[Project Name]

ESA Phi-Lab Netherlands

Research Proposal

[Company Logo(s)]

\*\*Please delete the guidance notes associated with each section prior to submitting\*\*

[Sender: Name]

[Company Name]

[Address]

[E-Mail]

[Web Site]

ESA Phi-Lab Netherlands [NL Phi-Lab]

Stichting NL Space Campus

Kapteynstraat 1,

2201 BB Noordwijk,

The Netherlands

Per email: [info@esaphilab.nl](mailto:info@esaphilab.nl)

For the attention of Parya Pasha Zadeh

SUBJECT: Application for NL Phi-Lab [ESA Phi-Lab Netherlands]

REF: [please insert your own reference number here]

Dear Madam, dear Sir,

In response to the Permanent Open Call for Proposals for ESA Phi-Lab issued by the Stichting NL Space Campus managing the ESA Phi-Lab Netherlands, [Company Name] is pleased to submit **our proposal** for the project named [insert project name].

Please find included the following information:

* Requirements Checklist
* Executive Summary
* R&D and Potential Impact Proposal
* Activity and Management Proposal
* Annexes

1. We hereby declare that the Application is **compliant with the Requirements** set out in the Call for Proposals as shown in the Requirement Checklist below.

2. We hereby confirm that the **contract conditions have been read, understood, and accepted, and any of the Applicant’s terms and conditions do not apply**.

Any queries relevant to the proposal are to be addressed to the attention of:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the person(s) who will be in charge of the day-to-day management:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the legal representative who will be signing the contract:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

**Signature(s):** **Date:** [insert date of submission]

|  |  |
| --- | --- |
| **ESA Phi-Lab General Application Requirements:** | **Compliance statement** |
| The proposed Research activity is in line with the focus and objectives defined by the Call | [compliant/non-compliant/partially compliant] |
| The Applicant is a legal entity (a public law company / a private law company / an association / a foundation, etc.) registered under the laws of an ESA Member State (specify Country) | [compliant/non-compliant/partially compliant] |
| The Applicant is fully compliant with the Netherlands tax and social security obligations | [compliant/non-compliant/partially compliant] |
| The Applicant does not conduct business activities promoting, or being related to alcohol abuse, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling, or illegal drugs. | [compliant/non-compliant/partially compliant] |
| The Applicant is able to communicate in English. | [compliant/non-compliant/partially compliant] |
| The Applicant states that the terms and conditions of the Draft ESA Phi-Lab Contract are accepted without any reservations. | [compliant/non-compliant/partially compliant] |
| The Funding is exclusively dedicated to completing the work packages of the ESA Phi-Lab Research project. | [compliant/non-compliant/partially compliant] |
| The Applicant declares that the activities proposed under the submitted ESA Phi-Lab project are not and have not been funded through other means, e.g. ESA R&D programmes such as Discovery, Preparation, TDE, GSTP (pls check nebula.esa.int, activities.esa.int), ESA Business Incubation, ESA Business Applications, European Commission, etc.) | [compliant/non-compliant/partially compliant] |
| The Funding is granted in net amounts (not including VAT). | [compliant/non-compliant/partially compliant] |
| The information provided in the application and in the supplementary data sheet is binding and forms the basis of the funding granted. Any changes in this information must be reported immediately and are subject to approval. | [compliant/non-compliant/partially compliant] |

I hereby declare that my application is compliant to the ESA General Application Requirements.

**Signature(s):** **Date:** [insert date of submission]

**DATA PROTECTION**

By submitting the application for the NL Phi-Lab [ESA Phi-Lab Netherlands], the Applicant gives by signing beneath this statement, free, specific, informed and unambiguous consent to Stichting NL Space Campus, Netherlands with the controlling of the personal data contained in the proposal and business application in relation to this Permanent Open Call and for the purpose of possible selection for NL Phi-Lab upon fulfilment of all requirements set in the Open Call. Such consent to the controlling of the personal data shall be permitted only for a necessary period up to a maximum duration of 1 (one) year upon signature of the present consent.

The Applicant shall have the right to information and the right of access to its personal data, right to rectification and erasure (right to be forgotten), right to restriction of processing, right to data portability, right to object, right not to be subject to a decision based solely on automated processing. The particularities of these rights are stipulated in the Regulation (EU) 2016/679 of the European Parliament and the Council.

The data subject shall have the right to withdraw its consent at any time. Such withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. It shall be as easy to withdraw as to give consent.

The data subject has moreover the right to lodge a complaint with a supervisory authority established in each of the EU Member State as indicated in the GDPR legal framework.

I hereby give full consent to the above statement.

**Name(s) and Signature(s):[[1]](#footnote-2) Date:**

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# **Executive Summary**

The Executive Summary shall provide the following information in **maximum 1 page**:

* Entities involved in the activity.
* Potential targeted market segment, customers/users, the need/problem to be addressed; significance of serving this need in enabling or disrupting the market, and socio-economic impact.
* Brief description of the proposed activities; the new capabilities they aim to achieve, and how significantly those contribute to solve or alleviate the problem addressed; relevance of the proposed activities for the objectives of the Open Call.

# **R&D and Potential Impact Proposal**

All sub-sections included within the R&D and Potential Impact Proposal should be completed in a **maximum total of 10 pages.**

## **Background and Experience**

#### **Team composition:**

Please describe the overall team composition, including participants from all subcontractors, if any, including all key personnel (i.e. having a key role within the team and/or being responsible for one or more tasks) and their position within his/her own entity’s structure. Present the role of each team member in the activity and their credentials to fulfil that role. In particular, clearly identify the team members or partners contributing to the research component of the project.

#### **Background of the entities involved:**

Please briefly describe the relevant experience of the Applicant and consortium partners for the performance of the proposed work. Please provide the rationale for the involvement of the proposed consortium partners in the activity. Emphasise the research background of relevant entities (involvement in scientific projects, publications, or collaborations with academic institutions) and explain how their experience directly supports the proposed research activities.

#### **Partnerships and Support Entities:**

Please briefly describe the partnerships that are required (at the time of the project execution or after its completion). Please add as annex any Support Letter received from relevant Entities. These may include potential customers or commercial partners.

#### **Vision:**

Please describe how this activity fits into the vision of the Applicant and proposal partners (e.g. alignment with medium- or long-term objectives, synergies with other activities, etc.).   
Please provide an overview of the broader implementation plan of the product/service (including the key steps to have a fully-fledged offer and roll-out the product/service to the potential market, as well as follow-up actions to this activity (e.g. apply for further ESA or non-ESA funding, spin-off creation, licencing, commercial efforts, etc.).

## **Research and Technology Developments**

#### **R&D objectives, scope, and significance:**

Please describe the new (market disrupting) capabilities that are enabled as the result of this project.

Summarize the scope and objectives of the proposed research; briefly describe the approach and steps to achieve those objectives, incl. research, development, and verification / validation.

**Clearly articulate how the project is founded on novel research, and how a strong research component will be instrumental in advancing the proposed capabilities.**

Explain how (and how significantly) this project contributes to achieving the target capabilities.

#### **Relevance for the Call:**

Please clearly discuss how the activity is in line with the objectives of the Phi-Lab and more specifically with the objectives of the Call.

**Emphasize how the research-driven nature of the project aligns with Phi-Lab’s focus on early-stage, exploratory innovation.**

#### **Understanding of and leveraging on the State of the Art, novelty of the proposed research:**

Please present the current State of the Art (SoA) related to the proposed research activities.

Please discuss the novelty of the proposed activity; how the proposed activity leverages on Sate of the Art; how it represents a progress with respect to the State of the Art.

**Demonstrate how the project builds upon and extends beyond existing knowledge through a well-defined and original research effort.**

Please include an explanation if and how the proposed research is related to past and ongoing ESA R&D activities (<https://nebula.esa.int> , <https://activities.esa.int>).

#### **Maturity of the technology, feasibility of the proposed research:**

Please present the maturity of the technology, including current TRL; discuss the challenges of the proposed research, and assess the feasibility of achieving the new targeted capabilities. Please provide information on the means of access to data/asset/facilities needed for the proposed developments.

**Include a clear rationale for why research—rather than applied development—is the appropriate method for advancing the technology at its current stage. Highlight how the research activities will de-risk key technical uncertainties.**

## **Commercial Opportunities and Potential Socio-Economic Impact**

The following subsections are intended as a valuable but preliminary analysis. If selected, the Applicants will be supported by the Phi-Lab to mature this analysis during the Activity.

#### **The potential target market:**

Please provide information of the potentially targeted market, presenting the characteristics of the market (e.g. commercial/institutional, mass/niche, applicable regulations, entry barriers, etc.), including, as much as possible, a quantitative assessment of the addressable market.

#### **Product/service:**

Please describe the product/service that the proposed research activities contribute to enable.

Provide the main (critical) requirements that this product / service must achieve.

#### **Customers/users, current situation, and their needs:**

Please present the customers/users that will be (potentially) targeted and include a brief description of their essential and driving needs/pains that the intended product/service will satisfy.

Provide an overview of the status of the customer/user interest and commitment to participate in the proposed activity. Letter(s) of interest from the major customer(s) / user(s) shall be included indicating why they are interested, how they intend to contribute to the activity, and if they are interested to engage beyond the project in case the activity shows satisfactory results.

#### **Value proposition**

Please explain how (and how well) the product / service satisfies the needs/ alleviate the pains of the customer.

Describe the main benefits, both quantitative (e.g. price, performance of service) or qualitative (e.g. safety, customer experience), and discuss how unique this value proposition is relative to competitive commercial offerings.

#### **Market disruption and Socio-Economic Impact**

Please explain how this product / service would enable or disrupt the target market.

Please provide a preliminary analysis of the potential Socio-Economic Impact of delivering the targeted product / service to the market.

#### **IPR strategy:**

Please describe the initial plans (if any) for protecting the innovation resulting from the activity.

The background Intellectual Property Rights (IPR) status of the technology/asset(s) involved shall be identified and described incl. ownership, type of protection, rights of use by 3rd parties, etc.).

If applicable, applicants should include (a) letter(s) from the owner(s) of the background IPR confirming that the Applicant will have access to the relevant IPR during the project.

A description of any limitation or condition in the access and exploitation of the background IPR (for this project, follow up developments, and the commercialization phase) shall also be presented.

# **Activity and Management Proposal**

All sub-sections included within the R&D and Potential Impact Proposal should be completed in a **maximum total of 10 pages**.

## **Milestone Planning**

Please, present in chart form (Gannt or similar) the initial planning of the activity, including the overall duration, the planning and duration of each task, and the major milestones (e.g. kick-off, progress updates with ESA Phi-Lab Netherlands Manager, Preliminary, Mid-Term and Final Review). Note: The duration of the Phi-Lab activity shall not exceed 24 months, unless otherwise specified in the Open Call.

## **Work Breakdown**

Please provide an overview of the Tasks planned within the activity, the expected outputs, and illustrate how the tasks justify the funding requested. Duplicate the table below for each individual Task.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task #** |  | | **Start date:** | | DD/MM/YY |
| **Task Title** |  | | **End date:** | | DD/MM/YY |
| **Task Manager** |  | | | | |
| **Objective(s)** |  | | | | |
| **Inputs** |  | | | | |
| **Sub-tasks** |  | | | | |
| **Output & Deliverables** |  | | | | |
| **Cost** | **Total Amount** | **ESA Seed Innovation Funding** | | **Other Sources [source and amount]** | |
|  |  | |  | |

## **Cost Planning**

Using the table below, present the total costs for the execution of the activity, and the contribution asked from the ESA Phi-Lab initiative. The value and source(s) of co-funding to be provided can be found in the Open Call for ESA Phi-Lab.

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Cost** | | | |
| **Task** | **Total Amount** | **ESA Seed Innovation Funding** | **Other Sources [source and amount]** |
| **Task 1 + Title** |  |  |  |
| **Task 2 + Title** |  |  |  |
| **Task ….** |  |  |  |
| **Total** |  |  |  |

Explain the cost elements after each table. (How many hours for each task, what hourly rate is used, in what form will be the co-funding, what will you purchase under equipment, how many hours for student per/week or per WP.)

Please anticipate, if possible, any hardware that is intended to be purchased for the purpose of this R&D activity by using the ESA Innovation Seed Fundings:

|  |  |  |  |
| --- | --- | --- | --- |
| **Hardware** | **Total Cost** | **ESA Seed Innovation Funding** | **Other Sources [source and amount]** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Need of ESA Phi-Lab support expertise and facilities.**

Describe specifically the support (and associated expertise) that you would like to receive from the Phi-lab. This includes technical advisory, as well as research mentoring, business coaching and/or IP support (as relevant). Provide an estimate of support time required.

If applicable, explain which tasks or sub-tasks of your workplan you request the Phi-Lab to perform. Provide an estimate of the task execution time.

Describe the facilities (e.g. laboratory, instruments, workspace, etc.) that you would like to gain access to in order to carry out the proposed R&D activity (if applicable). This should also include the support and facilities you may wish to have access to through the partners of the Phi-Lab (details to be found on <https://esaphilab.nl/>)

Describe the IPR from the Phi-Lab and partners that you would need to leverage on to conduct your R&D activity.

Conclude by explaining how the Phi-Lab environment is beneficial to conducting the proposed R&D activity.

## **Management**

The Management section should be **maximum 1 page.**

Please present how the management (including the coordination with partners), reporting, meetings and deliverables will be organized during the activity. Provide information on the activities of the Project Manager, the reporting lines within the team and the means for settling disagreements.

# **Annexes**

* Letter(s) of support
* Any other relevant information about the activity or the Applicant, as necessary.

1. Please have the form signed by all natural persons whose personal data is provided as part of the application. [↑](#footnote-ref-2)