



MANUAL / USER GUIDE / HANDBOOK

Guidelines for EOHOPS Proposal Submission

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1 INTRODUCTION

With the [EOhopS call](#), ESA opens EO data hosted-processing offer to R&D users. The CloudEO managed service is available from the [EOhopS portal](#).

The new offer allows scientists and R&D users also from the industrial environment to analyze commercial and Sentinel data in a powerful hosted-processing environment for their project together with analytical software (ENVI, IDL, ESA SNAP). At the same time, the user can also upload own content, like in-situ measurement data or scientific algorithms to the virtual workbench.

The payment for the data and other resources works with digital credits provided by ESA free of charge upon project evaluation, which are flexibly bookable for specific amounts of time – similar to prepaid systems. The service is funded by ESA as part of the Third Party Mission programme. Projects will be selected based on technical/scientific feasibility and availability of ESA allocated resources.

Accepted projects will not be entitled to download the original EO data, but will be granted with a cloud computing interface to analyse and process the data. Processing results (in vector format) can be downloaded by the user.

The service provider (CloudEO) guarantees that confidentiality and Intellectual Property Rights (specially in the case of application of user-provided algorithms) will be respected.

The following three simple steps give an overview how to apply for EOhopS call:

1. Select the products you may need on the [EOhopS Store](#), add them into your shopping cart and export it as PDF file.
2. Register at ESA, enter your project proposal and attach the exported shopping cart.
3. Once the project is approved, based on technical/scientific feasibility & availability of ESA allocated resources, PI can login and use granted credits on the EOhopS portal. PI will find credits linked to the id of his approved project. PI can use these credits freely and select the best fitting IT, software and images for his research

This document explain in particular how to submit the ESA proposal.

To submit a proposal in respond to the EOHOPS announcement, 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
- Shopping cart (created in the EoHOPS Store page including data and software requirements)
- Acknowledgement of the announcement text

The proposal should be submitted via the WWW (<https://earth.esa.int/aos/EOHOPS>). All proposals must be written in English.

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. PI will be informed of the outcome in 2-4 weeks.

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 EOhopS call, Login to MyEarthnet (see Figure 1), go to the EOhopS homepage (<https://earth.esa.int/aos/EOHOPS>) and select the link Submit a proposal. See more details in STARTING THE SUBMISSION OF A PROPOSAL.

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, even if you are off-key.... 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 PROPOSAL

The submission of a proposal can be started:

1. From the PI Community pages, by selecting the EOhopS icon in the section “Open Opportunities for Researchers” or the link “Announcements of Opportunity” and then EOhopS
2. From the PI main area in My Earthnet, by selecting the Link “Open Calls” and then the EOhopS icon
3. From the direct link: <https://earth.esa.int/aos/EOHOPS>

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.

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

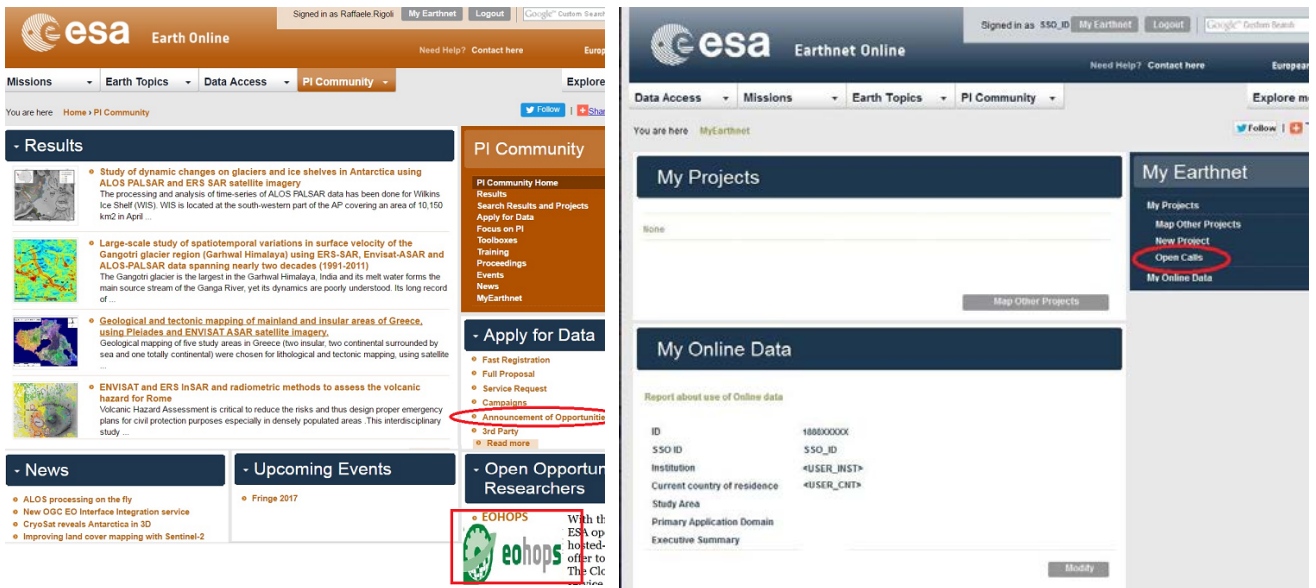


Figure 3 Top -PI Community homepage, links to submit a full proposal or to access My Earthnet are shown on the right, Bottom -My Earthnet page, the link Open Calls is shown on the right, the link to access Online data is also shown on the right

Upon 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 EOHops requirements (by upload of Shopping cart)
- Confirmation of reading and acceptance of the main text conditions of the Call



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

4 SUBMITTING A 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. 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 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 –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 EOhopS requirements (Upload Shopping cart)

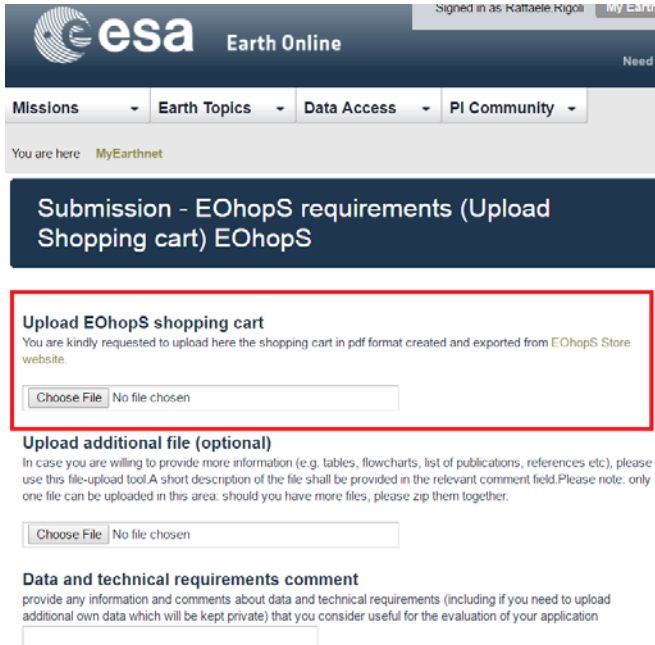
In this section, data technical requirements for the project must be attached and listed and non-conformities with the baseline service offered in the call must be justified.

The services offered and catalogue are fully described at:

All <https://eohops.cloudeo.store/products/all#main-content>
Eo data <https://eohops.cloudeo.store/products/eo-data>
GEO-IT <https://eohops.cloudeo.store/products/geo-it>
SOFTWARE <https://eohops.cloudeo.store/products/software>

4.2.1 Upload EOhopS shopping cart (compulsory)

You are kindly requested to upload here the shopping cart exported from EOhopS website <https://eohops.cloudeo.store/>



The screenshot shows the 'Submission - EOhopS requirements (Upload Shopping cart) EOhopS' page. The 'Upload EOhopS shopping cart' section is highlighted with a red box. It contains a 'Choose File' button and the text 'No file chosen'. Below it is the 'Upload additional file (optional)' section, also with a 'Choose File' button and 'No file chosen' text. At the bottom is the 'Data and technical requirements comment' section with a text area.

As pre-requisite to complete this section you should have already prepared and exported in PDF your shopping cart from [EOhopS Store](#) if not please go back to [EOhopS Store](#) and select the products you wish to use (EO Data, GEO-IT/Workbench, Software) add them to your shopping cart and export the shopping cart as pdf.

Attach here the exported shopping cart (PDF format).

Please remember to add to your shopcart at least one Workbench (see workbench descriptions and availability at <https://eohops.cloudeo.store/products/geo-it> which is the processing platform for your EO Data (You can also subscribe only for a workbench without subscribe to data/software and simply upload your own data and analytics).

4.2.2 Upload additional file (optional)

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.

4.2.3 Data and technical requirements comment

Should you provide here any information and comments about data (shopping cart) and technical/data requirements (including if you need to upload additional own data which will be kept private) that you consider useful for the evaluation of your application.

4.3 Confirmation of reading and acceptance of the EOhopS main text

To finalise the proposal submission, PI shall acknowledge the EOhopS announcement text:



https://earth.esa.int/files/EOhopS_Objectives

At later stage PI will be also requested to accept Third Party service Cloud EO terms and conditions for the utilization of the service.

<https://eohops.cloudeo.store/terms-conditions>

Acceptance is expressed by ticking the box 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.