



ELG – European Language Grid

Grant Agreement No. 825627 – H2020, ICT 2018-2020

# **FSTP – Pilot Projects Open Call 2 Call Documentation**

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## 1 Document history

| Date           | Short Description of Changes              |
|----------------|---|
| 1 October 2020 | Call documentation created and published. |

## 2 Summary – Key Parameters

|                                 |   |
|---------------------------------|---|
| <b>Pilot Project Objectives</b> | <p>a) Contribute resources, services, tools or data sets to the ELG to increase its coverage.</p> <p>b) Develop applications using language resources and technologies available in the ELG.</p> <p>Results of the projects shall be made available through the ELG.</p>  |
| <b>Budget Allocation</b>        | <p>€200,000 (maximum amount per pilot project)</p> <p>€585,000 to be distributed in this call</p>   |
| <b>Eligibility</b>              | <ul style="list-style-type: none"> <li>• Only SMEs and research organisations</li> <li>• Horizon 2020 eligible countries</li> <li>• One organisation per project only (i.e. no collaborative multi-party projects)</li> <li>• Two proposals per applicant (one per objective) will be accepted for evaluation</li> </ul>  |
| <b>Proposals</b>                | <ul style="list-style-type: none"> <li>• Short proposal (approx. 5 – 10 pages, incl. formalities)</li> <li>• Lightweight submission and evaluation procedure</li> </ul>   |
| <b>Evaluation criteria</b>      | <ul style="list-style-type: none"> <li>• Objective fit</li> <li>• Technical approach</li> <li>• Business, Integration and Dissemination (“BID”) plan</li> <li>• Budget adequacy</li> <li>• Team</li> </ul>  |
| <b>Project execution</b>        | <p>Four-phase process, consisting of the following activities:</p> <p>(1) Open call</p> <p>(2) Experiment</p> <p>(3) Integration</p> <p>(4) Dissemination</p>   |
| <b>Schedule</b>                 | <p><b>Second call</b></p> <ul style="list-style-type: none"> <li>• published: October 2020</li> <li>• project submission period: October – November 2020</li> <li>• project start: February 2021</li> <li>• project duration: 9 – 12 months</li> </ul>  |
| <b>Funding Principle</b>        | <p>Lump Sum in three payments:</p> <ol style="list-style-type: none"> <li>1. 50 % after signing the contract</li> <li>2. 35 % after demonstrating the results after the end of activity Experiment</li> <li>3. 15 % after completing the activities Integration and Dissemination</li> </ol>  |
| <b>Contact</b>                  | <p>e-mail: <a href="mailto:pilot-projects@european-language-grid.eu">pilot-projects@european-language-grid.eu</a></p> <p>Website: <a href="http://www.european-language-grid.eu/open-calls">http://www.european-language-grid.eu/open-calls</a></p> <p>European Language Grid platform: <a href="https://live.european-language-grid.eu/">https://live.european-language-grid.eu/</a></p> |
| <b>Webinar</b>                  | <p>There will be a webinar for applicants organized at the beginning of November.</p>   |

### 3 Introduction

#### Open Calls for ELG Pilot Projects

ELG planned to have two open calls for pilot (demonstrator) projects. This documentation relates to the second call. First call was opened in March 2020, ten projects were selected for financing.

The pilot projects should demonstrate the usefulness of the European Language Grid as a technology platform. At the same time, the pilot projects shall broaden ELG's portfolio of language technologies. They will develop missing services or solutions that support underrepresented languages and/or technologies.

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 are allowed to apply for individual pilot projects.

#### Outcome of the Pilot Projects

Pilot projects will add their own resources, services, tools or data sets to the ELG itself or realise an innovative application based on language technologies available in the ELG, most likely together with one client or customer. Furthermore, ELG will gain valuable user feedback from the pilot projects that will use actual ELG services.

The pilot projects will demonstrate the usefulness of the ELG platform especially with regards to its high commercial or societal impact.

#### Pilot Board

The Pilot Board is set up for the supervision of the pilot projects. It provides a forum so that the ELG project can discuss the progress of the pilots, their intermediate feedback and the results.

The Pilot Board consists of ELG consortium members. It is the main technical and strategic interface between the pilot projects and the ELG consortium so that the project can maximise its benefit from supporting the pilots and also to make sure that the pilot projects maximally benefit from the European Language Grid.

#### About the European Language Grid

Find out more about the European Language Grid, the objectives, timeline and consortium at ELG's website. ELG project coordinator is DFKI (Berlin, Germany), Charles University (Prague, Czech Republic) is responsible for open calls administration.

Read the overview of ELG, history and context here.

Find out more about the European Language Grid in the document Overview of the ELG project and platform.

## 4 ELG Pilot Projects Call

### 4.1 Basic Description

The objective of the open calls in ELG is to attract proposals that have long-term potential to either

- A. contribute resources, tools and services to the ELG platform and marketplace (objective A) or
- B. develop applications using language resources and technologies available in the ELG (objective B).

These objectives should cover usage of language technologies in specific applications, processes or operations; at the same time, they should demonstrate the usefulness of the ELG as a technology platform.

The results will be available through the ELG in two modalities depending on the type of project. LT tools, resources (data sets) or services will be integrated into the ELG itself and will be generally available under a defined licensing conditions. Any applications (using LT as a component technology) will be included in the application part of the ELG catalogue.

#### The Maximum Amount of Financial Support

The maximum amount of financial support is €200,000 per project. The financial support will be structured according to the conditions and paid in three instalments:

1. 50 % of the amount requested after signing the contract,
2. 35 % of the amount requested after demonstrating the results after the end of activity (2) (Experiment), and
3. 15 % after completing the activities (3) (Integration) and (4) (Dissemination).

Two reports on the project's progress are requested from the Awardee – first after phase (2) (Experiment) and second after phases (3) (Integration) and (4) (Dissemination). Each instalment has to be separately approved by the Pilot Board based on the Awardee's performance. No guarantee is given with respect to instalments 2 and 3 at the time of the award, as specified in the contract with the Awardee (these payments will be made only if the pilot project is executed accordingly to the project proposal).

#### Criteria for Calculating the Exact Amount of the Financial Support

Submitted project proposals need to set their own requirements for financial support, including budget structure. The initial proposal evaluation procedure will make sure that these requests for funding are in line with the standard [Horizon 2020 budget criteria](#) and the criteria set in this document, in sum as well as in the structure. The financial support will be awarded as a lump sum.

### 4.2 Timeline

|                                       |                              |
|---------------------------------------|------------------------------|
| Publication time of the first call:   | 01 October 2020              |
| Submission deadline:                  | 30 November 2020 (23:59 CET) |
| Evaluation and selection of projects: | December 2020 – January 2021 |
| Contract signing and project start:   | February 2021                |
| Project duration:                     | 9 – 12 months                |

After the selection of winning proposals, ELG will publish the outcome of the call, including a description of the third party (Awardee), the date of the award, duration, and the legal name of the Awardee and its country.

### **4.3 Applicable Law**

Any matters not covered by this document will be governed by Czech law, in particular the provisions of the Civil Code, and any other applicable legislation in the European Union.

## **5 Eligibility Criteria**

### **5.1 Types of Activities and Funding Conditions**

#### **List of Activities that Qualify for Financial Support**

The pilots will be based on a four-phases process, consisting of the following activities:

- (1) Open call: Submission of proposals (no funding attached).
- (2) Experiment: Main development phase towards the objectives A and B as described above.
- (3) Integration: Integration of results into the ELG (objective A) or to the application catalogue (objective B).
- (4) Dissemination: Dissemination and Promotion activities, in cooperation with the ELG consortium.

Each project must fulfil all four phases (activities) (1)-(4).

All Horizon 2020 cost categories are eligible for funding; subcontracting must be justified and it is limited to 25 % of the overall budget. Subcontracting is not allowed for Activity (4) (Dissemination). In case of subcontracting, solely the applicant will be responsible to the consortium to carry out the pilot project. Up to 25 % of the direct cost part of the budget (excluding subcontracting) will be allowed for indirect costs as a flat rate attached to every phase of the proposal (e.g. if direct costs without subcontracting are €100,000, indirect costs can be up to €25,000).

Each funded project will receive a maximum of €200,000, depending on the proposal and funding appropriation. Projects requesting less than €50,000 will have to separately justify that all objectives can be met. All projects have to specify and justify which amount of work and budget for the allowed activities (2)-(4) are necessary to successfully perform the project and achieve its results and objectives, while observing the following conditions:

- A minimum of €5000,- and a maximum of 20 % of the direct costs requested has to be earmarked for activity (3) (Integration), if the objective corresponds to objective A, or
- A minimum of €5000,- and a maximum of 5 % of the direct costs has to be earmarked for activity (3) (Integration) if the objective corresponds to objective B. For projects requesting less than €100,000, exactly €5000 has to be earmarked for activity (3) (Integration).

- A minimum of €5000,- and a maximum of 20 % of the direct costs has to be earmarked for activity (4) (Dissemination).

It is mandatory to justify the part of budget related to personnel by the corresponding number of Person\*Month.

## 5.2 Type of Beneficiaries

### Definition of Persons or Categories of Persons that May Receive Financial Support

Only SMEs and research organisations (including but not limited to higher education organisations, independent research organisations and NGOs) eligible for EU funding are allowed to apply in individual projects (**one organisation per project only**). The definition of SME is the one by the Commission Recommendation 2003/361/EC. For objective B, SMEs will be preferred (see Annex 4 – Evaluation Criteria).

Partners of the ELG consortium are not eligible. Also, projects based on the outcomes of any of the projects funded under Call ICT-29-2018 (ICT Work programme 2018-2020) submitted by the project partners of the respective projects are not eligible.

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). Others will be discarded. If the project proposal is not accepted in the first call, resubmission to the second call is allowed. No double funding is allowed between the project ELG and/or any other incubator or similar scheme for Financial Support to Third Parties (FSTP).

## 5.3 Countries

Only beneficiaries legally established in any of the Horizon2020 eligible countries will be eligible to apply for the Pilot Projects. Please check if your country is eligible.<sup>1</sup>

## 5.4 Conflict of Interest

No conflict of interest is allowed to exist between the applicant and any member of the ELG project's consortium. This is confirmed by the Declaration of Honour signed by the applicant.

External experts (evaluators) evaluating proposals shall not be in conflict of interest with the project they are evaluating. In case of such a conflict, evaluators shall excuse themselves from the evaluation of such project. The same applies to the members of the Pilot Board.

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<sup>1</sup> For British applicants: The Withdrawal Agreement as agreed between the European Union and the United Kingdom entered into force on 1 February 2020. In overall terms, on the basis of the Withdrawal Agreement, the UK-based legal entities will continue to be fully eligible to participate and receive funding in the current 2014-2020 EU programmes, including Horizon 2020, as if the UK were a member state until the closure of these programmes, unless security considerations apply. This means that UK beneficiaries can continue – without interruption – to receive grants awarded under the current and previous MFFs until their end dates, even if these are after 2020.

Source: [European Commission](#)



## 6 Preparation and submission of the proposals

### 6.1 Proposal submission

Proposals are to be submitted via the ELG project website. For more information on the proposal submission see Annex 1 – Guide for Applicants.

### 6.2 Proposal Template

See Annex 3 – Proposal Template.

### 6.3 Access to ELG Grid Platform

Information about the ELG Grid Platform is available here: <https://www.european-language-grid.eu/grid/>.

ELG Grid Platform Release 1 including all relevant documentation can be accessed here:

<https://live.european-language-grid.eu>

### 6.4 Communication with ELG

All relevant questions and communication with applicants will be published on the ELG website. For any queries get in touch with us at [pilot-projects@european-language-grid.eu](mailto:pilot-projects@european-language-grid.eu).

### 6.5 Language

Project proposals and all related documents should be written and all communication will be held in English.

## 7 Summary of the evaluation process

### 7.1 Eligibility Check

See Annex 4 – Evaluation Criteria.

### 7.2 Evaluation

Financial support will be awarded to the selected applicants following an open, transparent and expert-evaluation based selection process. Match to the overall business objectives will be the main content-related evaluation criterion. Proposals will further be awarded based on criteria of excellence and innovativeness, impact, applicant's team, and reasonability and appropriateness of the budget.

*Remote evaluation:* Three experts from the field (the "evaluators"), selected by the Pilot Board, will evaluate each proposal against the following criteria:

- (a) Objective fit
- (b) Technical approach
- (c) Business, Integration and Dissemination ("BID") plan
- (d) Budget adequacy
- (e) Team

The criteria descriptions, points awarded, and weights of the individual criteria are specified in detail in Annex 4 – Evaluation Criteria.

Each project will be assigned to one member of the Pilot Board, who will report to the Pilot Board the summary of the evaluation provided by evaluators. The Pilot Board will rank all submitted projects and decide how many projects will be accepted for funding. It is expected that 3-6 projects will be selected in Call 2, up to the maximum funding available.

*Budget.* The requested budget for the projects might be reduced based on the evaluation results, item (d) “Budget Adequacy”. If changes are proposed by the evaluators and accepted by the Pilot Board, they will be communicated to the applicant, who can accept or reject them. Rejecting the recommended reduction of the requested budget by the applicant means that the project will be rejected. Based on the ranking, the first non-funded project might be accepted for funding.

*Final Selection and Contracting.* Selected projects will be publicly listed on the project website and full proposals and evaluations will be provided to the European Commission. Awardees will be invited to sign the contract within a given, short period of time after the awards are announced. All Awardees will sign a sub-grantee agreement (see Annex 2) between them and the ELG (represented by Charles University). The Awardees are obligated to allow the European Commission, the European Anti-fraud Office (OLAF) and the Court of Auditors to exercise their powers of control on documents, information, even stored on electronic media, or on the final recipient's premises.

### **7.3 Complaint Procedure**

If, at any stage of the evaluation process, the applicant considers that a mistake has been made or that the evaluators have acted unfairly or have failed to comply with the rules of this ELG Open Call, and that her/his interests have been prejudiced as a result, the following appeal procedures are available.

A complaint should be drawn up in English and submitted by e-mail to the ELG Coordinator Georg Rehm (georg.rehm@dfki.de). Any complaint made should include:

- contact details (including postal and e-mail address),
- the subject of the complaint,
- information and evidence regarding the alleged complaint.

Anonymous complaints will not be reviewed. Complaints should be made within five (calendar) days after the evaluation results have been presented to the Applicants.

As a general rule, the ELG Coordinator (DFKI) will investigate the complaints with a view to arriving at a decision to issue a formal notice or to close the case within no more than seven days from the date of reception of the complaint, provided that all required information has been submitted by the complainant.

## 8 ELG Pilot Projects Execution

Selected projects will be offered guidance and supervision throughout the lifecycle of the project once the contract is in place and the project has started. Control days will be organized (possibly remotely) when projects will have to report progress, any problems, state of completion etc.

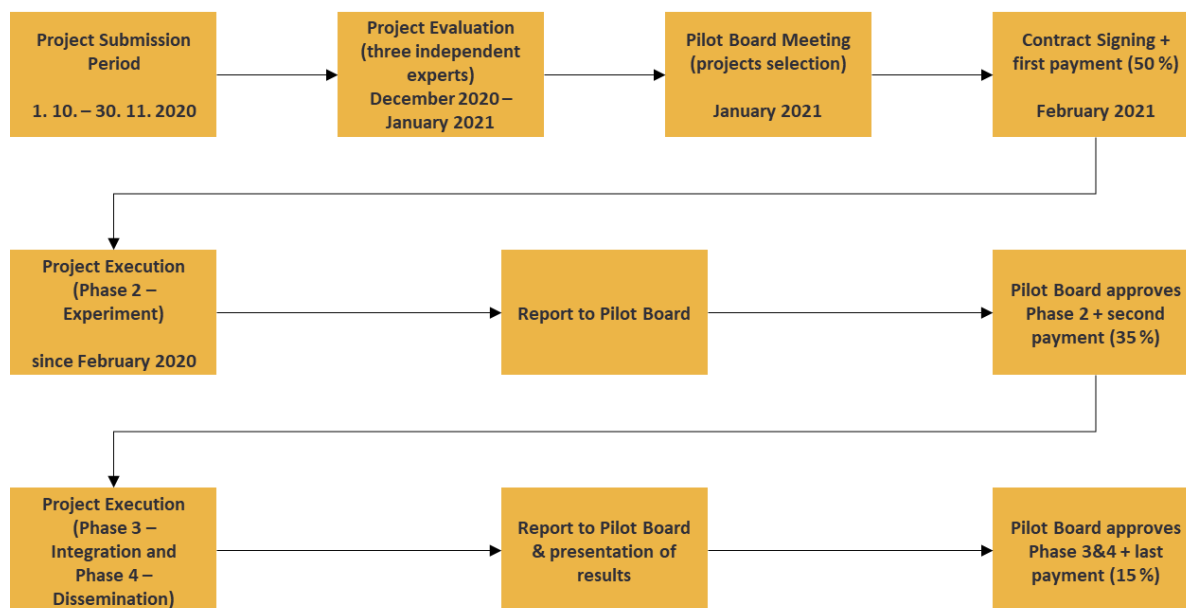
### **Evaluation of the results of the “(2) Experiment” Phase and access to the “(3) Integration” and “(4) Dissemination” phases**

Each selected project will be supervised by one member of the Pilot Board (“Project Coach”) appointed by the Pilot Board. The Project Coach will be responsible for training the Awardee’s project team, collecting and answering questions from the team during the execution of the project, collecting reports and guiding the project team through all activities (phases), especially through the Integration and Dissemination phases (if the project is allowed to progress to them). The assessment will be coordinated with the ELG project consortium; the Project Coach will seek especially technical help from the consortium to evaluate the pilot project results, especially in terms of technical testing to determine if the objectives of the (2) Experiment phase have been met. The Project Coach will assess the progress of the project and propose to the Pilot Board to approve the second payment to the Awardee, or to terminate the project after the (2) Experiment phase.

### **Evaluation of the final results**

The final evaluation of a project will be performed after the (3) Integration activity by the Project Coach and if the projects fulfils the (4) Dissemination obligations. The Project Coach will then prepare a short report (to be made public) and recommend to the Pilot Board to approve (or not) the final (third) payment to the project Awardee.

After a project has finished, the project team is required to present their results, business plans, secured venture capital for further development and future plans. The Pilot Board will assess the finished projects and evaluate the immediate results. It will also formulate recommendations for sustainability and future operation of the ELG based on the experience of and with the pilot projects.



## 9 Obligations of Beneficiaries

Obligations of Awardees are specified in Annex 2 – Third Party Agreement.

## 10 Intellectual property rights

Intellectual property rights are specified in Annex 2 – Third Party Agreement.

## **11 Annex 1 Guide for Applicants**

This annex is available at ELG website:

<https://www.european-language-grid.eu/open-calls/open-call-2/>

## **12 Annex 2 Third Party Agreement**

This annex is available at ELG website:

<https://www.european-language-grid.eu/open-calls/open-call-2/>

## **13 Annex 3 Project Proposal Template**

This annex is available at ELG website:

<https://www.european-language-grid.eu/open-calls/open-call-2/>

## **14 Annex 4 Evaluation Criteria**

This annex is available at ELG website:

<https://www.european-language-grid.eu/open-calls/open-call-2/>