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MANUAL / USER GUIDE / HANDBOOK

Guidelines for Network of Resources (NoR) Proposal Submission

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1 INTRODUCTION

To submit a proposal in response to the NETWORK OF RESOURCES the Principal Investigator (PI) needs to produce detailed information about the following topics:

- Title of the Proposal /Coordinates of Principal Investigator
- Description of the proposal
- Summary of technical requirements
- Acceptance of ESA IPR

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

All proposals must be written in English or French.

After the receipt of your project proposal, a review will be carried out in line with the procedure and criteria reported on the main text of the call.

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

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 (EO-SSO-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. In case of problems, please contact: <http://earth.esa.int/contactus/>



To submit a proposal in reply to the NETWORK OF RESOURCES call, Login to MyEarthnet (see Figure 1), go to the NETWORK OF RESOURCES homepage (<https://earth.esa.int/aos/NOR>) and select the link Submit a proposal. See more details in 3 PROPOSAL SUBMISSION.

In case you lost your EO-SSO password, the system online at: <https://eo-ssoidp.eo.esa.int/idp/EO-SSO20/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. 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 cannot 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

The submission of a proposal can be started:

1. From the PI Community pages, by selecting NETWORK OF RESOURCES icon in the section Open Opportunities for Researchers” or the link “Announcements of Opportunity” and then the NETWORK OF RESOURCES
2. From the PI main area in My Earthnet, by selecting the Link “Open Calls” and then the NETWORK OF RESOURCES icon (see figure 3)
3. From the direct link to the submission area is also available <https://earth.esa.int/aos/NOR> (see figure 3)

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.



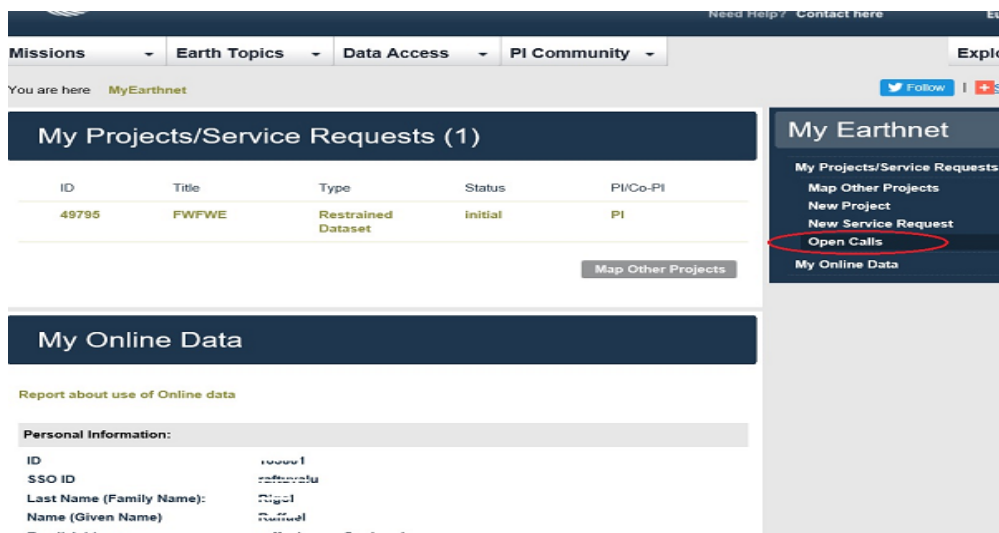


Figure 3: Top -PI Community homepage, links to submit a full proposal or to access My Earthnet are shown on the right, Bottom -My Earthnet page, the link Open Calls is shown on the right, the link to access Online data is also shown on the right.

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.

In particular for NoR Call two links (to different submission forms tailored to several aspects of the proposal) are available depending on whether the user wants to submit a proposal for a “Resource Tier Service” or for a “Platform Service” as illustrated in Figure 4.

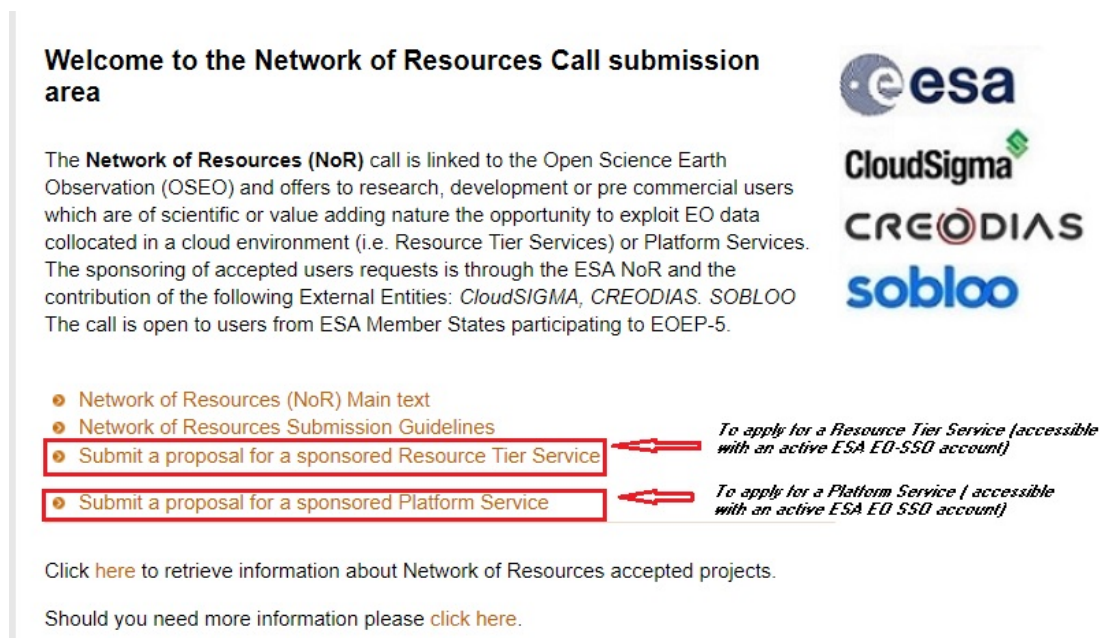


Figure 4: The NoR info area (<https://earth.esa.int/aos/nor>) , where user , after EO-SSO registration, can start from one of the corresponding link submission of a proposal for a “Resource Tier Service” or for a “Platform Service”

4 SUBMITTING A PROPOSAL FOR A RESOURCE TIER SERVICE

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 properly the proposal for a sponsored Resource Tier Service.

- The Cover page: general information about the PI and an overview of the project
- The Experience and Contribution section
- The Resource Tier Service Details
- Other Information
- Upload a file

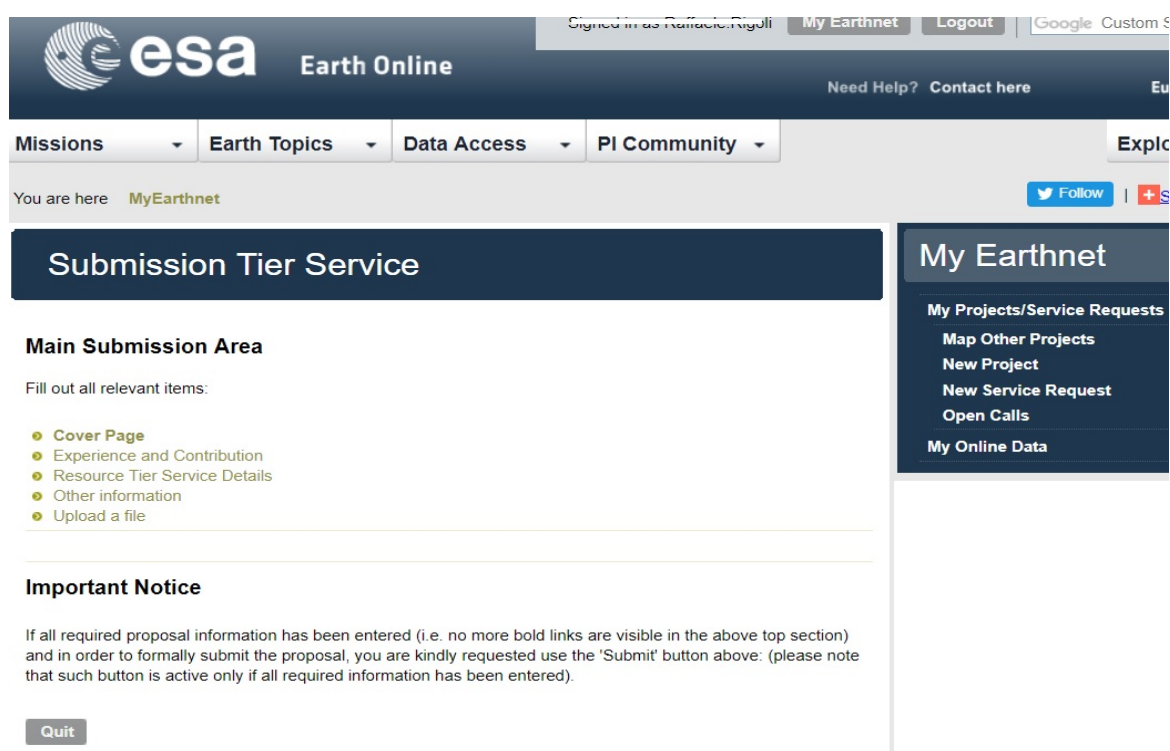


Figure 5: The Submission area, enabling the navigation through the various parts of the proposal. Please note: only after the proposal will have been duly filled-in the Submit button will appear (to the right of the Quit button), enabling formal submission of the proposal

Please note that the 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) after project proposal submission.



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. 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. Technical and scientific approach and methods proposed to meet the proposal's objectives, data used and the success criteria of the project. (*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, etc). The fields Fax and Acronym of the Institute are not compulsory, the fields Email cannot be modified (it can only be updated within the EO-SSO interface at: <https://eo-ssoidp.eo.esa.int/idp/EO-SSO20/admin>). All communications will be addressed to the Email provided in this section.

4.1.5 Co-investigators

Co-Investigators support the PI in analyzing and processing the data. 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 when available about the co-Investigator (e.g. name, lastname, address, town, postcode, country of residence, phone, fax...). None of the fields presented in this section are compulsory.

If the proposal has an identified ESA contact point please add him/her as CO-PI.

On proposal submission, the co-Investigator will receive an email informing them about involvement in the project.

4.2 Experience and Contribution

4.2.1 Team composition and experience

Experience of the PI and the team (including involvement in previous or ongoing projects, relevant list of publications) must be described (*should not exceed 2000 characters*).



4.2.2 Contribution to the objectives of the NETWORK OF RESOURCES call

The contribution to the NETWORK OF RESOURCES objectives (please refer to the Text of the NETWORK OF RESOURCES Call available at: <https://earth.esa.int/files/NOR>) must be described. Further details can be provided in the Detailed Description of the proposal (*should not exceed 2000 characters*).

4.2.3 Schedule

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

4.3 Resource Tier Service Details

4.3.1 ICT requirements for processing, Storage and Network Traffic

In this section, PI is requested to specify :

- ICT requirements for processing (number of servers/VM, type)
- ICT requirements in terms of shared storage
- Expected network/egress traffic (GB per month)
- The service type (batch/on demand/systematic)

4.3.2 Data Requirements

In this section, PI is requested to provide, if needed for the proposal, a list of required data (Satellite, Sensor, product type), including also the Area and Time of Interest. AOI and additional data info can be also provided in an uploaded file.

4.3.3 Sponsoring Request Details

In this section, PI must indicate

- What should be the Sponsoring* period (start - end)?
- The preferred ICT Resources Provider** For more information how to correctly complete this section please read carefully the main text of the Call available at <https://earth.esa.int/files/NoR>
- Indicate the main reason(s) of the preference expressed above.
- Estimation of the required sponsoring cost

* The cost of NoR will be supported by ESA and by some in-kind contribution from providers, however no direct funding to projects can be made available by ESA through this call.



** A description of the available products, service and related ICT will be published in July 2019 on the dedicated page which will be developed by the NoR coordinator. Until that date, sponsoring to pay for eligible projects is already available by ESA and the following providers:

- CloudSigma <https://www.cloudsigma.com/>
- CreoDIAS <https://creodias.eu/>
- Sobloo <https://sobloo.eu/>

4.3.4 Current budget status (if the project is already in place)

If this project is already in place please provide the following info:

- Current ICT Resources provider
- Current estimated monthly cost
- When the current budget will be exhausted

4.4 Other information

In this section PI should include the following information:

- Defined set of users for the project (if available/applicable)
- Expected grow up in time of the number of users
- Where PI intends to publish (i.e. scientific papers) or promote the results
- Service accessibility/availability (e.g. to the general public)
- How the service will be accessible (e.g. through APIs? Which standards do they implement?)

4.5 Upload a file

Should you need to provide more information (e.g. tables, flowcharts, list of publications, references 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.

5 SUBMITTING A PROPOSAL FOR A PLATFORM SERVICE

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 properly the proposal for a Platform Service

- The Cover page: general information about the PI and an overview of the project
- The Experience and Contribution section
- The Platform Service Details
- Other Information
- Upload a file

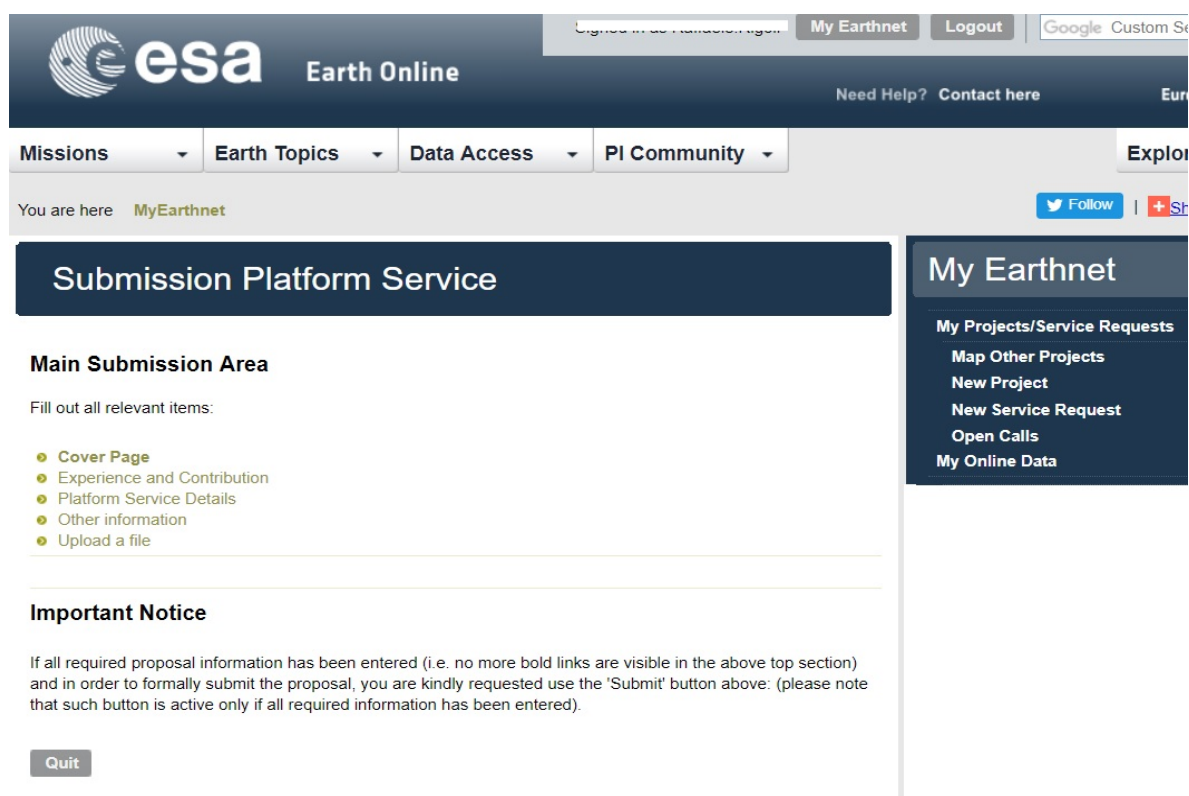


Figure 6: The Submission area, enabling the navigation through the various parts of the proposal. Please note: only after the proposal will have been duly filled-in the Submit button will appear (to the right of the Quit button), enabling formal submission of the proposal

Please note that the 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) after project proposal submission.

5.1 Cover Page

5.1.1 Title

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5.1.2 Application Domains and Location

The applicable Theme(s) for the proposal can be specified in this section. The field Study-area enables to broadly define the geographic area of study.

5.1.3 Executive summary

A concise resume is required describing the objective, method and deliverables of the project. Technical and scientific approach and methods proposed to meet the proposal's objectives, data used and the success criteria of the project. *(should not exceed 4000 characters)*.

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If the proposal has an identified ESA contact point please add him/her as CO-PI.

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5.2.1 Team composition and experience

Experience of the PI and the team (including involvement in previous or ongoing projects, relevant list of publications) must be described *(should not exceed 2000 characters)*.

5.2.2 Contribution to the objectives of the NETWORK OF RESOURCES call

The contribution to the NETWORK OF RESOURCES objectives (please refer to the Text of the NETWORK OF RESOURCES Call available at: <https://earth.esa.int/files/NOR>) must be



described. Further details can be provided in the Detailed Description of the proposal (*should not exceed 2000 characters*).

5.2.3 Schedule

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

5.3 Platform Service Info

5.3.1 Platform Service Description

It should include as a minimum the following information:

- Description of the type of platform service(s) needed
- Possible list of platform(s) that could provide this service(s)
- The service type (batch/on demand/systematic)

5.3.2 Sponsoring Request Details

The schedule (or work plan) . In this section, PI must to indicate

- What should be the Sponsoring* period (start - end)?
- Do you have an estimate of the required funds ?

* The cost of NoR will be supported by ESA and by some in-kind contribution from providers, however no direct Sponsoring to projects can be made available by ESA through this call.

5.3.3 Data Requirements

In this section, PI is requested to provide, if needed for the proposal, a list of required data (Satellite, Sensor, product type), including also the Area and Time of Interest. AOI and additional data info can be also provided in an uploaded file.

5.4 Other information

In this section PI should include the following information:

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- Where PI intends to publish (i.e. scientific papers) or promote the results
- Service accessibility/availability (e.g. to the general public)
- How the service will be accessible (e.g. through APIs? Which standards do they implement?)



5.5 Upload a file

Should you need to provide more information (e.g. tables, flowcharts, list of publications, references 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.

6 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 cannot be any more modified further directly. In this case you can write an email to EOPI Team and ask them to change the status of the proposal in 'initial' (editable) status.

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.