



## CLOSED PROJECT PROPOSAL


Submission form



Learning environments where foreign languages flourish

## 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](http://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](mailto: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)
<b>2016</b>	
ECML funded event(s)	
Other project related activities	
<b>2017</b>	
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

