[Project Name]

ESA Phi-Lab Austria

Research Proposal

[Company Logo(s)]

\*\*Please delete the guidance notes associated with each section prior to submitting\*\*

[Sender: Name]

[Company Name]

[Address]

[E-Mail]

[Web Site]

ESA Phi-Lab Austria

Accent Inkubator GmbH

Flughafen Wien-Schwechat

Objekt 681, Office Park 2

Towerstraße 1300 Schwechat

For the attention of

Mr Michael Moll

SUBJECT: Application for ESA Phi-Lab Austria

REF: [please insert your own reference number here]

Dear Madam, dear Sir,

In response to the Permanent Open Call for Proposals for ESA Phi-Lab issued by Accent Inkubator GmbH, managing the ESA Phi-Lab Austria, is pleased to submit **our proposal** for the project named [insert project name].

Please find included the following information:

* Requirements Checklist
* Executive Summary
* R&D and Potential Impact Proposal
* Activity and Management Proposal
* Annexes

1. We hereby declare that the Application is **compliant with the Requirements** set out in the Call for Proposals as shown in the Requirement Checklist below.

2. We hereby confirm that the **contract conditions have been read, understood and accepted, and any of the Applicant’s terms and conditions do not apply**.

Any queries relevant to the proposal are to be addressed to the attention of:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the person(s) who will be in charge of the day-to-day management:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

Contact information of the legal representative who will be signing the contract:

[Name(s)]

[Address(es)]

[Phone]

[E-Mail]

**Signature(s): Date:** [insert date of submission]

|  |  |
| --- | --- |
| **ESA Phi-Lab General Application Requirements:** | **Compliance statement** |
| The proposed Research activity is in line with the focus and objectives defined by the Call | [compliant/non-compliant/partially-compliant] |
| The Applicant is a legal entity (a public law company / a private law company / an association / a foundation, etc.) registered under the laws of an ESA Member State Austria | [compliant/non-compliant/partially-compliant] |
| The Applicant is fully compliant with Austria tax and social security obligations | [compliant/non-compliant/partially-compliant] |
| The Applicant does not conduct business activities promoting, or being related to alcohol abuse, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs. | [compliant/non-compliant/partially-compliant] |
| The Applicant is able to communicate in English. | [compliant/non-compliant/partially-compliant] |
| The Applicant states that the terms and conditions of the Draft ESA Phi-Lab Contract are accepted without any reservations. | [compliant/non-compliant/partially-compliant] |
| The Funding is linked to work packages within the ESA Phi-Lab Research project only. | [compliant/non-compliant/partially-compliant] |
| The Applicant declares that the activities proposed under the submitted ESA Phi-Lab project are not and have not been funded through other means (e.g. ESA R&D programmes (e.g. Discovery, Preparation, TDE, GSTP; pls check nebula.esa.int, activities.esa.int) ESA Business Incubation, ESA Business Applications, European Commission etc) | [compliant/non-compliant/partially-compliant] |
| The Funding is granted in net amounts (not including VAT). | [compliant/non-compliant/partially-compliant] |
| The information provided in the application and in the supplementary data sheet is binding and forms the basis of the funding granted. Any changes in this information must be reported immediately and are subject to approval. | [compliant/non-compliant/partially-compliant] |

I hereby declare that my application is compliant to the ESA General Application Requirements.

**Signature(s): Date:** [insert date of submission]

**DATA PROTECTION**

By submitting the application for ESA Phi-Lab Austria, the Applicant gives by signing beneath this statement, free, specific, informed and unambiguous consent to **accent Inkubator GmbH** with the controlling of the personal data contained in the proposal and business application in relation to this Permanent Open Call and for the purpose of possible selection for ESA Phi-Lab Lab Austria upon fulfilment of all requirements set in the Open Call. Such consent to the controlling of the personal data shall be permitted only for a necessary period up to a maximum duration of 1 (one) year upon signature of the present consent.

The Applicant shall have the right to information and the right of access to its personal data, right to rectification and erasure (right to be forgotten), right to restriction of processing, right to data portability, right to object, right not to be subject to a decision based solely on automated processing. The particularities of these rights are stipulated in the Regulation (EU) 2016/679 of the European Parliament and the Council.

The data subject shall have the right to withdraw its consent at any time. Such withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal. It shall be as easy to withdraw as to give consent.

The data subject has moreover the right to lodge a complaint with a supervisory authority established in each of the EU Member State as indicated in the GDPR legal framework.

I hereby give full consent to the above statement.

**Name(s) and Signature(s):[[1]](#footnote-2) Date:**

Table of Contents

[1) Executive Summary 6](#_Toc178170623)

[2) R&D and Potential Impact Proposal 6](#_Toc178170624)

[a) Background and Experience 6](#_Toc178170625)

[b) Research and Technology Developments 7](#_Toc178170626)

[c) Commercial Opportunities and Potential Socio Economic Impact 7](#_Toc178170627)

[3) Activity and Management Proposal 9](#_Toc178170628)

[a) Milestone Planning 9](#_Toc178170629)

[b) Work Breakdown 9](#_Toc178170630)

[c) Cost Planning 9](#_Toc178170631)

[d) Phi-Lab Austria Planned efforts for Business, Tech, IP and Sustainability Support 10](#_Toc178170632)

[e) Access to ESA Phi-Lab facilities, laboratories, and workspaces 10](#_Toc178170633)

[f) Additional request for Phi-Lab support 10](#_Toc178170634)

[g) Your role in the ESA Phi-Lab Austria Community 11](#_Toc178170635)

[h) Management 11](#_Toc178170636)

[4) Annexes 11](#_Toc178170637)

# **Executive Summary**

The Executive Summary shall provide the following information in **maximum 1 page**:

* Entities involved in the activity;
* Brief description of the proposed activities and its relevance for the objectives of the Open Call;
* Potential Targeted market segment, customers/users, and the need/problem to be addressed;

# **R&D and Potential Impact Proposal**

All sub-sections included within the R&D and Potential Impact Proposal should be completed in a **maximum total of 10 pages.**

## **Background and Experience**

#### **Team composition:**

Please describe the overall team composition, including participants from all subcontractors, if any, including all key personnel (i.e. having a major role within the team and/or being responsible for one or more tasks) and their position within his/her own entity’s structure.

#### **Background of the entities involved:**

Please describe briefly the relevant experience of the Applicant and consortium partners for the performance of the proposed work. Please provide the rationale for the involvement of the proposed consortium partners in the activity.

#### **Partnerships and Support Entities:**

Please describe briefly the partnerships that are required (at the time of the project execution or after its completion). Please add as annex any Support Letter received from relevant Entities. These may include potential customers or commercial partners.

#### **Vision:**

Please describe how this activity fits into the vision of the Applicant and proposal partners (e.g. alignment with medium- or long-term objectives, synergies with other activities, etc.).   
An overview of the activity in the broader implementation plan of the product/service is appreciated (including the key steps to have a fully-fledged offer and roll-out the product/service to the potential market, as well as follow-up actions to this activity (e.g. apply for further ESA or non-ESA funding, spin-off creation, licencing, commercial efforts, etc.).

## **Research and Technology Developments**

#### **Relevance for the Call:**

Please clearly discuss how the activity is in line with the objectives of the Phi-Lab and more specifically with the objectives of the Call.

#### **Understanding of and leveraging on the State of the Art, novelty of the proposed research:**

Please present the current State of the Art (SoA) related to the proposed research activities.

Please discuss the novelty of the proposed activity; how the proposed activity leverages on Sate of the Art; how it and represents a progress wrt the State of the Art.

Please include an explanation if and how the proposed research is related to past and ongoing ESA R&D activities (<https://nebula.esa.int> , <https://activities.esa.int> )

#### **Maturity of the technology, relevance and feasibility of the proposed:**

Please discuss the maturity of the technology proposed; briefly describe the steps identified for reaching the proposed objectives. Please provide information on the means of access to data/asset/facilities needed for the proposed developments.

#### **Analysis / Validation**

Please describe the validation tasks planned for demonstrating/assessing the effectiveness of the proposed idea.

## **Commercial Opportunities and Potential Socio Economic Impact**

The following subsections are intended as a valuable but preliminary analysis. If Selected the Applicants will be supported by the Phi-Lab to mature this analysis during the Activity

#### **The potential target market:**

Please provide information of the potentially targeted market, presenting the characteristics of the market (e.g. commercial/institutional, mass/niche, applicable regulations, entry barriers, etc.), including, as much as possible, a quantitative assessment of the addressable market.

#### **Product/service:**

Please provide an initial description of the product/service that may be derived from the proposed research activities.

#### **Customers/users, current situation, and their needs:**

Please present the customers/users that will be (potentially) targeted and include a brief description of their essential and driving needs/pains that the intended product/service will satisfy. A short overview shall be given related to the status of the customer/user interest and commitment to participate in the proposed activity. Letter(s) of interest from the major customer(s) / user(s) shall be included indicating why they are interested, how they intend to contribute to the activity, and if they are interested to engage beyond the project in case the activity shows satisfactory results.

#### **Value proposition:**

Please state briefly how the product/service that may results from the outcomes of the proposed research activity will satisfy needs/pains of the customer. Describe the main benefits and present the unique, compelling value proposition. Values may be quantitative (e.g. price, speed of service) or qualitative (e.g. design, customer experience).

#### **Commercialisation focus:**

Please describe the commercialisation strategy within your company and how the project outcomes will support it. Describe how your project will enable you to attract new customers in the New Space domain and how it will enable you to fulfil their requirements in an improved manner.

#### **Potential Socio Economic Impact (including sustainability)**

Please provide a preliminary analysis of the potential Socio Economic Impact that the outcome of this activity and potential future commercial products derived by this can generate

#### **IPR strategy:**

Please describe the initial plans (if any) for protecting the innovation resulting from the activity. Intellectual Property Rights (IPR) status of the space technology/asset(s) in question (ownership, rights of use by 3rd parties, trade secrets, etc.) shall be highlighted. For technology/knowledge transfer projects, Applicants should include a letter from the Space Technology Provider that demonstrates that the Applicant will have access to the relevant Intellectual Property Rights during the project. A description of any existing or future limitation of access shall also be presented.

# **Activity and Management Proposal**

## **Milestone Planning**

Please, present in chart form (Gannt or similar) the initial planning of the activity, including the overall duration, the planning and duration of each tasks, and the major milestones (e.g. kick-off, progress updates with Local ESA Phi-Lab Manager, Mid-Term and Final Review). Note: The duration of the Phi-Lab activity shall not exceed 24 months, unless otherwise specified in the Open Call.

## **Work Breakdown**

Please provide an overview of the Tasks planned within the activity, the expected outputs, and illustrate how the tasks justify the funding requested. Duplicate the table below for each individual Task.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Task #** |  | | **Start date:** | | DD/MM/YY |
| **Task Title** |  | | **End date:** | | DD/MM/YY |
| **Task Manager** |  | | | | |
| **Objective(s)** |  | | | | |
| **Inputs** |  | | | | |
| **Sub-tasks** |  | | | | |
| **Output & Deliverables** |  | | | | |
| **Cost** | **Total Amount** | **ESA Seed Innovation Funding** | | **Other Sources [source and amount]** | |
|  |  | |  | |

## **Cost Planning**

Using the table below, present the total costs for the execution of the activity, and the contribution asked from the ESA Phi-Lab initiative. The value and source(s) of co-funding to be provided can be found in the Open Call for ESA Phi-Lab Austria.

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Cost by tasks** | | | |
| **Task** | **Total Amount** | **ESA Seed Innovation Funding** | **Other Sources [source and amount]** |
| **Task 1 + Title** |  |  |  |
| **Task 2 + Title** |  |  |  |
| **Task ….** |  |  |  |
| **Total** |  |  |  |

Please summarise how the total project costs and the ESA Investment Seed Funding are divided between the consortium.

|  |  |  |  |
| --- | --- | --- | --- |
| **Overall Cost by consortium members (Entities)** | | | |
| **Task** | **Total Amount** | **ESA Seed Innovation Funding** | **Other Sources [source and amount]** |
| **Entity 1** |  |  |  |
| **Entity 2** |  |  |  |
| **Entity….** |  |  |  |
| **Total** |  |  |  |

Please anticipate, if possible, any hardware that is intended to by purchased for the purpose of testing or developing activities (but not being part of the final product/prototype) by using the ESA Innovation Seed Fundings:

|  |  |  |  |
| --- | --- | --- | --- |
| **Hardware** | **Total Cost** | **ESA Seed Innovation Funding** | **Other Sources [source and amount]** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## **Phi-Lab Austria Planned efforts for Business, Tech, IP and Sustainability Support**

Besides our regular workshops, we offer individual support defined in the preproposal phase. Please fill in the Support you need/agreed from/with our Partners. All the Support takes place at the Vienna Airport.

|  |  |  |  |
| --- | --- | --- | --- |
| **Module** | **Type** | **Individual Need (yes/no)** | **Partner** |
| Identify – Learn | Business |  | Brimatech |
| Deepen | Business |  | Brimatech |
| Outreach | Business |  | Brimatech |
| Fund | Business |  | Brimatech |
| Grow | Business |  | Enspace |
| Industrialize | Technical |  | Enspace |
| IP Strategy | Intellectual Property |  | tecnet |
| Sustain | Sustainability |  | tecnet |
| Individual Experts | Technical |  | ESA |

In case you need individual experts from ESA side, please describe which expertise you need and how many hours of support will be needed.

## **Access to ESA Phi-Lab facilities, laboratories, and workspaces**

Please describe the needs of access to ESA Phi-Lab facilities, laboratories, if relevant.

Please describe the needs of having workspaces at the premise of ESA Phi-Lab, if relevant.

## **Additional request for Phi-Lab support**

Please describe and justify the needs of additional support from the ESA Phi-Lab. This may include support in addition to the number of hours specified in the call, and/or requests to perform specific (sub-)tasks where the know-how and expertise of the Phi-Lab would be beneficial for the Your entity.

## **Your role in the ESA Phi-Lab Austria Community**

Please describe your anticipated role in the ESA Phi-Lab Austria Community. Let us know how you think you can benefit from working in the ESA Phi-Lab Austria and how the community will benefit from you.

## **Management**

The Management section should be **maximum 1 page.**

Please present how the management (including the coordination with partners), reporting, meetings and deliverables will be organized during the activity. Provide information on the activities of the Project Manager, the reporting lines within the team and the means for settling disagreements.

# **Annexes**

* Letter(s) of support
* Any other relevant information about the activity or the Applicant, as necessary.

1. Please have the form signed by all natural persons whose personal data is provided as part of the application. [↑](#footnote-ref-2)