

# ***GUIDELINES FOR THE SUBMISSION OF PROJECT PROPOSALS***

---

prepared by/*préparé par* ESA EO R&D Section

reference/ <i>référence</i>	ENVI-DTEX-EOPG-TN-07-0003
issue/ <i>édition</i>	6
revision/ <i>révision</i>	6
date of issue/ <i>date d'édition</i>	September 2015
status/ <i>état</i>	Final
Document type/ <i>type de document</i>	Technical Note
Distribution/ <i>distribution</i>	

**European Space Agency  
Agence spatiale européenne**

**ESRIN**

Via Galileo Galilei - Casella Postale 64 - 00044 Frascati - Italy  
Tel. (39) 06 941801 - Fax (39) 06 94180 280

Guidelines for Full  
Proposals092015.docx

## ***TABLE OF CONTENTS***

<b>1</b>	<b>INTRODUCTION .....</b>	<b>1</b>
<b>2</b>	<b>LOGIN MY EARTHNET .....</b>	<b>1</b>
<b>3</b>	<b>STARTING THE SUBMISSION OF A FULL PROPOSAL .....</b>	<b>3</b>
<b>4</b>	<b>SUBMITTING A FULL PROPOSAL .....</b>	<b>6</b>
4.1	Cover Page .....	6
4.1.1	Title .....	6
4.1.2	Application Domains and Location .....	6
4.1.3	Executive summary .....	6
4.1.4	Principal Investigator information .....	7
4.1.5	Co-investigators .....	7
4.2	Team Composition, Experience, Innovation and Contribution .....	7
4.2.1	Experience of the team .....	7
4.2.2	Innovative character of the proposal .....	7
4.2.3	Contribution to the mission objectives .....	7
4.3	Detailed description and Schedule of the proposal .....	7
4.3.1	Detailed description .....	7
4.3.2	Schedule .....	8
4.4	Data Requirements: Instruments and Products .....	8
4.4.1	Products selection .....	8
4.4.2	Data requirements .....	9
4.5	Other data used .....	9
4.6	Upload a file .....	9
4.7	Terms and Conditions acceptance .....	10
<b>5</b>	<b>HOW TO MODIFY AND SUBMIT A PROPOSAL .....</b>	<b>10</b>
<b>6</b>	<b>EVALUATION OF PROPOSALS .....</b>	<b>11</b>
6.1	Evaluation and selection procedures .....	11
6.2	Evaluation criteria .....	11
6.3	Follow-on actions and activities .....	12
<b>7</b>	<b>ANNEX: LIST OF POSSIBLE APPLICATION DOMAINS .....</b>	<b>13</b>

# 1 INTRODUCTION

To be authorized to access *on demand*<sup>1</sup> ESA or ESA TPM data, a *Full proposal* is needed. Data is provided free of charge; no programming or production fees are applied. ESA may however request the user to provide a contribution in case of requests for very large datasets.

Through the *Full proposal*, the Principal Investigator needs to produce detailed information about the following topics:

- Title of the Proposal /Coordinates of Principal Investigator
- Description of the proposal
- Summary of data requirements
- Acceptance of ESA Terms and Conditions for data use

The proposal should be submitted via the WWW (<https://earth.esa.int/aos/Cat1>).

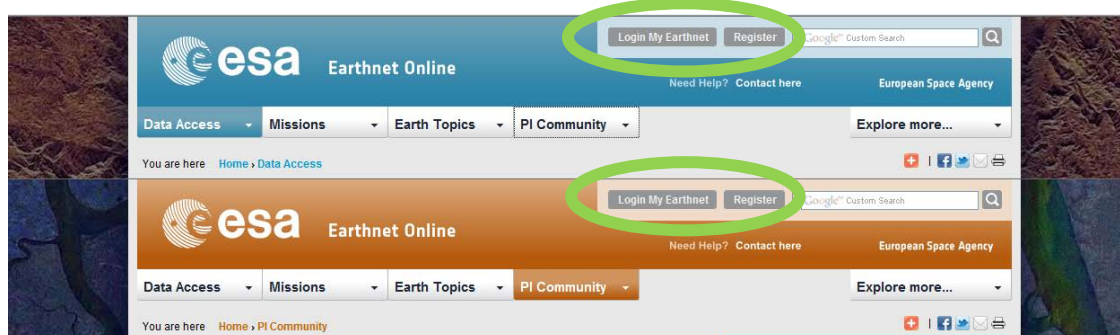
To facilitate assessment English is preferred, but French is also acceptable.

Should you have any problem to submit your proposal, you can contact EOHelp: <https://earth.esa.int/web/guest/contact-us>

After the receipt of your project proposal, a peer review will be carried out in line with the approval procedure. Typically evaluation results are provided to the PI 4/6 weeks after submission.

# 2 LOGIN MY EARTHNET

A pre-requisite to access the Submission area is to be logged-in to My Earthnet (see Figure 1).



**Figure 1: Login My Earthnet and Registration buttons in two different pages of EO-DISP**

<sup>1</sup> Data that need to be produced and eventually planned, and for which a product/programming quota set by ESA is compulsory.

**In case you are not registered to ESA Earthnet** (<https://earth.esa.int>), please select the button Register: this will lead you to the ESA EO-SSO registration area (see Figure 2), where you will have to 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 provide your Email address. A registration link will be then sent to the provided Email address, allowing to activate your registration and, consequently, to login to My Earthnet. In case of problems, please contact: <http://earth.esa.int/contactus/>.

**In case you lost your EO-SSO password,**

the system online at: <https://eo-sso-idp.eo.esa.int/idp/umsso20/admin> will allow you to generate an Email with a link to create a new password. 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 an 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 favourite singer) with your firstname.lastname, even if you are offkey...In case of problems, please contact: <http://earth.esa.int/contactus/>.

**Important: Proposal submission is responsibility of the person uniquely associated with an ESA EO-SSO code: this corresponds to a name, lastname and Email and can't be shared. This person (PI) will accept online the Terms of Conditions for the use of the data, therefore no delegation of the submission to third parties is acceptable. In case third parties need to have full visibility on the proposal, we advise the submitter of the proposal to include them in the proposal as co-investigators.**



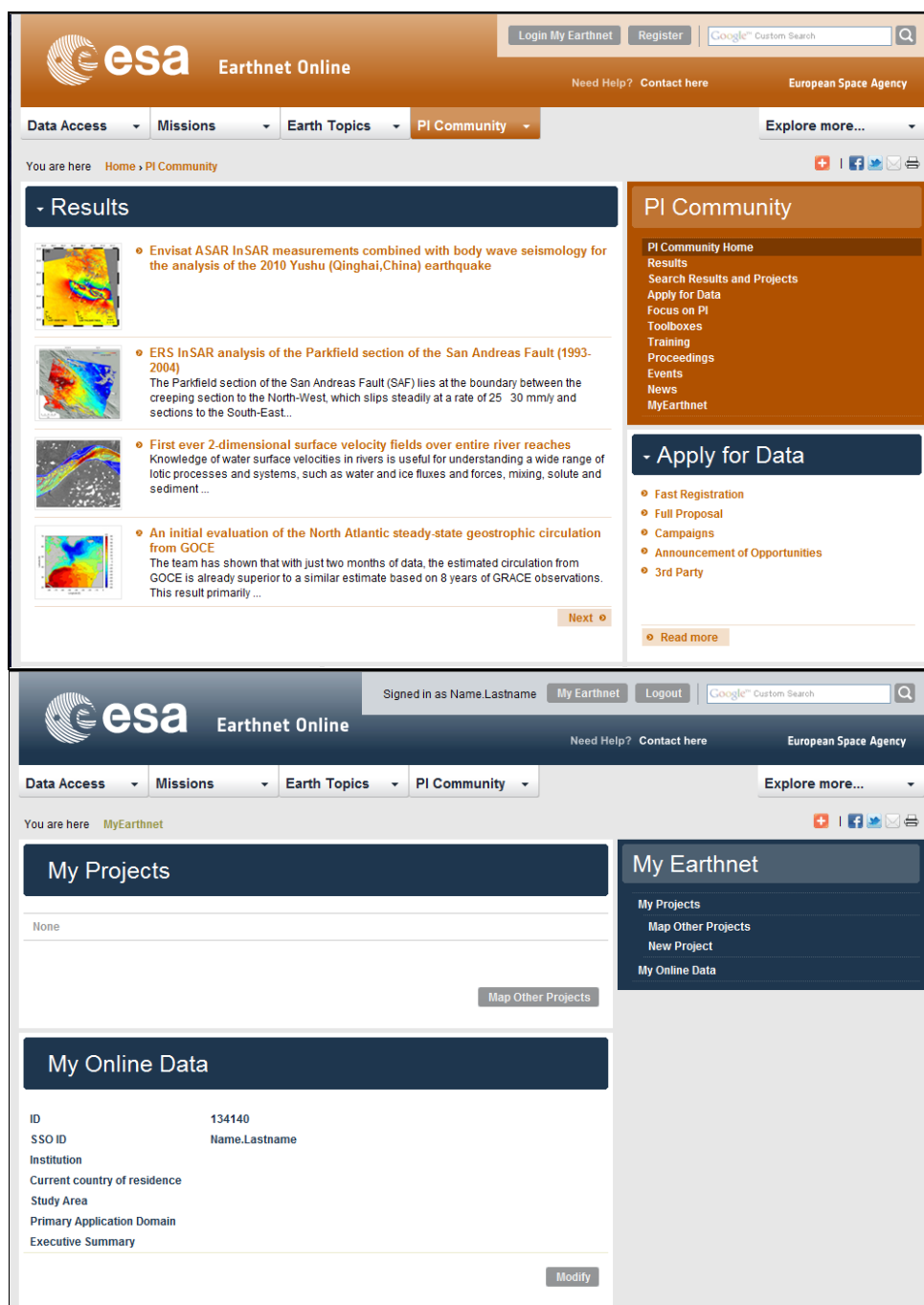
Figure 2: ESA EO-SSO interface

### 3 STARTING THE SUBMISSION OF A FULL PROPOSAL

The submission of a full proposal can be started in several different ways, among the others:

1. From the Data Access pages, eg by browsing data products and selecting one (“Get data”)
2. From the PI Community pages, by selecting the links “Apply for Data” or “Full proposal”
3. From the PI main area in My Earthnet, by selecting the Link “New Project”

The location of 2 and 3 is illustrated in Figure 3.



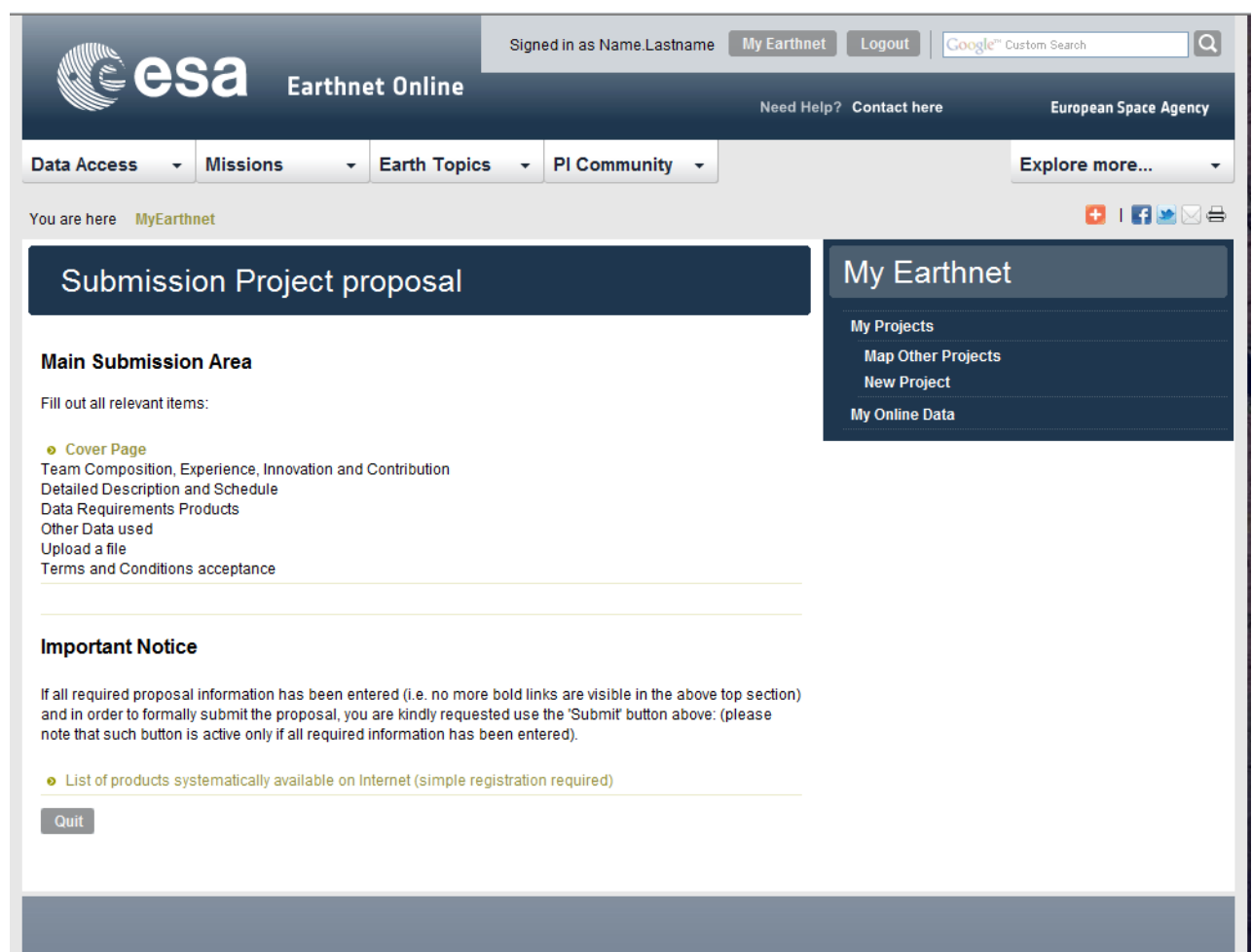
**Figure 3: Top -PI Community homepage, links to submit a full proposal or to access My Earthnet are shown on the right, Bottom -My Earthnet page, the link to submit a new project is shown on the right, the link to access Online data is also shown on the right.**

On acceptance of the proposal, the information provided about the PI, PI's Institute, Project's Summary and Schedule will be publicly available on the Website, unless differently requested and justified in the Detailed description of the proposal.

The following sections illustrate name and content of the forms that the PI must fill-in to provide all the detailed information to allow ESA to evaluate the proposal properly.

The submission forms are tailored to several different aspects of the proposal:

- The Cover page: general information about the PI and an overview of the project
- The Team Composition, Innovation and Contribution section
- The Detailed Description and Schedule of the proposal
- The Data Description pages
- Acceptance of ESA Terms and Conditions



The screenshot shows the Earthnet Online submission interface. At the top, there is a navigation bar with the ESA logo, 'Earthnet Online', and links for 'Signed in as Name.Lastname', 'My Earthnet', and 'Logout'. A search bar is also present. Below the navigation bar, there are tabs for 'Data Access', 'Missions', 'Earth Topics', and 'PI Community', along with an 'Explore more...' dropdown. The main content area is titled 'Submission Project proposal' and contains a 'Main Submission Area' with a list of items to fill out: 'Cover Page', 'Team Composition, Experience, Innovation and Contribution', 'Detailed Description and Schedule', 'Data Requirements Products', 'Other Data used', 'Upload a file', and 'Terms and Conditions acceptance'. An 'Important Notice' section follows, stating that the 'Submit' button will only appear after all required information has been entered. At the bottom, there is a 'Quit' button. On the right side, there is a 'My Earthnet' sidebar with links for 'My Projects', 'Map Other Projects', 'New Project', and 'My Online Data'.

**Figure 4: The Submission area, enabling the navigation through the various parts of the proposal. Please note: only after the proposal will have been duly filled-in the Submit button will appear (to the right of the Quit button), enabling formal submission of the proposal**

### About the Systematically Available data

In the case you want to access exclusively products systematically available on the internet, you can simply select them from the My Online data link shown in My Earthnet area (Figure 3). Note: if this is the first access to the interface (eg no proposals already submitted or no systematically available data already selected), to access the systematically available data you will be requested to provide some basic information (eg: Name, Lastname, Country of residence, broad Study Area location, Application domain of your research, and a short Executive summary to explain how you plan to use the data). Once this information has been provided, you can add at any time the systematically available data you need, without having to resubmit such information (unless you want to update about changes in affiliation, country of residence or new research objectives)... Access to such data is normally instantaneous (as soon as the online Terms and Conditions are accepted) and download links will appear in My Online Data interface, unless further configuration work to grant access to the data is needed by ESA Help and Order Desk.

## 4 SUBMITTING A FULL PROPOSAL

### 4.1 Cover Page \*

#### 4.1.1 TITLE

Title of the proposal (*should not exceed 256 characters*)

#### 4.1.2 APPLICATION DOMAINS AND LOCATION

The applicable Theme(s) for the proposal can be specified in this section. Table 1 in Appendix contains an overview of the possible themes, including (for explanatory reasons only) several sub-themes. The field Study-area enables to broadly define the geographic area of study.

#### 4.1.3 EXECUTIVE SUMMARY

A concise resume is required describing the objective, method and deliverables of the project. Availability of funding to run the project must be specified in this section (*should not exceed 4000 characters*).



#### 4.1.4 PRINCIPAL INVESTIGATOR INFORMATION

This section contains details about the Principal Investigator (name, institution, town, address, postcode, phone...). The fields Fax and Acronym of the Institute are not compulsory, the fields Email can not be modified (it can only be updated within the UMSSO interface at: <https://eo-ssoidp.eo.esa.int/idp/umssso20/admin>). All communications will be addressed to the Email provided in this section.

#### 4.1.5 CO-INVESTIGATORS

Co-Investigators are entitled to order and receive data on behalf of the PI. To add a coinvestigator the PI is requested to provide his/her Email address and search it in the system:

- If the person is found, the PI is requested to confirm the selection
- If the person is not found, the PI is requested to submit further information –if available– about the co-Investigator (eg name, lastname, address, town, postcode, country of residence, phone, fax...). None of the fields presented in this section is compulsory.

Note: on proposal submission, the co-Investigator will receive an Email to inform about involvement in the project

### ***4.2 Team Composition, Experience, Innovation and Contribution \****

A tentative list of the team members should be provided; the overall experience of the team shall be described.

#### 4.2.1 EXPERIENCE OF THE TEAM

Respective experience of the Project leader and co-Investigators must be described (*should not exceed 2000 characters*).

#### 4.2.2 INNOVATIVE CHARACTER OF THE PROPOSAL

If relevant, the innovative character of the proposal can be described, indicating the related domains (*should not exceed 2000 characters*).

#### 4.2.3 CONTRIBUTION TO THE MISSION OBJECTIVES

The contribution to mission objectives must be described. Further details can be provided in the Detailed Description of the proposal (*should not exceed 2000 characters*).

\* After project proposal approval "Cover page" and "Team composition, Experience, Innovation and Contribution" information will become public available in the area of the ESA PI Community dedicated to your project (accessible from the Search interface of the PI Community). Should you prefer not to show this information please email Eopi team ([eopi@esa.int](mailto:eopi@esa.int)) after project proposal submission.

## 4.3 *Detailed description and Schedule of the proposal*

### 4.3.1 DETAILED DESCRIPTION

This is the main part of the proposal and the main basis for its evaluation. It should include as a minimum the following information:

- Technical and scientific approach and methods proposed to meet the proposal's objectives, and the success criteria of the project.
- Anticipated results and deliverables of the investigation, and schedule for availability of such results and deliverables.
- Work Plan of the investigation, including a description of the key milestones and associated deliverables, the planned use of data, models and facilities.
- Justification for the amount and type of requested data products.

*(should not exceed 12000 characters).*

### 4.3.2 SCHEDULE

The schedule must show the project phases (preparation, data acquisition, analysis) as well as the plan for reporting preliminary and final results *(should not exceed 2000 characters)*.

## 4.4 *Data Requirements: Instruments and Products*

### 4.4.1 PRODUCTS SELECTION

In order to better complete this section, providing the necessary information about the requested products, before submitting a proposal it is strongly suggested to consult the ESA Catalogues at: <https://earth.esa.int/web/guest/data-access/catalogue-access> .

In this section the PI can list the products requested to ESA to carry out the research. One dropdown menu enables selection of **ESA products** and a second dropdown menu enables selection of **Third Party Mission products**. The selected product can then be confirmed by pressing the button “Add Product”.

*Please, before applying for Third Party Mission data, ensure that you are entitled to request them by checking at the address <https://earth.esa.int/TPM> the conditions of distribution.*

Should the PI request “framed” products (SAR, ASAR...), details about number of scenes to be used during the project (total, archive and new acquisitions) and broad location of the acquisitions may be asked. Note: in case *systematically available data* are requested, on full proposal submission immediate information access will be found in the section of My Earthnet dedicated to My Online Data (see Figure 3).

Details about type, amount of data (or time interval of the requested data) and eventually geographic coverage requested can be provided in the following *Data requirements* section. Once all the needed products have been selected and confirmed, the PI can access the following pages by pressing the button “Next”.

#### 4.4.2 DATA REQUIREMENTS

In this section the PI can provide detailed information about the requested products. It is in particular important, when relevant to the content of the proposal, to specify the required operating modes of the instruments.

The box “**ESA Data: details about archive products**” can be filled-in with information about the requested ERS or ENVISAT archived data (=data already acquired from ESA missions at the moment the proposal is being submitted) by providing a list including type of product and acquisition dates of the requested products. The geographic name(s) of study area(s) can be indicated. Please note that the data specified in this section should not be regarded as a final data request. This box can be left empty by users planning to request exclusively new ESA acquisitions or Third Party Mission data (see below).

The box “**TPM Data: Details about requested products**” shall be filled-in with technical information (geolocation constraints, acquisition dates, polarization in case radar data are requested and any other needs) about the requested Third Party Mission Products. Please note that the data specified in this section should not be regarded as a final data request.

Should you request **SPOT** , **RapidEye** or other **TPMs**, specific restrictions may be applied, please check the relevant documentation for each TPM Mission requested (e.g. Terms of applicability) available at the corresponding TPM info area <https://earth.esa.int/web/guest/pi-community/apply-for-data/3rd-party>.

Should you be willing to provide more information about the requested products (e.g. PROBA requirements table for new acquisitions requests, kml file of the area of interest, or a file generated by the ESA catalogue EOLI- with detailed information about the requested products), you can use the “**Upload a file**” facility available in this page. Please note: only one file can be uploaded in this area: should you have more files, please zip them together.

#### 4.5 *Other data used*

If a source other than ESA (e.g. other Space Agency, ground/airborne campaigns) should provide data for the completion of the proposed project, the procurement approach must be specified in the "Comments" field.

#### 4.6 *Upload a file*

Should you need to provide more information (e.g. tables, list of publications, references, kmz file of area of interest etc), you have the possibility to upload a file. A short description of the file shall be provided in the relevant comment field. Please note: only one file can be uploaded in this area: should you have more files, please zip them together.

#### ***4.7 Terms and Conditions acceptance***

The Principal investigator shall have read and accepted the Terms and Conditions for the utilisation of ESA Earth Observation data and/or ESA Third Party Missions data, as applicable.

Terms and Conditions for ESA data are available at: <https://earth.esa.int/files/terms>;

Terms and Conditions for TPM data are available at: <https://earth.esa.int/files/TPMterms>;

**Acceptance of the terms and is expressed by ticking the boxes available on the page.**

### **5 HOW TO MODIFY AND SUBMIT A PROPOSAL**

Proposal submission can be quit at any moment, the PI shall ensure to press the "save" button in order to save all the information to be re-accessed at a later stage of proposal submission. To re-access the proposal the PI shall access his My Earthnet area and will find it listed in the section My Projects, with its associated status. A project with status "initial" can be still modified and updated by the PI, once a proposal has been submitted, this can not be any more modified.

**Final submission of the proposal can be done only after all the fields have been duly completed: a "Submit" button will appear in the *Proposal Submission Area*. Pressing the button will produce a formal submission of the proposal (e.g. no more changes can be performed on the proposal's contents) and an automatic submission acknowledgement will be sent to the Email of the PI.**

## 6 EVALUATION OF PROPOSALS

### 6.1 *Evaluation and selection procedures*

Proposals received for use of ESA data will be reviewed by a Committee composed of individuals appointed by ESA:

- With expertise that encompass scientific research, technology, applications development, national and international research programs
- With a broad understanding of the uses of Earth Observation data, including uses in operational systems. Each panel will cover a scientific or application area.

Candidates must indicate on the first page of the proposal the panel they consider most appropriate to evaluate it.

The purpose of the review is:

- To assess if the specific projects are in accordance with ESA data policy
- To evaluate the scientific, application and technical merits of the proposed projects in relation to their technical feasibility.

After review of the project proposal with regard to its relevance and feasibility, ESA notifies the user of the acceptance of the project, assigning a maximum quota for instrument planning and/or for product delivery.

Final decisions concerning the acceptance of Project proposals will be made by the ESA Mission Management based on the recommendation of the Committee. These final decisions will take into account the relevance to ESA Earth Observation mission of proposed projects, the overall balance between the different proposals, their requirements in terms of spacecraft resources and the feasibility for ESA to meet such requirements.

### 6.2 *Evaluation criteria*

Within the overall context of the ESA Earth Observation mission objectives, the evaluation process is expected to identify opportunities to exploit the potential of the ESA Earth Observation mission.

The following criteria are used in the evaluation process:

- Suitability of the proposal to the conditions of ESA and ESA Third Party Mission data use
- Relevance of the proposed project to the objectives of the ESA Earth Observation mission.
- The merit of the project from a scientific, technological, economic and operational viewpoint and the degree of innovation of the proposal.
- The technical feasibility of completing the project and achieving positive results within a period of typically two years, with special emphasis on the adequacy and practicability of the schedule presented in the proposal.

- The competence and relevant experience of the Principal Investigator and collaborators, as an indication of their ability to complete the project successfully.

### **6.3    *Follow-on actions and activities***

Following notification, the selected principal investigators, can start ordering/accessing the data. In some cases the principal investigator will be required to amend his proposal in order to meet the acceptance criteria and in accordance with the remarks expressed by the evaluators.

## 7 ANNEX: LIST OF POSSIBLE APPLICATION DOMAINS

Theme	Sub-Theme
<b>Atmosphere</b>	<ul style="list-style-type: none"> <li>➤ Atmospheric Constituents: Retrieval, Geophysical Results</li> <li>➤ Clouds, Aerosols, Surface Parameters</li> <li>➤ UV Radiation, Air Pollution</li> <li>➤ Trend Analysis, Assimilation</li> <li>➤ Chemistry Models, Radiative transfer</li> <li>➤ Wind profiles</li> </ul>
<b>CAL/VAL</b>	<ul style="list-style-type: none"> <li>➤ Calibration/Validation of ESA data</li> </ul>
<b>Coastal zones monitoring</b>	<ul style="list-style-type: none"> <li>➤ Bathymetry mapping</li> <li>➤ River discharge mapping</li> <li>➤ Coastal protection and change monitoring (algae blooms, erosion assessment, water pollution...)</li> </ul>
<b>Geodesy</b>	<ul style="list-style-type: none"> <li>➤ Geodesy</li> </ul>
<b>Geology</b>	<ul style="list-style-type: none"> <li>➤ Geological mapping</li> <li>➤ Geodynamics</li> <li>➤ Archaeology</li> </ul>
<b>Hazards</b>	<ul style="list-style-type: none"> <li>➤ Volcanoes monitoring</li> <li>➤ Earthquakes</li> <li>➤ Earth motion (Crustal motion, Subsidence...)</li> <li>➤ Floods</li> <li>➤ Oil</li> <li>➤ Fires</li> <li>➤ Landslides and Soil erosion</li> <li>➤ Damage assessment</li> </ul>
<b>Hydrology</b>	<ul style="list-style-type: none"> <li>➤ Snow melt</li> <li>➤ Soil moisture</li> <li>➤ Wetlands</li> <li>➤ Run-off</li> <li>➤ Water cycle</li> </ul>
<b>Ice</b>	<ul style="list-style-type: none"> <li>➤ Ice sheet mapping</li> <li>➤ Ice-sheet dynamics and properties</li> </ul>
<b>Land environment</b>	<ul style="list-style-type: none"> <li>➤ Environment (Urban SAR-climatology, Global change...)</li> <li>➤ Land surface temperature</li> <li>➤ Desertification</li> </ul>
<b>Methods</b>	<ul style="list-style-type: none"> <li>➤ Algorithm development, Software development, Product development</li> </ul>
<b>Oceanography</b>	<ul style="list-style-type: none"> <li>➤ Wind-wave</li> <li>➤ Primary production (Geochemistry, Fisheries, SST...)</li> <li>➤ Ocean dynamics (Circulation, Sea-level, NRT...)</li> <li>➤ Sea features (Ship detection, Air-sea features...)</li> </ul>
<b>Renewable resources</b>	<ul style="list-style-type: none"> <li>➤ Agriculture</li> <li>➤ Vegetation</li> <li>➤ Forestry</li> <li>➤ Land cover/use mapping</li> <li>➤ Biomass</li> </ul>
<b>Sea-ice</b>	<ul style="list-style-type: none"> <li>➤ Sea-ice</li> </ul>
<b>Topographic mapping</b>	<ul style="list-style-type: none"> <li>➤ DEMs</li> </ul>

Table 1: Possible themes and correlated sub-themes