



INSTRUCTION

Guidelines for the submission of proposals in response to the EarthCARE Cal-Val Opportunity

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1 INTRODUCTION

To submit a proposal in response to the EarthCARE Calibration and Validation Opportunity 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

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

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

2 LOGIN MY EARTHNET

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

In case you are not registered to Earthnet, please select the button Register: this will lead you to the ESA EO-SSO registration area (see Figure 2), where you will be requested to define username, password and to 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.

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



Figure 2: ESA EO-SSO interface

A registration link will be then sent to the provided Email address, allowing to activate your registration and, consequently, to login to My Earthnet.

3 STARTING THE SUBMISSION OF A PROPOSAL FOR THIS OPPORTUNITY

The submission of a proposal can be started from the PI Community pages by selecting EarthCARE AO icon in the section “Open Opportunities for Researchers” or the link “Announcements of Opportunity” (see Figure 3) . A direct link to the submission area is also available <https://earth.esa.int/aos/EarthCARECalVal> .

This will lead the PI to the My Earthnet page. Note: if you have not yet registered to the ESA EO- SSO (see previous paragraph) you must do so in order to start your request.



Figure 3: PI Community homepage, links to submit a request for this opportunity can be found within the Announcement of Opportunities area (right).

Once the Submission has started, the PI will access his My Earthnet area, where the required information to get access to the requested data has to be entered (see Figure 4).

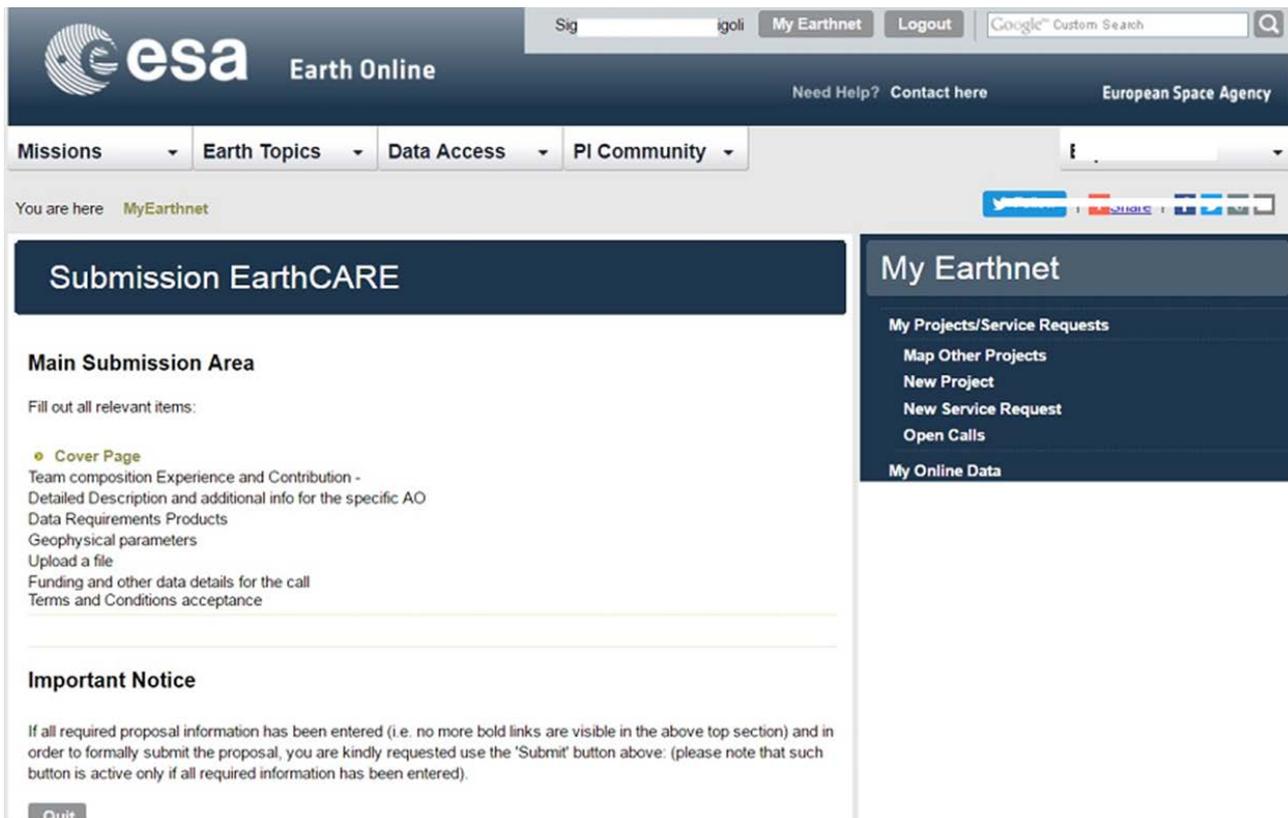


Figure 4: ESA My Earthnet area: information requested to submit a EarthCARE Cal Val proposal, on the right links to request access to ESA online data and to submit a New proposal for the ESA restrained dataset

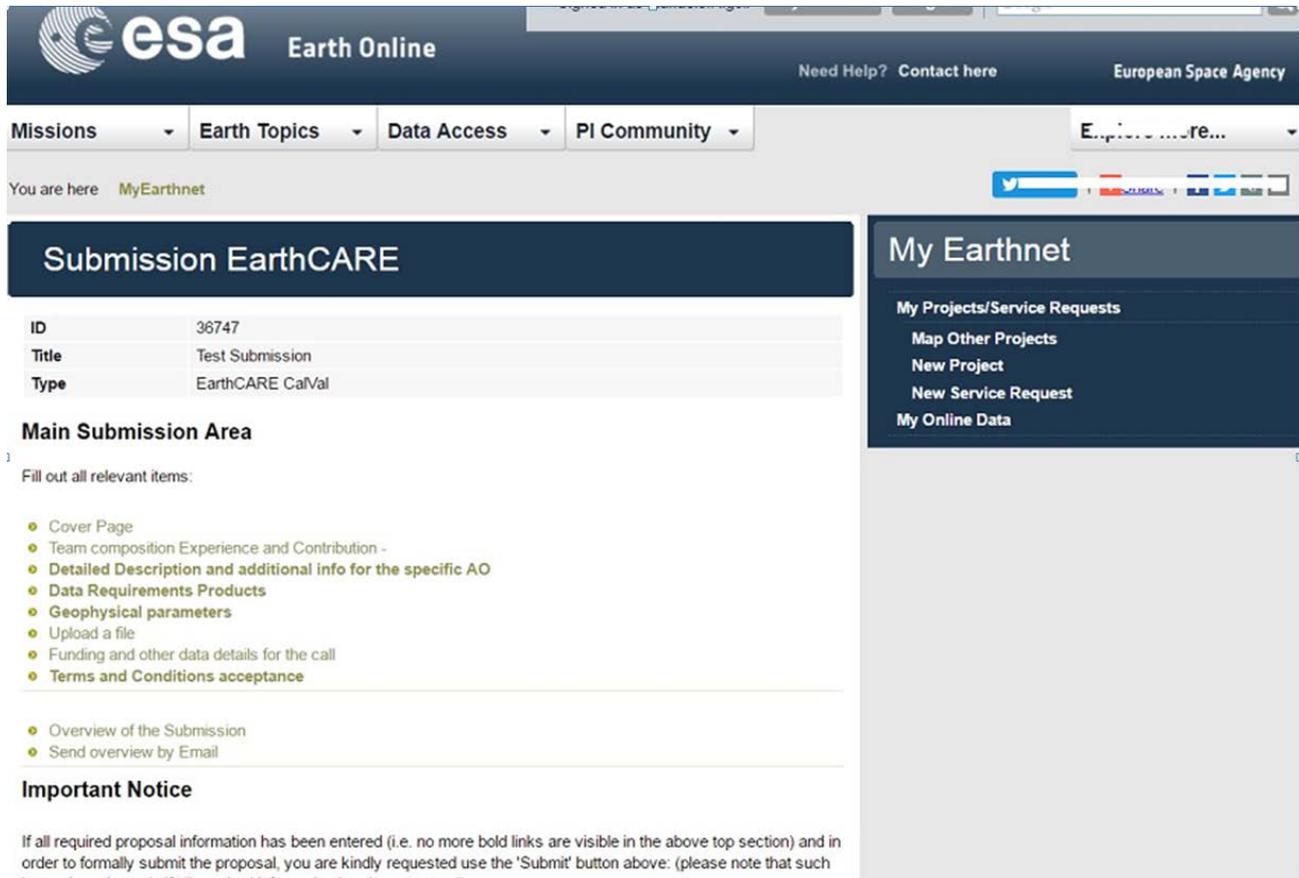
Note:

- In the case the PI, in addition to the EarthCARE Cal Val data, is interested in accessing ESA or ESA TPM products systematically available on the internet not foreseen by this call, the My Online data link shown in My Earthnet area (Figure 4) offers the possibility to select and access them almost immediately (as soon as the online Terms and Conditions are accepted, depending on the type of data selected).
- In the case the PI wants to get access also to other ESA and ESA TPM data not foreseen by this call, which are available “on demand” (data that need to be produced and eventually planned, and for which a product/programming quota set by ESA is compulsory), the New Project link shown in My Earthnet area (Figure 4) offers the possibility to submit a detailed request for such data to ESA.

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 otherwise 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 the evaluation panel with the detailed information required 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.
- The Funding and other data details.



Submission EarthCARE

ID	36747
Title	Test Submission
Type	EarthCARE CalVal

Main Submission Area

Fill out all relevant items:

- Cover Page
- Team composition Experience and Contribution -
- Detailed Description and additional info for the specific AO
- Data Requirements Products
- Geophysical parameters
- Upload a file
- Funding and other data details for the call
- Terms and Conditions acceptance

● Overview of the Submission

● Send overview by Email

Important Notice

If all required proposal information has been entered (i.e. no more bold links are visible in the above top section) and in order to formally submit the proposal, you are kindly requested use the 'Submit' button above: (please note that such button is not visible if all required information has been entered)

Figure 5: The Main Submission area, enabling the navigation through the various parts of the proposal. It enables as well to get a complete overview of the proposal (Overview of the Submission) and to send the complete proposal as Email to the address of the Principal Investigator (Send overview by Email).

Please note:

1. on proposal initialization only the Cover page will be accessible, on completion of the forms associated to it, the system will assign an ID to the proposal and the other links (e.g. Team Composition..., Detailed description...) will be accessible.
2. after the proposal will have been duly filled-in, the Submit button will appear, enabling formal submission of the proposal.

4 FORMAT AND CONTENTS OF THE REQUEST



4.1 Cover Page

4.1.1 TITLE

Title of the proposal (should not exceed 256 characters)

4.1.2 APPLICATION DOMAINS AND LOCATION

This call focuses exclusively on Calibration and Validation of EarthCARE products. Please select “Calibration/Validation” as primary application domain and leave empty the secondary application domain.

The drop-down box Study-area enables to define a broad location of the study area. If you plan to have test-areas in different geographic regions, you can select “various”, otherwise the default selection should be “global”.

4.1.3 EXECUTIVE SUMMARY

A concise resume is required describing the objective, method and deliverables of the project. Availability of funding or intention to ask funding to run the project must be described in this section.

Please specify the source of funding. In case a supporting letter of confirmation from the lead institution for proposed activities is available please attach it to the proposal (see par. 4.5), (should not exceed 4000 characters).

4.1.4 PRINCIPAL INVESTIGATOR INFORMATION

This section contains details about the Principal Investigator (name, address, Email...). All communications will be addressed to the Email provided in this section. Should you use more than one email address, please use “;” as separator between Email addresses.

4.1.5 CO-INVESTIGATORS

Co-Investigators are entitled to order and receive data on behalf of the PI. For each co-Investigator, the following information should possibly be provided: Name, Lastname, Address, Town, Postcode, Country, Phone, Fax, Email address

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 the objectives of the EarthCARE Cal Val activity, (please refer to the Call main text) must be described. Further details can be provided in the Detailed Description of the proposal (should not exceed 2000 characters).

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 (should not exceed 12000 characters):

- Relevance to the objectives of the EarthCARE Cal Val activity
- 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 (note: the work plan can also be provided as file, using the Upload a File link (see par 4.6).

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

Details about the EarthCARE sensors and products (including sample data L1B, L2A and L2B) can be found on the homepage of the Call (<https://earth.esa.int/aos/EarthCARECalVal>).

Please make sure that you have read the [EarthCARE Product Validation Requirements Document](#) before making any selection of data.

Once the needed products have been selected and confirmed, the PI can access the following pages by pressing the button "Next".

4.5 Geophysical parameters

ESA needs to capture the geophysical parameters contributed by the PIs. Therefore to complete correctly this section the PI is invited to:

- Download the template file "EarthCARE geophysical parameters" (note that in some browsers the filename will appear as "esa.xlsx") to be duly completed you will have to add to describe geophysical parameters contributed by your proposal (including dependent variables like resolution, location etc).
- Fill in the template. For this task PI is kindly invited to use GEOMS metadata standard which was developed to harmonize the description of these instrument/parameter descriptions and is also used at the ESA Atmospheric CalVal

data centre (NILU). In case no corresponding parameter is found in the GEOMS standard, the PI can describe his parameters in free format.

- Upload the completed template using the “upload” button (Please note that at least one file must be uploaded in this section!). To facilitate proposal and information management it is kindly suggested, to rename the template file before uploading it, by adding as prefix the numeric, unique ID assigned by the online system to the project (e.g. 35674_FileNameTemplate).

Details about GEOMS:

https://en.wikipedia.org/wiki/GEOMS_%E2%80%93_Generic_Earth_Observation_Metadata_Standard

<http://evdc.nilu.no/documents/10180/15038/geoms-1.0.pdf/05262adb-741b-4bfd-968a-7e07dbab73fe>

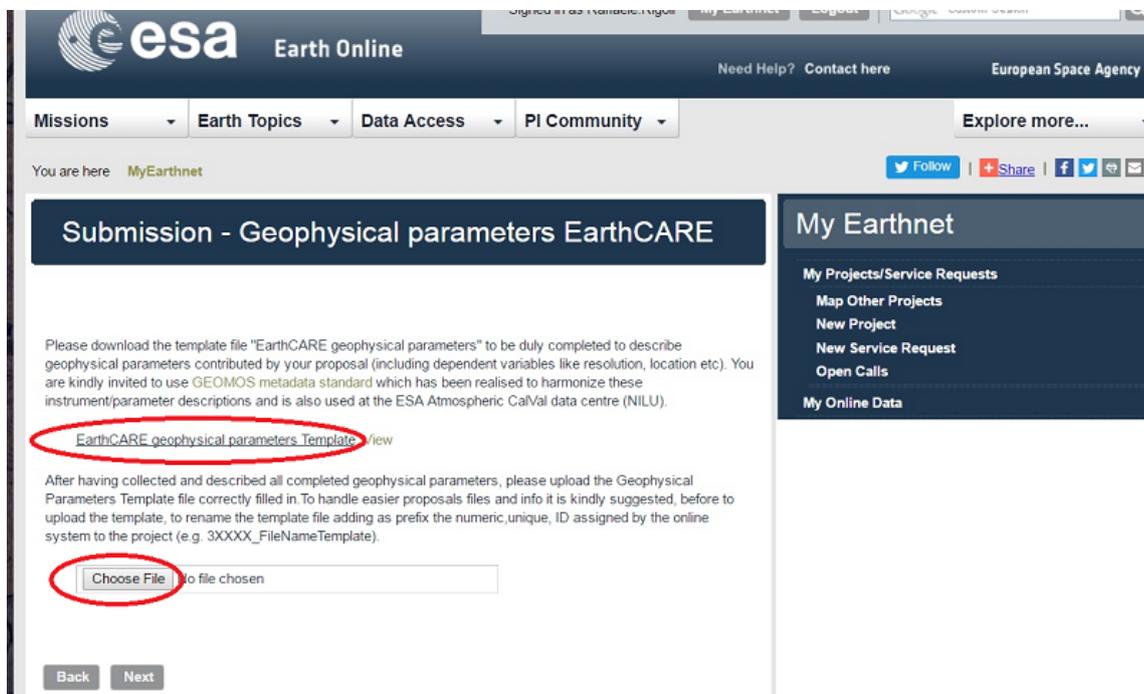


Figure 6 The upload Geophysical parameters area, enabling to download and then upload the template file.

4.6 Funding and other data details

In this section the PI shall specify:

- The intended source of funding. In case a supporting letter of confirmation from the lead institution for proposed activities is available, please attach it using the Upload a File link (see par 4.6).
- Describe availability and quality of independent datasets used for the completion of the proposed project. Please describe the in situ and any other data available/to be collected, indicating the source(s). Since those data are



presumably not provided by ESA , please ensure you can cover eventual costs (should not exceed 4000 characters)

4.7 Upload a file

Should you need to provide more information (e.g. tables, workplan, list of publications, references, letter of funding confirmation, 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.

4.8 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: <http://eopi.esa.int/files/terms>;

Terms and Conditions for TPM data are available at: <http://eopi.esa.int/files/TPMterms>

Acceptance of the terms and conditions 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 their "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.