

## **IMPLEMENTATION PARTNER GUIDELINES**

### *What is the objective of the pre-application meeting?*

To introduce prospective applicants to the 1) currently existing spaceflight qualified hardware that may be used for their experiments, 2) companies that can serve as implementation partners, 3) NIH grant process including the peer review and selection and transition processes.

To meet these objectives, the focus with regard to implementation partners will be on describing hardware that the prospective applicants can use for their experiments and in making contacts between the implementation partners and prospective applicants so that follow-on discussions can occur.

### *What is an implementation partner?*

From the NIH FOA – Implementation partners are companies or organizations that have the expertise and equipment appropriate for conducting different types of experiments on the ISS or in space: provide hardware, integration and operations services; and mostly handle the engineering, safety, documentation and standard agreements aspects of conducting experiments on the ISS. They work closely with NASA to implement scientific experiments on the ISS and provide services to allow the investigators to focus on their own scientific expertise.

**The key discriminator for being an implementation partner is “expertise or equipment appropriate for conducting ... experiments on the ISS or in space” meaning a company must have spaceflight hardware or software development or integration experience to be an implementation partner.** Simply put, an implementation partner must 1) own spaceflight qualified hardware or software or 2) have experience in integration of government owned hardware through the NASA payload processes. Acronyms such as PSRP, PIM, RPWG, PTP, CEF and 2-pager should be familiar to a company providing integration services as an implementation partner.

### *What is the format of the pre-application meeting?*

The pre-application meeting agenda is posted on the website. The morning will be spent with the implementation partners and NASA centers that own hardware describing the available space flight qualified hardware for the prospective applicants. **Only implementation partners that own space flight qualified hardware will present in the morning session. Service providing implementation partners will be identified during the morning presentations to the prospective applicants.** The afternoon will be spent in a trade show type format for the hardware and service providing implementation partners to discuss specific hardware or services they can provide with the prospective applicants.

What space is available for displays?

**All companies that wish to be identified as implementation partners are encourage to attend the meeting and will be provided space for a display.** Each display area will be provided with a table and chairs. Power and internet requirements must be identified on the Implementation Partner Confirmation form posted on the website. No “booth” type dividers are available from NASA but vendors are allowed to bring their own dividers, if desired. Hardware, brochures, or computer based presentations can be set up in the display area.

What should my presentation contain?

There are two types of presentations for the meeting. Implementation partners that own space flight qualified hardware will be requested to provide a presentation that shows pictures or high level schematics of the hardware they own and its capabilities. These presentations will be used in the morning session with all of the prospective applicants and are limited to 10 minutes per implementation partner. **Presenters must clear their presentations for export control and company proprietary data requirements as they will be posted to a public website for those prospective applicants that cannot attend in person.** The second type of presentation is one that is provided to a prospective applicant individually at a display table. These presentations can cover any aspects of hardware or services the implementation partner wishes to convey to the prospective applicants. **If requested, these presentations will also be posted to the public website for the prospective applicants who cannot attend the meeting in person. Presentations requested for posting must have been cleared for export control and company proprietary data requirements by the implementation partner providing the presentation.**

When is my presentation due and to whom?

Presentations are **due no later than June 5<sup>th</sup> at noon central time to: [JSC-ISS-PAYLOADS-HELPLINE@mail.nasa.gov](mailto:JSC-ISS-PAYLOADS-HELPLINE@mail.nasa.gov) with “Pre-application meeting presentation” in the subject field of the email.** Please note that NASA firewall limits attachments to 10 MB in size. If your presentation is larger than that, please contact Roger Weiss at the above email address to determine alternate methods for providing presentations for posting.

Will my presentation be recorded in any way?

Yes, presentations will be video recorded for posting to the website after the pre-application meeting for those participants who cannot attend in person. Implementation partners who do not own hardware can request a video recording of a presentation of their capabilities for posting to the website as well. These recordings will be made in the afternoon in a separate room from the meeting and will be limited to 10-minutes.

*What do I have to do to confirm my participation as an implementation partner?*

All implementation partners are requested to provide final confirmation of their participation by filling out and emailing the Implementation Partner Confirmation form posted on the website identifying any special set up requirements by May 22<sup>nd</sup> to [JSC-ISS-PAYLOADS-HELPLINE@mail.nasa.gov](mailto:JSC-ISS-PAYLOADS-HELPLINE@mail.nasa.gov)

*When do I set up/tear down my display?*

The Gilruth Center ballroom will be available on Monday, June 15<sup>th</sup> at 2:00 pm for implementation partners to set up their displays. The facility will be secured overnight. Tear down will be required immediately following the meeting on Tuesday, June 16<sup>th</sup> at 4:00 pm.

*Do I need special badging to get into the facility?*

The Gilruth Center is located adjacent to Johnson Space Center but is outside the gates so additional badging is not required for the participants. A map to the facility is posted on the website.