CHAPTER II

Template for Technology Transfer Demonstrators Proposals

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# **PROPOSAL FOR TECHNOLOGY TRANSFER** **DEMONSTRATOR**

# Cover Letter

SUBJECT: *[insert subject/title of the proposal]*

Your REF: *[insert your own internal reference]*

Dear Madam, dear Sir,

In response to the Open Call (the Call) issued by VERHAERT, we are pleased **to submit** *[insert subject]*

Please find attached hereto the following documents:

* Executive Summary
* Proposal of technology transfer Demonstrator (incl. at least one letter of intent)
* Additional Information (if any)

1. This proposal is valid for *[insert number of months]* from the date of submission *[with a minimum period of 6 months];*
2. The applicant *[insert name of company]* is registered and established in an **ESA member state**: *[insert name of country]*;
3. The Application is **compliant with the Requirements** set out in the Call;
4. The Application for a proposed transfer is based on **a transfer of space technology** to, and/or **utilization of a space system** **in a non-space environment**;
5. The draft **Contract has been read, understood and accepted;**
6. A statement of compliance with **the price of** *[add budget claimed]* stated in the Call;
7. The non-space application foreseen shall not promote activities, or be related to the military, alcohol, tobacco, religion, politics, intolerance, violence, firearms, pornography, obscenity, gambling or illegal drugs
8. VERHAERT is allowed to include the electronic version of the Public Summary of the work carried out in its demonstrator database with public access.

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

*[insert name]*

Address:

Phone:

Email:

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

*[insert name]*

Address:

Phone:

Email:

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

*[insert name]*

Address:

Phone:

Email:

Signature & Date

# Executive Summary

* 1. **Descriptive Title**
  2. **Technology Market Area as defined on the Technology Forum Web-Site**
  3. **Key Words**
  4. **Technology Transfer Opportunity**

1. The space origin/heritage of the technology that has been developed
2. The key technology development that has been made to date, including any intellectual property.
3. The non-space technology/market opportunity including any potential customer relationships.
4. Why the technology under development may provide advantage for the non-space application.
5. Description of the technological step to be made during the implementation of the Transfer Demonstrator project.
6. Resources to be provided by the contractor to support the creation of the Transfer Demonstrator.

# Full Proposal

**Space Technology Heritage**

1. The space origin/heritage of the technology that has been developed
2. The key technology development that has been made to date, including any intellectual property.
3. The Technology Readiness Level reached for space application
   * 1. **Work previously performed for the proposed technology transfer**
4. Status of technology development for the potential application
5. Technology Readiness Level for the non-space application(s)
6. The non-space technology/market opportunity including any potential customer relationships.
7. Why the technology under development may provide advantage for the non-space application.
8. Report on any feasibility studies undertaken
9. Barriers identified and problems required to be overcome
10. Funding/support provided to date and by whom
11. Participation of the technology receiver in the proposal. If this proposal is being submitted by the technology receiver, a participation of the donor is expected instead.
    1. **Intellectual Property**
12. Overview of the intellectual property position in the technology/market being addressed.
13. Detail any intellectual property that has been formally protected and expectations for further protection during this work. In case your proposal applies ESA patented technology, please make reference to the number of the relevant ESA patent.
    1. **Details on the work to be undertaken for the Transfer Demonstrator**
14. The technological step to be made during the implementation of the Transfer Demonstrator project.
15. The target Technology Readiness Level for the Transfer Demonstrator
16. Provide a project plan including milestones and Gantt chart.
17. Provide work-package descriptions with cost breakdown. Please make sure to also allocate part of the budget for the Final Presentation of the project results in ESA-ESTEC or a related event (within the ESA Member States).
18. Describe the key technical risk and the mitigation required
19. Provide details of the experience of key personnel within and out with your organization who will be undertaking this work.
20. Resources to be provided by the contractor to support the creation of the Transfer Demonstrator.
21. Participation of the technology receiver in the proposal. If this proposal is being submitted by the technology receiver, a participation of the donor is expected instead.
22. Letter of Intent of any (end) customers and/or partners that will help in the commercialization and/or production
    * 1. **Expected follow-up of the Transfer Demonstrator**
23. Explanation of what needs to be achieved beyond the Transfer Demonstrator to bring the technology to market
24. Explanation of what kind of industrial, marketing and financial set-up is expected to be required to bring the technology to market.

# 4. Additional comments