

## ELG – FSTP – Pilot Projects Open Call 2

### Call Documentation – Annex 1 – Guide for Applicants

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#### Document history

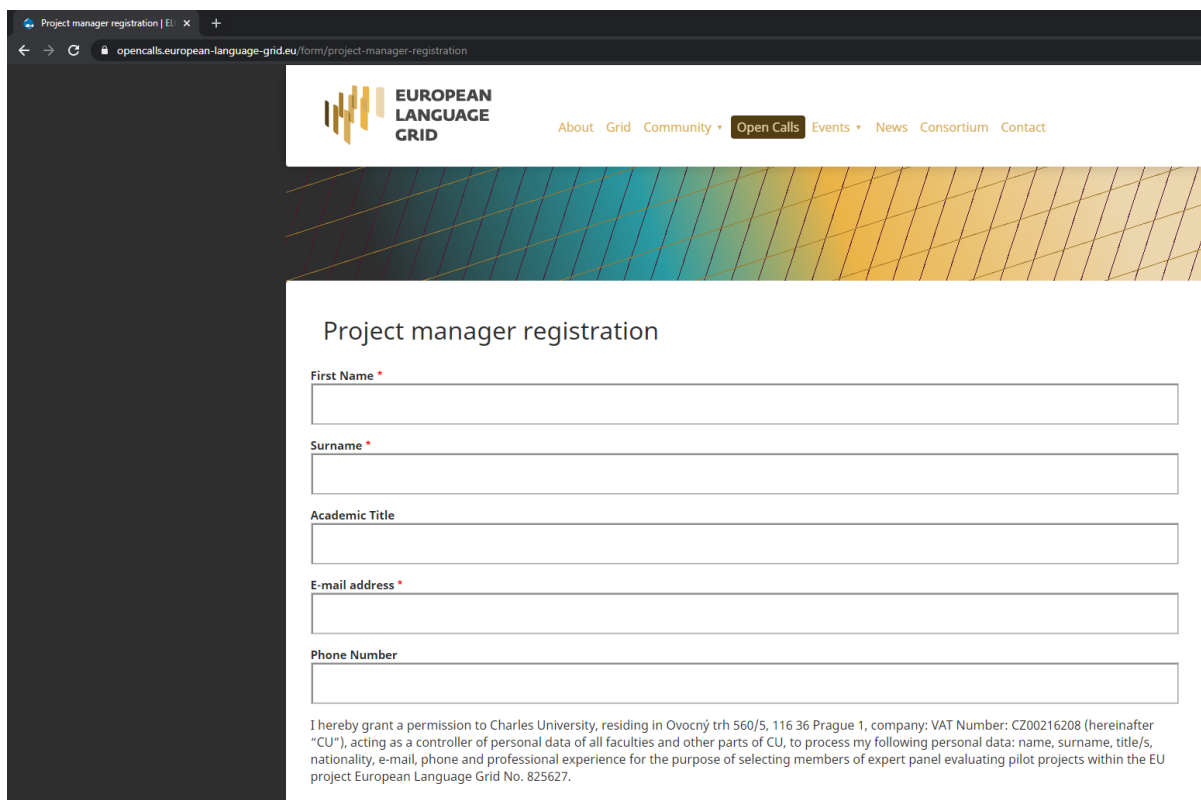
Date	Short Description of Changes
1 October 2020	Document created.

## 1. How to submit a project proposal

Proposals are to be submitted via the ELG Open Calls platform. Firstly, you need to create your own account. Then you can add new project proposal or more proposals. You can finalise and submit your proposal by 30 November 2020, 23.59 CET.

## 2. How to create an account

You can create your account here: <https://opencalls.european-language-grid.eu/form/project-manager-registration>

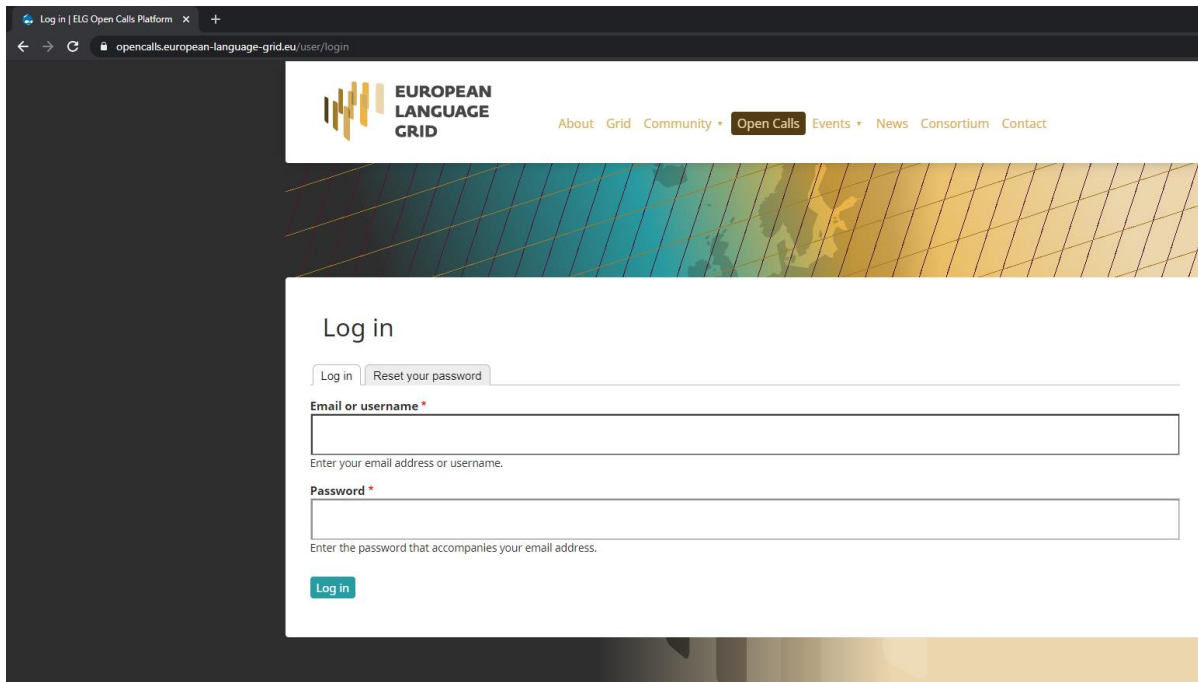


The screenshot shows a web browser window with the URL <https://opencalls.european-language-grid.eu/form/project-manager-registration>. The page features the European Language Grid logo and a navigation menu with links: About, Grid, Community, Open Calls, Events, News, Consortium, and Contact. The main content area is titled "Project manager registration" and contains a form with the following fields: First Name (required), Surname (required), Academic Title, E-mail address (required), and Phone Number. Below the form, there is a privacy policy statement: "I hereby grant a permission to Charles University, residing in Ovocný trh 560/5, 116 36 Prague 1, company: VAT Number: CZ00216208 (hereinafter "CU"), acting as a controller of personal data of all faculties and other parts of CU, to process my following personal data: name, surname, title/s, nationality, e-mail, phone and professional experience for the purpose of selecting members of expert panel evaluating pilot projects within the EU project European Language Grid No. 825627."

After you do the project manager registration, you will receive an e-mail. You will be asked to finish the project manager registration. Click on the unique link and set your own password.

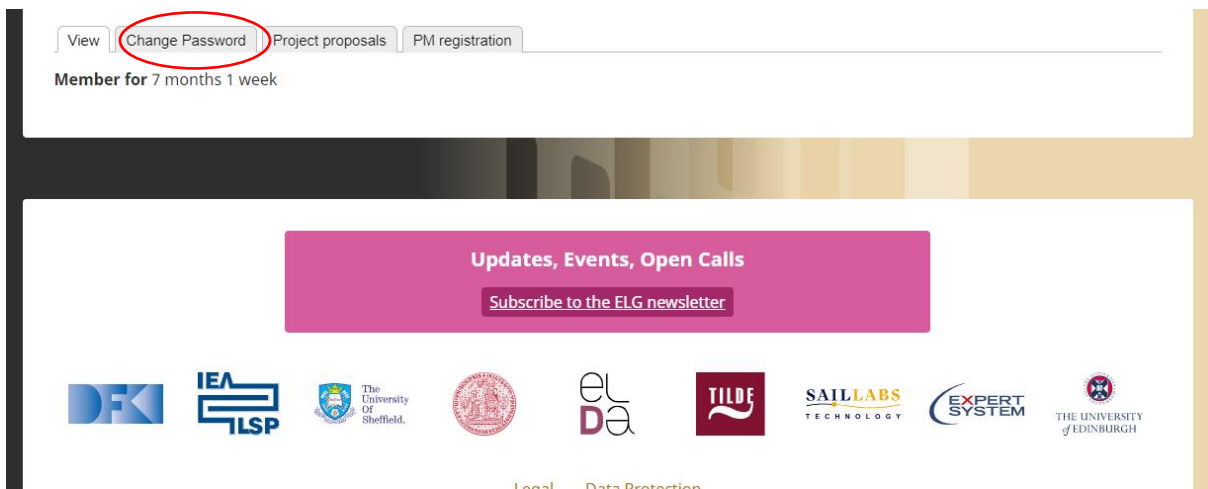
### 3. How to login and manage your account

You can login here: <https://opencalls.european-language-grid.eu/user>



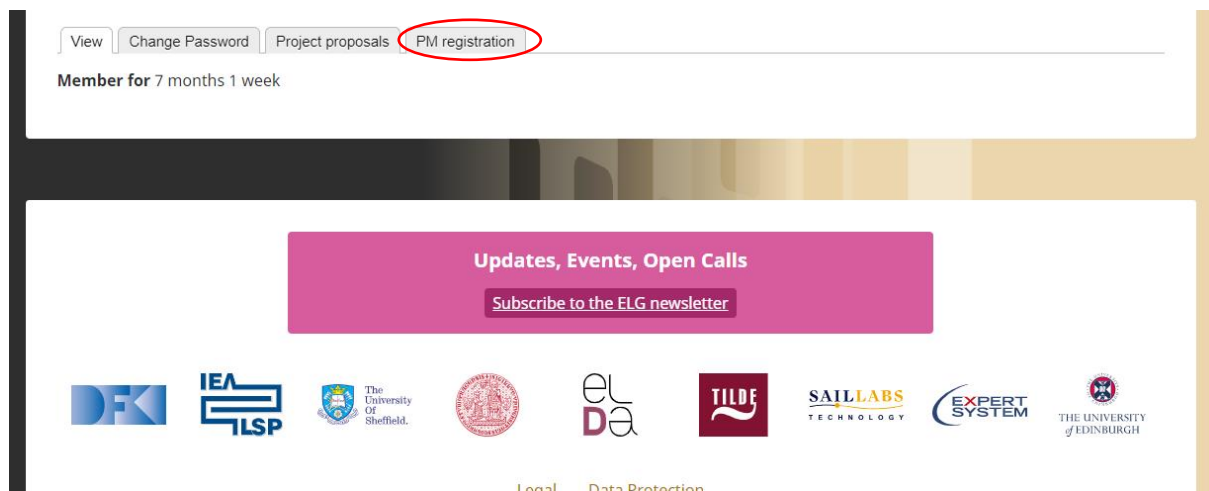
The screenshot shows the login page of the ELG Open Calls Platform. The browser address bar displays "opencalls.european-language-grid.eu/user/login". The page features the ELG logo and a navigation menu with links: About, Grid, Community, Open Calls, Events, News, Consortium, and Contact. The main content area is titled "Log in" and contains two tabs: "Log in" (selected) and "Reset your password". Below the tabs are two input fields: "Email or username" and "Password", both marked with a red asterisk. Below the "Email or username" field is a hint: "Enter your email address or username." Below the "Password" field is a hint: "Enter the password that accompanies your email address." A green "Log in" button is positioned below the password field.

After login, you will be able to change your password by clicking “Change Password”.



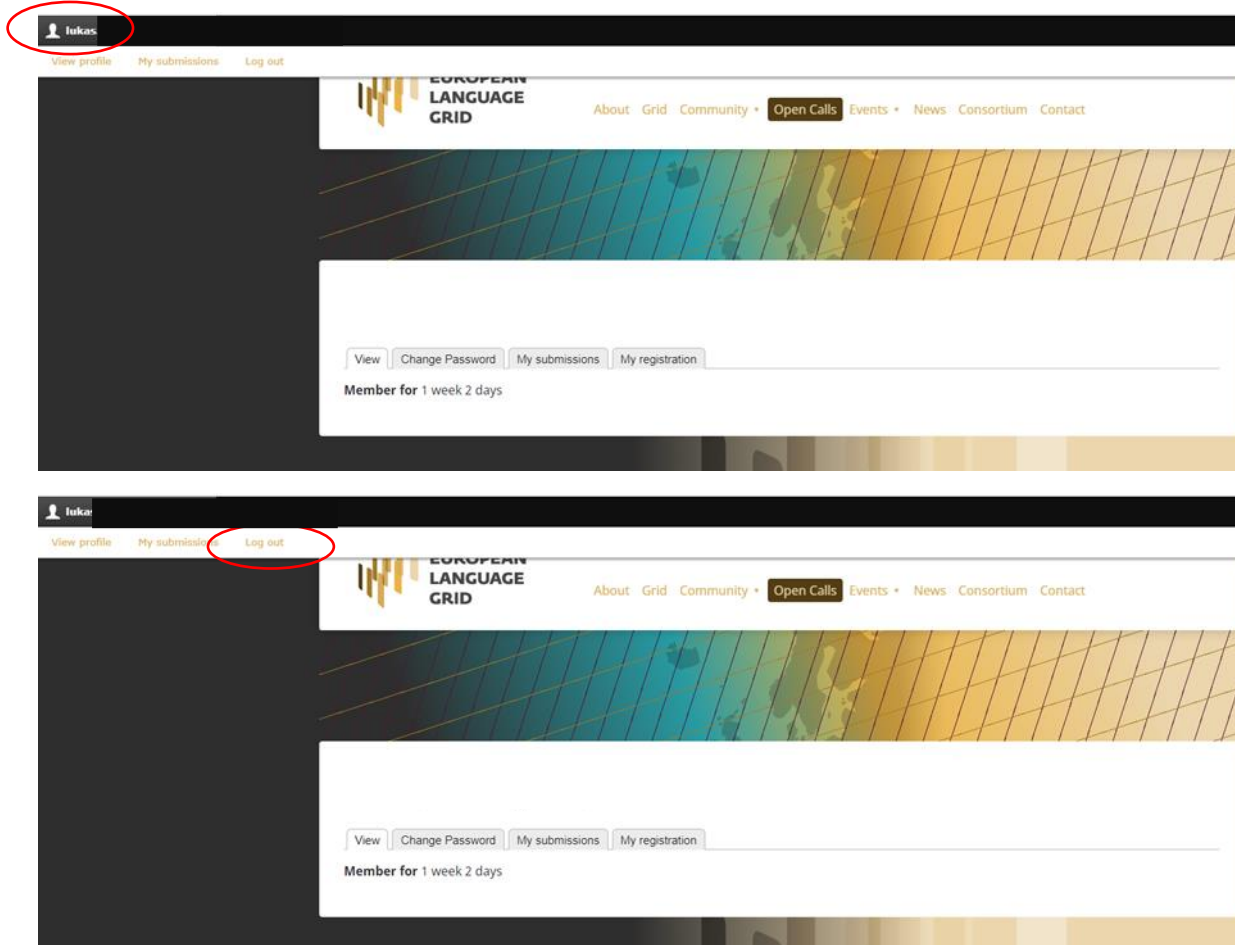
The screenshot shows the user dashboard after login. At the top, there is a navigation bar with four tabs: "View", "Change Password" (highlighted with a red circle), "Project proposals", and "PM registration". Below the tabs, it says "Member for 7 months 1 week". The main content area features a pink banner with the text "Updates, Events, Open Calls" and a button "Subscribe to the ELG newsletter". Below the banner, there is a row of logos for various partners: DFK, IEA TLSP, The University of Sheffield, elDa, TILDE, SAILLABS TECHNOLOGY, EXPERT SYSTEM, and THE UNIVERSITY of EDINBURGH. At the bottom, there are links for "Legal" and "Data Protection".

You can change information about the project manager by clicking “PM registration”.

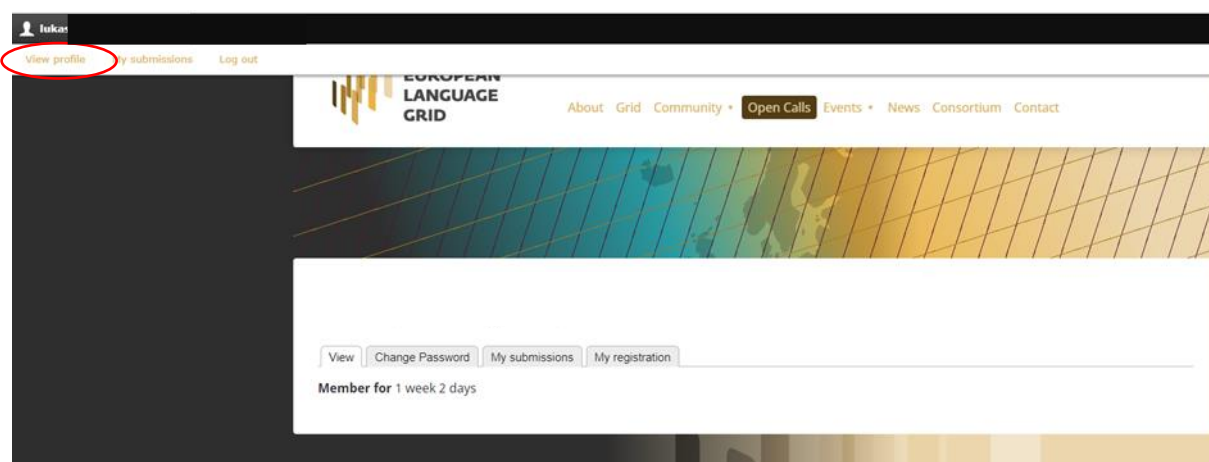


The screenshot shows a user interface for the European Language Grid. At the top, there is a navigation bar with four links: "View", "Change Password", "Project proposals", and "PM registration". The "PM registration" link is circled in red. Below the navigation bar, it says "Member for 7 months 1 week". In the center, there is a pink banner with the text "Updates, Events, Open Calls" and a button that says "Subscribe to the ELG newsletter". Below the banner, there is a row of logos for various institutions: DFK, IEA TLSP, The University Of Sheffield, a red circular seal, el Da, TILDE, SAILLABS TECHNOLOGY, EXPERT SYSTEM, and THE UNIVERSITY of EDINBURGH. At the bottom, there are two links: "Legal" and "Data Protection".

You can log out by clicking on your login name on the top of the site.

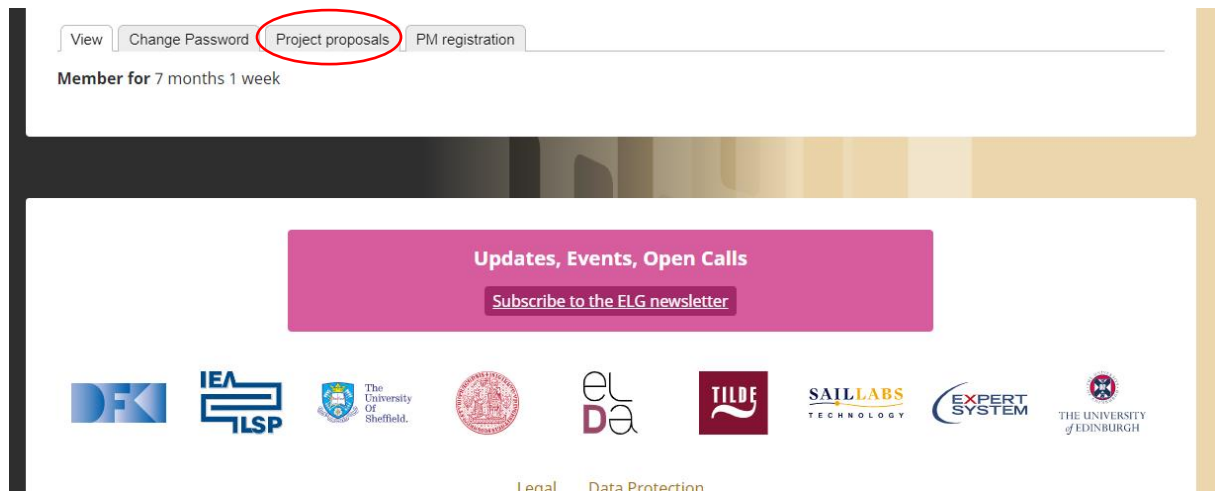


You can always get back to this start page by clicking “view profile”.

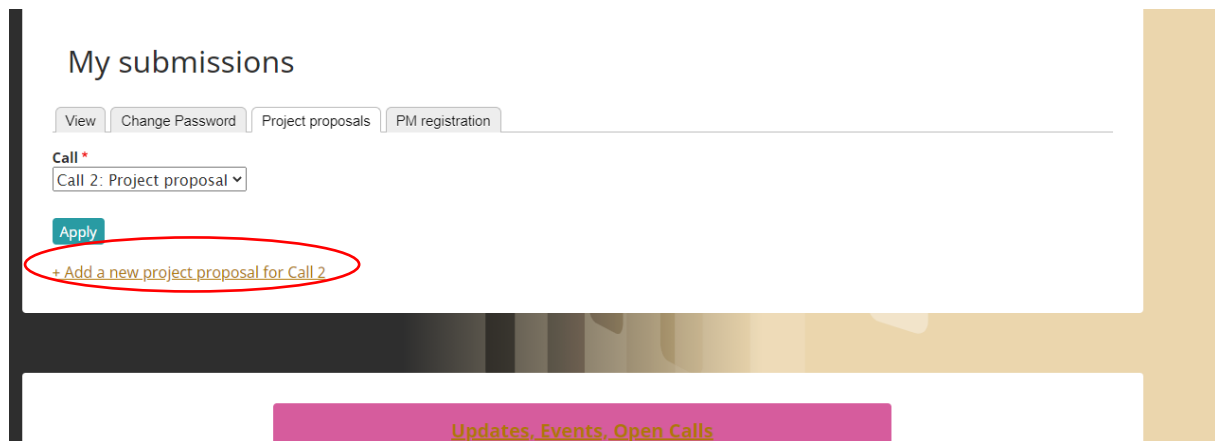


## 4. How to add new project proposal

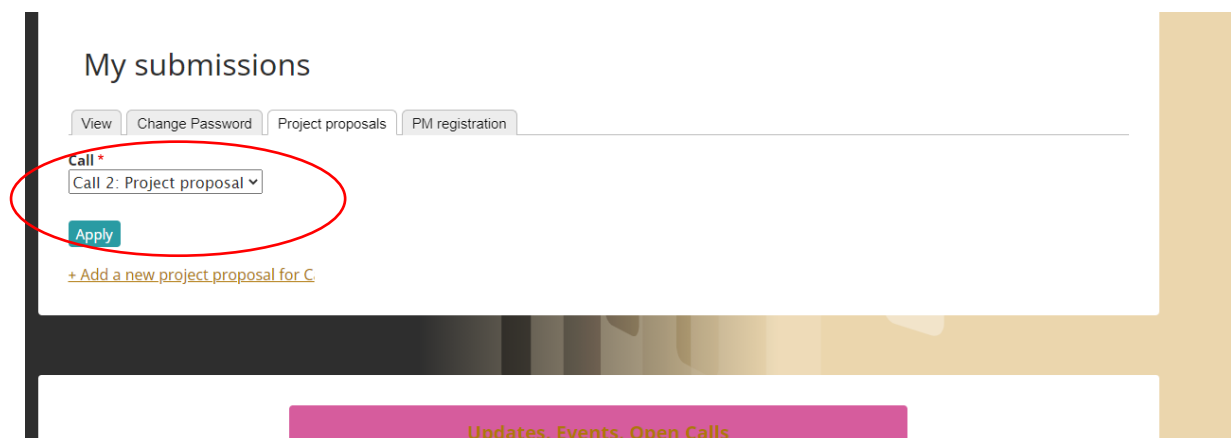
Click on “Project proposals”.



Then click on “Add a new project proposal for Call 2”.

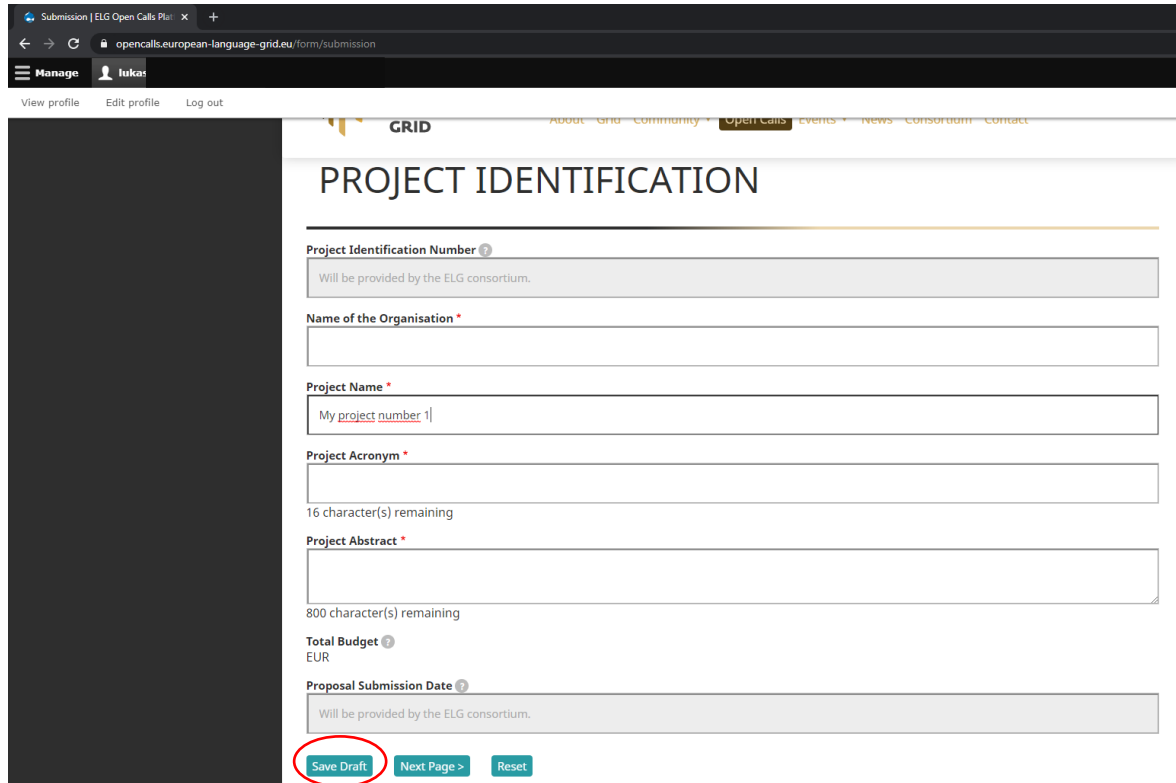


You can also have a look at your project proposals that you submitted in open call #1.



## 5. How to fill in the project proposal template

You can start preparation of the project proposal. You can save your work anytime by clicking “Save Draft”.



Submission | ELG Open Calls Plus X +

opencalls.european-language-grid.eu/form/submission

Manage lukas

View profile Edit profile Log out

GRID About Grid Community Open Calls Events News Consortium Contact

### PROJECT IDENTIFICATION

**Project Identification Number** ⓘ  
Will be provided by the ELG consortium.

**Name of the Organisation** \*

**Project Name** \*  
My project number 1

**Project Acronym** \*  
16 character(s) remaining

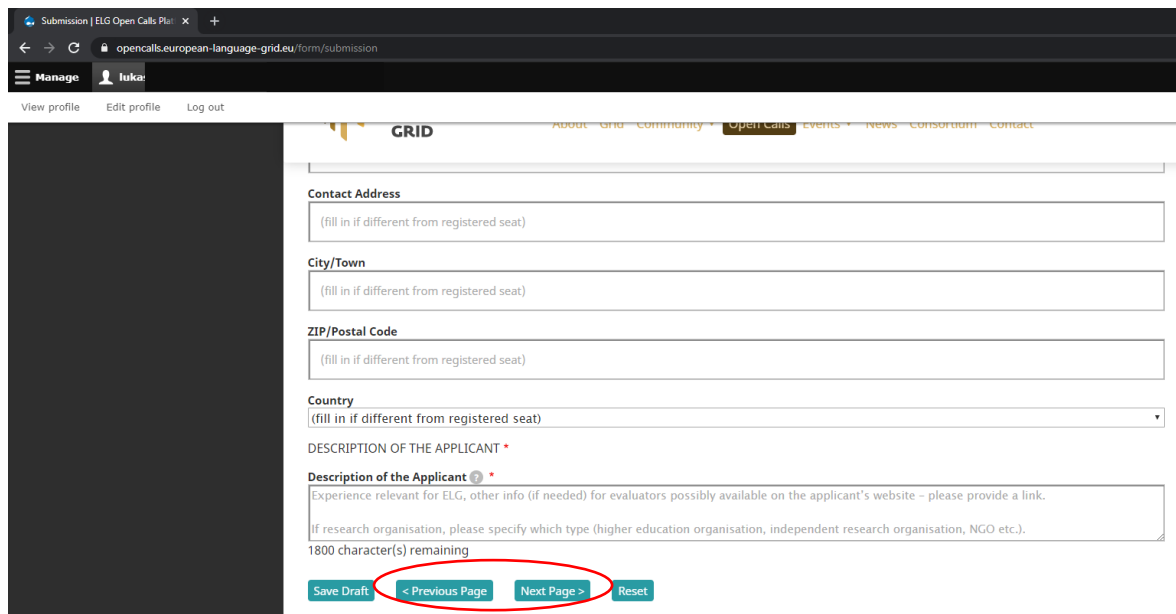
**Project Abstract** \*  
800 character(s) remaining

**Total Budget** ⓘ  
EUR

**Proposal Submission Date** ⓘ  
Will be provided by the ELG consortium.

Save Draft Next Page > Reset

You can move to other sections of the proposal template by clicking “Next Page” or “Previous Page” at the bottom.



Submission | ELG Open Calls Plus X +

opencalls.european-language-grid.eu/form/submission

Manage lukas

View profile Edit profile Log out

GRID About Grid Community Open Calls Events News Consortium Contact

**Contact Address**  
(fill in if different from registered seat)

**City/Town**  
(fill in if different from registered seat)

**ZIP/Postal Code**  
(fill in if different from registered seat)

**Country**  
(fill in if different from registered seat)

**DESCRIPTION OF THE APPLICANT** \*

**Description of the Applicant** ⓘ \*

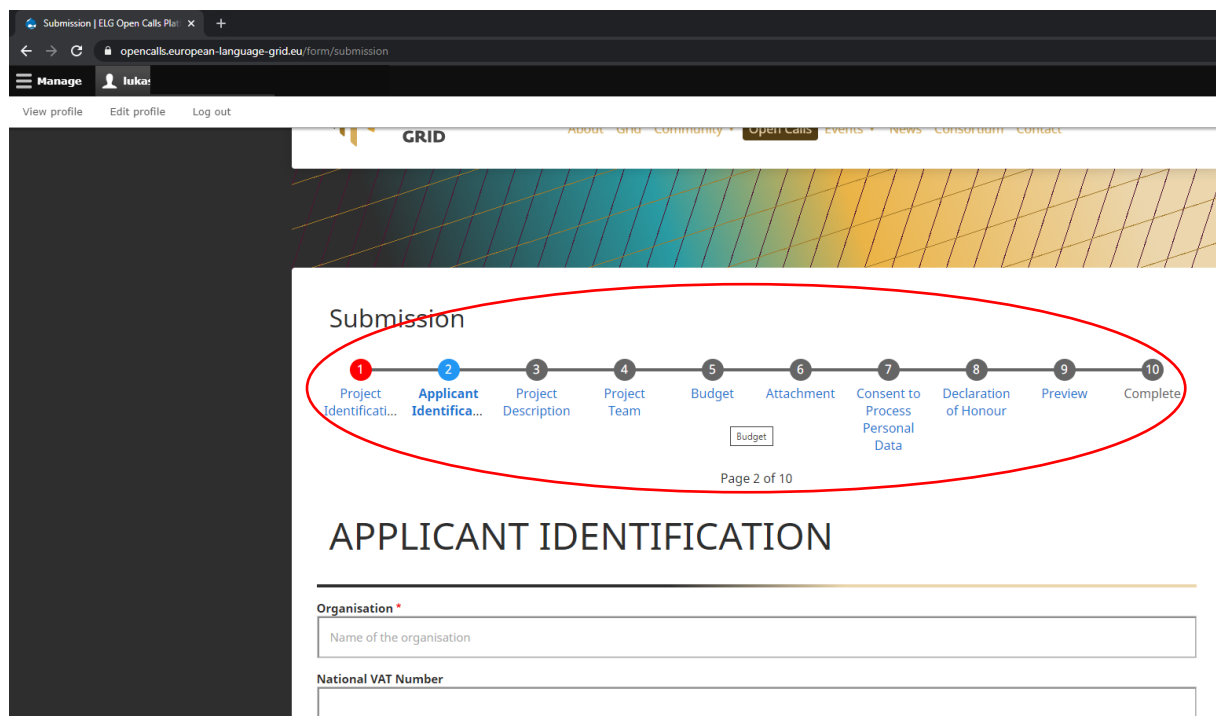
Experience relevant for ELG, other info (if needed) for evaluators possibly available on the applicant's website – please provide a link.  
If research organisation, please specify which type (higher education organisation, independent research organisation, NGO etc.).

1800 character(s) remaining

Save Draft < Previous Page Next Page > Reset

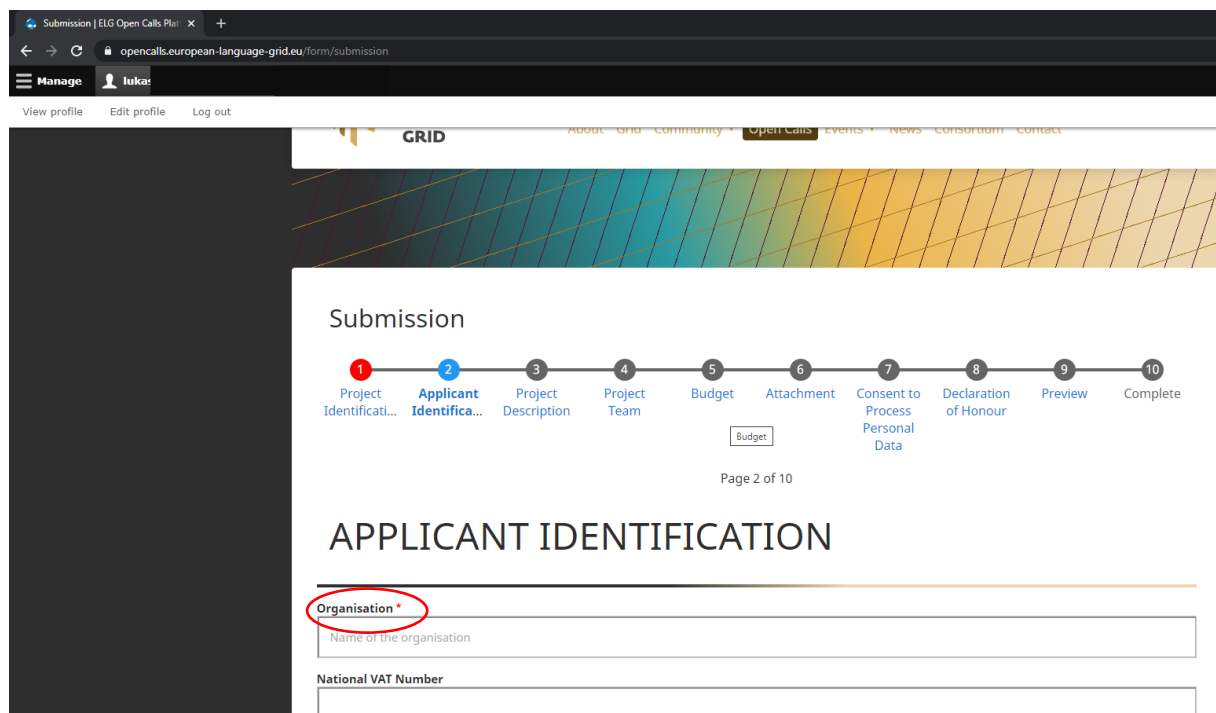


You can also move to other sections using the Navigation Pane.



The screenshot shows the 'Submission' page of the European Language Grid (ELG) Open Call 2 application. A red oval highlights the progress bar, which consists of 10 steps: 1. Project Identification, 2. Applicant Identification, 3. Project Description, 4. Project Team, 5. Budget, 6. Attachment, 7. Consent to Process Personal Data, 8. Declaration of Honour, 9. Preview, and 10. Complete. The 'Applicant Identification' step is currently active. Below the progress bar, the 'APPLICANT IDENTIFICATION' section is visible, featuring a form with two fields: 'Organisation \*' and 'National VAT Number'. The 'Organisation \*' field is marked with a red star, indicating it is a required field.

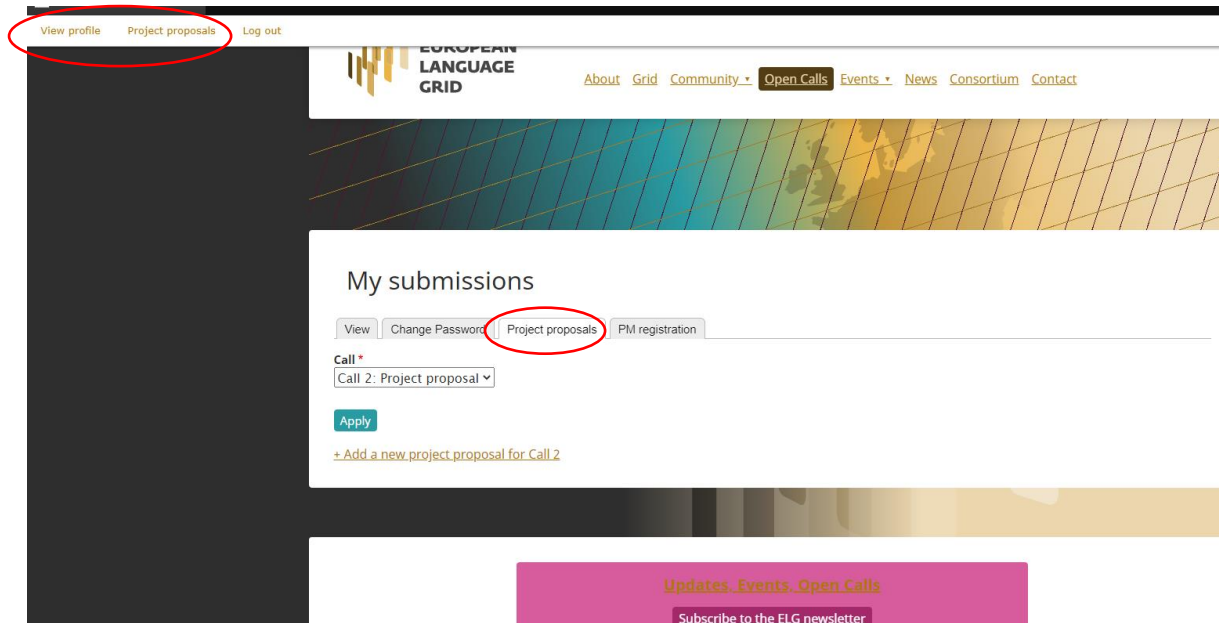
Fields that are marked with red star must be filled in.



This screenshot is identical to the one above, showing the 'APPLICANT IDENTIFICATION' section. In this version, the 'Organisation \*' field is highlighted with a red circle, emphasizing that it is a required field. The 'National VAT Number' field is also visible below it.

## 6. How to edit your project proposal

You can see all your project proposals by clicking “View profile” and then “Project proposals”, or “Project proposals” directly.



You can start editing your draft version of the project proposal by clicking “edit”.

View profile Project proposals Log out

EUROPEAN LANGUAGE GRID

About Grid Community Open Calls Events News Consortium Contact

### My submissions

View Change Password Project proposals PM registration

Call \*  
Call 2: Project proposal

Apply

Project Name	Is draft	Created	Completed	PDF	Edit	Duplicate	Share	Feedback
My project number 1	draft	September 30, 2020		<a href="#">My project number 1.pdf</a>	<a href="#">edit</a>	<a href="#">duplicate</a>	<a href="#">share</a>	n/a
My project number 2	submitted	September 30, 2020	September 30, 2020 - 15:31	<a href="#">My project number 2.pdf</a>	n/a	<a href="#">duplicate</a>	n/a	n/a

[+ Add a new project proposal for Call 2](#)

You can download your draft version of the project proposal or submitted proposal by clicking on the PDF file.

View profile Project proposals Log out

EUROPEAN LANGUAGE GRID

About Grid Community Open Calls Events News Consortium Contact

### My submissions

View Change Password Project proposals PM registration

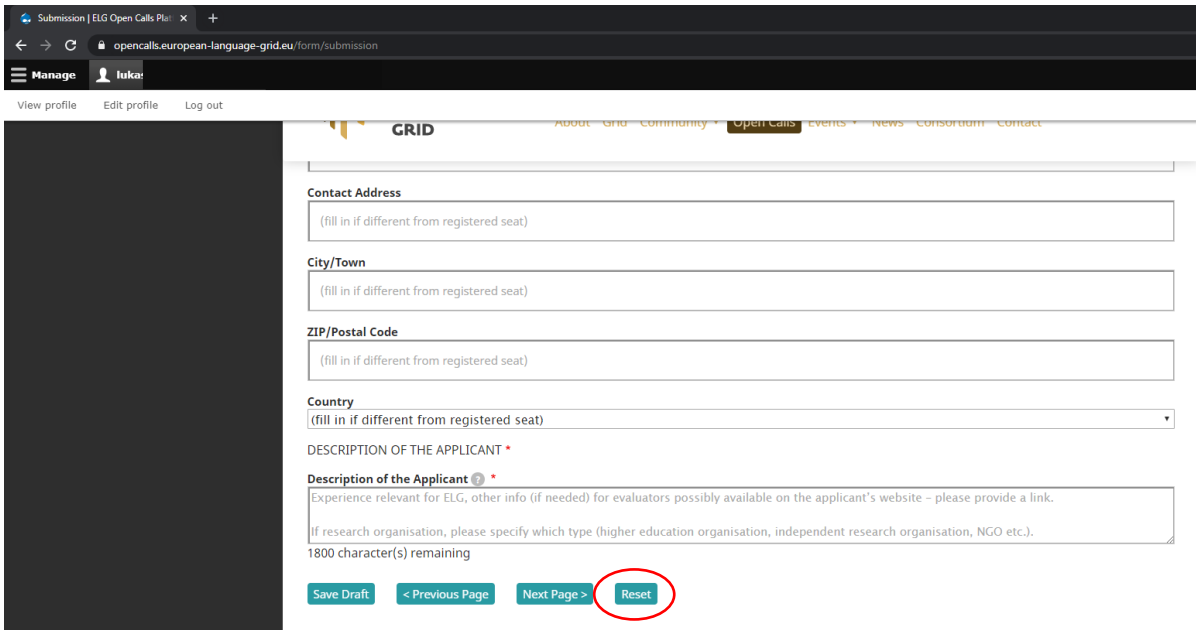
Call \*  
Call 2: Project proposal

Apply

Project Name	Is draft	Created	Completed	PDF	Edit	Duplicate	Share	Feedback
My project number 1	draft	September 30, 2020		<a href="#">My project number 1.pdf</a>	<a href="#">edit</a>	<a href="#">duplicate</a>	<a href="#">share</a>	n/a
My project number 2	submitted	September 30, 2020	September 30, 2020 - 15:31	<a href="#">My project number 2.pdf</a>	n/a	<a href="#">duplicate</a>	n/a	n/a

[+ Add a new project proposal for Call 2](#)

You can delete your project by clicking “Reset”.



The screenshot shows a web browser window with the URL `opencalls.european-language-grid.eu/form/submission`. The page is titled "Submission | ELG Open Calls Platform". The left sidebar contains a "Manage" button and a user profile icon labeled "luka". The main content area is a form for submitting a project. The form includes fields for "Contact Address", "City/Town", "ZIP/Postal Code", and "Country", each with a placeholder "(fill in if different from registered seat)". Below these is a section titled "DESCRIPTION OF THE APPLICANT" with a "Description of the Applicant" field. The description field has a character count of "1800 character(s) remaining". At the bottom of the form, there are four buttons: "Save Draft", "< Previous Page", "Next Page >", and "Reset". The "Reset" button is circled in red.

Submission | ELG Open Calls Platform

opencalls.european-language-grid.eu/form/submission

Manage luka

View profile Edit profile Log out

GRID

About Grid Community Open Calls Events News Consortium Contact

Contact Address

(fill in if different from registered seat)

City/Town

(fill in if different from registered seat)

ZIP/Postal Code

(fill in if different from registered seat)

Country

(fill in if different from registered seat)

DESCRIPTION OF THE APPLICANT

Description of the Applicant

Experience relevant for ELG, other info (if needed) for evaluators possibly available on the applicant's website – please provide a link.

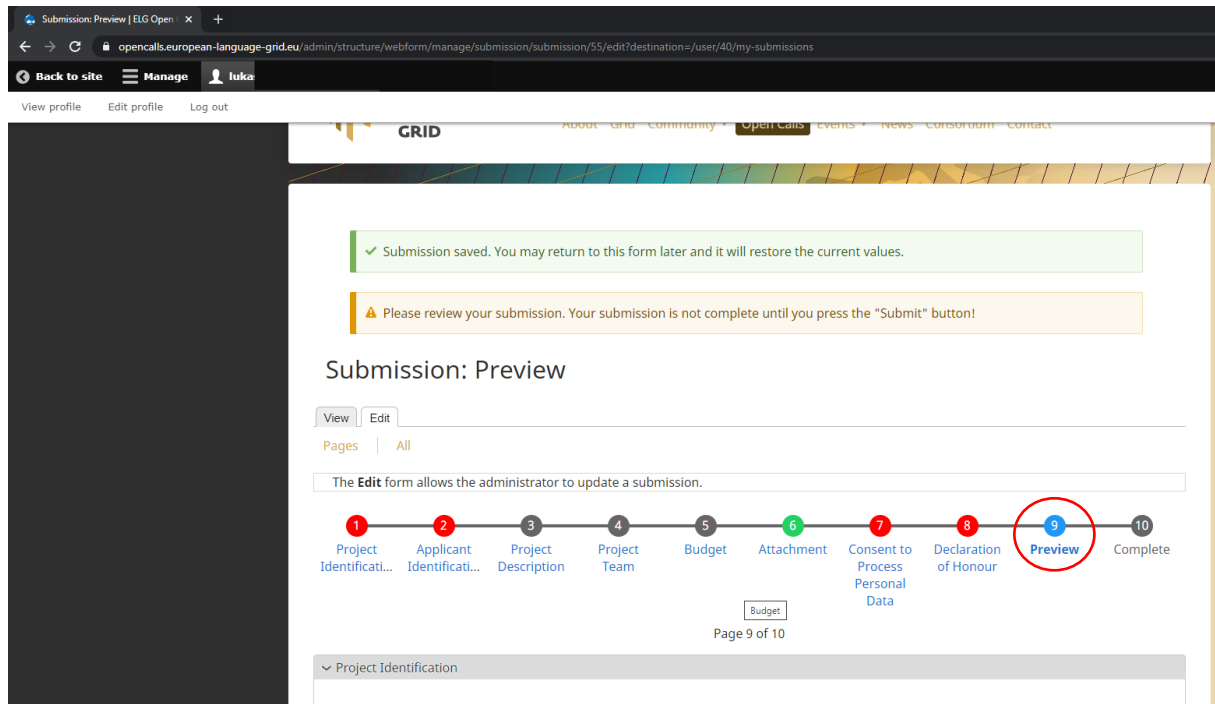
If research organisation, please specify which type (higher education organisation, independent research organisation, NGO etc.).

1800 character(s) remaining

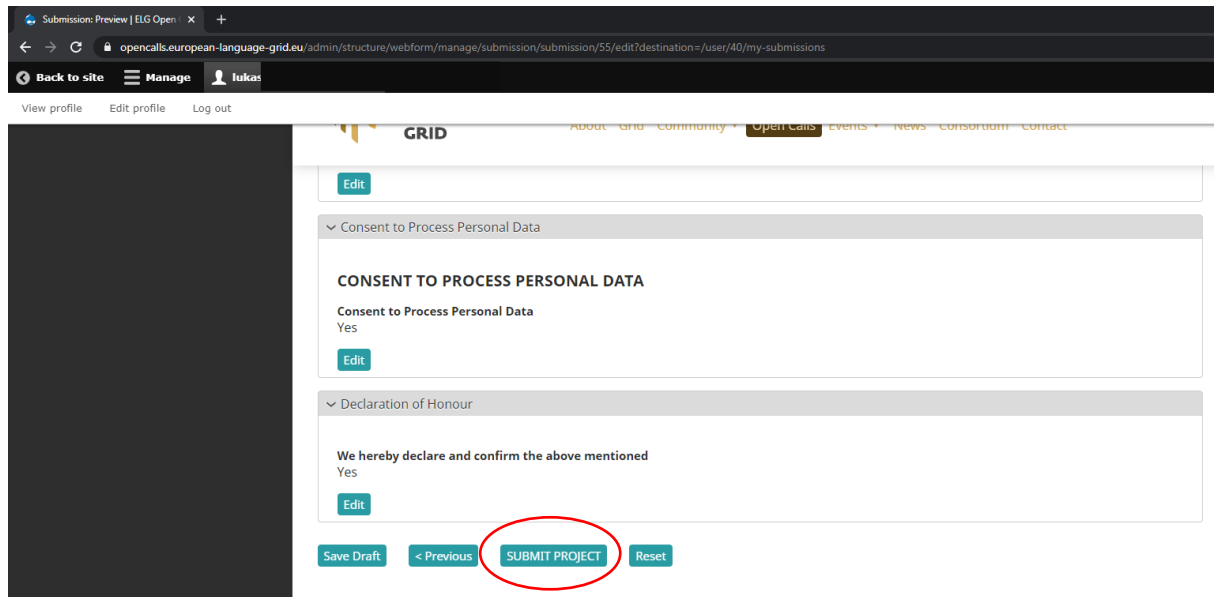
Save Draft < Previous Page Next Page > Reset

## 7. How to submit your project proposal

After filling in all the sections and obligatory fields, you can submit your project by clicking “SUBMIT PROJECT” in the “Preview” section. You can submit your project by 30 November 2020, 23.59 CET.



The screenshot shows a web browser window with the URL `opencalls.european-language-grid.eu/admin/structure/webform/manage/submission/submission/55/edit?destination=/user/40/my-submissions`. The page title is "Submission: Preview". It features a navigation bar with "Back to site", "Manage", and a user profile icon. A sidebar on the left contains "View profile", "Edit profile", and "Log out". The main content area displays a progress bar with 10 steps: 1. Project Identification, 2. Applicant Identification, 3. Project Description, 4. Project Team, 5. Budget, 6. Attachment, 7. Consent to Process Personal Data, 8. Declaration of Honour, 9. Preview (highlighted with a red circle), and 10. Complete. Above the progress bar, there are two messages: a green success message "Submission saved. You may return to this form later and it will restore the current values." and an orange warning message "Please review your submission. Your submission is not complete until you press the 'Submit' button!". Below the progress bar, the "Project Identification" section is expanded, showing "Page 9 of 10".



Submission: Preview | ELG Open | x

opencalls.european-language-grid.eu/admin/structure/webform/manage/submission/submission/55/edit?destination=/user/40/my-submissions

Back to site Manage Lukas

View profile Edit profile Log out

GRID

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Edit

Consent to Process Personal Data

CONSENT TO PROCESS PERSONAL DATA

Consent to Process Personal Data

Yes

Edit

Declaration of Honour

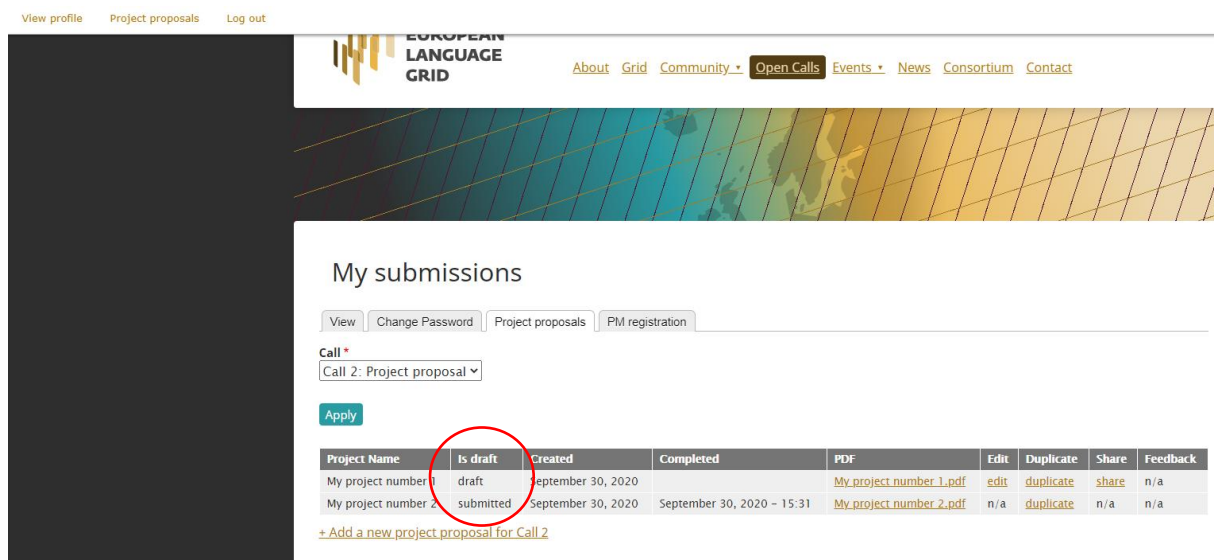
We hereby declare and confirm the above mentioned

Yes

Edit

Save Draft < Previous SUBMIT PROJECT Reset

Once the project is submitted, it cannot be reopened, edited or deleted. You can check the status of the project proposal in “Project proposals”.



View profile Project proposals Log out

EUROPEAN LANGUAGE GRID

About Grid Community Open Calls Events News Consortium Contact

### My submissions

View Change Password Project proposals PM registration

Call \*  
Call 2: Project proposal

Apply

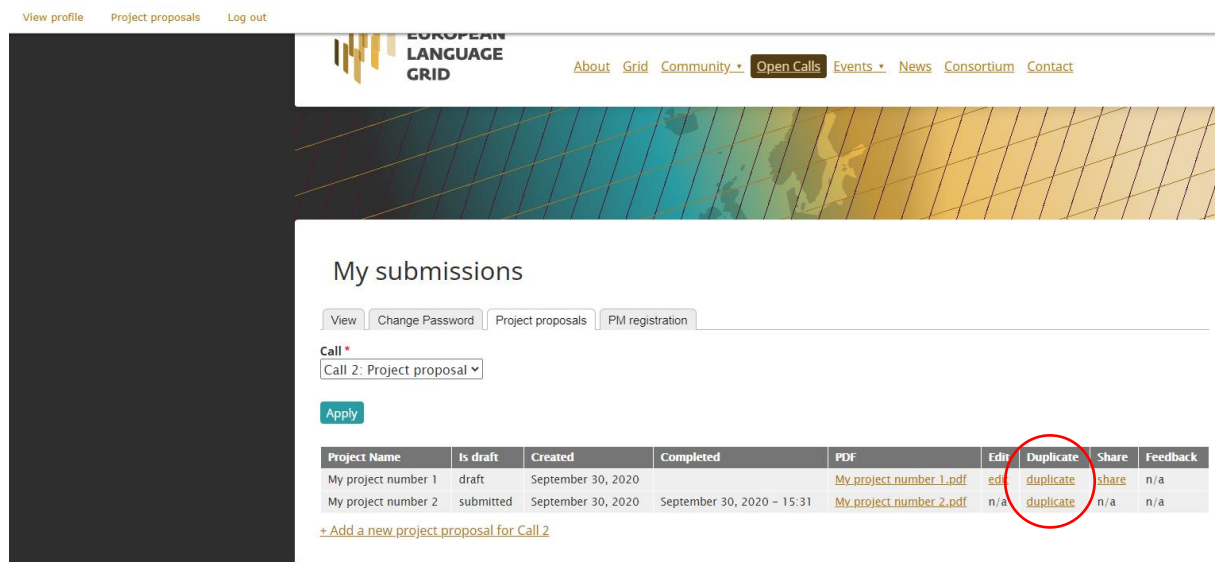
Project Name	Is draft	Created	Completed	PDF	Edit	Duplicate	Share	Feedback
My project number 1	draft	September 30, 2020		<a href="#">My project number 1.pdf</a>	<a href="#">edit</a>	<a href="#">duplicate</a>	<a href="#">share</a>	n/a
My project number 2	submitted	September 30, 2020	September 30, 2020 - 15:31	<a href="#">My project number 2.pdf</a>	n/a	<a href="#">duplicate</a>	n/a	n/a

+ Add a new project proposal for Call 2

If you need to edit the project that has been submitted, you can duplicate the project. This new duplicated project is draft that must be saved while work in progress. Once the editing is done, you should submit the project proposal.

Note the submission deadline 30 November 2020, 23.59. Also, see the Call documentation, section 4.2: “Up to two proposals per applicant will be accepted for evaluation, one for objective A and one for objective B (the last proposal submitted for one or the other objective will be evaluated).”

If you want to withdraw your submitted project, please send us e-mail to [pilot-projects@european-language-grid.eu](mailto:pilot-projects@european-language-grid.eu).



View profile Project proposals Log out

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### My submissions

View Change Password Project proposals PM registration

Call \*  
Call 2: Project proposal

Apply

Project Name	Is draft	Created	Completed	PDF	Edit	Duplicate	Share	Feedback
My project number 1	draft	September 30, 2020		<a href="#">My project number 1.pdf</a>	<a href="#">edit</a>	<a href="#">duplicate</a>	<a href="#">share</a>	n/a
My project number 2	submitted	September 30, 2020	September 30, 2020 - 15:31	<a href="#">My project number 2.pdf</a>	n/a	<a href="#">duplicate</a>	n/a	n/a

[+ Add a new project proposal for Call 2](#)

## 8. How to share the access to the project proposal

If you want to share the access to one of your project proposals, you can get the link by clicking “share”. The project proposal can be edited by using this link, there is no need to create new account (register as a new project manager).

**Please keep this link safe and share it only with trusted persons. Beware that anyone in the possession of the secret token can edit or delete your draft.**

The screenshot shows the 'My submissions' page on the European Language Grid website. The page has a navigation bar with links: View profile, Project proposals, Log out, About, Grid, Community, Open Calls, Events, News, Consortium, and Contact. The main content area is titled 'My submissions' and includes tabs for View, Change Password, Project proposals, and PM registration. A dropdown menu for 'Call' is set to 'Call 2: Project proposal'. Below this is an 'Apply' button and a table of submissions.

Project Name	Is draft	Created	Completed	PDF	Edit	Duplicate	Share	Feedback
My project number 1	draft	September 30, 2020		<a href="#">My project number 1.pdf</a>	<a href="#">edit</a>	<a href="#">duplicate</a>	<a href="#">share</a>	n/a
My project number 2	submitted	September 30, 2020	September 30, 2020 - 15:31	<a href="#">My project number 2.pdf</a>	n/a	<a href="#">duplicate</a>	n/a	n/a

Below the table is a link: [+ Add a new project proposal for Call 2](#).

The second screenshot shows a modal window with the following text: 'Web opencalls.european-language-grid.eu rika. To cooperate on a draft please share the following address. Beware though anyone in the possession of the secret token can edit your draft. Keep it safe.' The share link <https://opencalls.european-language-grid.eu/form/call-2-project-proposal?> is circled in red, along with the 'OK' and 'Zruťit' buttons.



## 9. How to get access to ELG Grid Platform

- ELG Grid Platform Release 1 including all relevant documentation can be accessed here:  
<https://live.european-language-grid.eu>

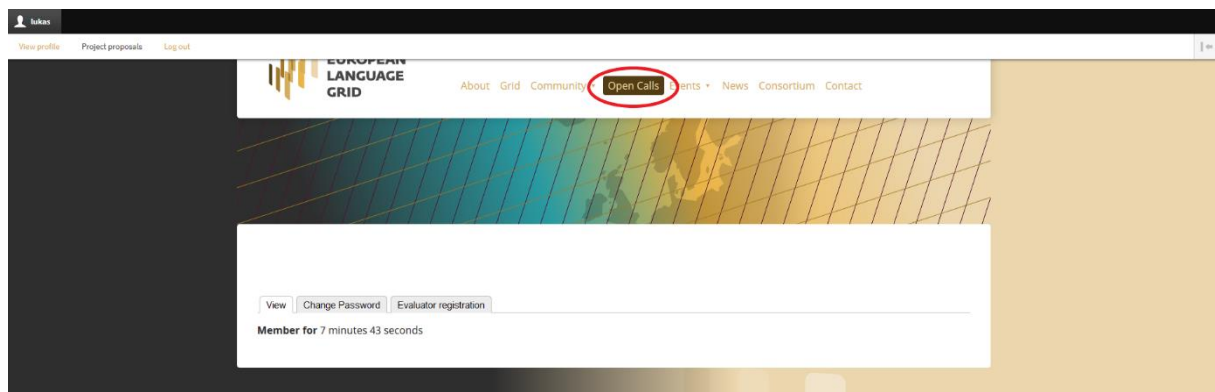
## 10. What to do if you have any questions

- Go through the call documentation and its annexes.
- If you do not find the answer there, see the [FAQ](#).
- Check the webpage related to this open call at <https://www.european-language-grid.eu/open-calls/open-call-2/>
- If you have not found the correct answer, contact us at [pilot-projects@european-language-grid.eu](mailto:pilot-projects@european-language-grid.eu)

## 11. How an Evaluator registered on the Open Calls Platform can submit a project proposal

In the case that you are registered on the Open Calls Platform as an Evaluator, and you also want to submit a proposal as the PI in the name of your organization, you have to register as a Project Manager as well (and fill the appropriate form), in order to be allowed to submit a proposal. This can be done only while you are logged in as an Evaluator. The procedure is the following:

Log in to the Open Calls Platform <https://opencalls.european-language-grid.eu/user/login> as an Evaluator. From the menu next to the ELG logo choose „Open Calls“:



Click the magenta button „Call for projects“:



EUROPEAN LANGUAGE GRID

About Grid Community Open Calls Events News Consortium Contact

## Open Calls for ELG Pilot Projects

ELG foresees to publish two open calls for demonstrator projects.

The first call was published in March 2020, and the second will follow in September 2020.

For this, the ELG is looking for external evaluators to evaluate project proposals submitted in the open calls for the pilot projects.

These pilot projects shall broaden ELG's portfolio of language technologies. They will develop missing services or solutions that support underrepresented languages.

At the same time, the pilot projects should demonstrate the usefulness of the European Language Grid as a technology platform.

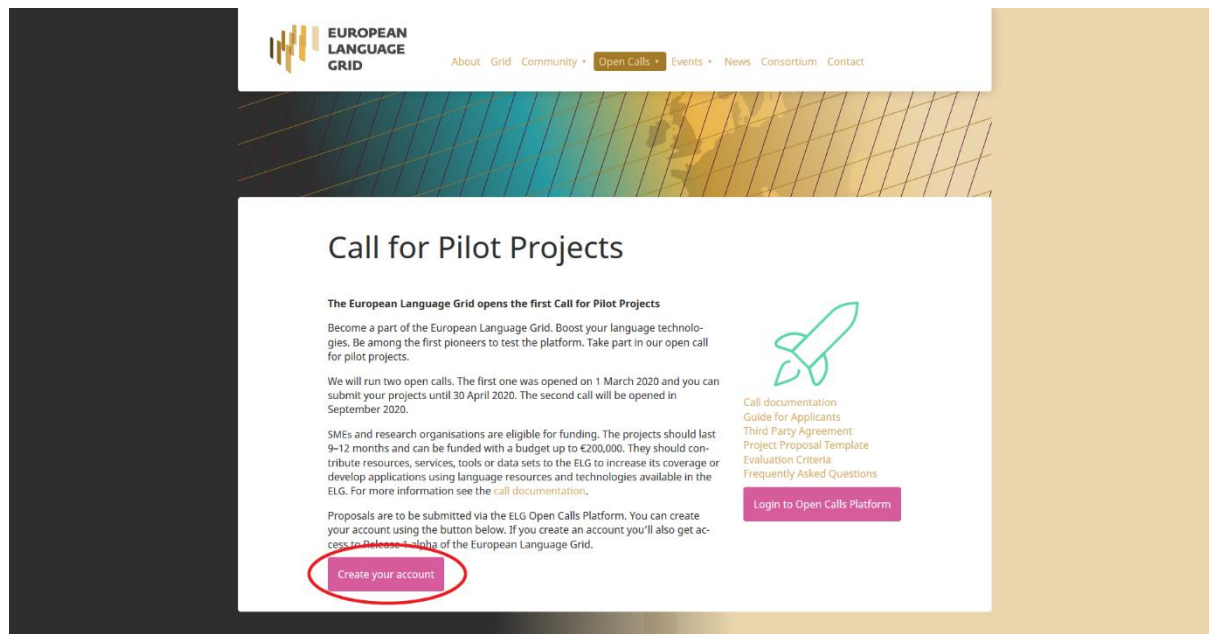
Amounts awarded to a single project will be up to 200,000€, the duration of the projects is expected to be in the 9-12 months range.

SMEs as well as research organisations will be allowed to apply for individual pilot projects.

In case you are interested in participating in the open calls, getting more information, getting involved in the evaluation of the proposals, do not hesitate to [get in touch with us](#).

[Call for projects](#) [Call for evaluators](#)

Scroll down and click the magenta button „Create your account“:



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## Call for Pilot Projects

The European Language Grid opens the first Call for Pilot Projects

Become a part of the European Language Grid. Boost your language technologies. Be among the first pioneers to test the platform. Take part in our open call for pilot projects.

We will run two open calls. The first one was opened on 1 March 2020 and you can submit your projects until 30 April 2020. The second call will be opened in September 2020.

SMEs and research organisations are eligible for funding. The projects should last 9-12 months and can be funded with a budget up to €200,000. They should contribute resources, services, tools or data sets to the ELG to increase its coverage or develop applications using language resources and technologies available in the ELG. For more information see the [call documentation](#).

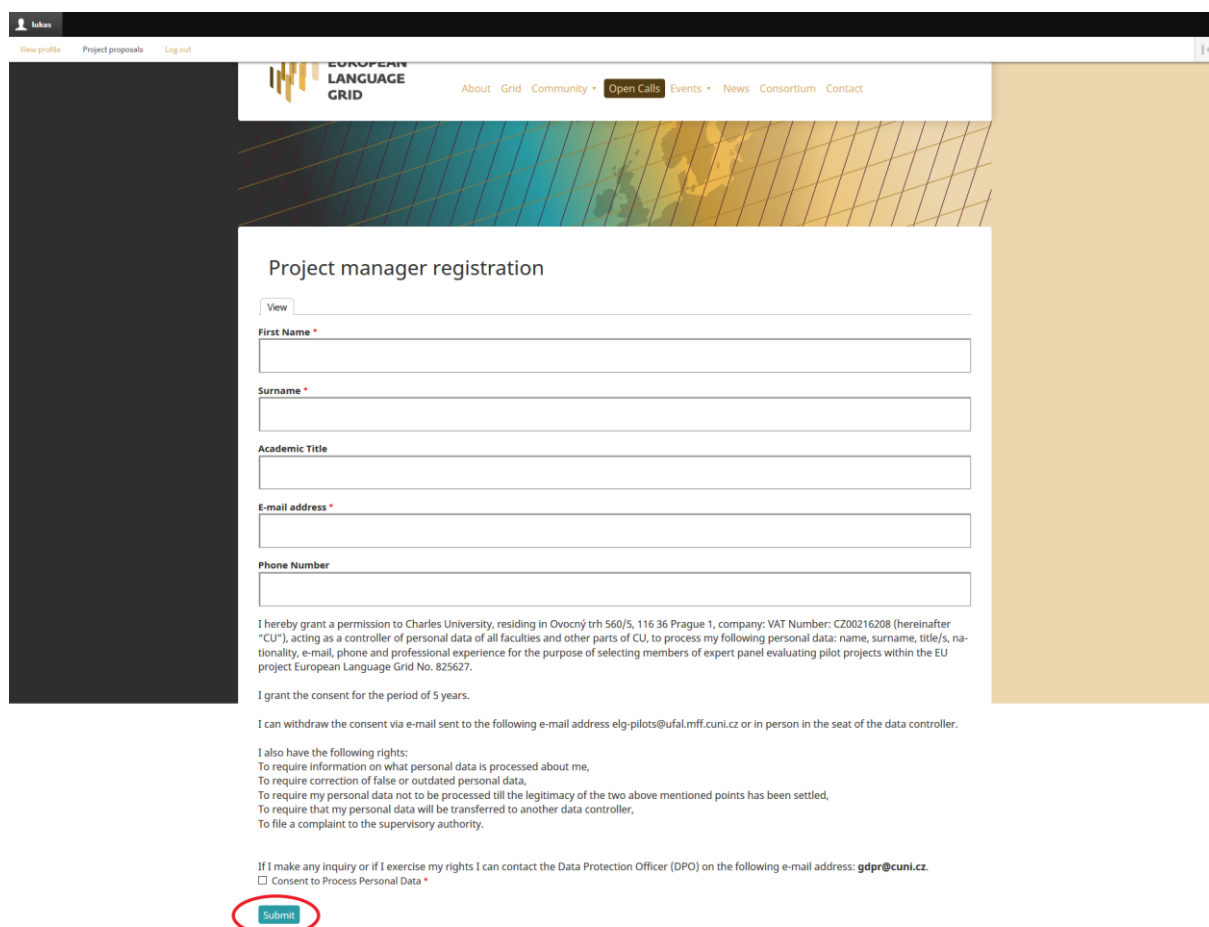
Proposals are to be submitted via the ELG Open Calls Platform. You can create your account using the button below. If you create an account you'll also get access to [Release 1.0](#) of the European Language Grid.

[Call documentation](#)  
[Guide for Applicants](#)  
[Third Party Agreement](#)  
[Project Proposal Template](#)  
[Evaluation Criteria](#)  
[Frequently Asked Questions](#)

[Login to Open Calls Platform](#)

[Create your account](#)

Then fill in and submit the Project manager registration:



The screenshot shows the 'Project manager registration' form on the ELG website. The form includes fields for 'First Name', 'Surname', 'Academic Title', 'E-mail address', and 'Phone Number'. Below the form, there is a consent statement: 'I hereby grant a permission to Charles University, residing in Ovocný trh 560/5, 116 36 Prague 1, company: VAT Number: CZ00216208 (hereinafter "CU"), acting as a controller of personal data of all faculties and other parts of CU, to process my following personal data: name, surname, title/s, nationality, e-mail, phone and professional experience for the purpose of selecting members of expert panel evaluating pilot projects within the EU project European Language Grid No. 825627.' This is followed by a statement: 'I grant the consent for the period of 5 years.' and a withdrawal option: 'I can withdraw the consent via e-mail sent to the following e-mail address elg-pilots@ufal.mff.cuni.cz or in person in the seat of the data controller.' Below this, a list of rights is provided: 'I also have the following rights: To require information on what personal data is processed about me, To require correction of false or outdated personal data, To require my personal data not to be processed till the legitimacy of the two above mentioned points has been settled, To require that my personal data will be transferred to another data controller, To file a complaint to the supervisory authority.' At the bottom, there is a checkbox for 'Consent to Process Personal Data' and a 'Submit' button, which is circled in red.

Project manager registration

[View](#)

First Name \*

Surname \*

Academic Title

E-mail address \*

Phone Number

I hereby grant a permission to Charles University, residing in Ovocný trh 560/5, 116 36 Prague 1, company: VAT Number: CZ00216208 (hereinafter "CU"), acting as a controller of personal data of all faculties and other parts of CU, to process my following personal data: name, surname, title/s, nationality, e-mail, phone and professional experience for the purpose of selecting members of expert panel evaluating pilot projects within the EU project European Language Grid No. 825627.

I grant the consent for the period of 5 years.

I can withdraw the consent via e-mail sent to the following e-mail address elg-pilots@ufal.mff.cuni.cz or in person in the seat of the data controller.

I also have the following rights:

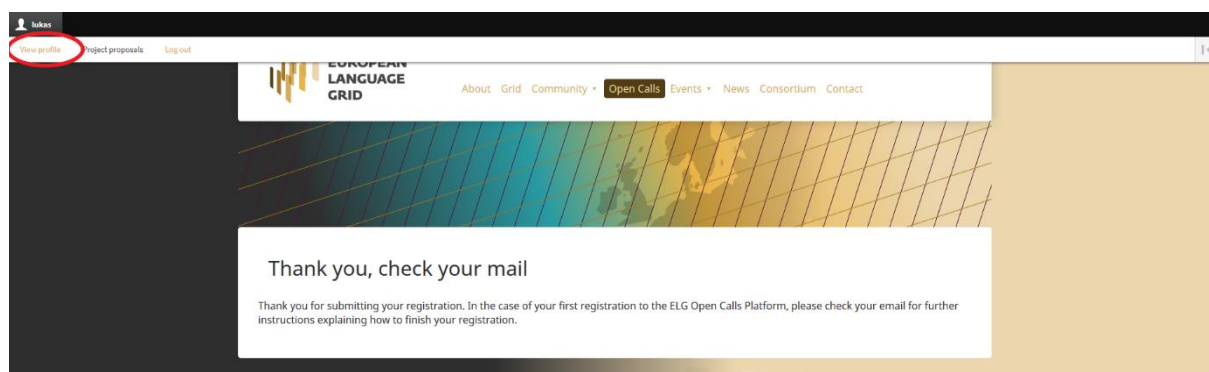
- To require information on what personal data is processed about me,
- To require correction of false or outdated personal data,
- To require my personal data not to be processed till the legitimacy of the two above mentioned points has been settled,
- To require that my personal data will be transferred to another data controller,
- To file a complaint to the supervisory authority.

If I make any inquiry or if I exercise my rights I can contact the Data Protection Officer (DPO) on the following e-mail address: [gopr@cuni.cz](mailto:gopr@cuni.cz).

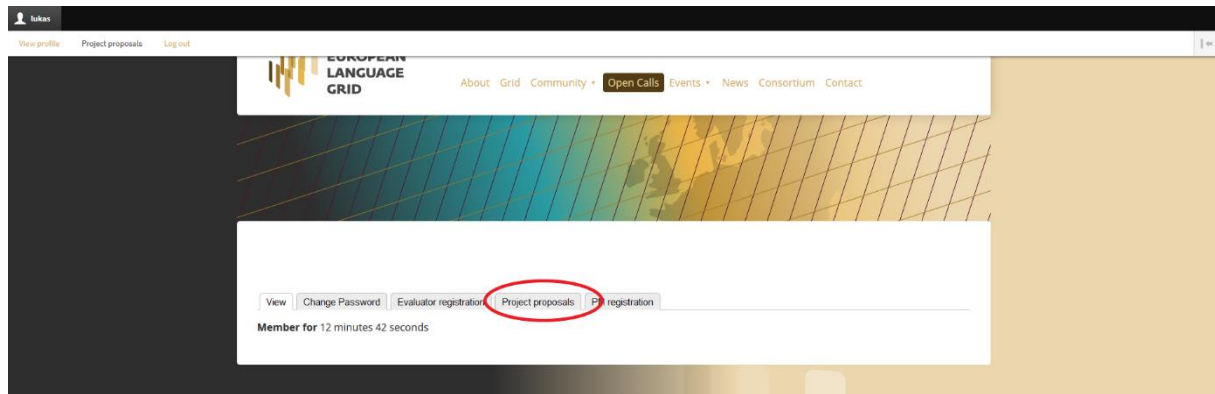
☐ Consent to Process Personal Data \*

[Submit](#)

Click the „View profile“:



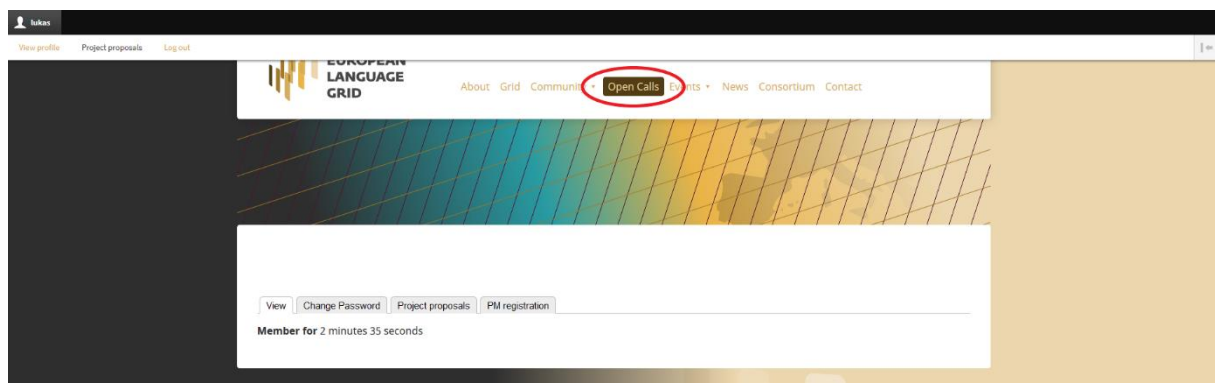
Choose the tab „Project proposals“, which allows you to start creating a new project proposal (follow the instructions in sec. 4. How to add a new project proposal).



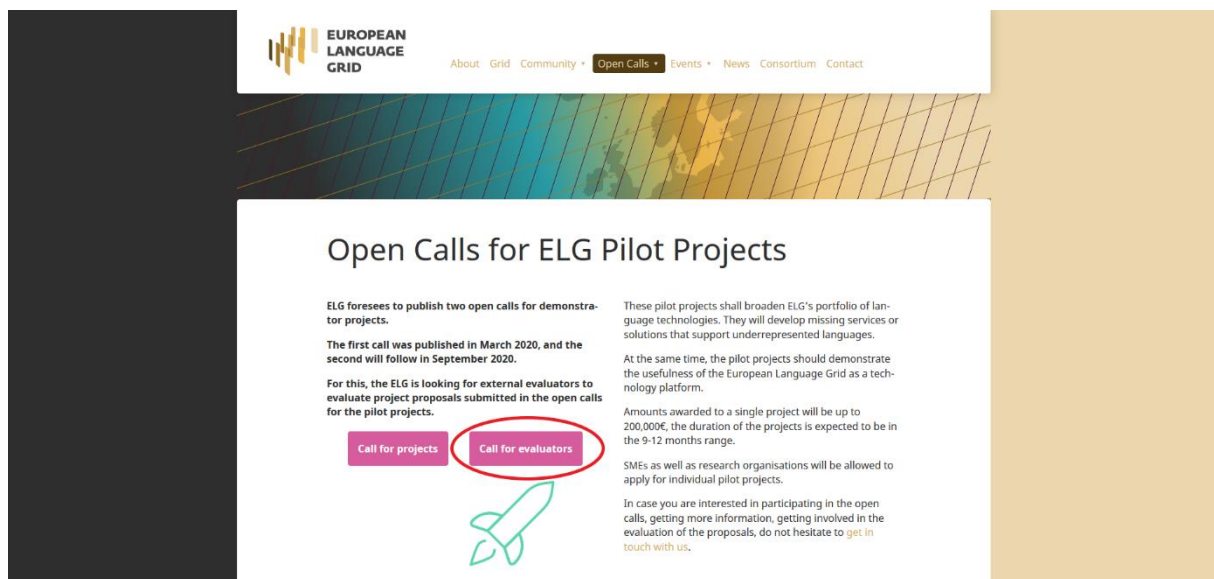
## 12. How a Project manager registered on the Open Calls Platform can register himself as an Evaluator

In the case you are already registered on the Open Calls Platform as a Project Manager and you also want to be considered to be an evaluator (using the same registration email address and login), you have to fill the Evaluator registration form while you are logged in as a Project Manager. The procedure is the following:

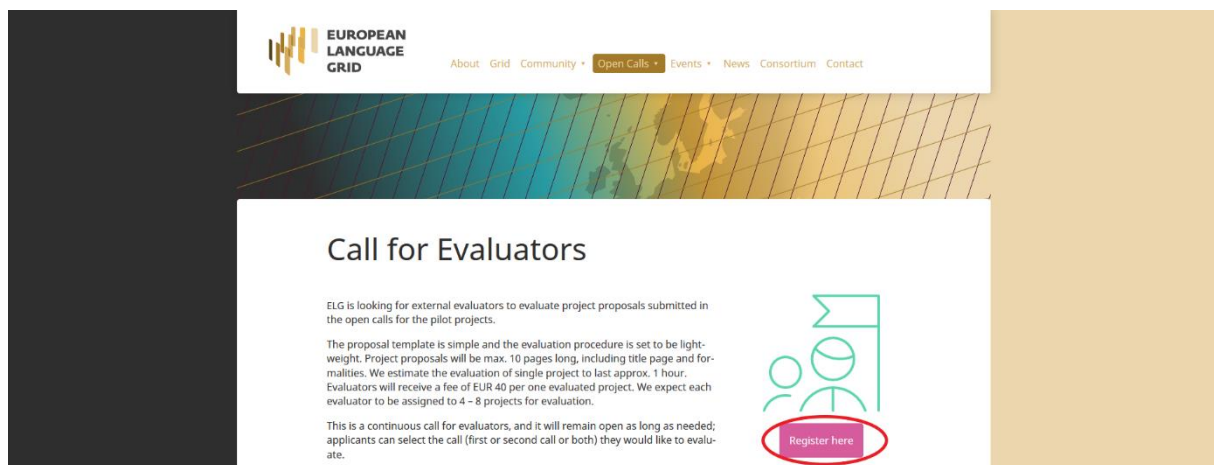
Log in to the Open Calls Platform <https://opencalls.european-language-grid.eu/user/login> as a Project Manager. From the menu next to the ELG logo choose „Open Calls“:



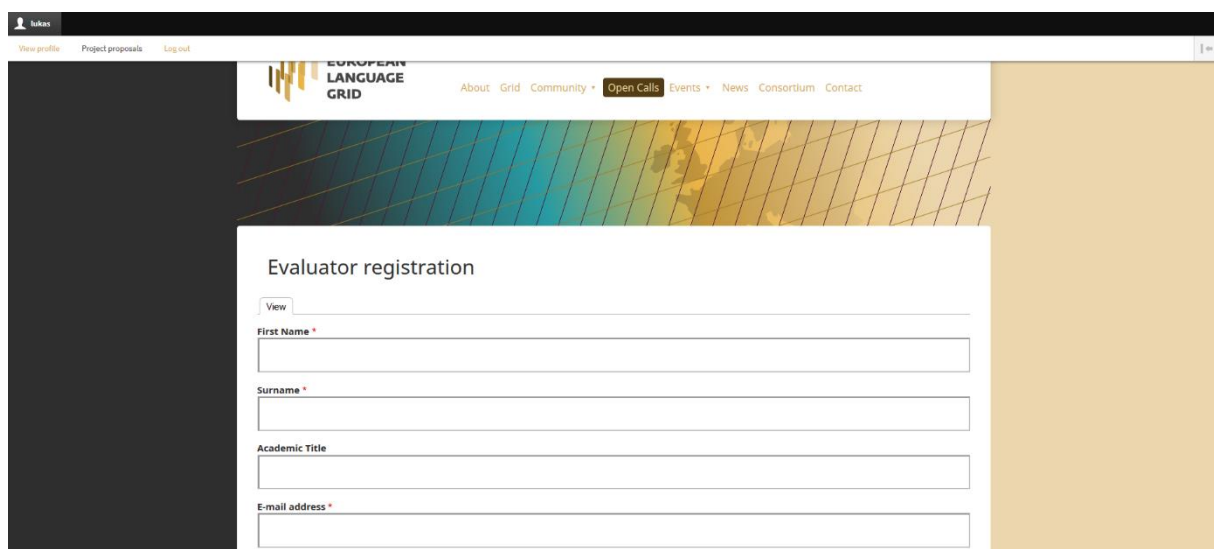
Click the magenta button „Call for evaluators“:



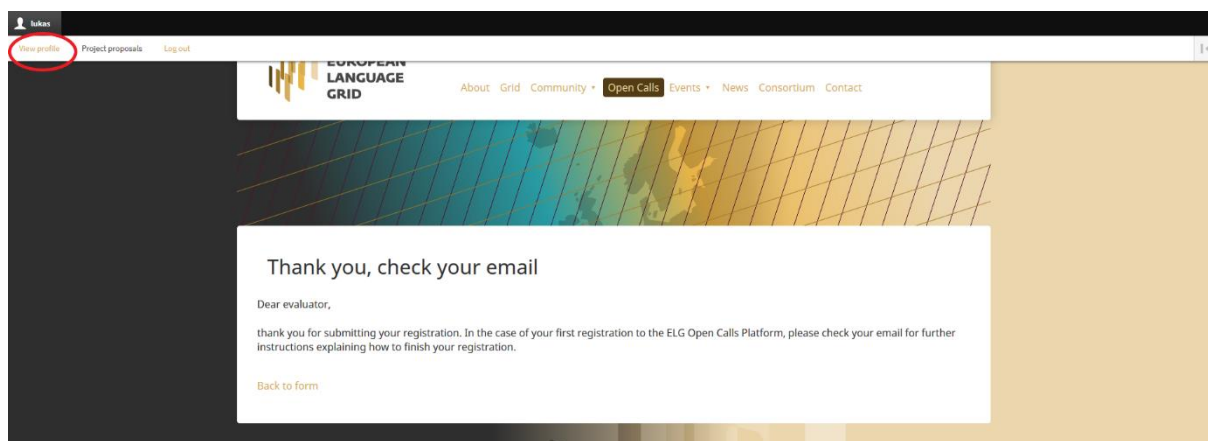
Click the magenta button „Register here“:



Then fill in and submit the Evaluator registration. Use the same email as in the case of your Project Manager registration.



Now you are successfully registered as Evaluator. To see and edit your evaluator registration details, click the „View profile“:



And then click the (new) tab „Evaluator registration“:

