

NASA/NIH BioMed-ISS Pre-Application Meeting
IMPLEMENTATION PARTNER GUIDELINES and LOGISTICAL FAQs
Updated Wednesday, June 3, 2009, 2:15pm CDT

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 ISS National Lab/NIH FOA website at http://www.nasa.gov/mission_pages/station/science/nlab/nlab_proposal.html. 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 who own spaceflight-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 encouraged to attend the meeting and will be provided space for a display. Each display area will be provided with a 6-foot-standard-length table and chairs. Power and internet requirements must be identified on the *Implementation Partner Confirmation Form*, which is available on request by Pre-Application Meeting registrants from jsc-iss-payloads-helpline@mail.nasa.gov. No “booth” type dividers are available from NASA, however, vendors are permitted to bring their own dividers, if desired. Hardware, brochures, or computer-based presentations can be set up in the display area.

[What size tables are available for displays?](#)

Only standard 6-foot-long tables.

[When do I set up/tear down my display?](#)

The Gilruth Center Ballroom will be available on Monday, June 15 at 2:00 pm CDT 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 at 4:00 pm CDT.

[Can I \(pre-\)ship display hardware to the Gilruth Center?](#)

Yes, however, you must **first** please contact Ms. Marybeth Edeen, ISS National Lab Manager, marybeth.a.edeen@nasa.gov, for specific information and arrangements.

[What should my presentation contain?](#)

There are two types of presentations for the meeting. Implementation partners who own spaceflight qualified hardware will be requested to provide a presentation by **Friday, June 5, 2009, 12:00pm CDT**, 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.**

In regard to the BioMed-ISS Pre-Application Meeting, scheduled for Tuesday, June 16, 2009, 8:00am to 4:00pm CST, at the Gilruth Center Ballroom at NASA/Johnson Space Center, Houston, TX, I have a question about whether or not we are to provide a presentation and slides? Or if all presentations are NASA/NIH based. Please let me know in advance so that I might prepare some materials for this purpose.

Prospective applicants need not need to bring slides or a presentation. Implementation partners should prepare a 5- to 10-minute presentation on their capabilities and whatever they think they need for their display area at the meeting. (Please note: On May 18, 2009, Ms. Marybeth Edeen, ISS National Laboratory Manager, held a teleconference with all Implementation Partners known/registered up to that date to communicate what are all the expectations for the meeting.) To assist further, a downloadable presentation entitled: “National Institutes of Health 101” by Joan A. McGowan, Ph.D., Rosemarie D. Hunziker, Ph.D., David T. George, Ph.D., and George J. Papanicolaou, Ph.D. (all of NIH), has been posted at the ISS National Lab / NIH FOA website at http://www.nasa.gov/mission_pages/station/science/nlab/nlab_proposal.html and contains all the pertinent background and guidelines on NIH, the FOA effort, and what relevant content to consider.

When is my presentation due and to whom?

Presentations are **due no later than Friday, June 5 at 12:00 CDT to: 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 you presentation is larger than that, please contact Roger Weiss at the above email address to determine alternate methods for providing presentations for posting.

Will we able to get the listing of prospective applicants who have registered?

Yes, the list of who attended will be posted following the meeting. Before the meeting, a list of the total numbers of prospective applicants and implementation partners will be available upon request. However, a count of the number of registered prospective applicants planning to attend in person will be distributed to or posted for registered implementation partners so it is known approximately how copies of materials to bring to the meeting.

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* and identifying any special set up requirements. Submissions are due by **Friday, June 5, 12:00pm CDT** to: jsc-iss-payloads-helpline@mail.nasa.gov Forms are available upon request by registrants from this same email address.

[Do I need special badging to get into the facility?](#)

No. The Gilruth Center is located adjacent to NASA/Johnson Space Center but is outside the gates so additional badging is not required for the participants. A map to the facility is posted for download at the ISS National Lab / NIH FOA website at http://www.nasa.gov/mission_pages/station/science/nlab/nlab_proposal.html.

[Is there some stipend for doing the conference?](#)

No, there is no stipend being provided by NASA for participating in this BioMed-ISS Pre-Application Meeting.

[Do you know how many people have registered and are anticipated to participate in the meeting?](#)

As of this posting on Monday, June 2, 2009, 9:30am CDT, approximately 53 Implementation Partners, 56 Prospective Applicants, and 29 others (staff, observers, TBD roles, etc.), are registered to participate in the meeting in person or via teleconference. It is unknown exactly how many participants in total will be attending the meeting until the day it is scheduled to take place. We will plan to send out/post an updated number of Prospective Applicants the Friday before the meeting so that Implementation Partners know how many presentation copies to bring.

[Any suggestions for hotels near the NASA/JSC Gilruth Center area?](#)

Here is a link to the local website:
<http://www.visitbayareahouston.com/hotelsmotels/> Look for the ones labeled NASA or Clear Lake or Bay Area in the name. Hotels on Bay Area Boulevard or NASA Parkway would be most preferable and convenient to NASA/JSC. You may wish to avoid anything in the town of LaPorte, as that is too far away.

[Which airport do you suggest I use when I travel to Houston for the BioMed-ISS Pre-Application Meeting?](#)

If you can book a flight into Hobby Airport, it is about a 20- to-30-minute drive to the NASA/JSC area, and about half the distance/drive time from Bush International, which is about a 50- to-60-minute drive. However, of course, the airport in which your flight is expected to land is ultimately airline-dependent.

Is the meeting also to enable me apply for the grant?

The BioMed-ISS Pre-Application Meeting on June 16 will go through all the information and guidance a Prospective Applicant needs to apply for a grant. We will discuss the NIH process for applying for grants but most of the information is referenced in the funding announcement as well and can be found on the NIH websites referenced in the announcement.