

JWST Grant Funding Process High-Level Overview

Cycle 3 Timeline

1) Call for Proposals (CP) Published	August 15, 2023
2) Science Proposals Due	October 25, 2023
3) Telescope Allocation Committee (TAC)	January 29, 2023 – February 8, 2024
4) STScI Directorate (DO) Review	February 22, 2024
5) PI's Notified of Successful Programs	March 1, 2024
6) Budget Notification Letters	March 2, 2024
7) Budget Deadline	April 11, 2024
8) Assignments to FRC	May 2, 2024
9) Financial Review Committee (FRC) Meeting	June 3 – 7, 2024
10) Cycle Start Date	July 1, 2024
11) Directorate Review	~ week of July 8, 2024
12) PIs Notified of Program Approved Amounts	mid-July 2024
13) Revised Budgets Due	~ end-August 2024
14) Joint Program Budgets Due	TBD
15) Joint Program Budget Review	TBD
16) End Cycle	June 30, 2025

Science Proposals

- **Science proposals** to observe with JWST are submitted to STScI for review by JWST TAC.
 - General Observer (GO) – receive time allocations for observations.
 - Archival Researcher (AR) – access data from the archives for their research programs. Do not receive new time on the telescope.
 - Director's Discretionary (DD) - receive time allocations for observations. Selected throughout the year. Total program budgets capped at \$50K. Internal scope and allowability reviews: by Science Missions Office (SMO) and Grants Administration (GRA).
 - Joint Program Proposals (e.g. Chandra, HST, NRAO) receive time allocations from joint observatory's TAC. Submit science proposal for review by the non-JWST TAC.
- TAC Reviews
 - SMO presents TAC recommendations to STScI DO for review and approval.
 - "You've won!" letters sent to Investigators of approved programs.

Budget Proposals (pre-FRC meeting)

- **Budget proposals:** Successful science programs receive letters inviting them to submit budget proposals to support the effort and resources required for the acquisition, calibration, reduction, data analysis, and publications of the research results.
- GRA manages budget proposal and submission processes:
 - Pre-budget submission:
 - Work closely with investigators & institutions to provide guidance & direction.
 - Resolve STGMS issues.
 - Post budget submission:
 - Preliminary proposal review to identify potential problems and/or unallowable costs.
 - Prepare and compile information for FRC review.
 - Assign programs to FRC for review.

Financial Review Committee & Meetings

- Financial Review Committee: ~12 scientists who have experience with HST & JWST instruments, hardware, software, & data analysis.
- Review budget proposals and recommend funding amounts, appropriate to support the effort and resources required for the acquisition, calibration, reduction, data analysis, and publications of the research results.
- 1 Annual meeting/cycle (FRC convenes in person): ~ 250 budget proposals
- 1 Interim meeting/cycle (virtual) to review Joint programs: 10 - 15
- Each program is assigned to an FRC member (*) who reviews:
 - Science proposal
 - Time allocation
 - Instrument, target, exposure/spectra information
 - List of program Principal and Co-Investigators
 - PI & Co-I budgets & narratives

(*) Programs >\$750K / 2 members, >\$1.5M / 3 reviewers

- Reviewer presents overview, assessment, and funding recommendation for each program to Committee.
- Budgets evaluated based only on the work proposed in the Science Proposal. Funding recommendations may be reduced from the proposed amount based on the following:

- Efforts outside of the proposed science (out-of-scope)
 - Effort and resources beyond what are required to complete the project (over-scoped)
 - Excessive costs
 - Unreasonable costs
 - Unallowable costs
 - Work for which results have already been published
 - Increased effort based on comments provided by the TAC
- Funding recommendation for each program determined by majority agreement.

STScI Directorate Review (post FRC meeting)

- GRA reviews all FRC recommendations, resolves outstanding issues, and compiles and presents FRC recommendations for STScI DO review.
- GRA presents FRC recommendations to STScI DO for review and approval.

Post STScI Directorate Review:

- GRA formally requests Contract Value (CV) from the JWST Contracting Officer Representative at NASA's Goddard Space Flight Center (GSFC).
- Funding for JWST grants provided by NASA GSFC via contract modification. Mod authorizes STScI to notify PIs of approved funding amounts for their programs.
- GRA notifies investigators of program approved amounts.
 - Reduced programs receive high-level comment regarding FRC recommendations. Costs that are specifically unallowable are noted and must be removed from revised budget submissions.
 - Contingent upon receipt of revised budgets and/or overdue reports, GO grant awards are issued after the receipt of first observations. AR grant awards are made after funding approval letters are sent.

Committee Oversight:

- Chair – STScI Associate Director for Administration – role historically delegated to Head, Grants Administration
- Delegated Chair – Head, Grants Administration
- Deputy Grants Administration
- Grants Administration Financial Manager
- Grants Administration Team – oversight, management, coordination, & guidance of the budget process.

Space Telescope Grants Management System (STGMS)

- All proposal & grant activities occur in STGMS: approved amounts, awards, monitoring, performance & financial reporting, special requests, amendments, closeouts, etc.