

<b>Title</b>	Call for workshop proposals	
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## 1. Introduction

The BoD has decided to reserve some of the budget for 2016 for workshops to be organized between representatives of the national consortia. Two rounds of funding are foreseen, in total for max. 90.000 euro. Funding for two types of workshops can be requested: workshop type I, addressing a topic that is in line with the one or more of the strategic priorities of CLARIN, and workshop type II, meant to prepare a work plan for a development project of up to three person months, again contributing to one or more of the strategic priorities of CLARIN. This document summarizes the procedure for applying for funding, and the criteria that applications should meet. The BoD wishes this funding opportunity to be as flexible as possible, and much is therefore left to the imagination and initiative of proposers and to the discretion and judgment of the assessment panel. The intention is to make a similar budget available in the coming years.

## 2. Who can apply for what and when

Members of any of the CLARIN consortia can submit a proposal for workshop funding. The cost categories that can be proposed for funding include: travel and subsistence expenses for attendants and/or speakers, room rental and catering. The budget and number of participants should be well justified, but there is no *a priori* limit. Applications should be submitted on behalf of a team of collaborating representatives from at least three member and/or observer countries. Applications for workshops that will take place before 1 December 2016 are welcomed from now on, but at the latest by 1 September. Applications should be sent to this mail address: [clarin@clarin.eu](mailto:clarin@clarin.eu), with the text “workshop proposal” in the subject header. A template for submissions can be found in CE-2016-0793 (see [this link](#)).

### 2.a Workshop type I

This category of workshops is supposed to have a topical focus and a set-up that ensures the active engagement of the participants. The workshop should lead to an overview of results (insights, models, guidelines, etc.), as well as practical follow-up actions, summarized in a short report to be submitted within 2 months of the completion of the funded workshop. The reports will be published on the CLARIN website.

Proposals should indicate how the workshop will address the overall strategic priorities of CLARIN, and in particular how it would contribute to CLARIN's mission to promote language resources and tools in the humanities and social sciences. Other assessment criteria will include: clarity of the goal description, draft workshop agenda, soundness of budget, and composition of the organizing team.

### 2.b Workshop type II

This category of workshops should be geared towards the specification of a workplan for the development of services or tools that could be integrated into the CLARIN infrastructure. After an assessment of the workplan (a check on soundness of timeline and budget, qualifications of the development team involved), a fund will be made available for a development track. (Maximum duration: 6 months; maximum costs: up to three person months and any additional costs for travel.) The proposal should include a description of how the outcome of the proposed development will address the requirements of users in the humanities and social sciences. Other ingredients of the

application that will be assessed: draft agenda for the workshop, explanation of the overall strategic significance of the proposed development, and awareness of relevant standards and methodologies. The development track should lead to an overview of results and recommendations that should facilitate the integration in the CLARIN infrastructure, all summarized in a report to be submitted within 2 months of the completion of the development work, to be published on the CLARIN website.

### **3. Assessment procedure**

The BoD will install one or more ad hoc assessment panels that consists of the Executive Director, plus a member of the NCF, and a member of the BoD with the profile that best matches the topics addressed in the proposal. The panel could call in additional expertise where they feel that would be needed. Applications will be assessed within one month upon receipt, and in principle the proposals will be processed in the order in which they were received. If the available budget would be exhausted before 1 September, a notification will go out. All applications that have not been assessed by then will be assessed in a next funding round. If the number of applications would outnumber the expectations and available budget, this second round may have to be more selective.

## **4. Terms and conditions**

### **4.1 Reporting for type I workshops**

The report for a type I workshop should include:

- Date and location of the workshop
- Information about the organizing team
- List of speakers and/or attendees
- The goal of the workshop
- Contributions of the workshop to strategic goals of CLARIN ERIC (max 150 words)
- A summary of the main results of the workshop (max 400 words)
- Any publications planned
- A summary of the potential for impact and the next steps to be taken within the CLARIN community (max 200 words)

The report is due within 2 months after the workshop and should be suited for publication on the CLARIN ERIC website. See also 4.3.

### **4.2 Reporting for type II workshops and the subsequent development track**

A workshop of type II should result in a plan for development. This plan should be the main ingredient of the workshop report, together with details on

- Date and location of the workshop
- The organizing team
- List of speakers and/or attendees
- A summary for publication on the CLARIN ERIC website describing the development goals and methods (max 200 words).
- Contribution of the workshop and project to strategic goals of CLARIN ERIC (max 150 words)

The plan is due within 2 months after the workshop. See also 4.3.

The report for the development track should include:

- Information about the development team, including the those who are involved an advisory and/or monitoring role
- Information on the approach towards the collection of user requirements
- A summary of the results obtained, including performance figures, if available (max 400 words)
- Contribution of the workshop and project to strategic goals of CLARIN ERIC (max 150 words)

- Recommendations that should facilitate the integration in the CLARIN infrastructure, including suggestions for how the results could be brought under the attention of potential users (max 300 words)
- Any publications planned
- A summary of any further potential for impact (max 200 words)

The report is due within 2 months after the agreed development period and should be suited for publication on the CLARIN ERIC website.

#### **4.3. Financial procedure**

The main workshop proposer will be responsible for assembling all claims relevant to the workshop and for payment of all cost statements of the workshop participants. On request a prepayment by CLARIN ERIC can be issued up to a maximum of 60% of the total workshop budget. Together with the workshop report (see above), a final summary of expenses claimed will have to be sent to the financial officer at CLARIN ERIC before the last batch of the funds can be transferred. The cost summary is due within 2 months after the workshop date.

For the payment of any personnel costs needed for the development track following a type II workshop, a separate secondment contract will be issued, including the conditions related to the reporting, and the terms for prepayment, final payment, etc.