ELG – FSTP – Pilot Projects Open Call 1
Call Documentation – Annex 1 – Guide for Applicants

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Document history

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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 April 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

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

After login, you will be able to change your password by clicking “Change Password”.
You can change information about the project manager by clicking "My registration".
You can log out by clicking on your login name on the top of the site.
4. How to add new project proposal

Click on “My submissions”.

Then click on “Add a new project submission”
### 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”. You can move to other sections of the proposal template by clicking “Next Page” or “Previous Page” at the bottom.
You can also move to other sections using the Navigation Pane.

Fields that are marked with red star must be filled in.
6. How to edit your project proposal

You can see all your project proposals by clicking “View profile” and then “My submissions”.

[Images showing the interface for viewing and editing project proposals]
You can start editing your draft version of the project proposal by clicking “edit”.

You can download your draft version of the project proposal or submitted proposal by clicking on the PDF file.
You can delete your project by clicking “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 April 2020, 23:59 CET.
Once the project is submitted, it cannot be reopened, edited or deleted. You can check the status of the project proposal in “My submissions”.

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

- ELG Grid Platform (Release 1 alpha) is not accessible for general public yet. However, it is possible for applicants to get access to ELG Grid Platform (Release 1 alpha).
- After you create your account at ELG Open Calls Platform, you are entitled to get access to ELG Grid Platform (Release 1 alpha). Within 2 working days after you register at ELG Open Calls Platform, you will receive an e-mail describing how to access ELG Grid Platform (Release 1 alpha).
- In case you have any questions related to ELG Grid Platform (Release 1 alpha), please send them to contact@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/call-for-pilot-projects/
- If you have not found the correct answer, contact us at 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“:

Scroll down and click the magenta button „Create your account“:
Then fill in and submit the Project manager registration:

Click the „View profile“.

Thank you, check your mail

Thank you for submitting your registration. In the case of your first registration to the ELG Open Calls Platform, please check your email for further instructions explaining how to finish your registration.
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“: