**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 KiboCUBE 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 CubeSats) are marked with the following code [O], **however if the information is applicable to your CubeSat, 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 JAXA 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 | 1 Male 1 Female 1 Other 1 Prefer not to say |
| Age |  |
| Telephone |  |
| E-mail |  |
| Nationality |  |
| Country of Residence |  |
| Legal Name of Organization |  |
| Address of Organization |  |

**INFORMATION CONCERNING THE SATELLITE:**

|  |  |
| --- | --- |
| Country under which the satellite will be registered |  |
| Country from where operations will be conducted |  |
| Is it the first satellite 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 | 1 Male 1 Female 1 Other 1 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 [ ] No  If 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 | 1 Male 1 Female 1 Other 1 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 [ ] No  If “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 CubeSat, stating with the objectives and aim of the proposal. The abstract should concisely describe the research setup of the CubeSat 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 CubeSat 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 CubeSat, please use SMART (Specific, Measurable, Achievable, Relevant, Time-bounded). Objectives can be categorized in primary (needed for the success of the CubeSat) 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 CubeSat 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 KiboCUBE contributes to SDG 4 “Quality Education; SDG 8 “Decent Work and Economic Growth” and SDG 9 “Industry, Innovation and Infrastructure)

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

## Foreseen outcomes and deliverables [M]

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

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

## Novelty, Uniqueness and Possible Evolutions [M]

([DESCRIPTION] Versatility of the CubeSat system, progressiveness and possible evolution of the CubeSat 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 [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 requirement from the JEM Payload Accommodation Handbook. For reference only, please see Appendix B-1 as well (for 1-U CubeSats) of the CubeSat Design Specifications. 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 (for example tracking related, link budget related...). Requirements shall be numbered in a sequential manner in increments of 10, using Tec as prefix (e.g. Tec-10, Tec-20, Tec-30…)).

|  |
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| YOUR TEXT HERE |

# CUBESAT SPECIFICATIONS AND DETAILED DESCRIPTION

([DESCRIPTION] For the detailed interface requirements related to the CubeSat design, please refer to the [JEM Payload Accommodation Handbook -Vol.8- Small Satellite Deployment Interface Control Document (JX-ESPC-101133-D)](https://humans-in-space.jaxa.jp/kibouser/library/item/jx-espc_8d_en.pdf)” For the deployable structure shown in Section 4.2.2.2 (3) of the [JEM Payload Accommodation Handbook Vol 8](https://humans-in-space.jaxa.jp/kibouser/library/item/jx-espc_8d_en.pdf), the two-fault tolerant design described in Option 2① is required.

## CubeSat 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.** CubeSat main specifications

|  |  |  |
| --- | --- | --- |
| **Parameter** | **Values** | **Units** |
| Mass | [1U: less than 1.33] | kg |
| Dimensions | [1U: 100×100×113.5] | mm |
| Dimensions (deployed) |  | cm |
| Ballistic coefficient |  | kg/m2 |
| Expected COG position |  | mm |

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

### 3D View [M]

([DESCRIPTION]: Front-view, side view, bird’s view and deployed configuration)

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

### External Dimensions [M]

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

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

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

### System Block Diagram [M]

([DESCRIPTION]: Including all 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 Internal Interfaces [M]

#### Mechanical Interface [M]

([DESCRIPTION]: Please provide information on the interface with the other subsystems. Provide as much detail as possible (e.g. how the different components will be arranged inside the structure)

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

#### Electrical Interface [M]

([DESCRIPTION]: Please provide information on the interface with the other subsystems. Provide as much detail as possible (e.g. how the EPS is interfacing with other subsystems, …)

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

#### Thermal Interface [M]

([DESCRIPTION]: Please provide information on the interface with the other subsystems. 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 |

#### Communications Interface [M]

([DESCRIPTION]: Please provide information on the interface with the other subsystems. Provide as much detail as possible (e.g. which are the signals sent and received from the transponder, how are they processed, which frequencies are used for communications…)

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

### Subsystems Design [M]

#### Structural and Mechanical Subsystems [M]

([DESCRIPTION]: Design for primary structure, mechanisms such as deployment of solar panels and antenna, equipment layout plans, separation mechanism, and materials for primary structure. Please provide as much detail as possible)

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

#### Electrical Power Subsystem (EPS) [M]

([DESCRIPTION]: List of components, schematic of the electronics, control system and description of the power subsystem. Please provide as much detail as possible (e.g. how the different elements of the EPS are connected, expected depth of discharge (DoD) for the battery…)

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

#### Thermal Subsystems [M]

([DESCRIPTION]: List of components and type control system (passive/active) with a description of the subsystem. Please provide as much detail as possible.)

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

#### Communications Subsystems [M]

([DESCRIPTION]: List of components and description of the communications system (passive/active). Please provide as much detail as possible)

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

#### 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) [M]

([DESCRIPTION]: List of components, redundancy, and schematics and description of the AOCS. Please provide as much detail as possible)

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

#### Propulsion or Deorbiting Subsystems [O]

([DESCRIPTION]: 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 |

#### Payload [M]

([DESCRIPTION] Please insert a description of the payload, and list of its components. Please provide as much detail as possible).

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

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

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

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

## Concept of Operations [M]

([DESCRIPTION] Please insert a description of how the CubeSat 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 disposal type, **consider breaking it down into several sections**).

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

## Communication links [M]

([DESCRIPTION] Please insert a description of the communication links (frequencies, data rate) used by the CubeSat, 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]: List of ground equipment including ground stations’ descriptions)

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

## Safety [M]

([DESCRIPTION] Please refer to [JEM Payload Accommodation Handbook Vol 8](https://humans-in-space.jaxa.jp/kibouser/library/item/jx-espc_8d_en.pdf) to include any relevant information regarding the safety considerations for your CubeSat. 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



## Facilities

### Description of the assembly facilities [M]

([DESCRIPTION] Please describe the facilities that can be accessed for the assembly of the CubeSat. 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 CubeSat. 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



## Development schedule [M]

([DESCRIPTION] Please provide a schedule of the development phases of your CubeSat, including milestones and pass/fail criteria for each one. Please include two safety reviews allocating one month to each of them, the first one after the Critical Design Review and the Second one before the Handover The final milestone of the engineering schedule should be the delivery to JAXA. 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, 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 |



## End of Life and Deorbiting schedule [M]

([DESCRIPTION] Although at this stage it might be difficult to provide a complete schedule for disposal, please provide as much detail about the schedule as possible (e.g. campaigns, phases...). Please include the schedule of when the [Space Debris Mitigation Guidelines](https://www.unoosa.org/pdf/publications/st_space_49E.pdf) and [Guidelines for the Long Term Sustainability of Outer Space Activities](https://www.unoosa.org/res/oosadoc/data/documents/2021/stspace/stspace79_0_html/st_space79E.pdf) will be applied and effective. A Gantt chart and its description shall be included).

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

# BUDGET



## 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 CubeSat, 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 JAPAN [M]

([DESCRIPTION] Please provide information concerning the transport, customs arrangements,.. Handover is usually taking place in Tsukuba Space Center).

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

# LICENSING AND COMPLIANCE WITH INTERNATIONAL GUIDELINES AND REGULATIONS



## Frequency allocation [M]

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

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

## Space Object Registration [M]

([DESCRIPTION]: Indicate your intention and provide a plan to register your CubeSat in the [United Nations Register of Objects Launched into Outer Space](https://www.unoosa.org/oosa/en/spaceobjectregister/index.html). Please refer once again to the [Guidelines on Space Object Registration and Frequency Management for Small and Very Small Satellites](https://www.unoosa.org/oosa/en/spaceobjectregister/index.html))

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

## Compliance to the Space Debris Mitigation Guidelines and the applicable Guidelines for the Long-Term Sustainability of Outer Space Activities [M]

([DESCRIPTION] Please provide information on how compliance is ensured. [Space Debris Mitigation Guidelines](https://www.unoosa.org/pdf/publications/st_space_49E.pdf) and [Guidelines for the Long Term Sustainability of Outer Space Activities](https://www.unoosa.org/res/oosadoc/data/documents/2021/stspace/stspace79_0_html/st_space79E.pdf)).

|  |
| --- |
| 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…).

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## 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…).

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# FEASIBILITY AND RISK ANALYSIS



## 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.)

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## 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)

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# 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))

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# 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]

([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.)]

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