

FAA Center of Excellence for Commercial Space Transportation

ANNOUNCEMENT TO SOLICIT AFFILIATE MEMBERS - INTRODUCTION

The Federal Aviation Administration (FAA) Office of Commercial Space Transportation (AST) is the authorizing organization for the Center of Excellence for Commercial Space Transportation (COE CST). More information about the COE CST can be found on the web at "www.coe-cst.org". The current set of COE CST research tasks is available in an Annual Report Executive Summary available online.

In addition to the FAA AST and contributing industry members, the COE CST is comprised of Ten Core Member Universities, (in alphabetical order): Baylor College of Medicine, Florida Institute of Technology, Florida State University, New Mexico Institute of Mining and Technology, New Mexico State University, Stanford University, University of Central Florida, University of Colorado at Boulder, University of Florida and University of Texas Medical Branch at Galveston.

The COE CST focuses on each of the following four research areas, especially addressing factors that can streamline and improve federal commercial space regulations or regulatory processes: (1) Space Traffic Management and Operations, (2) Space Transportation Operations, Technologies and Payloads, (3) Human Spaceflight and (4) Space Transportation Industry Viability. More information about the research areas can be found in the Commercial Space Transportation Research Roadmap 2015 Report available at the COE CST website. To fully develop the network of organizations from academia and industry (including for-profit and non-profit organizations) with similar and complementary interests in the research conducted under the COE CST, the COE CST is releasing this solicitation for organizations who wish to join the COE CST to conduct research as an Affiliate Member (AM).

DEFINITION OF AFFILIATE MEMBERSHIP

Affiliate Member is defined as a public or private organization that conducts research within the four COE CST research areas listed above. An AM (industry, university, non-governmental organization, governmental partner) is distinguished by bringing their own self-funded, unique research activities to the COE CST network. Eligible organizations may be located within or outside the United States. AMs are official members of the COE CST and are invited to participate in the COE CST annual technical meetings. AMs are associated with the COE CST through a Host University. A Host University is one of the ten COE CST Core Member Universities that provides a rational and meaningful linkage between the COE CST and the AM. Example linkages may include similar research interests, geographic co-location, etc.

Like Core Member Universities, AMs become associated with the COE CST and benefit from networking and collaborative activities of the center at the annual technical meetings and other technical interchange meetings. Unlike Core Member Universities, AMs do not receive direct funding from FAA AST. However, AMs are encouraged to propose research topics collaboratively with their Host University that fall within the four core research areas.

Selection of COE CST AMs from among the candidates will be evaluated by a number of criteria, including:

- Alignment of the candidate AM's research interests and activities with those of the COE CST.
- Type and degree of participation and support in the AM's research activities by industry.
- Type and degree of participation and support in the AM's research by external funders.
- Compliance of the proposed research to all United States policies, laws and regulations.

SUBMISSION INSTRUCTIONS

This announcement is an open solicitation for organizations that have research goals and activities aligned with those of the COE CST and who wish to become a COE CST AM. Please fill in the following fields on this form & email to Dr. Tristan Fiedler, Florida Institute of Technology Office of Research at fiedler@fit.edu. Questions? Email or call 321-674-7723. Applications are reviewed on a rolling basis.

1. Organization Information

(Please insert name and mailing address of your organization.)

2. Organization Point of Contact - Technical

(Please insert the name, complete title, phone & email of your organization's main point of contact for technical questions regarding this application)

3. Research Goals & Activities

(1 pg max - Please briefly indicate your organization's research goals and activities. For university or multi-laboratory facilities, also include sufficient description of the specific lab or faculty member's research activity)

4. Relevance to COE CST Research Areas

(0.5 pg max - Please briefly indicate how your organization's (or laboratory's) research goals and activities correlate with, or complement at least one of the four COE CST research areas.)

5. Specific Research Task

(3 pg max – Please clearly label the following sections: 1. **research project title**, 2. **project personnel** including collaborators, students, industry, 3. **period of performance**, 4. **location(s)** where the work will take place, 5. **research task description**, including a) what is new in your approach & why do you expect it to be successful, b) what difference will your project, if successful, make to commercial space industry, c) in particular, whether the proposed research will streamline and improve commercial space transportation regulations and/or regulatory processes, d) what are the risks that the proposed research task faces, and 6. **methodology**

No sensitive personally identifiable information or proprietary information should be included.

6. Type and Degree of Industry Support of Organization's Research (if applicable)

(Please briefly describe industry's contribution in your organization's research activities... what is their contribution and how much of it is there?)

7. Host University

(If your organization has identified a potential Host University, please identify. If not, please indicate your organization's willingness for the COE CST to help you find a Host University.)

8. General Terms of an Affiliate Member MOU

[] TRUE [] FALSE (check one): Our organization understands and agrees to the COE CST Affiliate Member MOU general terms with the Host University (see other side).

9. Letters of Support (optional)

(Any letters of support should be mentioned here and e-attached to your submission email. Any such letters from the university or industry participants in the proposed research activities are strongly encouraged but not necessary.)

AFFILIATE MEMBER MOU AGREEMENT TERMS

Once a Host University is identified and a candidate Affiliate Member accepted, the Host University and the Affiliate Member execute a Memorandum of Understanding (MOU) that defines the basic terms of the relationship.

General Terms of the MOU are as follows:

The Affiliate Member, the Host University and FAA AST will work together to develop a research task Statement of Work (SOW) that is satisfactory to all parties.

There will be no exchange of funds between the Affiliate Member and the FAA AST.

The Affiliate Member will be responsible for all costs associated with the research being conducted and participation in COE CST meetings or activities.

The COE CST will receive the following from the Affiliate Member:

Timely submission of publicly-available results (products) of the Affiliate Member research activity in the form of papers and presentations given at meetings and conferences, journal articles, and any other publicly-available deliverables depending on the specific SOW.

Permission to refer to the Affiliate Member as such in its reports, executive summaries, and other instruments of information dissemination regarding COE CST-related research or activities.

The Affiliate Member will receive the following from the COE CST:

Official recognition of the Affiliate Member as such.

Technical guidance upon request.

A presentation slot at the COE CST Annual Technical Meeting for the Affiliate Member Principal Investigator and/or student to present the COE CST-related research.

Permission for the Affiliate Member to refer to itself as such in reports, executive summaries and other instruments of information dissemination regarding COE CST-related research or activities.

The Affiliate Member will receive the following from the Host University:

Sponsorship (non-fiscal) as an Affiliate Member into the COE CST through an executed agreement.

The Host University will receive the following from the COE CST:

Official recognition as a Host University of the Affiliate Member.

The COE CST will receive the following from the Host University:

Entry of relevant data into the COE CST research task database.

Timely submission of required forms to account for matching funds provided by Affiliate Member.

Timely fulfillment of annual reporting requirements associated with the research task performed by the Affiliate Member.

The Host University will receive the following from the Affiliate Member:

The value of all costs associated with the COE CST research being conducted by the Affiliate Member or its participation in COE CST meetings or activities to be credited toward the matching funds requirement of the Host University. The value of these costs may be carried to future years if not needed in the current fiscal year.