

**COSMO-SkyMed Constellation**

**First and Second Generation**

**Open Call for Science**

**REGISTRATION PROCEDURE AND SUBMISSION  
OF COSMO-SKYMED OPEN CALL PROPOSALS**

**Italian Space Agency**



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## Summary

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## User registration procedure via the 'User Requests' tab and creation of project card

Users intending to submit a project proposal in response to the **COSMO-SkyMed Open Call for Science** notice are required to follow the procedure outlined below. Upload and submission of the project proposal are made through the creation of a "project card."

### General Information

The link to the official COSMO-SkyMed Mission web page is as follows:

<https://www.asi.it/en/earth-science/cosmo-skymed/>

From this web page, it is possible to download the **User Manual** and the **Product Description Document**. The User Manual is the main reference document.

The following instructions highlight the main steps to be followed.

The following are the official portals that each user has to refer to in order to:

1. Register and create a user account:  
<https://registration.cosmo-skymed.it/UMUsers/UserRegistration.html>
2. Submit a project card request / submit a COSMO-SkyMed Open Call project proposal:  
<https://portal.cosmo-skymed.it/UMUsers/main.html>
3. Browse the COSMO-SkyMed data catalogue, access the product request services for archived products and new acquisitions, and monitor the status of requests:  
<https://portal.cosmo-skymed.it/CDMFE/home>

### Step 1: User registration on the COSMO-SkyMed Licensing / Project Card Portal

**Attention:** This step is mandatory and must be completed **BEFORE** submitting a project proposal. If already registered on the licensing / project card portal, the user may proceed directly to Step 2.

To submit the user creation request:

1. Register as a user with a STANDARD profile at the following link:  
<https://registration.cosmo-skymed.it/UMUsers/UserRegistration.html>
2. Once the request is submitted, wait for the authorization notification from ASI, which will provide the access credentials.

3. Before accessing the portal for the first time as a registered user, it is necessary to change the password, as specified in the credential communication email. To do so, go to the following address:

<https://portal.cosmo-skymed.it/RDWeb/Pages/en-US/password.aspx>

(It is recommended to use the Edge browser to verify the entered password.)

4. To consult the catalogue, go to the following address:

<https://portal.cosmo-skymed.it/CDMFE/home>

## Step 2: Submission of a Project Proposal in Response to the Open Call notice

1. Log in with your user credentials at the following address:

<https://portal.cosmo-skymed.it/UMUsers/main.html>

Once logged into the portal, you can submit a project proposal.

Instructions for creating the project card are provided in the user guide available at:

[https://www.asi.it/wp-content/uploads/2025/02/Guide\\_V2.pdf](https://www.asi.it/wp-content/uploads/2025/02/Guide_V2.pdf)

2. In practice, to create the project card:

Click on the “Project Cards” tab



Then click on the “+” symbol in the toolbar to open a new Project Card instance



The project card creation form will open.

**Attention:** In order to properly and completely upload and submit the project card request in the system, **all the required information** must be entered, and **all fields** must be filled in.

Please refer to the user guide ([https://www.asi.it/wp-content/uploads/2025/02/Guide\\_V2.pdf](https://www.asi.it/wp-content/uploads/2025/02/Guide_V2.pdf)) for further details.

To ensure the project proposal is evaluated by the COSMO-SkyMed Open Call Committee, the user must **mandatorily**:

- In the "Project Name" field, insert the project proposal name preceded by the label "OC"



A screenshot of a text input field. On the left side, there is a small grey square containing a white tag icon. To the right of the icon, the text "Nome Progetto (Obbligatorio)" is displayed in a light grey font, serving as a placeholder for the project name.

For example:



A screenshot of a text input field. On the left side, there is a small green square containing a white tag icon. To the right of the icon, the text "OC Project Title" is displayed in a dark blue font, serving as an example of the required format for the project name.

- In the "Project Card Description" field,

### Descrizione Project card



A screenshot of a text area. At the top, it says "Descrizione Project Card in termini di:". Below this, there are three bullet points: "- Obiettivi generali del progetto;", "- Dettagli delle metodologie adottate (es. interferometria, scatterers permanenti);", and "- Motivazione delle richieste per le specifiche quantità di prodotti COSMO-SkyMed". The text area has a light grey border and a small diagonal line icon in the bottom right corner.

insert the descriptive text of the project proposal, considering that the total content of the field must **not** exceed 61,000 characters.

The following information **must** be included as required by Article 3 of the Open Call for Science Notice and the Open Call for National Industry Notice:

- Full Title
- Main Objective
- Executive Summary
- Detailed Description and Expected Results
- Innovative Aspects
- Indication of the study area – this information **must correspond** to the subsequent indications in the "Area of Interest" and "Countries" fields
- Project team conducting research with COSMO-SkyMed data
- Team Experience
- Work Plan / Program

- Any sources of funding
- Summary of the number and types of COSMO-SkyMed First (CSK) and Second Generation (CSG) products that are requested to undertake the proposed research, distinguishing between archived products and new acquisitions – this information must match with the numerical indications for each type of data format that the user enters in the subsequent CSK and CSG product tables

## **Contacts**

For further information or enquiry or request for support, please send an email to [csk.science@asi.it](mailto:csk.science@asi.it)