

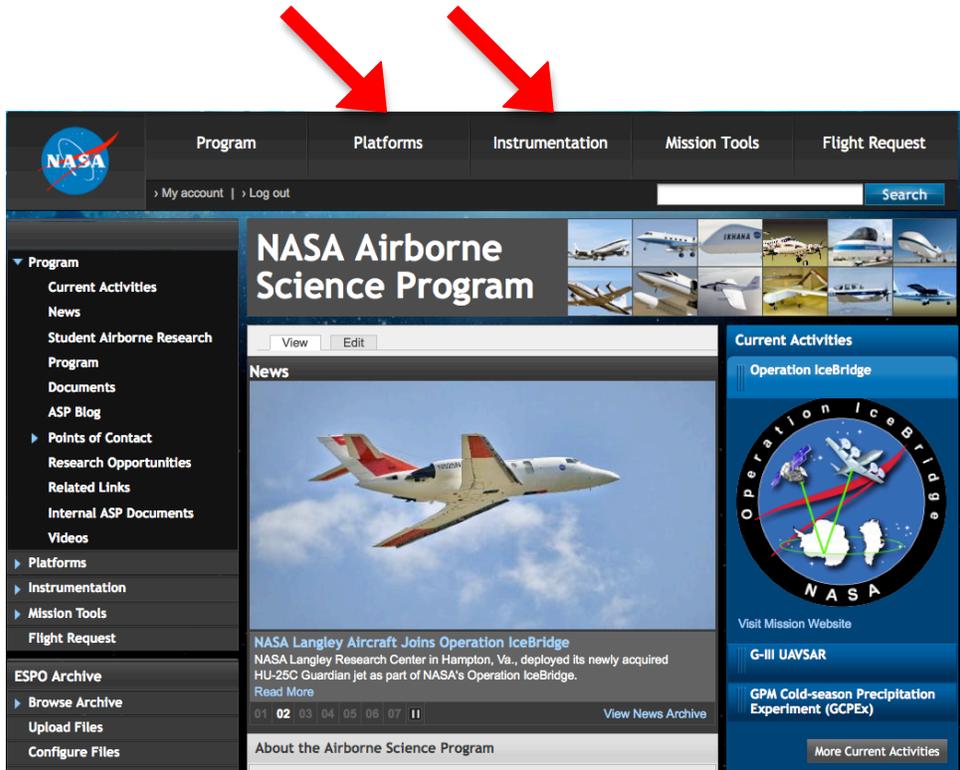


Science Mission Directorate
Airborne Science Program
Flight Request Procedures

STEP 1

Determine which of NASA's aircraft is right for your experiment.

Go to the website <http://airbornescience.nasa.gov/> to the Airborne Science Program (ASP) Website. Here you will find information about NASA's core and contract aircraft as well as NASA's airborne science facility instruments. Click on "PLATFORMS" in the top bar to look at aircraft information and "INSTRUMENTATION" to look at facility instruments.



There is an annual call letter to announce yearly costs and contact information for the NASA and commercial aircraft listed in the "Platform" section. It can be found at the same website. Below the left hand menu you will find the "Documents" box; click on "CALL LETTER".

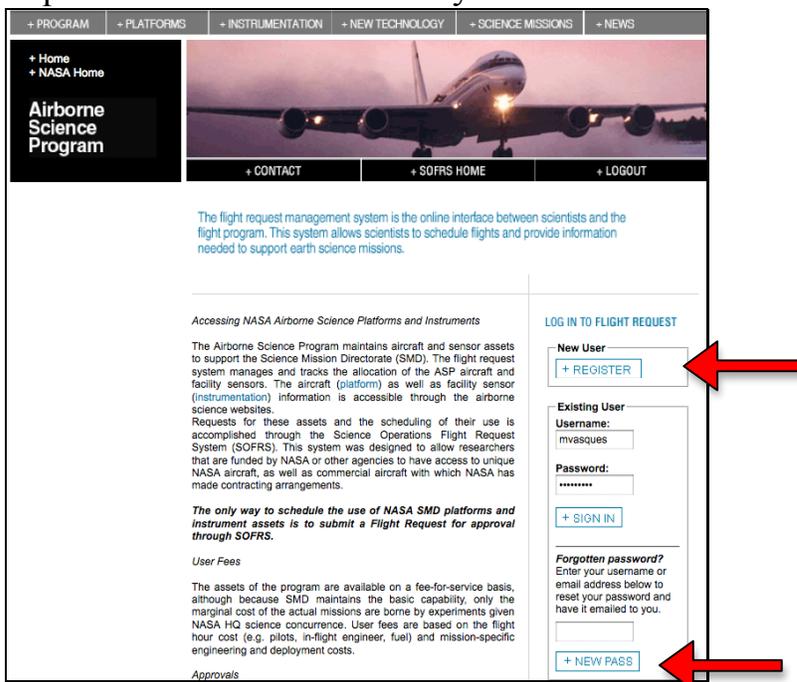


STEP 2

Register or log into the Airborne Science Program's Science Operations Flight Request System (SOFRS).

The SOFRS curators are Marilyn Vasques (Marilyn.Vasques@nasa.gov) and Sue Tolley (susan.l.tolley@nasa.gov). Please contact them if you have any questions.

Go to the website <http://airbornescience.nasa.gov/sofrs/> by clicking on “Flight Request” on the top right bar of the ASP website. If this is your first visit click “REGISTER” and fill in the forms. At this time you will be given a standard account. If you are the PI for the Flight Request (FR), you will need to request additional permissions, see the note in Step 3 on how to request this. In the meantime you can still submit FRs.



The screenshot shows the SOFRS website interface. At the top, there is a navigation bar with links for PROGRAM, PLATFORMS, INSTRUMENTATION, NEW TECHNOLOGY, SCIENCE MISSIONS, and NEWS. Below this is a header section with a large image of an aircraft and navigation links for Home, NASA Home, CONTACT, SOFRS HOME, and LOGOUT. The main content area is divided into two columns. The left column contains introductory text about the system and links for accessing NASA Airborne Science Platforms and Instruments. The right column is titled "LOG IN TO FLIGHT REQUEST" and contains a "New User" section with a "+ REGISTER" button, an "Existing User" section with fields for Username (containing "mvasques") and Password (containing "*****"), a "+ SIGN IN" button, and a "Forgotten password?" section with a "+ NEW PASS" button. Two red arrows point to the "+ REGISTER" and "+ NEW PASS" buttons.

If you've forgotten your password go to the “Forgotten password?” section. Enter in your user name and click on “NEW PASS”. SOFRS will send you a new password right away. Once you have successfully logged in you can then go to the User Control Panel to customize your password.

If you've forgotten your username as well, enter your email address. SOFRS will send your username and a new password.

STEP 3

Submit a Flight Request (FR).

Click “New Flight Request” and follow the instructions to submit a request. You can do this right after you register. Please note that “Flight Requests” is a link to a running list of the Flight Requests you are associated with.

The screenshot shows the top navigation bar of the NASA Airborne Science Program website. The navigation bar includes links for + PROGRAM, + PLATFORMS, + INSTRUMENTATION, + NEW TECHNOLOGY, + SCIENCE MISSIONS, and + NEWS. Below this, there is a dark sidebar with links for + Home and + NASA Home, and the text "Airborne Science Program". The main content area features a large image of an airplane in flight. Below the image are links for + CONTACT, + SOFRS HOME, and + LOGOUT. A central text block describes the flight request management system. At the bottom, there is a section titled "Accessing NASA Airborne Science Platforms and Instruments" with a description of the program's role. To the right of this section are three links: "New Flight Request", "Flight Requests", and "User Control Panel". A red arrow points to the "New Flight Request" link.

There are information buttons  for most fields to define what needs to be entered there. Just hold your mouse over the icon for additional text to appear.

The screenshot shows the "General Info" section of the Flight Request form. The form includes the following fields and controls:

- Project Title:** A text input field.
- Request Type:** A dropdown menu with a red arrow pointing to it.
- NASA Funded:** A dropdown menu with "No" selected.
- ROSES Call:** A dropdown menu with "No" selected.
- Flight Hours Requested (if known):** A text input field.
- Rationale for use of NASA Facilities:** A large text area.
- Fiscal Year:** A dropdown menu.
- Contract Grant # (if applicable):** A text input field.

At the top right of the form, there are links for "View - Hide - Edit". At the bottom right, the "FR ID: 20120506-103543" is displayed.

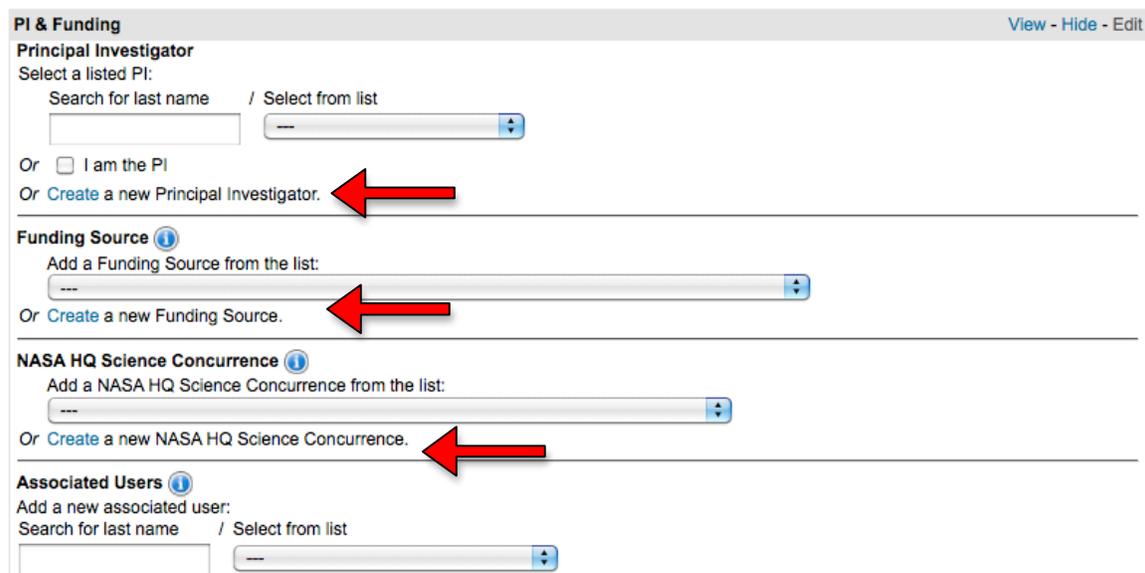
Notes for filling out a Flight Request

PI – Please provide your information. There is an option to add an associated user that will have access and receive notifications regarding your FR. This might be useful for a Co-I or Project Manager.

FUNDING SOURCE – has a pop up list of Program Managers.

NASA HQ SCIENCE CONCURRENCE - has a pop up list of NASA Program Managers and their disciplines. To get the NASA rate for flight hour costs, you must have a NASA SMD Funding Source or a NASA SMD Science Concurrence. If NASA SMD is not the funding source, please only select a name from the NASA HQ Science Concurrence pull down if the Program Manager has already agreed to provide the concurrence.

If a the PI, Source or Concurrence are not listed in the drop down then choose “Create a new Principal Investigator/Funding Source/NASA HQ Science Concurrence” to request they be added to the list. Upon approval they will automatically be added to your FR.

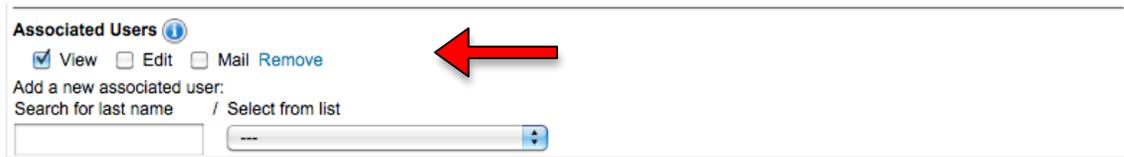


The screenshot shows a web form titled "PI & Funding" with a "View - Hide - Edit" link in the top right. The form is divided into four sections:

- Principal Investigator:** Includes a search box for last name and a dropdown menu labeled "Select from list". Below this is a radio button for "I am the PI" and a link "Create a new Principal Investigator." with a red arrow pointing to it.
- Funding Source:** Includes a dropdown menu labeled "Add a Funding Source from the list:". Below it is a link "Create a new Funding Source." with a red arrow pointing to it.
- NASA HQ Science Concurrence:** Includes a dropdown menu labeled "Add a NASA HQ Science Concurrence from the list:". Below it is a link "Create a new NASA HQ Science Concurrence." with a red arrow pointing to it.
- Associated Users:** Includes a search box for last name and a dropdown menu labeled "Select from list".

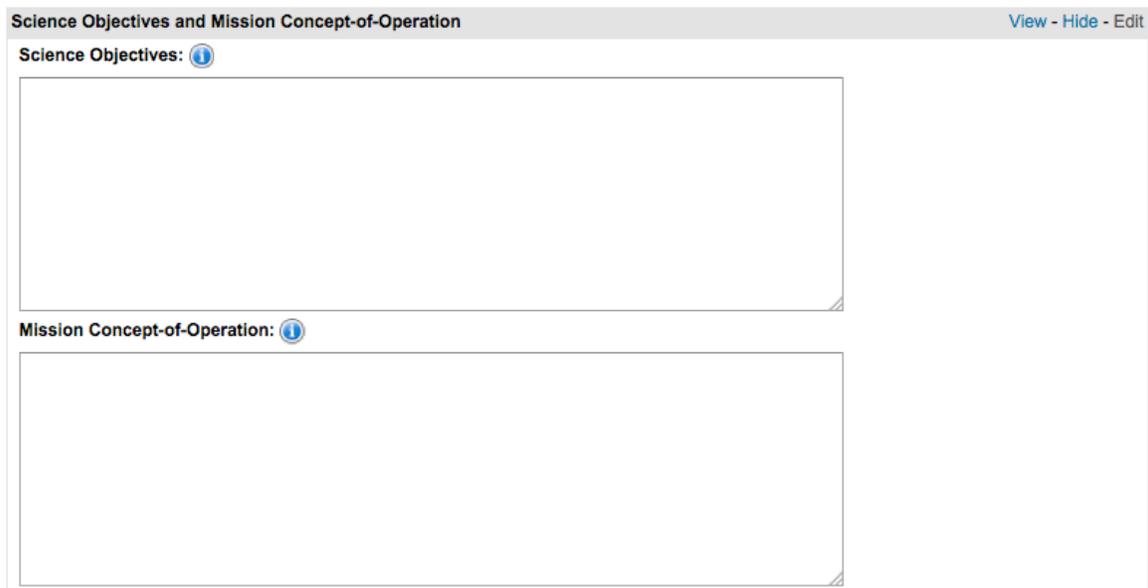
Click on “Create a new...” and fill in the form making sure to press “Request that this... be added”. When new PIs / Funding Sources / Science Concurrence are submitted, SOFRS will notify the curators. The request must be reviewed and approved by the curator(s) before the addition to the SOFRS system is final.

ASSOCIATED USER –This category is for adding team members. You can then give view or edit permissions and can add them to the list of personnel notified of any Flight Request changes. This person must have a SOFRS account.



Associated Users ⓘ
 View Edit Mail [Remove](#)
Add a new associated user:
Search for last name / Select from list
[Input field] [Dropdown menu]

SCIENCE OBJECTIVES AND MISSION CONCEPT OF OPERATIONS – Please provide a science objectives and operation overview.



Science Objectives and Mission Concept-of-Operation View - Hide - Edit
Science Objectives: ⓘ
[Text area]
Mission Concept-of-Operation: ⓘ
[Text area]

SUPPORTED SATELLITES: You are asked to identify any satellites your FR will support.



Supported Satellites View - Hide - Edit
 None
Add satellite: ⓘ [Dropdown menu]
Specific Requirements: ⓘ [Text area]

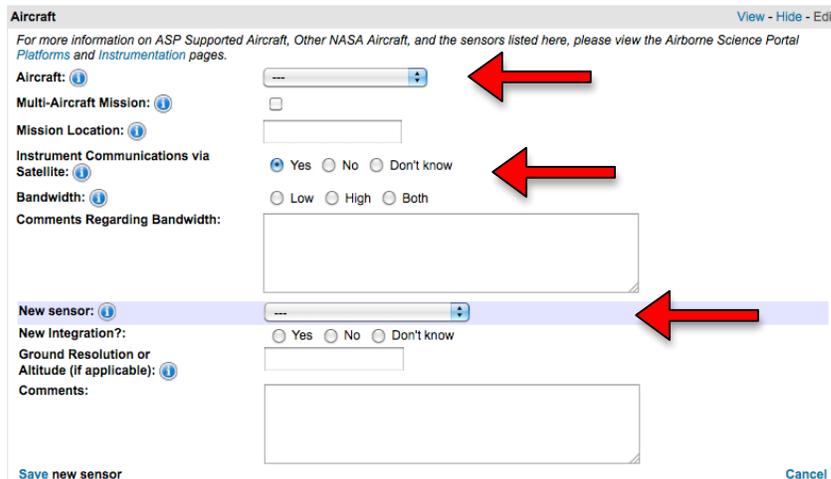
ADDITIONAL CONTACT: You can add other members of your team that can be an alternate contact for the aircraft team.



AIRCRAFT – The aircraft list now includes 5 types of B200: DFRC, DOE, LARC (2) and Any, 3 types of G-III: DFRC, JSC and Any and 4 types of Twin Otter: AVIRIS, GRC, WFF and Any. The list includes the type “Any” in case you don’t know which aircraft to use. In that case the aircraft leads for all of that type of aircraft will be notified and they will contact you to clarify the requirement once the request has been submitted. Please provide the “Mission Location” information as well.

INSTRUMENT COMMUNICATIONS: If your instrument will require real time downlink from the aircraft to the ground, please indicate in the aircraft section. If you do, you will then be asked to indicate whether high or low bandwidth, or both, configurations will be required (Please note that costs for low bandwidth are covered by the ASP program, while high bandwidth may incur additional costs depending on bandwidth and total hours required).

SENSORS - When “other” is selected from the sensor list, a box is provided for you to fill in the name of the sensor you would like to use. Any additional information can be included in the box labeled “Comments”.



FLIGHT PLANS – Insert flight lines, boxes, or points when they are available. If you have flight plans already generated, such as is often the case with the UAVSAR instrument, then you can skip this section and attach a .kml file with the proposed flight plan to the “Attached files” section. Another option is to put a link to another website with the proposed flight plan in the “Additional Comments” section for Data Collection Window.

Flight Plans	View - Hide
Flight Lines View - Hide - Edit None have been provided yet. Click here to create a new Flight Line	
Flight Boxes View - Hide - Edit None have been provided yet. Click here to create a new Flight Box	
Flight Points View - Hide - Edit None have been provided yet. Click here to create a new Flight Point	

DATA COLLECTION WINDOW – Provide an estimated start and end date as well as other observation requirements. Update this information as dates become finalized. This is important to be sure your Flight Request is approved well before your flight window begins.

Data Collection Window		View - Hide - Edit
Create new data collection window:		
Start Date ⓘ	<input type="text"/>	End Date <input type="text"/>
Time of Day: ⓘ	<input type="text"/>	Weather Conditions: ⓘ <input type="text"/>
Ground Condition: ⓘ	<input type="text"/>	Tidal Cycle: ⓘ <input type="text"/>
Cloud Cover: ⓘ	<input type="text"/> % (Max)	Sea State: ⓘ <input type="text"/>
Sun Angle Limits: ⓘ	<input type="text"/>	
Other Observation Requirements or Additional Comments: ⓘ		
<div style="border: 1px solid gray; height: 40px;"></div>		
Save new data collection window		Cancel

ATTACHED FILES – You can also attach files if needed.

Attached Files	View - Hide - Edit
New attachment: <input type="text"/> Browse... Upload No attached files	
Save for Later	Generate PDF Submit Request >>>

STEP 4

Submit your FR.

When you are done filling in the Flight Request press “Submit Request” at the bottom of the page.

The SOFR system will notify the aircraft leads for the aircraft you choose and, if you’ve chosen one of the facility sensors, that lead will also be notified. The aircraft leads will then contact you to discuss the details of your request. If you need to reach them, their contact info is in the call letter.

The SOFR system will also notify the NASA HQ Science Concurrence and Funding sponsors you selected, as well as the curators. You will receive an email showing your flight request has been submitted. There will be a pdf of the flight request attached. If you wish to get an updated version of the pdf you can use the button at the bottom of the FR page as well.

STEP 5

Editing your flight request.

The FR must be considered a living document and be updated as information is updated. All changes must be made on the Flight Request itself.

To have access to your FRs when logged into the SOFR system click on “Flight Request”.

Changes are saved as they are entered. “Save Changes” at the bottom of the screen will take you back to the main page.

The curators will assign the request a log number that will then be the designator for your FR.

If major changes are made to the FR you, the aircraft and sensor leads, sponsor, and curators will be notified by email. Major edits are changes in:

1. Log number
2. Sensor
3. Funding Source / NASA Science Concurrence
4. Status
5. Flight Lines
6. Aircraft
7. PI
8. Flight hours requested
9. Estimated Cost
10. Flight hours for Approval
11. Location
12. Supported Satellites

Several edits may occur at the same time or on the same day. To avoid massive email notifications, edits will be collected at midnight each night and only one email for each FR will be sent out. The email will identify the FR with Log # and ID #, PI name, experiment title, Grant #(if available), and a list of the categories changed will be in the text. It will also have the url for the website and a PDF of the flight request attached.

STEP 6

Approval Process

After the Aircraft Leads have discussed the FR with the PI and created an estimated number of flight hours required as well as an overall cost, this information is submitted to the curators. The curators request approval of the funds from the sponsor you've listed as well as approval of the use of the aircraft from the Airborne Science Program Manager. Once these approvals are confirmed, the curators will change the status of the FR from OPEN to APPROVED.

At that point the flight can be scheduled and flown. When the FR is completed, the Aircraft Lead contacts the curators with the total number of hours flown. At this point the curators change the status of the FR from APPROVED to COMPLETE.

If at any point in the process the curators are notified that the FR is deferred or canceled, the FRs status will be changed accordingly.

FRs remaining “unsubmitted” for more than 3 months can be deleted at the discretion of the curators. If a PI is listed in the FR, the PI will be contacted before the unsubmitted FR is deleted.

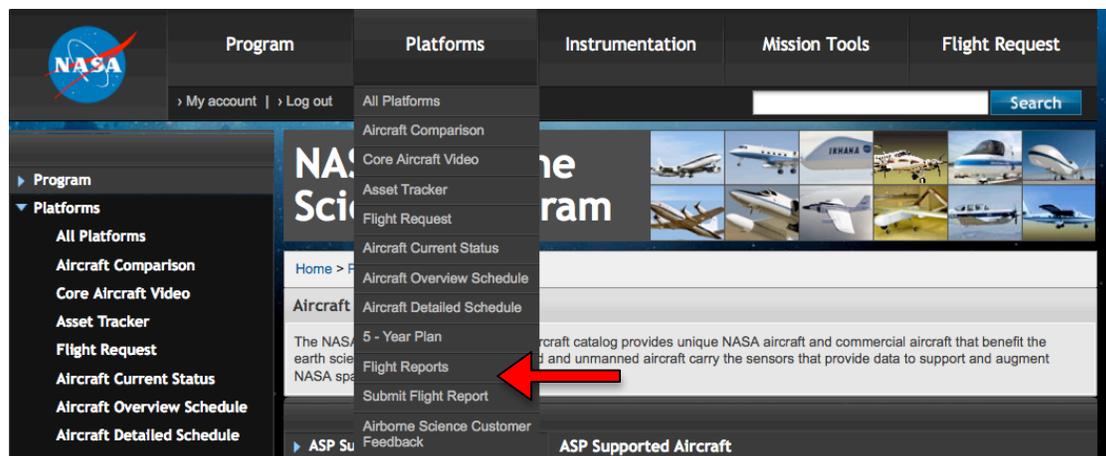
Submitted FRs will never be deleted. They can be deferred or canceled, but the record will still be in the system and can be viewed by those associated with the Flight Request.

Flight Requests must have a log number that reflects the fiscal year in which it will fly. If a FR slips from one fiscal year to the next (example: Sept 09 to Oct 09,) it has now become a FY10 FR and the curators must roll the FR to FY10 and give it a new log number that starts with a 10.

STEP 7

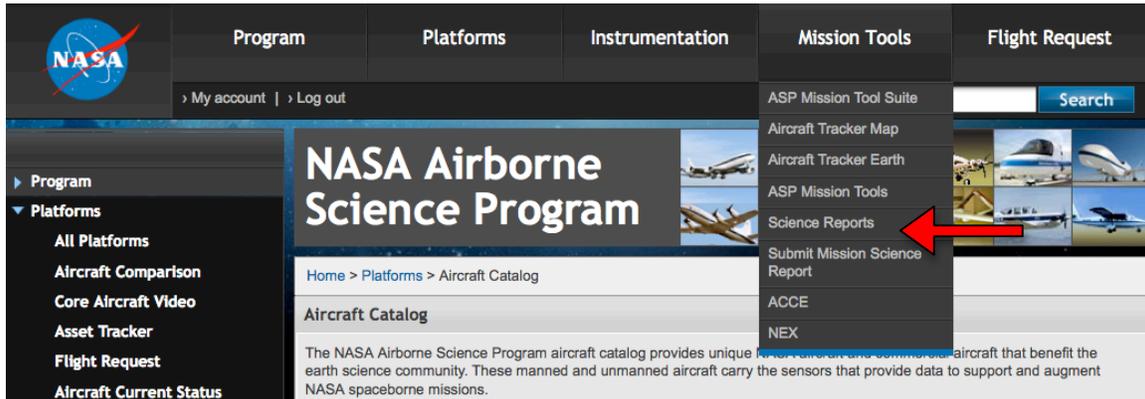
Flight Reports

If your Flight Request is not utilizing one of the NASA aircraft listed, it may be classified with a log number that has “M” for miscellaneous. In this case you will receive an email that will notify you that you are responsible for submitting a Flight Report after each flight. The form is on the Airborne Science Program website. To learn how to submit a flight report visit http://airbornescience.nasa.gov/content/How_To_Submit_Flight_Reports Your login is the same as your login to SOFRS.



A Flight Report can be submitted by the person who submitted the Flight Request, the PI, or a person listed in the Associated Users section who has been given permission to edit the Flight Request.

Science Reports



The Airborne Science Program is now providing an online form for Science Reports. Your login is the same as your login to SOFRS. As with the Flight Report above, a Science Report can be submitted by the person who submitted the Flight Request, the PI, or a person listed in the Associated Users section who has been given permission to edit the Flight Request.

NOTE: Customer Feedback

The Airborne Science Program will soon be making a customer feedback form available on line.