

PI Community: Frequently Asked Questions

- **Are ESA data 'free of charge'?**

Yes! Since January 2010, ESA missions' data, i.e. ERS-1, ERS-2, Envisat, GOCE, SMOS, CryoSat and future Earth Explorer missions are made available by ESA 'free of charge'

- **Are Third Party Missions data 'free of charge'?**

Depending on the distribution agreement with the Mission Owner, the data are typically provided at 'reproduction cost'. Products systematically available on Internet (accessible with a simple Registration) do not generate any associated cost of reproduction, hence can be accessed at no cost. The price list is available at: <https://earth.esa.int/files/TPMcost>

- **I would like to know the conditions at which ESA will provide me such data**

The Terms and Conditions for the use of the ESA data (available at: <https://earth.esa.int/files/terms>) describe all the obligations, in particular the PI is requested to acknowledge ESA in any publication deriving from use of data provided by the Agency.

In case of Third Party Mission data the terms and conditions are available at <https://earth.esa.int/files/TPMterms> and there are specific limitations (generally related to the country of residence of the Principal Investigator) which can be found in a dedicated area of the PI Portal, at the address: <https://earth.esa.int/TPM>

- **Where I can find the ESA data policy and to which Missions is applicable?**

The ESA Data Policy is applicable to the ERS, Envisat and Earth Explorer missions and is available at: https://earth.esa.int/pi/docs/doc/download/revised_ESA_data_policy.pdf

- **To start a submission I need an ESA UM-SSO... how do I get that?**

Connect to <https://eo-sso-idp.eo.esa.int/idp/AuthnEngine>, create a user name (UMSSO-ID), select a Secret question and the reply, a password (at least 8 characters long and contain digits, lower and upper case letters as well as symbolic characters -such as !?@\$*), and your Email address. This will generate an Email to your address with a link to authenticate yourself. In case you do not receive the Email or of any error message, please contact: <http://earth.esa.int/contactus/>

- **I have forgotten my ESA UMSSO password... what shall I do?**

Connect at: <https://eo-sso-idp.eo.esa.int/idp/umsso20/admin> so as to generate an Email with a link to create a new password. Note: when accessing that link you will be requested to reply to the Secret question defined when creating the account. Note: in some cases ESA created a user account for you in the past. If you are unsure about it and you do not remind having set a Secret question, you can try using Firstname.Lastname as User ID and reply to the default question (Who is your favorite singer) with your



Firstname.Lastname, even if you are off-key.... In case of problems, please contact: <http://earth.esa.int/contactus/>

- **I have registered within ESA UMSSO. What next?**

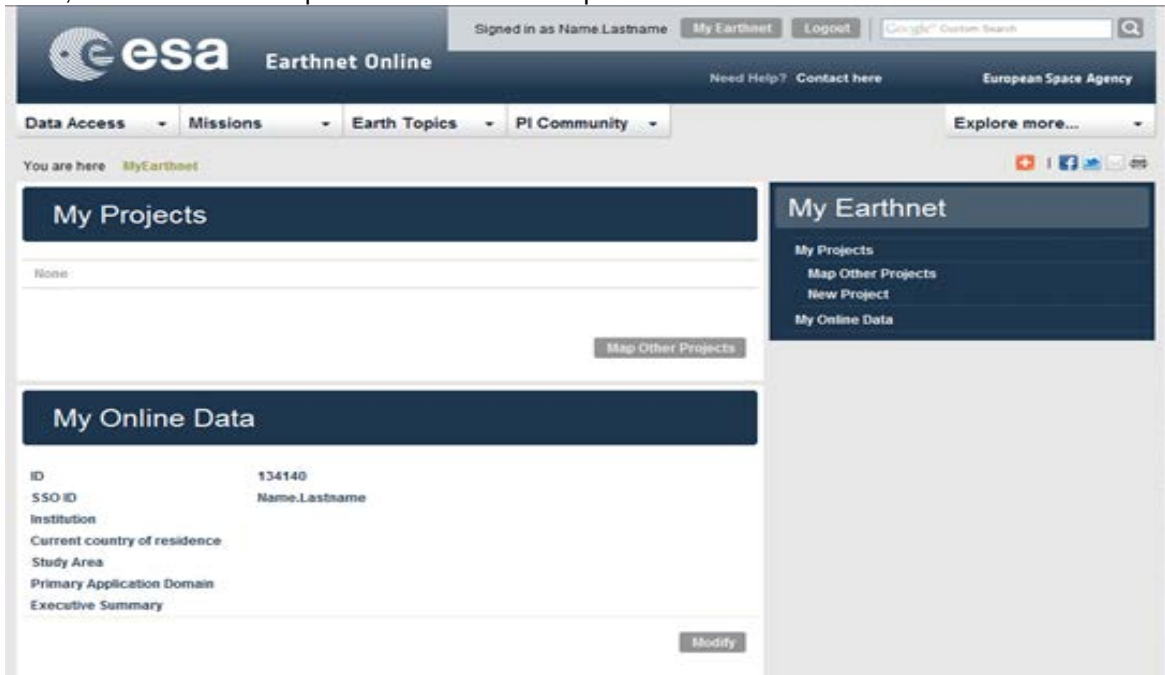
Simply Login to My Earthnet (on the top right area “Login my Earthnet” of any page at: <https://earth.esa.int>) and select the button “My Earthnet”. Then:

- The link My Online data on the right menu bar will allow selecting and accessing the free dataset. Please read the Submission guidelines available at: https://earth.esa.int/files/guidelines_registration
- The link New Project on the right menu bar will allow you to access the Web forms to be filled in for requesting access to the data. This include acceptance of ESA and ESA TPM Terms and Conditions for the use of data. Please read the Submission guidelines available at: <https://earth.esa.int/files/guidelines>

- **Once I have registered within ESA UMSSO is there a way to get a quick access to some data?**

Yes for the *free dataset* (products systematically available). Once you have logged in with your ESA UMSSO account, access to the Systematically Available data (i.e. MERIS RR, AATSR, Earth Explorers...) can be requested in several different ways, among the others:

- From the Data access pages (<https://earth.esa.int/web/guest/data-access>), eg browsing data products and selecting one (“Get data”)
- From the PI Community pages (<https://earth.esa.int/web/guest/pi-community>), by selecting the links “Apply for Data” or “Fast Registration”
- From the PI main area in My Earthnet,(see screenshot below) by selecting ,under “My Online data”, the Link “Add ESA product” or “Add TPM product”



- **Where can I find a list of the products I could access with a simple Registration (*free dataset*)?**

A detailed list of systematically available products is available at the address: <https://earth.esa.int/files/regproducts>. If you are uncertain whether all the data (including the requested timeframe) you are planning to ask for can be accessible with a registration, please contact <http://earth.esa.int/contactus/>. Should you need also products not accessible via registration (restrained dataset), you should submit a Project proposal at: <https://earth.esa.int/Cat1>

- **What happens after the submission of a Registration?**

Your Registration is stored in the EO PI Portal, products selected with related access information will be added under your “My online data” section in the PI main area. In My Earthnet, (see previous screenshot) and you will receive an email confirming registration and access information. For some of the products an additional configuration of your account is needed. Therefore, if this is the case, you will be contacted by the ESA Eohelp with information on how to access the requested data.

- **What happens after the submission of a Project proposal?**

The proposal is peer reviewed by a panel of scientists. In addition an analysis of data requirements is done by ESA to define a quota of the restrained dataset for the project. The results of the evaluation (acceptance/rejection or request for modifications) are transmitted to the PI, typically in a couple of months from proposal submission with info on quota. The PI will then receive another Email from ESA Order Desk (eohelp@esa.int) with instructions on how to order the data: this includes EOLI Username and Password.

- **Can I quit an incomplete Project proposal/Registration prior to submission without losing the information entered so far?**

You can quit the proposal submission area at any moment you want. Once you have entered and submitted the required information on the Cover Page, your ESA UMSSO account permits you to re-enter and perform any changes you want prior to *final* submission

- **How can I re-access my Project proposal/Registration in order to revise the saved items before the final submission (e.g. some information has been forgotten)?**

To re-access the proposal simply Login to My Earthnet (on the top right area “Login my Earthnet” of any page at: <https://earth.esa.int>) with your ESA UMSSO credentials and select the button “My Earthnet” you will be then in your My Earthnet personal area where you will find all your projects and their status (initial, submitted, evaluated, accepted) and your “My online data” section. For further details please refer to: Guidelines for the submission of Registration at https://earth.esa.int/files/guidelines_registration Guidelines for the submission of Project proposals at <https://earth.esa.int/files/guidelines>

- **In the Project proposal submission area I am requested to enter details of the images I want to receive: will this be considered as my final request for data?**

No, details should be provided to guarantee in as much as possible the ESA internal technical feasibility analysis of your request and to allow the scientific assessment of your proposal. A quota will be assigned on the basis of the amount of data requested in the proposal, but to order such data you will have to interact with ESRIN EOHelp (EOHelp@esa.int) after the acceptance of the proposal

- **How can I know the evaluation status of my Project proposal?**

Normally the evaluation phase will start in the same week in which you have submitted the proposal. The evaluation results will be notified to you via E-mail. You can also monitor the status of your proposal by re-accessing in your PI main area where you will find all your projects and their current status

- **My Project proposal has been accepted and executive summary/project schedule are visible to all the users. I would prefer not to show to the public such information: what shall I do?**

You should send an Email to the EOPI Team (eopi@esa.int) where you can specify the reasons why your proposal should be considered as confidential. On ESA acceptance of your request for confidentiality, only title of the proposal, PI name, Institution and Main theme of the proposal will be visible to all the users

- **I have submitted an Order with EOLI. What next?**

Typically within few days from the order (depending on the volumes requested and the type of access requested) the data are made available for FTP retrieval.

- **My proposal has been accepted. I have received my first set of data, I have finished my quota and I need more data or I have realized that I need additional data (e.g. other Satellite/Sensor) which were not specified in my original Project proposal, according to the Terms and conditions, I must submit a progress report to ESA. What shall I do?**

You have to Login to My Earthnet (on the top right area “Login my Earthnet” of any page at: <https://earth.esa.int>) with your ESA UMSSO credentials and select the button “My Earthnet” you will be then in your My Earthnet personal area where you will find all your projects. Click on the id of the project for which you intend to submit the report and you will be re direct in the PI main area where you will find a link to submit the report.

Please remember to specify in the “Problem” section of the report the reason why additional datasets are needed, expected contribution to the research as well as amount and type of the requested products. Please, ensure also to check the box “Additional Data requested”

For further details please refer to the “Reporting guidelines” available at https://earth.esa.int/pi/docs/doc/guidelines/reporting_guidelines.pdf

- **I have realized that I need additional data which were not specified in my original Registration, what shall I do to be allowed to access them?**

If the additional data are available via a simple Registration (check the list published at <https://earth.esa.int/online>), then you can add them by yourself in your “My online data” section of your personal My Earthnet page (e.g. by selecting ,under “My Online data”, the Link “Add ESA product” or Add TPM product”). If the data are not available via simple registration, you have to submit a Project proposal

- **What can I do to ask to promote my results?**

You can request ESA to publish any part of the progress report you are submitting (including files). To do so you must refer to the reporting guidelines, available in the PI Main area. Typically the material (texts and or files) you have asked to publish will appear in the public part of the website dedicated to your project and will be accessible using the search tools available in the area <https://earth.esa.int/search>. We strongly encourage the PIs to submit “public” reports. Should your results be considered of particular relevance, they might as well be published on the PI Portal homepage. We strongly encourage the PIs to submit “public” reports

- **I have a Registration, shall I submit a report to promote my results about use of online data?**

Yes, once logged in with your ESA UMSSO credentials you find the link “**Report about use of Online data**” in your My Earthnet personal area under “My Online data” section. We strongly encourage the PIs to submit “public” reports. Should your results be considered of particular relevance, they might as well be published on the PI Portal homepage. We strongly encourage the PIs to submit “public” reports

- **I have just published my results on a peer reviewed journal, how can I inform ESA?**

You can either submit a progress report, possibly adding the pdf of the publication, or you can send an Email to eopi@esa.int. The EOPI Team will be pleased to further advertise such results within the ESA EO PI community.