



THE 2016 IAF EMERGING SPACE LEADERS GRANT PROGRAMME HANDBOOK

- Please read the following guidelines carefully before beginning the application process -

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1 What is the 2016 Emerging Space Leaders Grant Programme?

The 2016 IAF Emerging Space Leaders Grant Programme offers up to 14 grants to participate in the International Astronautical Congress (IAC) 2016 in Guadalajara, Mexico from 26 – 30 September 2016, as well as in the Space Generation Congress, the 2016 UN/IAF Workshop and other workshops held the week prior to the Congress.

The application is open to students and young professionals between the ages of 21 and 35 on 1 January 2016. Please note that no exceptions will be made to these criteria. Candidates who meet these criteria may apply regardless of their home country or current residence. While all applications will be considered, through this programme the IAF seeks to encourage applications from candidates in nations with emerging space capabilities and interests **who would otherwise not be able to attend an International Astronautical Congress.**

Successful applicants will be expected to present at least one paper (orally or in interactive format), and/or to participate as a panellist in the Next Generation Plenary as well as to participate in the Congress' technical sessions, plenary events and other activities. Successful applicants will be provided a schedule of mandatory attendance events. Participants will also:

- Be assigned a mentor and student/young professional advisor by the IAF.
- Receive invitations to participate in the activities of the IAC Student Programme (organised by the International Space Education Board) and/or the IAF Young Professional Programme respectively both of which are conducted during the Congress.
- Take part in the Cross Cultural Communications and Presentation Workshop.
- Participate in the Space Generation Congress organised by Space Generation Advisory Council held just prior to the IAC, the UN/IAF Workshop for emerging space country participants or the IPMC Young Professionals Workshop which is held during the week prior to the Congress as well.

After the Congress, alumni will be eligible to maintain participation in IAF student and young professional activities through IAF website and related programmes.

2 Who can apply?

The 2016 IAF Emerging Space Leaders Grant Programme is open to individuals who fulfil the following **mandatory** criteria (no exceptions will be made):

- 21 to 35 years old on 1 January 2016,
- Students currently attending a recognized university or Young Professionals currently employed in a space-related field.

3 How can I apply?

In order to be considered for the grant programme, the following materials must be submitted online by **6 February 2016** 15:00 Paris time UTC + 1:00:

- A completed online application form that contains information about the candidate's personal background, education, employment experience and that includes an "endorsement" that certifies the statement to be factual by at least one organisation (the candidate's university, employer, an interested government agency, space or science society or similar organisation).
- Two recommendations from employers, university teachers or other individuals in the candidate's home country who are familiar with the candidate and who have reviewed his/her application.



- An essay discussing your contributions in academia and/or as a young space professional to date and a listing of benefits that this potential opportunity would bring to you in regards to:
 - What you hope to learn/achieve during this event?
 - The potential relevance of participation to IAC 2016 to research/job/networking opportunities?
 - How will you use this experience when returning home and how do you plan to share what you have learned during this experience? Please include details relating to what presentations you plan to give and to whom and what communication methods you will use to write about your experience (i.e., blogs, social media, etc.).
- An abstract submitted on the IAF website for a paper that the candidate intends to present - either orally in a technical session or as an "interactive" paper - during the IAC (deadline for submission **6 February 2016** 15:00 Paris time UTC +1:00.). The abstract is also to be copied in the appropriate field in the application form.
- Instead of submitting an abstract, or in addition to submitting an abstract, you may apply to the Next Generation Plenary. A successful application for this programme will be considered equal to the submission of an abstract. Please note that the application and selection process is independent from the IAF Emerging Space Leaders Grant Programme application. We expect the announcement on the NGP soon. Please watch the IAF website in the coming weeks.
- A short video sample in English to demonstrate the applicant's linguistic proficiency and presentation skills.

We strongly prefer uploaded documents and application through the online form. If you are not able to upload documents or fill in the online form, please send your application to: eslgrants@iafastro.org. **Please note that all emails should mention in the email subject: LAST NAME First name - 2016 IAF Emerging Space Leaders Grant Programme.**

If e-mail access is not available, by postal mail to:
IAF Secretariat
Attention: 2016 IAF Emerging Space Leaders Grant Programme
3 rue Mario Nikis
75015 Paris
France

FAX: +33 1 42 73 21 20

Completed applications including endorsement, abstract, essay, applicant's declaration and signature, along with the video sample and reference letters must be available online or received at the IAF Secretariat no later than **6 February 2016 15:00 Paris time UTC +1:00. Please note that any materials received after this time will not be considered for the 2016 IAF Emerging Space Leaders Grant Programme. No exceptions will be made to this deadline.**

4 How is the selection made?

The selection will be made based on the following point system (rating grid). The maximum score one applicant can achieve is 140 points.

1. Country of citizenship (5-20 points)

Students and young professionals from nations across the world are encouraged to submit a grant request. However, while all applications will be considered, the IAF seeks to support candidates from nations with emerging space capabilities and interests in particular.



- **Citizens (passport)** of a country belonging to the **European Union** or being member of the **European Space Agency**¹, the **USA, Canada** or **Japan** will be given **5 points**.
- **Citizens (passport)** of a **country not cited above** and **not belonging to the UN list** of least developed countries, landlocked developing countries, small island developing states, and transition countries² will be given **10 points**.
- **Citizens (passport)** of a **country appearing on the UN list** of least developed countries, landlocked developing countries, small island developing states, and transition countries² will be awarded **20 points**.

2. English Language Proficiency and Presentation Skills (0-15 points)

All applicants must provide a video sample and appear on screen, speaking English. This video will not be more than 1 minute in length.

- **High level of linguistic proficiency and presentation skills** (is able to make her/his ideas understood) will be awarded **15 points**.
- **Negligible level of linguistic proficiency and presentation skills** (is not able to make her/his ideas understood) will be awarded **0 points**.

3. Abstract for Technical Session and Participation in the Next Generation Plenary (0-40 points)

Note: In order to be eligible for an IAF Emerging Space Leaders grant, an applicant's abstract must be selected for inclusion in a technical session or the applicant must be selected as a participant in the Next Generation Plenary, otherwise his/her application won't be considered.

- **Abstract has been accepted** and included in an IAC technical session as **oral presentation**) – **20 points**
- **Abstract has been accepted** and included in an IAC technical session as **poster presentation**) – **10 points**
- **Abstract has been rejected** – **0 points**
- Participant has been selected to **participate in Next Generation Plenary** – **20 points**
- Participant has been selected as a **back-up** participant in **Next Generation Plenary** – **10 points**
- Participant **has not been selected** to participate in Next Generation Plenary – **0 points**

(The application for participation in the Next Generation Plenary is independent from the IAF Emerging Space Leaders Grant Programme. However, candidates not applying for the Next Generation Plenary will not face any disadvantages.)

4. Essay – Citizen of the Space Community (0- 60 points)

¹ Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, and the United Kingdom.

² UN list of least developed countries, landlocked developing countries, small island developing states, and transition countries: Afghanistan, American Samoa, Angola, Anguilla, Antigua and Barbuda, Armenia, Aruba, Azerbaijan, Bahamas, Bangladesh, Barbados, Belize, Benin, Bhutan, Bolivia, Botswana, British Virgin Islands, Burkina Faso, Burundi, Cambodia, Cape Verde, Central African Republic, Chad, Comoros, Cook Islands, Cuba, Democratic Republic of the Congo, Dominica, Dominican Republic, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Fiji, French Polynesia, Gambia, Grenada, Guam, Guinea, Guinea-Bissau, Guyana, Haiti, Jamaica, Kazakhstan, Kiribati, Kyrgyzstan, Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia (Federated States of), Mongolia, Montserrat, Mozambique, Myanmar, Nauru, Nepal, New Caledonia, Northern Mariana Islands, Niger, Niue, Palau, Papua New Guinea, Paraguay, Puerto Rico, Republic of Moldova, Rwanda, Samoa, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Singapore, Solomon Islands, Somalia, Swaziland, South Sudan, Sudan, Suriname, Tajikistan, The former Yugoslav Republic of Macedonia, Timor-Leste, Tonga, Togo, Trinidad and Tobago, Turkmenistan, Tuvalu, Uganda, United Republic of Tanzania, United States Virgin Islands, Uzbekistan, Vanuatu, Yemen, Zambia, and Zimbabwe.



Applicants are asked to provide an essay outlining their contributions in academia and/or as a young space professional to date and provide a listing of benefits this potential opportunity would bring.

- Their contributions in academia and/or as a young space professional to date – 0 to 15 points
- Their knowledge base (what they expect to learn/achieve during this event) – 0 to 15 points
- Research/ job/ networking opportunities – 0 to 15 points
- Their use of this experience when returning home and contributions to their community, as they commit to sharing their experience with others in their homeland – 0 to 15 points

5. Attendance at the International Astronautical Congress (1-5 points)

- Applicant has never attended the IAC – 5 points
- Applicant has attended the IAC on one or more occasions – 1 point

5 Step by Step Application Guide

- Please fill in the Application form on our website,
- Once you fill in the first part “Personal Information”, you will receive your login information and be able to fill in the application form in several times until the deadline; your progression will be automatically saved.

Please note that we will only consider complete, signed applications that are validated from the online application system or that are received by email, postal mail or fax **no later than 6 February 2016 15:00 Paris time UTC + 1:00**.

Abstract

Please note that your abstract needs to be copied into the application system **and uploaded on the IAF website** (<HTTPS://IAFASTRO.DIRECTORY/IAC/ACCOUNT/LOGIN/>). To upload your abstract on the website, please follow the following steps:

- Login or create an account, visiting the IAF Website at www.iafastro.org and clicking on the “Sign In” button
- You will be taken to the restricted area, where you will find on the bottom of the menu “My Papers”.
- Click on “My Papers” and then on “Add new abstract”.
- Select the appropriate Symposium and Session.
- Please insert paper title and abstract content (maximum 400 words).
- If you are a student, tick the appropriate box.
- Click “Ok”.

Please note that you have to upload your abstract on the IAF website by **6 February 2016** or you will not be considered for the 2016 IAF Emerging Space Leaders Grant Programme.

Please note that you may apply for participating in the Next Generation Plenary instead of submitting an abstract, or you may submit both an application for the Next Generation Plenary and an abstract.

Video

All candidates have to provide a video that demonstrates their English language abilities and presentational skills. The video may not be longer than 1 minute. Videos longer than one minute will not be considered.

- Tape yourself on video presenting yourself, the theme of your abstract (if applicable) and answer to the question why you should be chosen for the 2016 IAF Emerging Space Leaders Grant Programme
- You must appear talking on screen in the video for the full duration of the video.



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- Copy/paste the URL of your video in the appropriate field on the application form

Please note that only videos that are unprotected and easily accessible (no password protection, no necessity to create an account in order to view the video, etc.) can be considered. While we strongly prefer that you upload your video online, you may send it per email at eslgrants@iafastro.org if you are unable to upload it. However, only videos that do not exceed 8 Mb and that are in an avi format can be accepted.

Endorsement Document

Have your application reviewed and endorsed by a professor, employer, supervisor or responsible official in a university, company or professional society.

Please download the **ENDORSEMENT DOCUMENT TEMPLATE** and have filled in it by the person who will review your application. The endorsement needs to be signed and stamped. Then, scan the signed endorsement in pdf, jpeg or png format and upload it in the appropriate field.

If you are not able to upload documents in the online application system, please send them by email to eslgrants@iafastro.org (Subject line: LAST NAME First Name – 2016 IAF Emerging Space Leaders Grant Programme).

Please note that if you are unable to scan your application, you may send it by postal mail to:

IAF Secretariat
Attention: 2016 Emerging Space Leaders Grant Programme
3 rue Mario Nikis
75015 Paris
France

or by FAX to +33-1-4273-2120

Reference Letters

All applications must be accompanied by two recommendations from professors, employers, or responsible officials in your home country who are familiar with the candidate and who have reviewed his/her application.

Please download the **REFERENCE LETTER TEMPLATE** and have your references filled in, signed and stamped, scan the forms and upload in the appropriate field.

If you are not able to upload documents in the online application system, please send them by email to eslgrants@iafastro.org (Subject line: LAST NAME First Name – 2016 IAF Emerging Space Leaders Grant Programme).

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Please note that both reference letters must be uploaded on the online the application system or received by the IAF by **6 February 2016** 15:00 Paris time UTC + 1:00 in order for your application to be considered.

The IAF Emerging Space Leaders Grant Steering Committee (composed of experienced IAF volunteers) will carefully review all applications and recommend individuals taking into account the above criteria. The IAF's Emerging Space Leaders Grant Programme Steering Committee (led by the Federation's Vice President for Education, Workforce Development or their nominee) will select up to fourteen award recipients.

Applicant's Declaration

Please download the **APPLICANT'S DECLARATION TEMPLATE** copy the text in your own handwriting, sign the document, scan and upload it in the appropriate field.

If you are not able to upload documents in the online application system, please send them by email to ESLGRANTS@IAFASTRO.ORG (Subject line: LAST NAME First Name – 2016 IAF Emerging Space Leaders Grant Programme).

Please note that if you are unable to scan your application, you may send it by postal mail to:

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Please note that your declaration must be uploaded on the online the application system or received by the IAF by **6 February 2016** 15:00 Paris time UTC + 1:00 in order for your application to be considered.

6 Selection Schedule

- Announcement, application form and related documents are posted on the IAF website: **2 December 2016**.
- Completed applications and related documentation must be submitted to the IAF Secretariat no later than **6 February 2016** 15:00 Paris time UTC + 1:00.
- Grant recipients will be notified on **26 April 2016**. Selections will also be announced publicly on the IAF website the same day.

7 Responsibilities of Successful Applicants

1. Confirmation of Attendance

After you have been notified of your selection for the programme, you will send a copy of your valid passport by **15 May 2016** and your flight proposition to and from **Guadalajara**. Please note that your passport needs to be valid at least until **3 April 2017**. Successful applicants who are not able to provide this by **15 May 2016** will be **taken off the list of grant recipients**.



The registration for the IAC and related activities will be handled by the IAF Secretariat. Grant recipients will have two weeks following notification to submit to the IAF Secretariat their proposed flights to and from Guadalajara, Mexico. These proposed flights must be low cost and **take into account visa requirements in transit countries**. The recipients are also invited to indicate their city of departure and arrival and if they need a special diet (vegetarian, gluten free, without lactose, etc.). **You shall arrive in Guadalajara on 21 September 2016 and depart Guadalajara on 2 October 2016**. If the proposed flights are acceptable to the IAF, flight tickets will be booked and paid for you by the IAF Secretariat.

Recipients are permitted to extend their period of stay on the condition that this does not increase the flight cost. All expenses (accommodation, food, transportation, etc....) before **21 September 2016** and after **2 October 2016** shall be undertaken by the recipients. The IAF will not be responsible.

Successful applicants will be featured on the IAF website, IAF newsletter and IAC Final Programme and shall provide a short summary of their experience and achievements and their perspectives on space and international cooperation and a recent headshot by **20 May 2016**. The summary shall not exceed 250 words. The photo shall meet the following requirements: resolution of 150 dpi, colors or black and white, jpg format.

2. Visa

The IAF will do its best to support successful applicants with the visa procedure. However, please note that it is the applicant's responsibility to **become familiar with the visa requirements applicable to Mexico as well as in transit countries**, to start the visa process in **due time** and to provide the necessary documentations.

The IAF Secretariat will provide an invitation letter from the Host (Mexican Space Agency) and a subvention letter. The IAF Secretariat will book and pay for 14 rooms in a hotel nearby the Congress Centre and provide a booking proof to the recipients.

The IAF will not take over any costs related to obtaining your visa such as travel insurance, vaccinations, visa fees, transit visa fees, travelling costs to the embassy, etc.

You shall inform the IAF Secretariat before **15 May 2016** if you require a visa to attend the IAC 2016 in Guadalajara, Mexico and give an update of your visa status by **30 June 2016**.

3. Insurance

The recipients shall be responsible for acquiring insurance covering health insurance, medical emergency, emergency evacuation, repatriation of remains, trip cancellation or interruption, etc.

The recipients shall provide a proof of the insurance to the IAF Secretariat by **30 July 2016**.

4. Post-IAC activities

The recipients shall complete a survey which will be used by the IAF to improve the next editions of the Emerging Space Leaders Grant no later than **15 January 2017**, describing your follow-up activities in the candidate's home country so that IAF can highlight in its newsletter the evolving nature of space awareness and knowledge in the candidate's country and the candidate's contribution to it. In addition, continue to provide updates on follow-up activities after **15 January 2017** so that these can be similarly shared with the international space community.

8 Benefits of the ESL Grant Programme

1- Registrations

The recipients of the 2016 ESL Grant Programme will be registered to the following events:

- Space Generation Congress (SGC)
- UN-IAF Workshop
- Young Professionals Workshop – Only for Young Professionals



- Cross-Cultural Communications and Presentation Workshop (CCCPW)
- IAC 2016 including YP Programme (for YP only), student programme, plenary events, exhibition, technical sessions, Global Networking Forum, Opening and Closing Ceremony, and Welcome Reception

The registration to the IAC and related activities will be handled by the IAF Secretariat. **The IAF Secretariat may request the recipients to register by themselves to the IPMC – Young Professionals Workshop.**

2- Onsite programme

Cross-Cultural Communications and Presentation Workshop (CCCPW): 25 September 2016

The Workshop is designed for both native English and non-native English speakers and provides Emerging Space Leaders grantees and IAC Next Generation plenary speakers with the opportunity to rehearse and review their presentations. This event is mandatory for the Emerging Space Leaders.

Prior to the IAC, several events will happen at the same date and you will be asked to select the events you would like to attend **before 20 May 2016**.

4 options will be available.

Date	Option 1	Option 2	Option 3	Option 4
22 September	SGC	SGC	SGC	SGC
23 September	SGC	IPMC Workshop	UN-IAF Workshop	IPMC Workshop
24 September	SGC	SGC	UN-IAF Workshop	UN-IAF Workshop

- Space Generation Congress: 22-24 September 2016

The Space Generation Congress, held annually in conjunction with the International Astronautical Congress, is the only global space conference of its kind for university students and young professionals interested in today's key space issue.

- 26th UN-IAF Workshop: 23-25 September 2016

The UN-IAF Workshop and the 67th IAC provide a unique forum of discussion among space experts, policy and decision makers, and representatives from academic community and private industry. Participants are encouraged to share their experiences and to examine opportunities for better cooperation.

- IPMC Young Professional Workshop: 23 September 2016

The Workshop will gather a group of approximately 50 young delegates from IAF member organizations around the world to discuss topics associated with their professional space careers.

3- Mentors

The IAF will organize a virtual event with the winners of the Young Space Leaders Recognition Programme beginning of June to help you select your pre-IAC programme.

Another informal meeting with the Young Space Leaders will also be organized in Guadalajara, Mexico prior to the IAC to help you understand what an IAC is, which benefits you can get from it, etc...

4- Per Diem

The IAF Secretariat will provide you per-diem equivalent to your duration stay the day of your arrival in Guadalajara, Mexico from 21 September – 1 October 2016 to cover extra foreseen by the grant.

5- Social Events and Technical Tours

Social events and technical tours will be available at IAC 2016. Their costs are not foreseen in the grant programme but you are free to purchase them.

6-Flight and accommodation



The IAF Secretariat will take care of booking and paying for the flight tickets and accommodation from **21 September to 2 October 2016 in Guadalajara, Mexico.**

9 Frequently Asked Questions

Q: My 21st birthday will be on 1 March 2016. Can I still apply?

A: Sorry, but we cannot make any exceptions.

Q: How should the reference letters be sent to the IAF?

A: Preferably, directly by the person referring you. This person should sign and scan the letter and send it by email in pdf or jpg format. If email is not available, the reference can be sent by postal mail to

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Attention: 2016 Emerging Space Leaders Grant Programme
3 rue Mario Nikis
75015 Paris
France

or by FAX to +33-1-4273-2120

Q: The abstract submission deadline for the IAC 2016 is 23 February 2016. Do I really have to submit my abstract by 6 February 2016?

A: Yes. The IAF Emerging Space Leaders Selection Committee takes your abstract into account. The Committee has to complete its assessment before the general selection of abstracts, so your abstract must be uploaded on the IAF website before the general deadline.

Q: Do I have to submit an abstract in order to participate in Emerging Space Leaders Grant Programme?

A: If you have applied for the Next Generation Plenary, you do not have to submit an abstract. However, you will increase your chances to be chosen for the Emerging Space Leaders Grant Programme if you submit both an abstract and an application for the Next Generation Plenary.

Q: I just heard about the Emerging Space Leaders Grant Programme and the Next Generation Plenary. Can I submit only one application video for both programmes?

A: No. Both videos are different in content and length.

Q: Do I have to be the sole author of my abstract?

A: No, you don't, but you must be the primary author. However, you might have co-authors.

Q: Can I submit an abstract for a paper that has been previously published/presented at a professional conference?

A: No. Participants in the Emerging Space Leaders Grant Programme are expected to prepare and present papers that have not been previously published or submitted for publication.

Q: I am a student from one country currently studying in another country. From which country's professors do I have to submit references?

A: You may submit reference letters from professors in either country, or both.

Q: I am a young professional. May I still submit a reference letter by a former university professor?

A: The reference letters may be written by people (professors or employers) who know you and your current academic or professional work well enough to comment on your qualification for the Emerging Space Leaders Grant Programme.

Q: I have recently changed jobs. May I submit a reference letter by my former employer?



A: You may ask a former employer if that person is still familiar with your current work. An employer that you worked for several years ago and with whom you have not been in contact since might not be able to submit the best reference.

Q: I have participated in a previous IAF Youth Grant Programme or Emerging Space Leaders Grant Programme. May I apply again?

A: Applications from previous participants in IAF the Emerging Space Leaders Grant Programme will not be considered for the 2016 Programme selection. The IAF does hope to introduce an Alumni Programme in future years that will provide partial support for a small number of recipients.

Q: Can the same person endorse my application and submit a reference letter?

A: Yes.

Q: I have applied for funding through other sources than the IAF Emerging Space Leaders Grant Programme. Does this influence my application?

You are welcome to apply for other funding to attend the IAC alongside the IAF Emerging Space Leader Grant. However, upon receipt of funding from a third party source, it is your responsibility to inform the IAF about the form of sponsorship (cash/flights/accommodation) and the amount of sponsorship you have received. The Federation will, in these cases, adjust its own awarded grant accordingly.

You could not find an answer to your question?

Please review all of the application materials to make sure your question is not answered! If not, please address your questions and requests for additional information/clarifications to:

E-mail: ESLGRANTS@IAFASTRO.ORG

Telephone: +33 1 45 67 82 81