

WORK PACKAGE DESCRIPTION				
WP Nb.:		WP Title:		
Responsible Institution:		Start date: dd/mm/yyyy		
Manager:		End date: dd/mm/yyyy		
Costs in k€	TOTAL	Contribution of the responsible institution	Funding requested from the National Space organisation	Other sources
Manpower				
Travel				
Equipment				
Consumables				
Input from WP:				
Task description:				
Deliverables:				
Output to WP:				

**TABLE 1**  
**PRESENTATION OF THE PROJECT COST PROPOSAL**  
**FOR THE FIRST 3 YEARS OF THE PROJECT**  
**FOR EACH INDIVIDUAL TEAM MEMBER**

	<b>Work Package 1</b>	<b>Work Package 2</b>	<b>...</b>	<b>Work Package n</b>	<b>Totals</b>
<b>Manpower cost</b>	M1	M2	...	Mn	<b>= Total manpower</b>
<b>Travel costs</b>	T1	T2	...	Tn	<b>= Total Travel costs</b>
<b>Equipment Costs</b>	E1	E2	...	En	<b>= Total equipment</b>
<b>Consumables</b>	C1	C2	...	Cn	<b>= Total consumables</b>
<b>TOTAL COST</b>	M1+T1+E1 +C1	M2+T2+E2 +C2	...	Mn+Tn+En +Cn	<b>= Total cost all WPs</b>
<b><u>TO BE COVERED BY:</u></b>					
<b>Own institution Contribution (1)</b>			...		<b>= Total own contribution</b>
<b>Other sources contribution readily available (<u>to be documented</u>)</b>			...		<b>= Total funding readily available from other sources</b>
<b>Support requested from the National Space Organisation</b>			...		<b>= Total requested from National Space Organisation</b>
<b>Support requested from other sources</b>			...		<b>= Total requested from other sources</b>
<b>TOTAL of COVERAGE:</b>	<b>Must equal TOTAL COST above</b>	<b>Must equal TOTAL COST above</b>	...	<b>Must equal TOTAL COST above</b>	<b>= Total coverage</b>

**Table 2**  
**GRAND TOTALS OF THE BUDGET PROPOSED FOR THE FIRST 3 YEARS**  
**FOR THE WHOLE PROJECT**

**(This is a compilation summing up the data presented  
in the tables 1 of the individual team members)**

	<b>Team member 1 <i>Institution (country)</i></b>	<b>Team member 2 <i>Institution (country)</i></b>	<b>...</b>	<b>Team member N <i>Institution (country)</i></b>	<b>GRAND TOTALS</b>
<b>Own contribution</b>			...		
<b>Other sources readily available</b>					
<b>Support requested from National Space Organisation</b>					
<b>Support requested from other sources</b>					
<b>TOTAL</b>					

(1) Please note that:

- All funding that are “under the control” of the team members (from their own institution and available funding from any other sources) at the time of writing the proposal shall be documented, with clear indication of the items that are covered and the amounts of the contributions, in Euros.
- The salary of permanent staff, pondered by the percentage of time she or he will dedicate to the project, must be accounted for as own contribution of the institution and documented along with other own contributions (cost incurred with the utilisation of in-house unique equipment etc.) in a formal commitment letter of the institution to be included in the proposal.
- The tentative planning of experiments on parabolic flight campaigns or in the drop-tower should be included in the proposal. The responsibility for the development of the corresponding hardware is the with the team members to the project and should thus be quoted as an independent Work Package.  
The usage of parabolic flights or of the drop-tower is covered by ESA subject of a parallel procurement with a view to serving several projects per campaign.
- The development of any experiment specific hardware for Sounding Rocket experiments is subject of a separate contractual action by ESA with European space industry.