[Sender: Name]

[Company Name]

[Address]

[E-Mail]

[Web Site]

ESA Phi-Lab NET Spain

Institut d’Estudis Espacials de Catalunya (IEEC)

Edifici RDIT, D212, Campus UPC

08860 Castelldefels, Barcelona

Spain

For the attention of Pepa Sedó Sanromà

SUBJECT: Application for ESA Phi-Lab NET Spain

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 Institut d’Estudis Espacials de Catalunya, managing the ESA Phi-Lab NET Spain, [Company Name] is pleased to submit **our proposal** for the project named [insert project name].

Please find included the following information:

* Requirements Checklist
* Proposal document with
  1. Executive Summary
  2. R&D and Potential Impact Proposal
  3. Activity and Management Proposal
  4. Annexes
* Identification document

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]

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

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| --- | --- |
| **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 ( specify Country) | [compliant/non-compliant/partially-compliant] |
| The Applicant provides proof of full compliance with tax and social security obligations before receiving any funds from the programme. | [compliant/non-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 exclusively dedicated to completing the work packages of the ESA Phi-Lab Research project. | [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 such as 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 financial contribution is 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] |
| The Applicant(s) shall provide a copy of an official identity document(passport or similar) with this application for each person (legal representatives) signing the application. | [compliant/non-compliant/partially-compliant]] |
| During the contract the company agrees in participating in events (training, workshops, presentations, mentoring, etc.) organized by ESA Phi-Lab NET Spain | [compliant/non-compliant/partially-compliant]] |
| The economic incentive shall not be transferred to third parties, unless it is agreed between the parties | [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 NET Spain, the Applicant gives by signing beneath this statement, free, specific, informed and unambiguous consent to Institut d’Estudis Espacials de Catalunya 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 NET Spain 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. You may exercise your rights contacting the IEEC Data Protection Officer at the following address: [protecciodedades@ieec.cat](mailto:protecciodedades@ieec.cat)

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-1) Date:**

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