**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 PHI Mission Application Form in accordance with the instruction 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 are not applicable to all CubeSats and are marked with [O]. They shall be only completed if the topic is relevant to your application.
1. Sections and subsections will 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 Microsoft 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 .pdf, 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]

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

## Certificate [M]

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

**Approved by the Project Coordinator (PC):**

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

**Approved by applying organization 1:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| (Signature of head of organization1) |  | 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 Announcement of Opportunity. If there are multiple organizations applying as a team, the organization listed first will be responsible for the team and will be the organization to enter into separate agreement with MBRSC after being selected as the awardee of this opportunity. Repeat this section as necessary in case several applying organizations)

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

**INFORMATION CONCERNING PREVIOUS ORBITAL ACTIVITIES:**

|  |  |
| --- | --- |
| Is it the first space payload/experiment of the country? (Yes/No) |  |

# TEAM COMPOSITION

##  Description of Cooperation [O]

([DESCRIPTION] If it is a joint proposal from several entities, please describe the role and responsibilities of each one)

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

##  Project Coordinator [M]

|  |  |
| --- | --- |
| Name and Surname |  |
| Gender |  Male  Female  Other Prefer not to say |
| Age |  |
| Job title |  |
| Telephone |  |
| E-mail |  |
| Nationality |  |
| Country of Residence |  |
| Legal Name of Project Coordinator’s Organization |  |
| Full Address of Project Coordinator’s Organization (including country) |  |
| List of papers published by the project coordinator in peer reviewed journals related to the topic of the proposal (if none, please insert N/A) |  |
| Experience (if none, please insert N/A) |  |
| Has the Project Coordinator been part of a winner team of other competitive process organized by UNOOSA? (e.g. DropTES, 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 applying organizations that are eligible, as specified in section 12 of the Announcement of Opportunity. Repeat this section as necessary to cover all the team members)

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

Mini CV (Maximum ONE PAGE):

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

##  External Support [O]

([DESCRIPTION] If you have support during the project from external organizations or individuals, please list them here.)

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

# PROPOSAL ABSTRACT [M]

([DESCRIPTION] Please insert a brief description of the proposed Payload, stating with the objectives and aim of the proposal, including the scientific and technical value or educational value, design of the payload. The abstract should concisely describe the above in a **maximum 300 words**).

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

# MISSION OBJECTIVES, REQUIREMENTS AND CONSTRAINTS

## Mission Statement [M]

([DESCRIPTION] Please include a mission statement (one or two sentences maximum) and how the development and deployment of the payload could contribute to capacity-building in your country.)

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

## 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 and Deliverables [M]

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

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

## Novelty, Uniqueness and Possible Evolutions [M]

([DESCRIPTION] Describe why the proposed payload is new and unique, including how it differs from similar payloads (if applicable), in a **maximum of 150 words**.)

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

## Requirements

### Mission Requirements [M]

([DESCRIPTION] Please insert a list of the requirements needed to accomplish the mission objectives. Requirements shall be numbered as Req-XXX (e.g. Req-001, Req-002…).)

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

### Design Requirements [M]

([DESCRIPTION] Please include also in this section all applicable and relevant design requirements available in the PHI Platform User Guide. Requirements shall be numbered as Des-XXX (e.g. Des-001, Des-002…).)

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

### Operational Requirements [M]

([DESCRIPTION] List your operational requirements (include here requirements related to the operations of the payload, including, but not limited to, orbit range, pointing accuracy, etc). Requirements shall be numbered as Ope-XXX (e.g. Ope-001, Ope-002…).)

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

# PAYLOAD SPECIFICATIONS AND DETAILED DESCRIPTION

([DESCRIPTION] For the detailed interface requirements related to the Payload design, please refer to the PHI Platform User Guide available together with the application form and the announcement of opportunity”.)

## Payload Setup and Overall Specifications

### Main Specifications [M]

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

**Table 5.1.** Payload main specifications

|  |  |  |
| --- | --- | --- |
| **Parameter** | **Values** | **Units** |
| Mass | [1U: less than 1.33] | kg |
| Dimensions | [1U: 100×100×113.5] | mm |
| Dimensions (deployed if applicable) |  | cm |
| Expected position |  | mm |

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

### 3D View [M]

([DESCRIPTION]: Front-view, side view, bird’s view and deployed configuration, please provide 3D drawing and STEP file as part of your submission)

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

### External Dimensions [O]

([DESCRIPTION]: The size of any protruding objects should be also indicated, if any)

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

##  Payload Block Diagram and List of Components [M]

### Payload Block Diagram [M]

([DESCRIPTION]: Including all Payload subsystems and how they are related)

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

### List of Components [M]

([DESCRIPTION]: List of components, up to the level available. For custom-made components, please provide name, 3D view (as section 5.1.2) and describe main features of the component, mass, location of center of gravity and functionality. Include whether the item is going to be made in-house or purchased, please include vendor’s name if purchased. A Product Breakdown Structure will be highly appreciated.)

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

### Description of Interfaces (between payload and bus) [M]

#### Mechanical Interface [M]

([DESCRIPTION]: Please provide information on the mechanical interface between payload and bus. Provide as much detail as possible. Please read the PHI Platform User Guide at its latest version in detail to see the parameters available. Please find the latest version on PHI Rounds webpage: <https://www.unoosa.org/oosa/en/ourwork/access2space4all/PHI/PHI_Rounds.html>)

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

#### Electrical Interface [M]

([DESCRIPTION]: Please provide information on the electrical interface between payload and bus. Provide as much detail as possible. Please read the PHI Platform User Guide at its latest version in detail to see the parameters available. Please find the latest version on PHI Rounds webpage: <https://www.unoosa.org/oosa/en/ourwork/access2space4all/PHI/PHI_Rounds.html>)

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

#### Thermal Interface [M]

([DESCRIPTION]: Please provide information on the thermal interface between payload and bus. Provide as much detail as possible (e.g. how the components are kept inside their temperature operational range and which are the elements part of the interface). Please read the PHI Platform User Guide at its latest version in detail to see the parameters available.)

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

#### Command and Data Handling (C&DH) Interface [M]

([DESCRIPTION]: Please provide information on the C&DH interface between payload and bus. Provide as much detail as possible (e.g. which are the signals sent and received, how are they processed, which is the data rate (peak, nominal) and data cycles with the bus…). Please read the PHI Platform User Guide at its latest version in detail to see the parameters available.)

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

### Payload Subsystems Design [M]

#### Payload Structural and Mechanical Subsystems [M]

([DESCRIPTION]: Design of payload primary structure and materials for primary structure. Please provide as much detail as possible, please provide 3D drawing and STEP file, please include also an expanded view).)

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

#### Payload Electrical Power Scheme and power duty cycle information [M]

([DESCRIPTION]: The Payload shall use the power provided by PHI, as per PHI Platform User Guide, please indicate how the power is distributed among the payload subsystems, also indicate power duty cycle, average power, peak power and typical operations cycle. List of components, schematic of the electronics. Please provide as much detail as possible.)

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

#### Payload Thermal Subsystems [M]

([DESCRIPTION]: List of components and type control system (passive/active) to keep the payload within its thermal operational range. Please provide as much detail as possible.)

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

#### Communications Subsystems [O]

([DESCRIPTION]: Optional, only applicable if the payload is a communications payload. List of components and description of the communications system (passive/active). Please provide as much detail as possible.)

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

#### Payload Command and Data Handling (C&DH) [M]

([DESCRIPTION]: List of components, and if applicable, data compression method, data recorder, multiplexing schematics and description of the subsystem. Please provide as much detail as possible.)

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

#### Attitude Determination and Control System (ADCS) [O]

([DESCRIPTION]: Optional, only in case the payload is an ADCS. List of components, redundancy, and schematics and description of the ADCS. Please provide as much detail as possible.)

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

#### Propulsion or Deorbiting Subsystems [O]

([DESCRIPTION]: Optional, only if payload is a propulsion system. l If this subsystem is different from the Attitude and Orbit Control, please provide list of components, and deorbiting mechanism to be used, including redundancy if any. Please provide as much detail as possible.)

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

####  Additional Technical Features of the Payload [O]

([DESCRIPTION] Please insert a description of any unique equipment used in the Payload, and specifications of unique equipment.)

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

## Concept of Operations [M]

([DESCRIPTION] Please insert a description of how the Payload will be operated (e. g. operational constraints: operations only during illuminated, when passing over certain regions of the Earth, type of operations: autonomous operations, controlled operations…). Please also include any activation/deactivation procedures. and end of life procedures **consider breaking it down into several sections.**)

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

## Communication links [O]

([DESCRIPTION] Optional, only in case the payload is a communications payload. Please insert a description of the communication links (frequencies, data rate) used by the Payload, and how they are used. Please refer to elements of section 5.2.4.4 of the present document if needed).

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

## Ground Segment [M]

([DESCRIPTION]: Please indicate how MBRSC Ground Segment is intended to be interfaced and refer to the PHI Platform User Guide whenever applicable.

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

## Safety [M]

([DESCRIPTION] Please refer to PHI Platform User Guide to include any relevant information regarding the safety considerations for your Payload. In case of any safety hazard, please describe the control mechanisms).

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

##  Technical Heritage [O]

([DESCRIPTION] Include any previously related work you have performed and any relevant scientific/engineering background supporting your experiment).

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

# ASSEMBLY, INTEGRATION AND TESTING

1.
2.

## Facilities

### Description of the assembly facilities [M]

([DESCRIPTION] Please describe the facilities that can be accessed for the assembly of the Payload. In case the facilities do not belong to the institution submitting the application, please also include a letter from other institution(s) authorizing the use of their facilities.)

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

### Description of the testing facilities [M]

([DESCRIPTION] Please describe the facilities that can be accessed for the testing of the Payload. In case the facilities do not belong to the institution submitting the application, please also include a letter from other institution(s) authorizing the use of their facilities.)

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

## Test and Verification [M]

### Verification Plan for Mission Requirements [M]

([DESCRIPTION] Please explain how you will test the payload against each of the mission requirements and what facilities you would need for the tests.)

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

### Verification Plan for Design Requirements [M]

([DESCRIPTION] Please explain how you will test the payload against each of the design requirements and what facilities you would need for the tests.)

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

### Verification Plan for Operational Requirements [M]

([DESCRIPTION] Please explain how you will test the operations against the requirements.)

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

# SCHEDULE

1.
2.

## Development schedule [M]

([DESCRIPTION] Please provide a schedule of the development phases of your Payload, including milestones and pass/fail criteria for each one. Include the milestones described in the AO and any other intermediate milestone that it is needed. Please note that the number and schedule of reviews shall be agreed with MBRSC. The final milestone of the engineering schedule should be the delivery to MBRSC. A Gantt chart and its description shall be included).

|  |
| --- |
| 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 |

## Operations schedule [M]

([DESCRIPTION] Although at this stage it might be difficult to provide a complete schedule for the operations of the payload, please provide as much detail about the schedule as possible (e.g. initial system checkout phase, payload activation phase, steady operation phase or end of mission....), A Gantt chart and its description shall be included.)

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

1. 1.
	2.

## End of Life schedule [O]

([DESCRIPTION] Although at this stage it might be difficult to provide a complete schedule for disposal, please provide as much detail about the application of end-of-life procedures and associated schedule as possible, if applicable).. A Gantt chart and its description shall be included.)

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

# BUDGET

1.

## Budget Plan [M]

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

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

## Budget Source and Expected Budget Source [M]

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

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

# TRANSPORTATION TO UAE [M]

([DESCRIPTION] Please provide information concerning the transport, customs arrangements... Handover is usually taking place in MBRSC, Dubai, UAE.)

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

# LICENSING AND COMPLIANCE WITH INTERNATIONAL GUIDELINES AND REGULATIONS

1.
2.
3.
4.
5.
6.

## Frequency allocation [O]

([DESCRIPTION] Optional, only if payload is a communications payload. Please provide information concerning the frequencies to be used and the plan to obtain the license (timeline, entity(ies) involved…)

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

## Earth Observation License [O]

([DESCRIPTION] Please provide information concerning the license to be requested and the plan to obtain the license (timeline, entity(ies) involved…)

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

## Other Compliance required [O]

([DESCRIPTION] Please provide information concerning the any other license to be requested for the operations and the plan to obtain the license(s) (timeline entity(ies) involved or how compliance is ensured…)

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

# FEASIBILITY AND RISK ANALYSIS

1.

## Feasibility analysis [M]

([DESCRIPTION] Provide arguments on the feasibility of your project in its technical specifications and research contents, including research and technical base, maturity of the project, availability of necessary resources on the ground, and technical conditions that could be capitalized on.)

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

## Risk analysis [M]

([DESCRIPTION] Provide a description of the risks that you might face, their likelihood (1 (not likely) 3 (very likely) and impact (1 (minor impact) to 3 (catastrophic)) and mitigation actions for each of them).)

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

# COMMUNICATIONS AND DISSEMINATION PLAN [M]

1.

## Communications and Dissemination Plan [M]

([DESCRIPTION] Provide the plan (e.g. scope, schedule, resources, means) that will be used to promote the opportunity and the results. Particular attention should be given to initiatives inside 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 PHI contributes to SDG 4 “Quality Education”; SDG 8 “Decent Work and Economic Growth” and SDG 9 “Industry, Innovation and Infrastructure”)

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

# SUPPORTING DOCUMENTS [O]

([DESCRIPTION] List here any documents in support of your application (e.g. support letters, CVs,…), including document number, document name, authors and organizations, publication and volume, date, etc. Please attach those documents as separate pdf files (they could be scan copies of originals if needed).)

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

# ABBREVIATIONS AND REFERENCES [O]

([DESCRIPTION] List here any abbreviations used across the document and references of documentation you have used to create your application (including document number, document name, authors and organizations, publication and volume, date, etc.).)

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