**Flight Opportunities Program (FOP)**

**Payload Management**

**Requirements for Final Reports and the Publicly Releasable Statement**

**due after Flight Campaigns or Launches**

**Getting Started:**

* Final Reports and a Publicly Releasable Statement are due to the [nasa-flightopportunities@mail.nasa.gov](mailto:nasa-flightopportunities@mail.nasa.gov) mailbox 8 weeks after your final flight or launch on any given Campaign.
* The maximum length the Final Report can be is 20 pages, not including photos. Photos are welcomed and encouraged.
* The length of the Publicly Releasable Statement should be no longer than 2 pages.
* The purpose of the Final Report is to expand on the Preliminary Report, including your planned use of test results for technology maturation goals.
* The purpose of the Publicly Releasable Statement is to provide the General Public, NASA management and Congress with insight into the results of flying your research within the Flight Opportunities Program.

**Final Report Topics:**

Please address in the order presented below. If a topic does not pertain to you, please respond with “N/A“.

1. Briefly review your technology and flight objectives.
2. Update the info provided in your Preliminary Report and discuss your accomplishments against planned flight objectives and success criteria stated in your Technology Maturation Plan.
3. Were test/experiment hypotheses confirmed? If not, what did you learn?
4. Provide key data, any new and/or unexpected discoveries.
5. Describe payload design and/or safety issues discovered during flight and/or ground operations.
6. What are your plans for your technology to be developed and/or utilized by NASA?
7. Describe the next or remaining steps in your technology maturation process.
8. Describe any publication plans for research done while in the Flight Opportunities Program. Please provide copies or links when articles are published.
9. Describe any lessons learned and/or recommendations for improving the FOP, including anything and everything you want to comment on, good and bad, or feel that the FOP needs to address in order to improve itself. Topics may include, but are not limited to, the selection process, on-boarding and preparing for flight, flight/launch operations, post-flight activities, reports, flight service providers, flight service provider requirements, FOP staff and FOP requirements. Your comments will not impact FOP’s decision whether or not to recycle your technology (see next question), as different groups of people will be reviewing the responses to the two topics.
10. Present your final arguments for recycling your payload, if needed. Recycling is a potential opportunity to participate in another Flight or Launch Campaign to further mature the technology that was selected into the FOP without having to re-propose through NSPIRES or other application process. In order to be considered for a recycling slot, you must explain your current status relative to the Technology Maturation Plan already provided to FOP, and what you expect to achieve (according to the objectives/goals stated in your Plan) that an additional Campaign would provide.

This is your one chance to make your case for recycling your technology. If you do not make a strong case for recycling in the Final Report, you will need to re-propose via NSPIRES or other method of applying to the FOP in order to fly with FOP in the future.

**Publicly Releasable Statement:**

Please provide as a separate document in MS Word for posting on the FOP website or in NASA press releases. Also, please address topics in the order presented below. And, lastly, please

enhance the readability by the general public by limiting and/or defining acronyms.

1. Summarize your technology’s / payload performance during the Flight Campaign (200 word maximum);

2. Summarize the progress along your proposed Technology Maturation Plan (200 word maximum); and

3. Provide a statement about the value FOP has added to your technology maturation activities (100 word maximum).