**ELG – FSTP – Pilot Projects Open Call 2**

**Call Documentation – Annex 3 – Project Proposal Template**

**Please note that the actual project proposals are to be submitted via the ELG Open Calls platform. This template has information purpose only. Please see** [**Annex 1 – Guide for Applicants**](https://www.european-language-grid.eu/open-calls/open-call-2/)**.**

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| **PROJECT IDENTIFICATION** | |
| Project Identification Number | Will be provided by the ELG consortium. |
| Name of the Organisation | Text (max. 100 characters) |
| Project Name | Text (max. 100 characters) |
| Project Acronym | Text (max. 16 characters) |
| Project Abstract | Text (max. 800 characters) |
| Total Budget | Total financial support requested (in EUR) (max. EUR 200,000) |
| Proposal Submission Date | Date and time (Will be provided by the ELG consortium.) |

| **APPLICANT IDENTIFICATION** | |
| --- | --- |
| Organisation | (= Name of the organisation in Project Identification section) |
| National VAT Number | Text (max. 100 characters) |
| Year of Foundation | Text (max. 100 characters) |
| Number of Employees | Text (max. 100 characters) |
| Legal Form | Selection Entry (SME or Research Organisation) |
| Turnover of last fiscal year | Text (max. 100 characters) (For SMEs only) |
| Website | Text (max. 100 characters) |
| REGISTERED SEAT |  |
| Address | Text (max. 100 characters) |
| City/Town | Text (max. 100 characters) |
| ZIP/Postal Code | Text (max. 100 characters) |
| Country | Selection Entry |
| CONTACT DETAILS |  |
| Name | Text (max. 100 characters) |
| E-mail | Text (max. 100 characters) |
| Phone | Text (max. 100 characters) |
| Contact Address | Text (max. 100 characters) (fill in if different from registered seat) |
| City/Town | Text (max. 100 characters) (fill in if different from registered seat) |
| ZIP/Postal Code | Text (max. 100 characters) (fill in if different from registered seat) |
| Country | Selection Entry (fill in if different from registered seat) |
| DESCRIPTION OF THE APPLICANT | |
| Description of the Applicant | Text (max. 1 800 characters)  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.) |

| **PROJECT DESCRIPTION** | |
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| Project type | Selection Entry  a. contributes resources, services, tools or data sets to ELG  b. develops applications using language resources and technologies available in the ELG |
| What do you want to do? | Text (max. 1 800 characters)  What are your project goals? What do you want to achieve? What are the project’s outputs and outcomes?  **(Evaluation Criterion: Objective Fit)** |
| Business, Integration and Dissemination Plan | Text (max. 3 600 characters)  Why are you applying for this project? What is the reason for you to do it? What is your vision? What is the desired impact?  What are the benefits for you and for ELG?  How are you going to integrate the results of your project into ELG?  How are you going to disseminate and promote the results?  **(Evaluation Criterion: Business, Integration and Dissemination Plan)** |
| How are you going to do it? | Text (max. 3 600 characters)  How are you going to achieve the project goals? What are the methods and activities (describe the three phases: Experiment, Integration, Dissemination)?  **(Evaluation Criterion: Technical Approach)** |
| Project Schedule | Text (max. 1 000 characters)  Basic description of the project schedule (what is done and when) including milestones (plan in the three phases: Experiment, Integration, Dissemination) |
| Project Keywords | Text (max. 100 characters) |
| Resubmission | Did you submit similar project in the first ELG Open Call?  (Yes/No) |
|  | If yes, what was the project name? |

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| **PROJECT TEAM** | |
| Project Team | Text Entry (max. 1 800 characters)  Basic description of team (project leader, key members, their roles, responsibilities and experience).  Other info about team (if needed) for evaluators possibly available on the applicant’s website – please provide a link.  **(Evaluation Criterion: Team)** |

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| **BUDGET** | |
| Budget | Number Entry  1. Compulsory budget categories:   * Direct costs   + Personnel costs   + Travel   + Equipment (the depreciation costs over the life of the project or cost of renting or leasing equipment)   + Other goods and services * Subcontracting * Indirect costs   2. Budget per phases   * Experiment phase * Integration phase * Dissemination phase |
| Comment | Text (max. 1 800 characters)  Explain and justify your budget (for each budget category separately). For personnel costs, indicate number of person months, and link such personnel effort to the contents (tasks, goals) of the proposal. If you use subcontracting, justify it, and specify the role of subcontractor.  **(Evaluation Criterion: Budget Adequacy)** |
| Low Budget Justification | Text (max. 1 000 characters)  Projects requesting less than €50,000 will have to separately justify that all objectives can be met. |

**CONSENT TO PROCESS PERSONAL DATA**

We hereby grant a permission to Charles University, residing in Ovocný trh 560/5, 116 36 Prague 1, company: VAT Number: CZ00216208 (hereinafter “CUNI”), acting as a controller of personal data of all faculties and other parts of CUNI, to process the personal data filled in this submission form for the purpose of selecting pilot projects and providing the financial  support for the selected projects within the EU project European Language Grid No. 825627.  
  
We grant the consent for the period of 5 years.  
  
We 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.  
  
We also have the following rights:

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

If we make any inquiry or if we exercise our rights we can contact the Data Protection Officer (DPO) on the following e-mail address: **gdpr@cuni.cz**.

Consent to Process Personal Data

**DECLARATION OF HONOUR**

We hereby declare and confirm the following:  
   
·We have read and understood the open call details and requirements.  
·We have had the opportunity to ask questions about ELG and the open call during the proposal preparation phase by sending an email to: [pilot-project@european-language-grid.eu](mailto:pilot-project@european-language-grid.eu)  
·We can withdraw the proposal at any time, and we will not be penalised for withdrawing.  
·The information provided in the proposal is true, correct and complete.  
·We have or will have the necessary stable and sufficient resources to implement the project.  
·Our organisation is not in any situation, which would exclude us from receiving financial support.  
·Our organisation is not subject to a conflict of interest in connection with the financial support.

·Our organisation has the financial capacity to carry out the proposed action.

We hereby declare and confirm the above mentioned