**INSTRUCTIONS TO COMPLETE THE APPLICATION FORM**

Fill each and 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 type of fields to be filled in:
* Mandatory: mandatory fields are marked with the following code [M]
* Optional: optional fields (or fields that are not applicable to all Payloads) are marked with the following code [O], **however if the information is applicable to your Payload, then the information becomes mandatory**.

Please include your text in the boxes to that effect.

1. When necessary, sections and subsections will contain a description of their expected content. Descriptions are marked with the code [DESCRIPTION]. Please use any graphic material such as diagrams when you deem them necessary to clarify or express a concept or a design.
2. Write “TBD” (to be determined) when information is not yet available on an item.
3. 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 .pdf, and text in the pdf file shall be selectable
4. 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]

**Status of your organization(s)** (using “x” as appropriate):

[ ] Research institutions [ ] Universities [ ] Other public institutions

## 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:

**Issued 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 section 10. (A) of 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)

 Applying Organization 1

|  |  |
| --- | --- |
| Name and Surname |  |
| Gender |  Male  Female  Other Prefer not to say |
| Age |  |
| Telephone |  |
| E-mail |  |
| Nationality |  |
| Country of Residence |  |
| Legal Name of Organization |  |
| Address of Organization |  |

**INFORMATION CONCERNING PREVIOUS ORBITAL ACTIVITIES:**

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

**PERMISSION TO REPRODUCE THE APPLICATION FORM (TOTALLY OR PARTIALLY) IN UNOOSA WEBSITE**

|  |  |
| --- | --- |
| Do you grant permission to reproduce the application form in the UNOOSA website? (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 |  |
| Nationality |  |
| 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:

|  |
| --- |
| 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 10. (A) 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 |  |
| Nationality |  |
| 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:

|  |
| --- |
| 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. The abstract should concisely describe the research setup of the Payload and the methodology to achieve the objectives and aims. Maximum 300 words).

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

# MISSION OBJECTIVES, REQUIREMENTS AND CONSTRAINTS

## Mission Statement: Contribution to Capacity-Building [M]

([DESCRIPTION] Mission statement (one or two sentences maximum) and how the development and deployment of Payload could contribute to capacity-building in your country. Details on how to realize that contribution to be included in the communications plan and dissemination plan (section 12).)

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

## Objectives [M]

([DESCRIPTION] Please list the objectives of the proposed Payload, please use SMART (Specific, Measurable, Achievable, Relevant, Time-bounded). Objectives can be categorized in primary (needed for the success of the Payload) and secondary (nice to achieve). Primary objectives and Secondary objectives shall be numbered as PrimObj-XXX and SecObj-XXX respectively (e.g. PrimObj-001, PrimObj-002…; SecObj-001, SecObj-002,...).

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

## Relevance to the Sustainable Development Goals [M]

([DESCRIPTION] Please insert a description of the [Sustainable Development Goals (SDGs)](https://sdgs.un.org/es/goals) that are supported by the Payload and its associated results. Please indicate how the participation in the AO and its related activities contribute to one or several Sustainable Development Goals and the expected social impact. Note that the Access to Space for All initiative contributes to SDG 4 “Quality Education; SDG 8 “Decent Work and Economic Growth” and SDG 9 “Industry, Innovation and Infrastructure) and for this particular opportunity, it is expected that payloads are particularly innovative and have a stronger contribution to SDG 9.

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

## Foreseen outcomes and deliverables [M]

([DESCRIPTION] Please insert a description of the specific outcomes of the Payload and how they are related to the Sustainable Development Goals. Please also explain which deliverables will be produced through the experimentation with the Payload).

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

## Novelty, Uniqueness and Possible Evolutions [M]

([DESCRIPTION] Versatility of the Payload system, progressiveness and possible evolution of the Payload with comprehensive descriptions. In the case that this is not the first satellite that the applying institutions have been involved in, please indicate difference with the previous missions.)

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

## Work Breakdown Structure [M]

([DESCRIPTION] Include the Work Breakdown Structure for the development, testing, operations and decommissioning of the satellite. In case of partnerships please indicate the share of the work among the partners for the different work packages)

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

## Requirements

### Mission Requirements [M]

([DESCRIPTION] Please insert a list of the requirements needed to accomplish the mission objectives. Mission requirements and constrains shall be numbered in a sequential manner in increments of 10, using M as prefix (e.g. Mis-10, Mis-20, Mis-30…)). The applicable [Space Debris Mitigation Guidelines](https://www.unoosa.org/pdf/publications/st_space_49E.pdf) shall be part of the mission requirements and flow down to the necessary technical requirements.

|  |
| --- |
| 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 in a sequential manner in increments of 10, using Tec as prefix (e.g. Des-10, Des-20, Des-30…)).

|  |
| --- |
| 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 in a sequential manner in increments of 10, using Tec as prefix (e.g. Tec-10, Tec-20, Tec-30…)).

|  |
| --- |
| 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 System

## 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 COG 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 [M]

([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 (between payload and bus) [M]

([DESCRIPTION]: Please provide information on the interface between payload and bus. Provide as much detail as

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

#### Electrical Interface [M]

([DESCRIPTION]: Please provide information on the interface between payload and bus. Provide as much detail as possible

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

#### Thermal Interface [M]

([DESCRIPTION]: Please provide information on the 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)

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

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

([DESCRIPTION]: Please provide information on the 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…)

|  |
| --- |
| 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

|  |
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| 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)

|  |
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| 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 include also 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 [M]

([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]

([DESCRIPTION] Please provide the test plan, matching each of the requirements with a test case and indicating the validation method).

### Verification Plan for Mission Requirements [M]

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

### Verification Plan for Design Requirements [M]

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

### Verification Plan for Operational Requirements [M]

|  |
| --- |
| 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 |

## 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.

## Cost [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 |

## Secured budget and budget plan [M]

([DESCRIPTION] Please provide information of the secured budget (budget that is committed) and letters of commitment specifying the funding source, and information on what are the envisaged funding sources of any remaining non secured budget. If the commitment of the secured budget is not able to be prepared in the first round of selection, please provide the information on the status or the prospect for the budget commitment).

|  |
| --- |
| 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]

([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 |

# SUPPORTING DOCUMENTS [M]

([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)).

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# ABBREVIATIONS AND REFERENCES [M]

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