



Call for submissions

CLOSED PROJECT PROPOSAL


Submission form



Towards a Common European Framework of Reference for language teachers

COORDINATOR

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:
- 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

Proposed project languages

Language 1

Preferred language 2

To be confirmed after the selection process

Link to video presentation showing the applicant's 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 Qualification as coordinator
- B Project outline
- C Project description
- D Project management plan

A QUALIFICATION AS COORDINATOR

PERSONAL INFORMATION

Surname

First name(s)

Gender

female male

Address for correspondence:
house number, street name

Postcode, city, country

Telephone

E-mail

Nationality

PROFESSIONAL INFORMATION

Name of employer

Position currently held and main
activities

Affiliation with relevant educational
networks/associations

List names of the networks/associations and your 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

LEADERSHIP AND COMMUNICATION SKILLS (max. 100 words each)

Please indicate your expertise.

Leading a team of experts

Communicating effectively with professional target groups

PROJECT EXPERIENCE (max. 100 words)

Titles and sponsors of a maximum of three of your major projects. Please specify your role in these projects (particularly in relation to project management) 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 your practical experience and professional expertise.

Publications

List a maximum of three relevant publications.

IN ADDITION TO THE INFORMATION GIVEN ABOVE, WHAT MAKES YOU THE IDEAL CANDIDATE FOR COORDINATING THIS PROJECT? (max. 100 words)

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.

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)

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.

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

Contribution

financial
 'in kind'

financial
 'in kind'

financial
 'in kind'

C PROJECT DESCRIPTION

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

This information should be short, clear and simple (max. 40 words).

C2 PROJECT RATIONALE

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 (max. 180 words).

C3 WHAT IS THE MOST INNOVATIVE ASPECT OF THIS PROJECT FOR YOU? (max. 150 words)

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)

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

b) Key project outcomes

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

C6 USE OF THE INTENDED OUTPUTS AND OUTCOMES IN PRACTICE

Who will benefit from the project? In what way? Give one specific example (max. 100 words).

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C7 WHY SHOULD THE ECML CHOOSE YOUR APPROACH TO THE PROJECT?

(max. 100 words)

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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
 Option C (Please specify under D2) (Please tick only one option)

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

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 as well as 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

