**INSTRUCTIONS TO COMPLETE THE APPLICATION FORM**

Fill in every section of this document with as much detail as you can, following the instructions given.

1. Please prepare the DropTES Application Form following the instructions and guidelines given in this template.
2. Make the descriptions in the documents specific and comprehensive utilizing charts and tables. Reference in the text all charts, figures, and tables used.
3. The template has two types of fields to be filled in:
* Mandatory fields are marked with [M]
* Optional fields (or fields that do not apply to all applications) are marked with [O], which shall only be completed **if the topic applies to your application**.

Please include your text in the boxes to that effect.

1. Sections and subsections contain a description of their expected content marked with [DESCRIPTION]. Please use graphic material such as diagrams when necessary to clarify your input.
2. Using the provided MS Word templates is mandatory. The application should follow the following general format:
	1. Size of paper: A4
	2. Margins: 20 mm from the edge
	3. Page number: 15 mm from the bottom edge
	4. Font and size: Times New Roman 10-12 points
	5. The application should be submitted in the pdf format, and text in the pdf file shall be selectable.
3. Please do not include this page in your application.

**IMPORTANT: The application is only considered valid if all the information requested by the Announcement of Opportunity is provided.**

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# BASIC INFORMATION [M]

##  Project Title: [M]

|  |
| --- |
| TITLE OF THE PROJECT HERE |

##  Executive Summary: (no more than 150 words) [M]

([DESCRIPTION] Please summarize sections 4, 6, 7, and 8.)

|  |
| --- |
| EXECUTIVE SUMMARY HERE |

##  Certificate [M]

By signing this application, I confirm that all statements in our application are true, correct, and complete. Once selected, our organization (s) will comply with the Terms and Conditions stipulated in the Announcement of Opportunity:

**Approved by the Team Leader (TL):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Name of TL in print |  | Signature of TL |  | Place |  | Date (dd-mm-yyyy) |

**Approved by applying organization 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (Signature of head of organization 1) |  | Place |  | Date (dd-mm-yyyy) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name and title of head of applying organization 1 in print) (Seal of organization 1)

**Approved by applying organization 2 (if applicable, and extend this section as needed for more organizations):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (Signature of head of organization 2) |  | Place |  | Date (dd-mm-yyyy) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name and title of head of applying organization 2 in print) (Seal of organization 2)

##  Head of Applying Organization Information [M]

([DESCRIPTION] Please note that all applying organizations must be eligible, as specified in the **Eligibility Criteria in**the Announcement of Opportunity. If multiple organizations submit as a team, the organization listed first will be responsible for the team. Repeat this section as necessary in the case of several applying organizations.)

|  |  |
| --- | --- |
| Name and Surname |  |
| Gender | 1 Male 1 Female 1 Other 1 Prefer not to say |
| Age |  |
| Telephone |  |
| E-mail |  |
| Nationality |  |
| Country of Residence |  |
| Legal Name of Organization |  |
| Type of Organization | 1 Government organisation 1 Research institution1 University 1 Non-profit organization 1 Other public institution |
| Address of Organization |  |

# TEAM COMPOSITION

##  Team Leader[M]

|  |  |
| --- | --- |
| Name and Surname |  |
| Gender | 1 Male 1 Female 1 Other 1 Prefer not to say |
| Age |  |
| Job title |  |
| Telephone |  |
| E-mail |  |
| Nationality |  |
| Country of Residence |  |
| Legal Name of Team Leader’s Organization |  |
| Full Address of Team Leader’s Organization (including country) |  |
| List of papers published by the Team Leader in peer-reviewed journals relevant to the proposal (if none, please insert N/A) |  |
| Experience (if none, please insert N/A) |  |
| Has the Team Leader been part of a winning team of other competitive processes organized by UNOOSA? (e.g. HyperGES, KiboCUBE, CSS,…) | [ ] Yes [ ] NoIf yes please explain: |

Mini CV (Maximum ONE PAGE.):

|  |
| --- |
| YOUR TEXT HERE |

##  Team Member [M]

([DESCRIPTION] Please note that all team members must belong to eligible organizations, as specified in the Eligibility Criteria in the Announcement of Opportunity. Repeat this section as necessary to cover all the team members.)

|  |  |
| --- | --- |
| Name and Surname |  |
| Gender | 1 Male 1 Female 1 Other 1 Prefer not to say |
| Age |  |
| Telephone |  |
| E-mail |  |
| Nationality |  |
| Country of Residence |  |
| Legal Name of Team Member’s Organization (if different from Team Leader’s Organization) |  |
| Full Address of Team Member’s Organization (including country) (if different from Team Leader’s Organization) |  |
| List of papers published by the team member in peer-reviewed journals relevant to the proposal (if none, please insert N/A) |  |
| Experience (if none, please insert N/A) |  |
| Has the Team Member been part of a winning team of other competitive processes organized by UNOOSA? (e.g. HyperGES, KiboCUBE, CSS,…) | [ ] Yes [ ] NoIf “Yes” please explain: |

Mini CV (Maximum ONE PAGE):

|  |
| --- |
| YOUR TEXT HERE |

##  Description of Cooperation/External Support [O]

([DESCRIPTION] If it is a joint proposal from several entities, please describe the role and responsibilities of each entity. If you receive support from external organizations or individuals, please list them here.)

|  |
| --- |
| YOUR TEXT HERE |

# PROPOSAL TECHNICAL ABSTRACT [M]

([DESCRIPTION] Please describe the proposed experiment, including the science/technology rationale, the relevance of utilizing the Bremen Drop Tower/GraviTower Bremen Pro facility, and the expected results. The abstract should concisely describe the above in a **maximum of 300 words**.)

|  |
| --- |
| YOUR TEXT HERE (maximum of 300 words) |

# EXPERIMENT OBJECTIVES AND EXPECTED OUTCOMES

##  Experiment Rationale [M]

([DESCRIPTION] Please explain the scientific and technical or educational value of the proposed experiment. Please describe the detailed rationale for the proposed experiment, including the theoretical basis, the hypothesis on the effect of microgravity, evidence or data from (international, peer-reviewed) publications and your observations to support your hypothesis.)

|  |
| --- |
| YOUR TEXT HERE |

##  Experiment Objectives [M]

([DESCRIPTION] Please list the objectives of the proposed experiment, please use SMART criteria (Specific, Measurable, Achievable, Realistic, Time-bounded) to define the objectives. Objectives shall be numbered as Obj-XXX (e.g. Obj-001, Obj-002…).)

|  |
| --- |
| YOUR TEXT HERE |

##  Foreseen Outcomes [M]

([DESCRIPTION] Please insert a description of the specific outcomes of the experiment with a **maximum of 150 words**.)

|  |
| --- |
| YOUR TEXT HERE |

##  Novelty, Uniqueness, and Possible Evolutions [M]

([DESCRIPTION] Describe why the proposed experiment is new and unique, including how it differs from similar experiments conducted using the microgravity environment (if applicable), in a **maximum of 150 words**.)

|  |
| --- |
| YOUR TEXT HERE |

# EXPERIMENT SPECIFICATIONS AND DESCRIPTION

1.

##  Main Specifications [M]

([DESCRIPTION] You can use graphs and tables for some items such as **Table 5.1** provided **as an example**:)

**Table 5.1.** Experiment main specifications

|  |  |  |
| --- | --- | --- |
| **Parameter** | **Values** | **Units** |
| Mass |  | kg |
| Maximum Dimensions |  | mm |

|  |
| --- |
| YOUR TEXT HERE |

##  Expected Experiment Environment & Conditions [M]

([DESCRIPTION]: Describe the experimental environment or conditions required for the proposed experiment, such as the desired gravity condition, and the duration that the equipment will be exposed to that gravity environment. Please read ZARM’s Bremen Drop Tower - Payload User’s Guide at its latest version in detail to see the parameters available for the Bremen Drop Tower/GraviTower Bremen Pro.

<https://www.zarm.uni-bremen.de/en/drop-tower/experiment-support.html>)

|  |
| --- |
| YOUR TEXT HERE |

##  Design Requirements [M]

([DESCRIPTION]: Please describe the design requirements of the experimental setup, including samples, control equipment, data acquisition equipment, etc. Note that the requirements have to be verifiable and compatible with what is stated in ZARM’s Bremen Drop Tower - Payload User’s Guide at its latest version. Requirements shall be numbered as Req-XXX (e.g. Req-001, Req-002…).)

|  |
| --- |
| YOUR TEXT HERE |

##  Experiment Design Definition [M]

([DESCRIPTION]: Please use block diagrams and descriptive text to explain all equipment for the proposed experiments. If there is a control group as part of the experiment, please describe it together.)

|  |
| --- |
| YOUR TEXT HERE |

##  Experiment Materials [O]

([DESCRIPTION]: Please list the materials to be used in the experiment as comprehensively as possible, especially if the proposed experiment is for biological samples, please list the samples to be used.)

|  |
| --- |
| YOUR TEXT HERE |

##  Experiment Procedure [M]

([DESCRIPTION]: Please use a block diagram or flowchart and descriptive text to explain the method and procedure of the proposed experiment.)

|  |
| --- |
| YOUR TEXT HERE |

##  Data Acquisition System [M]

([DESCRIPTION] Please describe the method of acquiring data in the proposed experiment and the equipment used to access the data. Please clarify whether the team has access to all the equipment. And if not, whether the team intends to realize the data acquisition through external cooperation and procurement.)

|  |
| --- |
| YOUR TEXT HERE |

##  Data Analysis Scheme [M]

([DESCRIPTION] Please describe the method of data analysis and the equipment required. Please clarify whether the team has access to all the equipment. And if not, whether the team intends to realize the data analysis through external cooperation and procurement.)

|  |
| --- |
| YOUR TEXT HERE |

##  Verification Criteria [M]

([DESCRIPTION] Describe how the results of the experiment will verify the objectives of Paragraph 4.2, with the related verification method, and how to determine whether the experiment is successful.)

|  |
| --- |
| YOUR TEXT HERE |

##  Current Status of the Proposed Experiment [O]

([DESCRIPTION] Please describe the work your team has already done for the proposed experiment, including theoretical findings, experimental equipment development, and preparation.)

|  |
| --- |
| YOUR TEXT HERE |

# PLANNING

##  Development Schedule [M]

([DESCRIPTION] Please provide a tentative schedule to develop and perform the proposed experiment. The development schedule shall include all phases starting from the kick-off meeting to the submission of the final report and clarify the **critical path**. A **Gantt chart** and a description shall be included.)

|  |
| --- |
| YOUR TEXT HERE |

##  On-site Integration and Experiment Schedule [M]

([DESCRIPTION] Please provide a tentative schedule for all activities that take place in Bremen within maximum two weeks.)

|  |
| --- |
| YOUR TEXT HERE |

##  Work Breakdown Structure [M]

([DESCRIPTION] Please include the Work Breakdown Structure for the design, development, testing, and all other activities required until the experiment has been completed, including the outreach activities. In case of partnerships, please indicate the share of the work among the partners/team members for the different work packages.)

|  |
| --- |
| YOUR TEXT HERE |

##  International Transportation Plan[M]

([DESCRIPTION] Please provide information concerning the transportation of the equipment, and customs arrangements (if applicable).)

|  |
| --- |
| YOUR TEXT HERE |

# BUDGET

##  Budget Plan [M]

([DESCRIPTION] Please provide information on the cost, including the price of the parts, personnel costs, facilities costs, operation costs, travel expenses, shipment of the equipment, and dissemination activities.)

|  |
| --- |
| YOUR TEXT HERE |

##  Budget Source and Expected Budget Source [M]

([DESCRIPTION] Please provide information on the secured budget (committed budget), specifying the funding source, and information on the envisaged funding sources of any remaining budget.)

|  |
| --- |
| YOUR TEXT HERE |

# COMMUNICATIONS AND DISSEMINATION PLAN [M]

##  Communications and Dissemination Plan [M]

([DESCRIPTION] Provide the plan (e.g. scope, schedule, resources, means) that will be used to promote the experiment and its results, as well as a communication towards the general public. Specific activities shall be organised within the applicant country(ies).)

|  |
| --- |
| YOUR TEXT HERE |

##  Relevance to the Sustainable Development Goals [M]

([DESCRIPTION] Please describe what [Sustainable Development Goals (SDGs)](https://sdgs.un.org/es/goals) are supported by the experiment and its associated results. Please indicate how the participation in the AO and its related activities contribute to progress on one or several Sustainable Development Goals in your country(ies) and the expected social impact. Note that DropTES contributes to SDG 4 “Quality Education”; SDG 8 “Decent Work and Economic Growth” and SDG 9 “Industry, Innovation and Infrastructure”.)

|  |
| --- |
| YOUR TEXT HERE |

# RISK ANALYSIS [M]

([DESCRIPTION] Please use a risk matrix to describe the risks that you might face. These should include technical risks (e.g. mechanical, chemical, thermal, biological radiation, etc.), planning risks and budget risks. Please assess their likelihood of occurrence 1 (not likely) to 3 (very likely), and their impact (1 (minor impact) to 3 (catastrophic) and mitigation actions for each of them.)

|  |
| --- |
| YOUR TEXT HERE |

# SUPPORTING DOCUMENTS [O]

([DESCRIPTION] List here any document in support of your application (e.g. support letters). Please attach those documents as separate pdf files.)

|  |
| --- |
| YOUR TEXT HERE |

# ABBREVIATIONS AND REFERENCES [O]

([DESCRIPTION] List here any abbreviations used across the document and references to documentation you have used to create your application.)

|  |
| --- |
| YOUR TEXT HERE |