

Program #:
Principal Investigator:

REQUIRED - BUDGET NARRATIVE TEMPLATE

The narrative may be generated in any software, but needs to be uploaded into STGMS in PDF format. Delete the instructions in each section prior to submitting the narrative.

Administrative Principal Investigators – Complete Sections I – V

Co-Investigators – Complete Sections IV - V

Incomplete information may result in a reduction of funding allocated to your program.

- I. **Summary of contribution of all investigators (listed on the accepted program) - Clearly describe the contribution of each Investigator (funded and non-funded, U.S. and foreign).**

*This table may be expanded to accommodate the requested information. **Examples are shown in green.***

Investigator	Personnel Type (e.g. Faculty, Postdoc, Grad Student, etc.)	Institution	Description of scientific involvement	Labor Funding requested Yes or No	% Effort *
<i>Name (PI)</i>	<i>Faculty</i>	<i>XYZ / U.S.</i>	<i>XYZ</i>	<i>No</i>	<i>10%</i>
<i>Name</i>	<i>Grad Student</i>	<i>XYZ / U.S.</i>	<i>XYZ</i>	<i>Yes</i>	
<i>Name</i>	<i>Postdoc</i>	<i>XYZ / Foreign</i>	<i>XYZ</i>	<i>No</i>	<i>15%</i>

* Percent of effort for the total duration of the project. Required only for labor contributions not included in the budget. Providing this information does not constitute voluntary committed cost sharing. STScl does not require cost sharing.

- II. **Program abstract** *(as listed in Phase II files)*
- III. **Technical Program Summary** - *Provide a single paragraph summary of the data sets being collected in this program and major aspects of the data analysis for which funding is being requested.*
- IV. **Detailed Scope** – *Include a detailed overview of the complete project, a breakdown of each science goal, and how the science goals will be achieved.*

Describe data reduction and analysis plans with detail to justify the level of effort for which support is being requested. Give a detailed breakdown of which aspects of the work all investigators and staff (funded and non-funded, U.S. and foreign) will perform, including Postdocs, Grad Students, and other staff. Include an estimated timeline for the project.

Describe unique or unusual aspects of reduction and analysis, and how those aspects affect the project resources.

List any major software packages that are expected to be used and if any resources will be developed or obtained from previous HST programs.

- V. **Include a brief, clearly stated narrative justifying each cost item.**
 - a. **Salaries**
 - i. **Benefits**
 - b. **Travel**
 - i. **U.S. Travel**
 - ii. **Foreign Travel**
 - c. **Publications Costs**
 - d. **Computer Services**
 - e. **Equipment**
 - f. **Materials and Supplies (including Computing Devices)**
 - g. **Ground Based Observations**
 - h. **Relocation**
 - i. **Other Costs (and Subcontracts)**
 - j. **Indirect Costs**