



**STScI** | SPACE TELESCOPE  
SCIENCE INSTITUTE

EXPANDING THE FRONTIERS OF SPACE ASTRONOMY

# JWST Cycle 2 Budget Proposals

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Grants Administration

June 6, 2023



# Introduction

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- C2 Funding
- Grants Administration (GRA)
- Budget Proposer Guide
- FRC (Financial Review Committee)
- Areas of most difficulty for proposers
- Q & A



## Cycle 2 Funding

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# NASA anticipates providing ~\$60M for C2

- Same level of support as C1
- Continued level of support for subsequent cycles

248 science programs approved (225 GO, 8 AR, 8 Theories, & Surveys)

5,000 hrs. allocated for GO programs



## STScI Grants Administration (GRA)

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- Award grant funds for JWST, HST, & NHF Programs
- Partner with the community – Common goal is to support JWST research programs. Maximum impact for the benefit of science.
- Work with investigators and their institutions (Sponsored Program Offices, Budgets ...)
- Fiduciary for NASA and the federal govt – ensure funds utilized in accordance with regulations. Manage & mitigate exposure to risk.



# STScI Budget Proposer Guide

Casey Lean  
Tom Mattern



## FRC (Financial Review Committee) – who they are & what they do

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- Multi-disciplinary group of astronomers (across the U.S.) who have experience with HST & JWST instruments, hardware, software, & data analysis.
- Detailed assessment of budgets & narrative justifications to determine if consistent w/meeting the science goals in the TAC approved program
  - Review science proposal, number of approved hours, instrument, target, exposure/spectra information
- Provide funding recommendations based on the tasks, level of effort, & other costs required to complete the project.





## Common Pitfalls

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What?

Why?

When?

- **Incomplete, little, or no rationale for the support requested**
  - Summary of Contribution of investigators table is incomplete
  - Little or no description of contributions from all named investigators.  
Enumerate contributions of EVERYONE on the team: U.S. & non-U.S. (funded & unfunded), graduate students, postdocs, & TBD positions
  - Incomplete or weak with little or no justification
  
- **Inconsistent information.**
  - Different levels of effort stated in:
    - Summary of Contribution of investigators
    - Narrative
    - Budget tables with priced effort



## Common Pitfalls

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What?

Why?

When?

- **Out-of-scope** (research endeavors not specifically included in approved science proposal)
  - Ground-based observing
  - Analyzing data from another source
  
- **Over-scoped**
  - Excessive costs in any cost category
  - Duplicate efforts not justified
  - Effort does not reflect seniority or past experience
  
- **What other options were considered?**
  - For example, why is travel for collaboration required verses other tools for virtual collaboration?





## Common Pitfalls cont.

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- Deviations from guidance was not justified
  
- Unallowable Costs
  - Preparing for Phase II observations
  - Support for ineligible investigators
  - Personal data plans or internet connections
  - Cost of Money
  
- Unapproved indirect rates



## Common Pitfalls cont.

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- Don't over complicate the description of the effort in place of a justification
- Don't inflate the request in anticipation of reductions
- Missing timeline
- More words does not equate to a justification
- Using the wrong narrative template



## Helpful Links

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[Grants Administration Web Page](#)

[STScI Budget Proposer Guide](#)

[STScI General Grant Provisions](#)

[STGMS User Guide](#)

STGMS (Space Telescope Grants Management System) - <https://stgms.stsci.edu/stgms/>

Contact GRA: [gms\\_mail@stsci.edu](mailto:gms_mail@stsci.edu) or 410-338-4200



# Questions?

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STSci GRANTS ADMINISTRATION

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## Guidance from the FRC (Financial Review Committees)

- Not required to reduce any amount of funding from proposals
- The “JWST or HST” constant for budgets does not exist (\$\$\$ per hour or orbit)
- Budget narratives must use the required budget template and must be complete
- Briefly state the science goals of the program, keeping in mind that the FRC has access to the Phase I and the FRC is not reviewing the science.
- Succinctly describe the work to support those science goals and the estimated time to complete each piece of work. This is done for ALL investigators, including TBD GSs & PDs (funded and unfunded, in the U.S. & collaborators outside of the U.S.).
- A budget narrative that is clear, concise, and well-justified is more likely to be funded fully. It is not useful to anticipate cuts by inflating the resources required, including redundant tasks, artificially increasing the complexity of the program, overcomplicating the description of the effort, or stressing the importance of the science. By definition, all accepted programs were held in high regard by the Time Allocation Committee and the Director, and there are finite funds to support the excellent science in the full program.