

## 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](http://www.coe-cst.org)". The current set of COE CST research tasks is available in the Year 1 Annual Report Executive Summary, available on the web at "[bit.ly/COECSTExecSumm](http://bit.ly/COECSTExecSumm)".

In addition to the FAA AST and contributing industry members, the COE CST is comprised of nine Member Universities, (in alphabetical order): 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: (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 Report, available on the web at "[bit.ly/COECSTRRR](http://bit.ly/COECSTRRR)".

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 FAA is releasing this solicitation for organizations who wish to join the COE CST to conduct research as an Affiliate University Member or an Affiliate Industry Member.

### DEFINITION OF AFFILIATE MEMBERSHIP

An Affiliate University Member or Affiliate Industry Member (generally referred to as an Affiliate Member) is distinguished by bringing their own self-funded, unique research activities to the COE CST network. Affiliate Members are defined as a public or private organization that conducts research or educational activities that fall within the four COE CST research areas listed above. Educational organizations at the undergraduate level or above, including universities and colleges as well as community colleges, are considered eligible organizations. Eligible organizations may be located within or outside the United States. Affiliate Members are official members of the COE CST and are invited to participate in the COE CST annual technical meetings.

Affiliate Members are associated with the COE CST through a Host University. A Host University is one of the nine COE CST Member Universities that provides a rational and meaningful linkage between the COE CST and the Affiliate Member. Example linkages may include similar research interests, geographic co-location, etc.

Like Member Universities, Affiliate Members 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 Member Universities, Affiliate Members do not receive direct funding from FAA AST. However, Affiliate Members are encouraged to propose

research topics collaboratively with their Host University that fall within the four core research areas.

## 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.

### SELECTION CRITERIA

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

- Alignment of the candidate Affiliate Member's research interests and activities with those of the COE CST.
- Type and degree of participation and support in the Affiliate Member's research interests and activities by industry.
- Type and degree of participation and support in the Affiliate Member's research interests and activities by the Affiliate Member.
- 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 Affiliate Members of the COE CST.

To respond to this announcement, candidate organizations are asked to notify the COE CST by sending an official email or letter of candidacy to:

Dr. Tristan J. Fiedler  
Florida Institute of Technology  
150 West University Blvd.  
Melbourne, FL 32901-6975  
Email: fiedler@fit.edu

Content of the email or letter of candidacy should include the following:

- A statement of the organization's interest in becoming a COE CST Affiliate Member.
- A statement of the organization's research goals and activities.
- Specific statements of how the organization's research goals and activities are closely associated with or complementary to the research goals of the COE CST.
- A statement describing the type and degree of participation and support in the Affiliate Member's research interests and activities by industry.
- A statement describing the type and degree of participation and support in the Affiliate Member's research interests and activities by the Affiliate Member.
- A statement identifying a potential Host University from among the COE CST Member Universities. If no potential Host University is identified, please describe your organization's willingness to work with FAA AST in identifying an appropriate and mutually agreeable Host University.
- A statement that the organization understands the MOU terms as given above and would agree to execute such an agreement with the self-identified or appropriate and mutually agreeable Host University.

Letters of support from the university or industry participants in the proposed research activities are desirable but not necessary during this stage of the submission process.

#### SCHEDULE

It is intended that this solicitation will be active from the beginning of January until the end of March on an annual basis. This specific solicitation is open from its date of issuance until March 31, 2013. Selection of Affiliate Member candidates will be made by the COE CST member universities and notification of Affiliate Member selection process results will be sent to candidate organizations by Dr. Fiedler within 90 days of the submission deadline.