**NASO Funding Request**

Version 1.0.3

NASO Funding Requests may be submitted in German, French or English.

Each request shall contain the following elements (as applicable):

1. **Overview** (max. 1 page)
   1. Name of the Project or Activities for which funding is requested
   2. Short description of the Project or Activities
   3. Proposed duration (starting and ending dates)
   4. Requested amount
   5. Name, affiliation, contact details of the requestor
   6. Signature: Place, date, name and position of the requestor and signature
2. **Project description**
   1. Objectives
   2. Detailed description of the developments/experiments/services
   3. Description of wider programme or mission to which this Project or Activities are linked to
   4. Expected results
   5. Intended future use/further developments of the results after project termination
3. **Project management**
   1. Work breakdown structure
   2. Detailed description of all Work Packages
   3. Identified risks and risk mitigation plan
   4. Collaboration with other partners (national and/or international)
   5. Milestones
   6. Reporting
4. **Background information**
   1. Details of beneficiary institute
   2. Background and experience of the requestor(s) in this field
   3. Experience of managing projects of similar size
   4. Link between the project and the strategy of the institute
   5. Expected benefits for the institute and the Swiss research community
   6. Relevance/importance of the development for space in Switzerland
5. **Financial plan**
   1. Staffing requirements
   2. Equipment and services to be procured, sub-contracts
   3. Travel expenses
   4. Total requested amount
   5. Payment plan
   6. Other funding sources
      1. Institute’s own funding and in-kind contributions
      2. Third-party funding and in-kind contributions
   7. Why would the project not be feasible without Federal funding?

The Requestor must attach the NASO Financial Report template which should be completed in as much detail as available at the time of submission.

1. **Related activities funded by other sources**

If there are related activities that are necessary in order to secure the Project/Activities covered by this funding request: please indicate the related activities and their funding source, and whether such funding is already secured.

1. **Annexes**
   1. Reference documents
   2. List of acronyms and abbreviations
2. **Attachments**

List of attachments submitted with this funding request