is requested for a period after the end of the Fellowship, the budget narrative must explicitly state the timeline.

Section 6: Pre-award Costs

Pre-award costs are incurred at the Host Institution's own risk. 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 60 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.

Written approval from STScI Grants Administration is required for all pre-award costs incurred more than 60 days before the effect date of the grant award. (See Appendix C)

Section 7: Budget Submission

Budgets are due by Thursday, May 09, 2024. 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 for Fellows with employee status, health insurance costs for Fellows with stipendiary status and all other cost items requested (e.g. relocation, direct costs, travel). *Submit the budget narrative as a PDF in STGMS.*

Continuing Fellows: See Section 18 regarding unexpended funds

Section 8: Current and Pending Support

A Current and Pending support document for the Fellow must be included with the budget and submitted *as a PDF in 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 9: Allowable Costs

A. Compensation: Salary or Stipend (*Restricted budget category*)

Salary (Employee Status):

Fellows that choose employee status at their Host Institution will receive an annual salary equal to the stipend amount shown in the Budget Worksheet in Section 17.

Stipend (Stipendiary Status):

Fellows who are not an employee of their Host Institution will receive an annual stipend in lieu of a salary. The stipend is equal to the amount shown in Section 17.

Regardless of the Fellow's status (employee or stipendiary), Indirect Cost Rates or other fees applied to the salary or stipend are unallowable. Refer to Section 9. G. Indirect costs, for additional information.

B. Fringe Benefits and Health Insurance (*Restricted budget category*)

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

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

Costs associated with a known, upcoming life-change event (e.g. marriage, birth, or adoption of a child) should be included and explained in the budget proposal if the life change event will increase the cost of health insurance during the Fellowship year.

Funding for health insurance must be included in the budget proposal based on the Fellow's employment status. In none of these cases will the Fellow be reimbursed for the employee portion of the premium; out of pocket expenses including deductibles or co-payments; or individual medical, dental, or prescription costs, etc. not covered under the health insurance policy.

1. Employee status:

Option 1: If full-time employee benefits are offered, the Host Institution may apply the federally approved fringe benefit amount for health insurance.

Option 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.

Option 3: If a full health insurance plan, including medical, dental and vision, is not offered by the Host Institution through the fringe rate, the Fellow will be reimbursed for the self-purchased insurance needed to complete the plan package. For example, if the Host Institution offers medical and dental, but not vision, the Fellow may purchase vision insurance. The sum total of the fringe benefits and any insurance purchased separately should not exceed \$20,000 annually. Only costs paid directly by the Fellow or by the Host Institution to the insurance provider are allowable.

Note: The NHFP will not reimburse the Fellow or any other party for the cost of medical, dental or vision coverage if the Fellow declined the employee benefits provided by the Host Institution or if the Fellow is not the primary policyholder.

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

2. Stipendiary status:

Option 1: If a Fellow's employment status is other than stated above and full coverage health insurance is not provided, the Fellow should purchase medical/dental/vision insurance separately. Only costs paid to an insurance provider by the Fellow or by the Host Institution are allowable with the following exception:

The Host Institution may reimburse the Fellow for the cost of benefits obtained through a spouse's or parent's employer. The Host Institution must maintain detailed documentation that clearly demonstrates that costs reimbursed from the grant were incurred by the Fellow.

Option 2: The allowable reimbursement for all premiums cannot exceed \$20,000 annually. If a situation requires more than \$20,000, contact STScI Grants Administration.

C. Relocation (Restricted Budget Category)

First year Fellows may request up to \$8,500 for relocation costs. Relocation 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.

Existing Fellows who are transferring to a new Host Institution may request up to \$8,500 for relocation costs if they have not already received relocation support during the term of the Fellowship. The Fellowship will pay for relocation costs only once during the entire term of the Fellowship.

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.

Relocation expenses reimbursed by the Fellowship must be categorized and burdened as a non-labor expenditure, regardless of how the Host Institution accounts for these costs in their accounting system.

Consistent with the Uniform Guidance, 200.464(c), when relocation costs have been charged to the NHFP grant and the Fellow resigns for reasons within their control within 12 months after the start of the Fellowship, the Host Institution must refund or credit the grant for its share of the relocation cost.

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 (Refer to criteria in 9. D. below), if funded through the NHFP.

The Fellowship will only reimburse expenses for relocation to a Host Institution that is 50 or more miles from the current institution. The definition of current institution is:

1. New Fellows: The current institution at the time of the NHFP application.
2. Existing Fellows: The Fellow's current Host Institution at the time of the budget deadline when approved to transfer to a new institution.

Relocation expenses are unallowable if:

1. The Fellow is not changing institutions.
2. The Fellowship has previously paid for relocation costs.
3. The Fellow does not establish a new residence within 50 miles of the Host Institution.

D. Travel

Travel costs include transportation, lodging, subsistence, and related items incurred by the Fellow for the benefit of the Fellowship research effort. 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-share 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:

- Require circuitous routing;
- Require travel during unreasonable hours;
- Excessively prolonged travel; or
- 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 STScI Grants Administration must approve all exceptions to the travel policy.

Under no circumstances do approved exceptions to the travel policy 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 traveler.

Professional Travel

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

The budget justification must contain the following information (to the extent known) 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*)

E. NASA Hubble Fellowship Symposium Travel (*Restricted budget category*)

Fellows must present their research at the annual symposium. Up to **\$3,500** 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.

F. Equipment

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.

Title to equipment purchased with NHFP grant funds will vest with the Host Institution. Reference the STScI General Grant Provisions, December 2018 for policy regarding equipment.

1. 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)***
2. 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.
3. Equipment expenditures are unallowable during the final six (6) months of the Fellowship; including early resignations. Limited exceptions may be considered in extraordinary circumstances and require prior approval in advance by the Faculty Contact and STScI Grants Administration. **To request prior approval, the faculty contact or administrator must submit a Special Request via STGMS.**

All equipment approved by STScI Grants Administration and purchased with NHFP funds must be reported on the Final Equipment Report and must include:

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

G. Supplies and Materials

Computing devices are defined as machines, such as laptops and tablets, used to acquire, store, analyze, process, and publish data and other information electronically, and accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information if purchased at the same time.

1. 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 research.
2. 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, and subsequently approved by STScI Grants Administration, for any computing device not specified in the approved budget.
3. Computing device purchases are unallowable during the final six (6) months of the Fellowship; including early resignations. Limited exceptions may be considered in extraordinary circumstances and require prior approval in advance by the Faculty Contact and STScI Grants Administration. **To request prior approval, the faculty contact or administrator must submit a Special Request via STGMS.**

Supplies are defined as all tangible personal property with a per-unit acquisition cost below \$5,000 . Examples: laptop charger, power adapter, headphones, or ethernet cable.

1. Costs incurred for materials, supplies, and fabricated parts necessary to carry out a Federal award are allowable.
2. Materials and supplies used for the performance of a Federal award may be charged as direct costs.
3. The budget justification must include a complete description of the item(s) to be purchased. Prior approval from STScI Grants Administration is required for supply purchases that were not identified in the approved budget if the per unit cost exceeds \$250. **To request prior approval, the faculty contact or administrator must submit a Special Request via STGMS.**

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

See Section 13A for disposition

H. Indirect Costs

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

Indirect Cost Rates or other types of fees applied to stipend, health insurance, salary 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 10: Continuing Fellows Renewal Requirements

The NHFP Office conducts an annual assessment based primarily on the Fellow's level of scientific activity and achievement (reflected in the Descriptions 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 Fellowship year.

Section 11: Changes in Host Institution

Under special circumstances, a Fellow may request a change in Host Institution. A written request and justification for a change in Host Institution must be submitted to the NHFP Leads (with a copy to STScI Grants Administration) for consideration. The NHFP Leads must provide approval before a change in Host Institution can occur. Requests may also be subject to approval from the STScI Director.

Requests for transfers for the upcoming academic year will only be accepted between January 1st and March 30th. 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 31st. Out of cycle transfer requests will only be considered in exceptional cases.

Upon approval, an official Transfer Request must be submitted to STScI Grants Administration 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.

Section 12: 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. **The Faculty Contact or other administrative staff with STGMS user privileges must submit the request.**
- List of other STScl grants on which the Fellow is the PI (Science or Administrative).

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 13 A. for policies regarding the disposition of equipment and computing devices)*

Note: An early resignation may impact the allowability of costs for relocation, equipment or computing devices. Refer to Section 9 for additional information.

Section 13: Closeout

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 Fellowship, 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>

A. Disposition of Equipment and Computing Devices/Supplies

Title to equipment vests with the Host Institution. At the end of the Fellowship, equipment and/or computing devices may transfer with the Fellow for use in support of other STScI, NASA, or Federal research programs under the following conditions:

1. Equipment, computing devices, and/or supplies purchased with NHFP funds **cannot be transferred outside of the United States**. If the Fellow is moving outside the United States, items in this category must remain at the Host Institution to be used in support of other STScI, NASA, or Federal research programs.
2. For authorized equipment with a per-unit cost of \$5,000 or more, the new U.S. institution must accept title to, and responsibility for the equipment.
3. If equipment, computing devices or supplies cannot be used in support of the types of awards listed in (2) above, the Host Institution must retain these for use on other activities or sell them, but must, in either case, credit the NHFP grant for its share.

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

Section 14: Publications and Other Research Accomplishments

STScI expects that the Fellow will publish their research results in refereed literature. Each publication must include the following acknowledgments:

- “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.”
- 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 15: No Cost Extension

A one-time-only no cost extension may be requested to allow payment of page charges for papers that were submitted to a journal prior to the end of the Fellowship. No cost extensions will not be approved for any other reason.

- 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 16: 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 must follow their Host Institution's 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 17: Budget Worksheet

Two budget worksheets are provided for reference: one for a Fellow hired as an employee and one for a Fellow in a stipendiary position. Please use the worksheet applicable to the corresponding employment scenario.

The 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).

<i>2024 – 2025 Academic Year (Employee Scenario)</i>	
1. <i>Fellowship Salary</i> – established annually by the NHFP and cannot be adjusted or modified. No Indirect Cost rate or other type of fees may be applied.	
1 st Year Fellow	\$ 82,500
2 nd Year Fellow	\$ 83,500
3 rd Year Fellow	\$ 84,500
2. <i>Fringe Benefits</i> - must be allocated in accordance with Section 9 B.	
3. <i>Other Direct Costs</i> - Professional travel, supplies & materials, computer services, equipment, publication costs, etc.	
1 st Year Fellow	\$20,000
2 nd Year Fellow	\$16,000
3 rd Year Fellow	\$16,000
4. <i>Relocation Costs</i> (see Section 9. C)	\$8,500
5. <i>Symposium Travel</i>	\$3,500
6. <i>Indirect Costs</i> (based on a federally negotiated Indirect Cost rate. IDCs cannot be applied to items 1 or 2.)	

Section 18: Budget Revisions & Unexpended Costs

The following budget categories are restricted: Salary, Stipend, Fringe Benefits, Health Insurance, Relocation and NHFP Symposium Travel. Funds in a restricted budget category cannot be rebudgeted to any other category.

Unused NHFP Symposium Travel costs must be used to reduce budgeted NHFP Symposium Travel costs for the next year.

Unexpended funds from all other unrestricted budget categories may carry over into subsequent years. These funds would be in addition to the new allocation of direct costs.

Unexpended indirect costs cannot be rebudgeted as a direct cost in any restricted or unrestricted budget category.

All unexpended funds must be returned to STScI within 90 days of the end of the Fellowship.

Section 19: Remote Work and Telecommuting

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.

Fellows who will be spending more than three months of a year visiting or in residence at a U.S. institution other than their Host Institution must receive written approval from the leads of the NHFP. In most cases, if the second institution is listed as an NHFP Host Institution, the Fellow will count against the allowed number of Fellows at both the home and secondary institution.

Fellows approved for remote work status may use up to \$5,000 per year of their research funds to support domestic travel between their remote location and their Host Institution. Remote work status must be approved in writing by the NHFP Leads, and will only be granted when the Fellow will be residing in the U.S. or its territories or possessions.

Fellows who wish to spend four or more months of a year working outside of the United States, its territories or possessions must receive approval from the NHFP leads.

There are no other restrictions on the location from which a Fellow telecommutes, except those set by their Host Institution and federal law. NHFP research funds may not be used to support travel or visa costs necessitated by telecommuting.

A Special Request via STGMS must be submitted to request approval for any of the situations described above. The request must detail: the location from which the Fellow wishes to work remotely or telecommute, start and end date and justification. Host Institution approval must be attached to the request.

An accounting of time spent telecommuting and/or working remotely must be maintained by the fellow and included in each Fellow's annual performance report.

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**
 - Interim: Fellows must provide a brief description of progress and accomplishments for the current reporting period
 - Final: Detail the cumulative research efforts
- 3. Name and date (or anticipated date) of the publication of results**
- 4. Suggestions and additional comments**
 - Fellows list conferences and scientific meetings attended, talks given, observing trips taken, and any other noteworthy scientific activities.
- 5. During this reporting period did you telecommute or work remotely? *Note: In STGMS, this question is answered by selecting 'Yes' or 'No'. When selecting 'Yes', the below information must be provided.**
 - Location
 - Dates at Location (From/To):
 - Distance from Host Institution
 - Total Travel Costs charged to NHFP grant

For more information about the telecommuting and remote work policies see the NHFP Policy and Budget Guidelines.

* The template is available for download [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: Process for Prior Approvals

A. Foreign Travel

Prior approval from STScI Grants Administration is required for foreign travel not specified in the approved budget. The faculty contact must approve all foreign travel in advance. A Foreign Travel Request must be submitted at least 30 days in advance via STGMS. The request must be submitted by the faculty contact or administrator.

Please allow 15 business days for review. For expedited requests, please send an email to gms_mail@stsci.edu stating the reason for the urgency.

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

Do I need prior approval?

- Was the foreign travel specified in your approved budget?
 - Yes → Prior approval is not required
 - No → Prior approval is 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.
- A foreign trip to a conference was specified in my approved budget but the dates changed, do I need to request prior approval?
 - No, we understand that unforeseeable situations arise and the conference date may change. Your Host Institution must maintain accurate documentation of all changes.
- 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:

- One travel request per trip is required. If the trip has multiple consecutive destinations, one request is sufficient. Be sure to include the dates for each destination.
- Collaboration visits: include the name of the individual(s) you are collaborating with and the name of the institution.

The faculty contact's approval must be attached to the request. Submission of the request by the faculty contact constitutes approval.

B. Exceptions for Fellow Travel (Support for Students and Collaborators)

Under no circumstances do approved exceptions to the travel policy relieve the Host Institution of the responsibility to comply with the terms and conditions of the grant award, including eligibility requirements. The Host Institution must verify that all individuals meet the eligibility requirements of a U.S. Investigator as defined in the *STScI General Grant Provisions, December 2018, Section 3 - Eligibility for STScI Grant Funding*, prior to using grant funds to support a student or collaborator.

Support for individuals other than the Fellow, including students and collaborators, may be provided with NHFP grant funds subject to the following limitations:

Students:

Registration Fees and Travel only: Registration fees and travel expenses including transportation, lodging and M&IE may be funded by the Fellowship grant, for undergraduate and graduate students, when the purpose of the travel is for the student to obtain or present results in support of the Fellow's research program. In cases where the presence of the Fellow alongside the student is particularly important (such as the first observing trip by a student), funds may be used to support travel for both the student and the Fellow.

Prior approval from the NHFP Lead is required.

Collaborators:

Registration Fees and Travel only: Registration fees and travel expenses including transportation, lodging and M&IE may be funded by the Fellowship grant, for a collaborator other than a student. This will be considered only if there are extenuating circumstances, such as the health of the Fellow, and/or family care responsibilities that preclude the Fellow from traveling.

Prior approval from the NHFP Lead is required.

Host Institution obligations related to all exceptions for travel and registration fees:

Prior approval must be requested in advance by submitting a Special Request in STGMS. The request must be submitted by the faculty contact or administrator. Requests must include:

- a clear justification for the purpose of the trip as it relates to the Fellow's research, and the benefit to the Fellow's research that is realized.
- The name of the individual, dates of travel, destination, and all estimated travel costs (airfare, lodging, meals & incidentals).

The NHFP Leads will review the information and an official notification will be issued via STGMS. Please allow 20 business days for review. Expedited requests requiring less than 20 business days for review must include a justification to support the urgency of the request.

All expenses incurred for personal days or unrelated efforts, including increases in transportation costs due to extensions beyond the purpose of travel, are unallowable. These costs are the sole responsibility of the traveler or Host Institution and will not be reimbursed.

Grant funds used to support students or collaborators are not in addition to the grant award amount. All reimburseable costs are applied against the approved grant budget and the amount of the award does not increase.

All other terms and conditions including requirements for prior approval for budget revisions apply.

C. Computing Devices

Prior approval from STScI Grants Administration is required for any computing device not specified in the approved budget. The request must be submitted in advance by the faculty contact or administrator via a Computing Device Request in STGMS.

Please allow 15 business days for review. For expedited requests, send an email to gms_mail@stsci.edu stating the reason for the urgency.

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.** Prior approval for equipment must be requested in advance by the faculty contact or administrator via an Equipment Request submitted through STGMS.

Please allow 15 business days for review. For expedited requests, send an email to gms_mail@stsci.edu stating the reason for the urgency.

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	Manufacturer's Name	Estimated Cost	Item Model Number	Total Cost
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Justification for purchase

Note: Attach the equipment quote to the request.

E. Pre-award Costs

Prior approval for any pre-award costs more than 60 days before the effective date of the grant award must be requested in advance via a Special Request submitted through STGMS. All requests prior to April, must be requested via email to gms_mail@stsci.edu.

Please allow 15 business days for review. For expedited requests, send an email to gms_mail@stsci.edu stating the reason for the urgency.

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

Special 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

Please type in your request. It will be reviewed by the STScI Grants Administration Office.