A- Identification of the proposal

- Title/Acronym:

- Abstract (max. 5 lines):

- Identification of the overall project

- State whether the project is a preparation to a potential ESA mission, or part of an ESA mission (state when it was selected/endorsed by ESA), or part of a Non-ESA mission. In that last case identify the mission organiser (e.g. NASA, Roskosmos etc) and the interface to the institute in the country organising the mission:

    - Satellite(s) or flight opportunity(ies) (+ date(s)) selected/endorsed by ESA or other organiser:

- Role of the main investigator and of any other investigator in the overall project selected/endorsed by ESA or other organiser (PI, co-I, other):

- Starting and ending dates of the overall project / mission (selected/endorsed by ESA or other organiser):

- Funding phases:

    - Project phase(s) for which the PRODEX funding is requested in the present proposal:

    - State, whether the proposed activity is a continuation of a previous PRODEX project.
        - Provide brief information of the already funded project (e.g. project name, funding programme, objective and results, starting and ending dates, budget …):
    - Indicate expected future funding requests (phases, duration, time, anticipated budget). NOTE that PRODEX funding for one part/phase of a project does not guarantee funding for future parts/phases. A new proposal would be necessary, where the proposal will be in competition with other proposals.

- Field of research

B- Identification of the investigator

- Position in the project (e.g. Principal Investigator, Co-Investigator etc)

– Title, surname, name:

– Institute:

– Department:

– Address:

– Tel.: **(secretariat: +)**
– E-mail:
– Website:
– Institute Head, endorsing this Project Proposal:

C- Identification of the Co-Investigators if applicable:
(Add as many entries as Co-Investigators in the Participating State)

– Title, surname, name:

– Institute:

– Department:

– Address:

– Tel.: **(secretariat: +)**

– E-mail:

– Website:

– Institute Head, endorsing this Project Proposal:

D- Proposal description and motivation.

Refer to the points below where appropriate, but feel free to add more points as needed.

– Objectives of the activity/Description of the problem

– Rationale

– Justification of the relevance of the methods and approaches in the light of the state of the art of the research. Describe the innovation contained in the proposal;

– Justification of the timeliness and schedule of the project: strategic importance of the proposed research with respect to the objectives of the mission or overall project which this proposal is part of, and with respect to international competition on this specific research subject;

– Work to be done at each partner in The Participating State, showing work to be done by institutes and work to be done at industry; general work logic

– Interfaces, if any, with other partners outside of The Participating State, work carried out outside of The Participating State (summary only); if applicable, cooperation with institutes/companies from other PRODEX participating countries/PRODEX contracts

E- Description of the scientific team(s).

For each scientific team collaborating in the proposal, requesting or not PRODEX support, the following information is required (for the international collaborations, fewer details are expected):

a. Identification of the team;

b. List of the team members involved in the project;

c. Role, contribution and specific know-how, experience and suitability for the assigned activity;

d. Funding sources and amounts available outside PRODEX for the requested project;

e. Research projects in the area under consideration (with or without PRODEX support) for the last 5 years;

f. Most important relevant publications in peer reviewed international journals, and invited talks, of the last 5 years (give title and bibliography);

g. Relevant international organizations, networks, working groups, the team belongs to;

h. Mid-term R&D strategy with regard to this project (*i.e.* for the period after the end of the requested project).

F- Institute work under the present proposal:

Description of the work

Work breakdown structure, work package description and production of deliverables per work-package for the work done at the institute

Work breakdown structure description:

- Provide a work breakdown structure

- Provide a work-package description (use template, hereafter: "WPD template"). For each Work-Package:
    - Provide a summarised (bullet list) task description,
    - List the outputs (deliverables)

WPD template:

Work Package number:	WP1
Work Package Title:	
Responsible Institute:	
Local Managers:	
Project phases:	
Beginning and End of WP	
Objectives:	
Inputs: • **Description of work:** **Excluded tasks:** •	
Deliverables: • **Non-deliverables:** •	

G- Identification of the industrial work (if applicable).

Describe the industrial work to be performed in terms of developments and services. Describe the work from level of the industrial main contractor for the task.
At this stage, each task description shall be very generic (4-5 lines per task), containing only the information necessary to assess the need for the task and whether it is properly costed.

List:

- The work logics
- The main schedule
- For each task:
    - The task main elements
    - Why is the task needed (rationale for the task)
    - The main inputs and outputs
    - Whether subcontractor(s) is(are) required to that task
    - Cost of the task, with the cost elements (manpower, h/w etc) and a clear justification of the industrial budget requested
- At project level: consolidated cost for industrial activities showing also the margins proposed
- Attach in annex industrial quotations or estimates if available

- List potential industrial partners and describe their experience for the requested tasks. This information aims at showing that the scientific teams are well aware of the industrial implications of the proposed project.
- Formal commitments with industrial partners must not be concluded at this stage.

H- Export control aspects

This section is mostly in case of non-ESA missions.
Indicate which countries will cooperate on this project, and to which country the deliverables form the present activity will be exported.

I- Institute - Detailed milestones and justification of related costs, schedule and deliverables.

Financial data are summarised in section J. The present section shall provide the detail of the milestones and explain any cost element stated in section J, especially:

- Demonstrate that the co-funding is at least 20% of the total cost
- Detail overhead, if applicable
- Detail the milestones (at least per half year) of all work to be performed and deliverables to be presented.
  a. All costs presented in the financial plan of section J (salaries, travel, small and large equipment, industrial developments and services) must be clearly justified in line with this timetable.
  b. Engineering work to be carried out at institute level during the term of the requested funding period must be clearly separated from developments and services to be carried out by industry;
  c. In case the proposal is part of an overall project, indicate the financial constraints imposed by it, if any (e.g., when the activity should start, when the budget for the next phases (not part of the present proposal) should be made available etc.
  d. If the project should continue in a next phase, for which funding is not requested as part of the present proposal, state so and provide the budget estimate for the next phase.
- Describe the risks related to each milestone (*e.g.* dependency on other scientific and industrial partners, data quality, modelling, etc.)

Schedule summary:

Provide a schedule chart of the activity indicating expected beginning/end and duration of each work-package. Be careful that the schedule is realistic and up to date.
Indicate here any element that is or will become schedule critical e.g. :

- ordering of components with extremely long lead time,
- obtaining specific export control authorisations
- preparing specific agreements or memoranda of understanding (especially in case of non-ESA missions)
- any other element that is or will become time-critical

Deliverables summary

Recapitulate the deliverables for each work package, and the delivery dates, relative to the start of the project (T zero) and calendar delivery dates.

J - Financial plan:

Describe per work package and per year:

- Manpower: type of man power, number of hours, hourly rate, amount
- Indicate overhead, if applicable
- Budget for small equipment (<5000K per unit price) to be purchased
- Budget for equipment >5000 Euros per unit price to be purchased by the PRODEX Office. Itemise (2 separate lists) the small equipment and the "bigger" equipment required for the project and provide a concise description with rationale why equipment is required
- Co-funding
- Travels.
  - Provide a travel plan indicating: mission destination, reason, number of days, number of persons, travel costs / person, subsistence cost / person/day, total costs. Where applicable indicate the travel per work package.

Financial Summary: Provide financial tables showing the requested funding per year and totals for:

- Manpower
- Small equipment
- Equipment with single value > 5000 Euros
- Travels
- If applicable, provide financials in National currency and Euro, clearly state the exchange rate.
- Industrial costs
- Co-funding received by third parties (e.g. universities, funds or other) contributing to the project and not requested to PRODEX.

The funding requested from PRODEX and third-party or own funding shall be clearly indicated.

K - CVs:

Provide names/function/CV % of a full time equivalent involvement into the project of :

- study leader

- persons to be funded under PRODEX

Annex – Outline Industrial proposals and costs