



CLOSED PROJECT PROPOSAL

Submission form



Towards a Common European Framework of Reference for language teachers

TEAM or CONSORTIUM

This form should be completed by the prospective coordinator of a team or a consortium (group of organisations) wishing to undertake this project.

This form offers space for detailed presentation of the coordinator and three other team members/representatives of organisations. Additional experts/organisations who have confirmed their wish to participate should be listed under “Active associate partners” (B3).

Applicants may wish to consult their national authorities (national delegate representing their country on the Governing Board of the ECML) for advice on submissions: www.ecml.at/memberstates

- Please note:
- Some sections of this form will have to be completed in both project languages.
 - Only fully completed forms will be considered.
 - 🍏 Applicants using a Mac are recommended to use Mac’s Preview function to complete the form and export the completed version to a pdf.

The proposed project is submitted by

(Applicants must be living and working in a [member state](#) of the ECML)

Name (surname, first name)

Country of employment

Organisation (in case of consortium)

Proposed project languages

Language 1

Language 2

Link to video presentation showing the approach to the project

(optional, max. 5 min.)

Deadline for submissions: **1 May 2015** (please return the completed form to call@ecml.at)



You are asked to fill in information relating to the following sections:

- A Coordinator and team/consortium
- B Project outline
- C Project description
- D Project management plan

A COORDINATOR AND TEAM/CONSORTIUM

A1 PROJECT COORDINATOR

PERSONAL INFORMATION

Surname

First name(s)

Gender

female male

Address for correspondence:
house number, street name

Postcode, city, country

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Telephone

E-mail

Nationality

PROFESSIONAL INFORMATION

Name of employer

Position currently held and main
activities

Affiliation/cooperation with relevant
educational networks/associations

List names of the networks/associations and function in these networks.

LANGUAGE SKILLS AND COMPETENCES

Mother tongue(s)

Other language(s)

(Please qualify the level of competences according to the [self-assessment grid of the Common European Framework of Reference for Languages](#))

Self-assessment

Understanding

Speaking

Writing

Language

Listening

Reading

Spoken
interaction

Spoken
production

Written
production

PROJECT EXPERIENCE (max. 100 words)

Name titles and sponsors of a maximum of three of your major projects. Please specify your role in these projects and make reference to the project results (project publication, website, etc).

EXPERTISE IN THE TOPIC OF THE PROPOSED PROJECT (max. 100 words each)

Please outline personal practical experience and professional expertise and expertise of the organisation as a whole, if applicable.

Publications (including those of the organisation, if applicable). List a maximum of three relevant publications.

For consortium only: what will your organisation contribute to the project (“in kind” and/or financially)?

REFERENCES SUPPORTING YOUR APPLICATION

Please provide names and email addresses of two professionals (experts in the field, ECML Governing Board member, etc.) who can be contacted to support your application.

1.	
2.	

A2 PROJECT TEAM MEMBERS/PROJECT CONSORTIUM

The ECML requires three experts/representatives of organisations in addition to the coordinator to form a project team/project consortium. Team members/representatives of organisations should, as far as possible, reflect a range of relevant professional expertise, a balance of language profiles and geopolitical spread from within the ECML member states.

In exceptional cases, applications from non-member states as team members (representing an organisation, if applicable) can be accepted (with a maximum of one project team member from a non-member state).

TEAM MEMBER 1 – WEBSITE CORRESPONDENT/ORGANISATION ([view details](#))

Surname	<input type="text"/>		
First name(s)	<input type="text"/>		
Country of employment	<input type="text"/>		
Address for correspondence: house number, street name	<input type="text"/>		
Postcode, city, country	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone	<input type="text"/>		
E-mail	<input type="text"/>		
Nationality	<input type="text"/>		
Name of employer and position currently held	<input type="text"/>		

For consortium only: name of the organisation represented by the team member

EXPERTISE IN THE TOPIC OF THE PROPOSED PROJECT (max. 80 words each)

Please outline the practical experience and professional expertise of the team member/representative of the organisation (and the organisation as a whole, if applicable).

Affiliation/cooperation with relevant educational networks/associations

List names of the networks/associations and function in these networks.

LANGUAGE SKILLS AND COMPETENCES

Mother tongue(s)

Other language(s) (Please qualify the level of competences according to the [self-assessment grid of the Common European Framework of Reference for Languages](#))

Self-assessment Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	Written production
<input style="width: 300px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>	<input style="width: 60px; height: 25px;" type="text"/>
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CONTRIBUTION TO THE PROJECT (max. 80 words each)

Explain briefly the envisaged contribution of the proposed team member/representative of the organisation.

Explain briefly his/her expertise in moderating and updating websites (please indicate website references).

For consortium only: what will the organisation contribute to the project ("in kind" and/or financially)?

TEAM MEMBER 2 – SECOND LANGUAGE DOCUMENTALIST ([view details](#))

Surname

First name(s)

Country of employment

Address for correspondence:
house number, street name

Postcode, city, country

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Telephone

E-mail

Nationality

Name of employer and position
currently held

For consortium only: name of the organisation represented by the team member

EXPERTISE IN THE TOPIC OF THE PROPOSED PROJECT (max. 80 words each)

Please outline the practical experience and professional expertise of the team member/representative of the organisation (and the organisation as a whole, if applicable).

Affiliation/cooperation with relevant educational networks/associations

List names of the networks/associations and function in these networks.

LANGUAGE SKILLS AND COMPETENCES

Mother tongue(s)

Other language(s) (Please qualify the level of competences according to the [self-assessment grid of the Common European Framework of Reference for Languages](#))

Self-assessment Language	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	Written production
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CONTRIBUTION TO THE PROJECT (max. 80 words each)

Explain briefly the envisaged contribution of the proposed team member/representative of the organisation.

Explain briefly his/her expertise to draft texts in the second language of the project. Please give references to published texts.

For consortium only: what will the organisation contribute to the project ("in kind" and/or financially)?

TEAM MEMBER 3 – COMMUNICATIONS PERSON ([view details](#))

Surname

First name(s)

Country of employment

Address for correspondence:
house number, street name

Postcode, city, country

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Telephone

E-mail

Nationality

Name of employer and position
currently held

For consortium only: name of the organisation represented by the team member

EXPERTISE IN THE TOPIC OF THE PROPOSED PROJECT (max. 80 words each)

Please outline the practical experience and professional expertise of the team member/representative of the organisation (and the organisation as a whole, if applicable).

Affiliation/cooperation with relevant educational networks/associations

List names of the networks/associations and function in these networks

LANGUAGE SKILLS AND COMPETENCES

Mother tongue(s)

Other language(s) (Please qualify the level of competences according to the [self-assessment grid of the Common European Framework of Reference for Languages](#))

Self-assessment	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	Written production
Language					
<input style="width: 300px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
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CONTRIBUTION TO THE PROJECT (max. 80 words each)

Explain briefly the envisaged contribution of the proposed team member/representative of the organisation.

Explain briefly his/her expertise in communicating information to a wider public as well as to the target groups of the proposed project.

For consortium only: what will the organisation contribute to the project ("in kind" and/or financially)?

B PROJECT OUTLINE

B1 PROJECT DURATION: 2-4 YEAR PROJECTS ARE POSSIBLE. WHICH TIMEFRAME DO YOU WISH TO APPLY FOR?

- 2-year project starting in the year: (Please tick only one)
- 3-year project starting in the year:
- 4-year project from 2016-2019

B2 ARE YOU REQUESTING A FELLOWSHIP? – [view details](#)

- Yes (Please specify the role of the fellow under D2.)
- No

B3 ACTIVE ASSOCIATE PARTNERS (optional) (max. 100 words per field)

Give the name(s) of the partner(s) (and his/her institution(s) supporting the project, if applicable) who have confirmed active involvement in the project. Indicate their role in and contribution (financial or 'in kind') to the project.

If financial support is envisaged, it would be useful to indicate the approximate amount of funding.

Name of the partner (surname, first name), **institution** (if applicable), **country**, **role in project and approximate amount of funding** (if applicable)

Contribution

- financial
 'in kind'

- financial
 'in kind'

[Empty box for input]

financial
 'in kind'

[Empty box for input]

financial
 'in kind'

[Empty box for input]

financial
 'in kind'

C PROJECT DESCRIPTION

C1 IN YOUR OWN WORDS, WHAT IS THE PROJECT ABOUT?

(max. 40 words each, in both project languages)

This information should be short, clear and simple.

Language 1

Language 2

C2 PROJECT RATIONALE (max. 180 words each, in both project languages)

The main ideas of the closed project are outlined in the description of the project in the Call under [rationale](#). Please indicate whether you intend to fully adopt this description or whether you wish to suggest modifications.

Language 1

Language 2

C3 WHAT IS THE MOST INNOVATIVE ASPECT OF THIS PROJECT FOR YOU?

(max. 150 words each, in both project languages)

Language 1

Language 2

C4 PLEASE DESCRIBE HOW YOU ENVISAGE ESTABLISHING LINKS FROM THIS PROJECT TO PREVIOUS/ONGOING WORK IN LANGUAGE EDUCATION AT A EUROPEAN AND AT NATIONAL LEVEL. (max. 150 words each, in both project languages)

Language 1

Language 2

C5 WHAT ARE THE ENVISAGED OUTPUTS AND OUTCOMES OF THE PROJECT?

Based on the description in the Call, indicate your envisaged key outputs and outcomes (it is possible to modify and/or to add to the outputs and outcomes listed in the Call).

Explain how you intend to carry out the production process in complementarity to the project action plan (D2). You will be asked to provide indicators of achievement linked to these outputs and outcomes in the self-evaluation plan (D4).

a) Key project outputs

Key project outputs and the main steps to be taken in order to produce these outputs

Language 1

Language 2

b) Key project outcomes

Key project outcomes and the main steps to be taken in order to produce these outcomes

Language 1

Language 2

C6 USE OF THE INTENDED OUTPUTS AND OUTCOMES IN PRACTICE

(max. 100 words each, in both project languages)

Who will benefit from the project? In what way? Give one specific example.

Language 1

Language 2

C7 WHY SHOULD THE ECML CHOOSE YOUR APPROACH TO THE PROJECT? (max. 100 words)

Language 1

Language 2

C8 PLEASE USE THIS SPACE FOR OTHER RELEVANT INFORMATION (max. 200 words)

D PROJECT MANAGEMENT PLAN

D1 ENVISAGED FUNDED ACTIVITIES: WHAT FORMAT WILL YOUR PROJECT TAKE?

(see [FAQ – Organisation format](#))

2-year project: Option A
 Option B (Please tick only one option)
 Option C (Please specify under D2)

3-year project: Option A
 Option B
 Option C (Please specify under D2)

4-year project: Option A
 Option B
 Option C (Please specify under D2)

D2 ACTION PLAN (max. 100 words per box)

Please complete the section below detailing all foreseen events and activities, outputs and outcomes for the relevant years of the project, referring to the project format selected above and the respective types of event (see [FAQ – Organisation format](#)).

For each ECML funded event and other project-related activity the plan should indicate the intended outputs and outcomes, and the envisaged participants' profile for the ECML workshop.

Year	Activity types and expected outputs and outcomes of the activity (with reference to C5)
2016	
ECML funded event(s)	
Other project related activities	

2017

ECML funded event(s)

Other project related activities

2018

ECML funded event(s)

Other project related activities

2019

ECML funded event(s)

Other project related activities

D3 PROJECT WORKSHOP

Focus of the workshop

(Please tick a maximum of two boxes)

- Development of concepts and materials
- Piloting
- Training and professional development
- Dissemination, communication
- Other – please specify:

Profile of participants

The [national nominating authorities](#) of the member states select the most appropriate participant from their countries according to a given profile provided by the project team. Please give an outline of the profile of participants targeted:

Professional background

Experience, competences required

Expected involvement/tasks before, during and after the event

In which way will the participants benefit from the workshop?

Envisaged outputs of the workshop for the participants

Envisaged outcomes of the workshop for the participants

D4 SELF-EVALUATION PLAN

Please elaborate how the implementation of the action plan, the outputs and the outcomes of the project will be evaluated by the team.

Key project actions to evaluate

Indicators of achievement

D5 PLAN FOR PROJECT COMMUNICATION AND PROMOTION

Please give an outline of your communication strategy during and after the project to ensure the promotion of project results to the target groups involved in the project activities and to the wider professional community.

What to promote

How to promote
