

ISI Projects Endorsement Procedure



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1 RATIONALE

The implementation of *ISI Vision and Strategic Research and Innovation Agenda* (SRIA) is directly related to the research activities that will be co-funded by Independent Organizations through different funding schemes and calls. It is hence of paramount importance for ISI to monitor how the ISI SRA is concretely implemented through research, technological development, and demonstration projects, and to track the most significant outcomes of those projects which are contributing to the further development of Satellite Communications. These selected projects shall receive an ISI endorsement.

The ISI endorsement to a project shall not be seen as a replacement for or pre-emption of the official evaluation performed by the funding Organization. The ISI Endorsement to a group of projects will in fact serve to monitor the ISI SRIA implementation progress, to continue to provide useful feedbacks to funding Organizations for the preparation of new Work Programmes and calls, and to maximize the efficiency of funded RTD activities through sound coordination. This will also allow exploiting synergies between different projects and at the same time to minimizing potential overlaps.

Finally, the endorsement procedure has been conceived so that the information to be disclosed during the proposal preparation phase preserves confidentiality as far as the technical content of the project proposal is concerned.

2 ISI PROJECTS ENDORSEMENT PROCEDURE

2.1 Outline

The ISI Projects Endorsement Procedure includes the following steps:

- The project proposal coordinator performs a **Self-Statement of Compliance** to the *ISI Research Programme and Challenges*¹. All bidding consortia can apply provided that at least one out of the following eligibility criteria are met:
 1. **30% of the partners participating to the project proposal are ISI members (excluding sub-contractors)**
 2. **30% of the project proposal budget is assigned to ISI members and at least 2 partners participating to the project proposal are ISI members (excluding sub-contractors).**
 1. The **Self-Statement of Compliance** is notified to the ISI R&D WG, which checks the aforementioned eligibility criteria, informs the ISI Steering Council, and officially acknowledges its reception to the submitting Entity. The completion of this step is hereafter referred to as **Pre-Endorsement**.

¹ The *ISI Research Programme and Challenges* is an ISI document issued, upon approval of the ISI Steering Council, by the ISI R&D Working Group, where ISI Priorities are mapped onto objectives of funding programmes. The document is periodically updated to include new priorities, objectives, work programmes, and calls.

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- In the case the project proposal is successfully selected by the funding Organization, the **Pre-Endorsement** shall be converted into an **ISI Endorsement** within 6 months from the project KO. Projects that will obtain the **ISI Endorsement** will be hereafter named ISI Projects

ISI projects shall periodically (at least once a year) present the main project achievements and progress to the ISI General Assembly during ISI meetings.

2.2 Detailed Procedure

2.2.1 Preparation of the Self-Statement of Compliance (Pre-Endorsement)

A template for the preparation of the **Self-Statement of Compliance** is provided in the Appendix. The latest version of the *ISI Research Programme and Challenges* is available for download at:

[ISI Research Programme and Challenges 2007-2008](#)

The current version of the document includes a detailed mapping of European Commission FP7 Objectives and Topics for different Themes (ICT, Transport, Space & Security) onto the priorities of the ISI Strategic Research Agenda. For each of the addressed FP7 Objectives / Topics, the applicant shall declare a level of compliance (in %) to the corresponding priorities of ISI Strategic Research Agenda.

The latest version of the ISI Strategic Research Agenda is available for download at:

[ISI Strategic Research Agenda](#)

The **Self-Statement of Compliance** shall be sent via e-mail to rd.chair@isi-initiative.org

2.2.2 Notification and Acknowledge of the Self-Statement of Compliance

Upon reception of the Self-Statement of Compliance and upon fulfilment of at least one out of the following two eligibility criteria:

1. **30% of the partners participating to the project proposal are ISI members (excluding sub-contractors)**
2. **30% of the project proposal budget is assigned to ISI members and at least 2 partners participating to the project proposal are ISI members (excluding sub-contractors),**

ISI R&D WG will issue a formal acknowledgment within 10 working days from the day of submission (**Pre-Endorsement**). The acknowledged **Self-Statement of Compliance** will be sent per e-mail in PDF format to the specified contact person(s).

The **Pre-Endorsement** does not imply that

1. the project will be finally endorsed by ISI
2. ISI R&D WG has access to the content of the project proposal or to any other information but that contained in the **Self-Statement of Compliance**.

Please notice that ISI Membership status is considered at the date the **Self-Statement of Compliance** is submitted.

Upon submission of the **Self-Statement of Compliance**, it is tacitly assumed that, in the case the **Certificate of Endorsement** is subsequently awarded by the ISI Steering Council, the project

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Consortium and Coordinator commit themselves to periodically (at least once per year) present the main project achievements and progress to ISI General Assembly during ISI meetings.

2.2.3 Conversion into an ISI Endorsement

Within 6 months since the date of the project KO, the project coordinator (or another representative of the project consortium indicated by the project coordinator) shall present the project to ISI General Assembly during an ISI meeting. This presentation shall clearly highlight the topics of ISI Strategic Research Agenda addressed by the project and the expected/achieved outcomes.

In case no ISI meeting is planned during the first 6 months of the project lifetime, the presentation shall be given during the first available ISI meeting, unless otherwise agreed with ISI R&D WG via e-mail exchange.

After the presentation and upon reception of a short evaluation report from the ISI R&D WG, the ISI Steering Council will issue an official **Certificate of Endorsement**. The grant of the Endorsement is subject to effective level of compliance to ISI Strategic Research Agenda priorities emerged during the presentation. The **Certificate of Endorsement** shall be issued within 1 month from the date of the project presentation and will be sent by e-mail in PDF format to the specified contact person(s).

An ISI Endorsement can be also requested by projects which we not pre-endorsed.

3 BENEFITS FOR ISI PROJECTS

For all ISI Projects, ISI will serve as a vehicle for dissemination and concertation. In particular:

- The ISI website will host links to all ISI projects websites
- ISI will advertise the main outcomes and events related to the projects
- A database of public presentations and deliverables of all ISI projects will be set up, and access will be granted to:
 - all other ISI projects
 - all ISI Members
- ISI can offer the participation of 1 representative in the project Advisory Board (if applicable)
- Non-ISI Members participating in an ISI project are entitled to attend ISI meetings as observers
- ISI can help in finding additional or alternative funding sources to achieve the overall project objectives (e.g., through ESA, CELTIC, National Programmes, etcetera)
- ISI can support project consortia in establishing links with other ETPs and respective members

APPENDIX: TEMPLATE FOR THE SELF-STATEMENT OF COMPLIANCE

ISI Project Endorsement Procedure Self-Statement of Compliance to ISI Research Programme and Challenges			
Project title and/or acronym			
Project Coordinator		<Full name of company>	
Contact Info		<Name, mailing address, e-mail, telephone and fax>	
Number of Partners (incl. the Coordinator)			
ISI Partners		<List those partners which are ISI members at the date this form will be submitted to ISI R&D WG>	
Budget Share of ISI Partners		< Total Budget Share (in %) of ISI members at the date this form will be submitted to ISI R&D WG. This field can be left empty>	
Call	<Call Identifier>	Funding Scheme	<IP, STREP, CSA, NoE>
Target FP7 Objective(s) or Topic(s)		Compliance to ISI Strategic Research Agenda Priorities	
<FP7 Objective/Topic 1>		<Addressed sections of ISI SRA relevant to FP7 Objective/Topic 1>	
...		...	
<FP7 Objective/Topic n>		<Addressed sections of ISI SRA FP7 Objective/Topic n>	
ISI Project Proposal ID		< Filled by ISI R&D WG>	
Date of Reception		< Filled by ISI R&D WG>	
Elegibility Check		< Filled by ISI R&D WG>	
Acknowledgment		<p>We hereby certify the reception the Self-Statement of Compliance for ISI Project Proposal <ISI Project Proposal ID></p> <p>Date:</p> <p>Signature:</p>	

NOTE: Fields in gray shall not be filled by the applicant