

## **Grant Budget Guidelines**

Upon receipt of the award letter from the USRA SMO, the Guest Observer (GO) is responsible for having the Sponsored Research Office (SRO) of his or her organization contact the SOFIA/USRA Contracts Manager to submit a budget for the total awarded amount. A simple budget/justification is submitted by the GO's SRO (or equivalent) on behalf of the GO to the SOFIA/USRA Contracts Manager outlining the proposed use of the grant amount. This should be submitted in a timely manner following receipt of the award letter.

Budgets may include categories such as: salaries and wages, support personnel such as Graduate Students or Post Docs, Travel, Supplies, Facilities & Administration (F&A). The proposed budgets are reviewed to ensure that all expenses are in accordance with applicable Federal grant regulations, after which the SOFIA/USRA Contracts Manager sets up and executes the grant vehicle. If the GO's university does not have an existing budget template, one can be downloaded from our DCS website:

<https://www.sofia.usra.edu/science/proposing-and-observing/proposal-documents>

## **Grant Funding Guidelines**

### **Priority 1 Proposals**

The total allocated funding will be released at the time that the grant award is fully executed (signed by both parties following negotiation of terms).

### **Priority 2 Proposals**

For these proposals, an initial amount of \$7,000 will be released at the time of the fully executed grant award to cover expenses related to Phase II preparation and possible participation in observing flights, with the remainder of the allocated grant released (upon issuance of grant modification) upon successful completion of the first observation of the program.

### **Priority 3/Target of Opportunity/Legacy Pilot Proposals**

For these proposals, an initial amount of \$7,000 will be released at the time of the fully executed grant award (see above), with additional amounts to be issued via grant modification in allotments proposal to the amount of completed observation time but not-to-exceed the allocated total hours in the award letter.

### **Thesis-Enabling Proposals**

GO's may request up to two years of graduate student funding, and reasonable travel costs, at the standard rate of the host university (capped at \$100,000 per year). Documentation showing the standard support rate for graduate student at the recipient's institution is a required part of the budget submission for these grants. The initial year's funding will be release at the time of grant award execution and the second year's funding will be released contingent upon the submittal and approval of a satisfactory progress report. The third year of the grant is reserved to complete the effort; however, no additional funding will be provided.

### **Legacy Science Proposals**

The GO may request up to \$500,000 of funding per year. The initial year's funding will be released at the time of grant execution. The second and third year's funding is contingent upon submittal and approval of a satisfactory progress report. The funding is capped based on the expected number of hours.

### **SOFIA Archival Proposals**

These grant awards are for one year only and funding is dispersed based on observation hours at the completion of the effort and submittal of all required contractual documents.

### **Other**

USRA does not provide funding for GOs from non-U.S. institutions; however, a single U.S.-based Co-I may request funding as U.S. lead Co-I upon nomination from the Program Principal Investigator. A detailed justification and statement of work for this U.S lead Co-I will be required and the total amount allocated is based on this formula:

(t= allocated observing time; g=grant amount)

$t < 3h \rightarrow g=0$

$3h < t < 5h \rightarrow g = t*\$3k$

$5h < t < 12.5h \rightarrow g = \$15k + (t-5h)*\$2k$

$t > 12.5h \rightarrow g = \$30k$