

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

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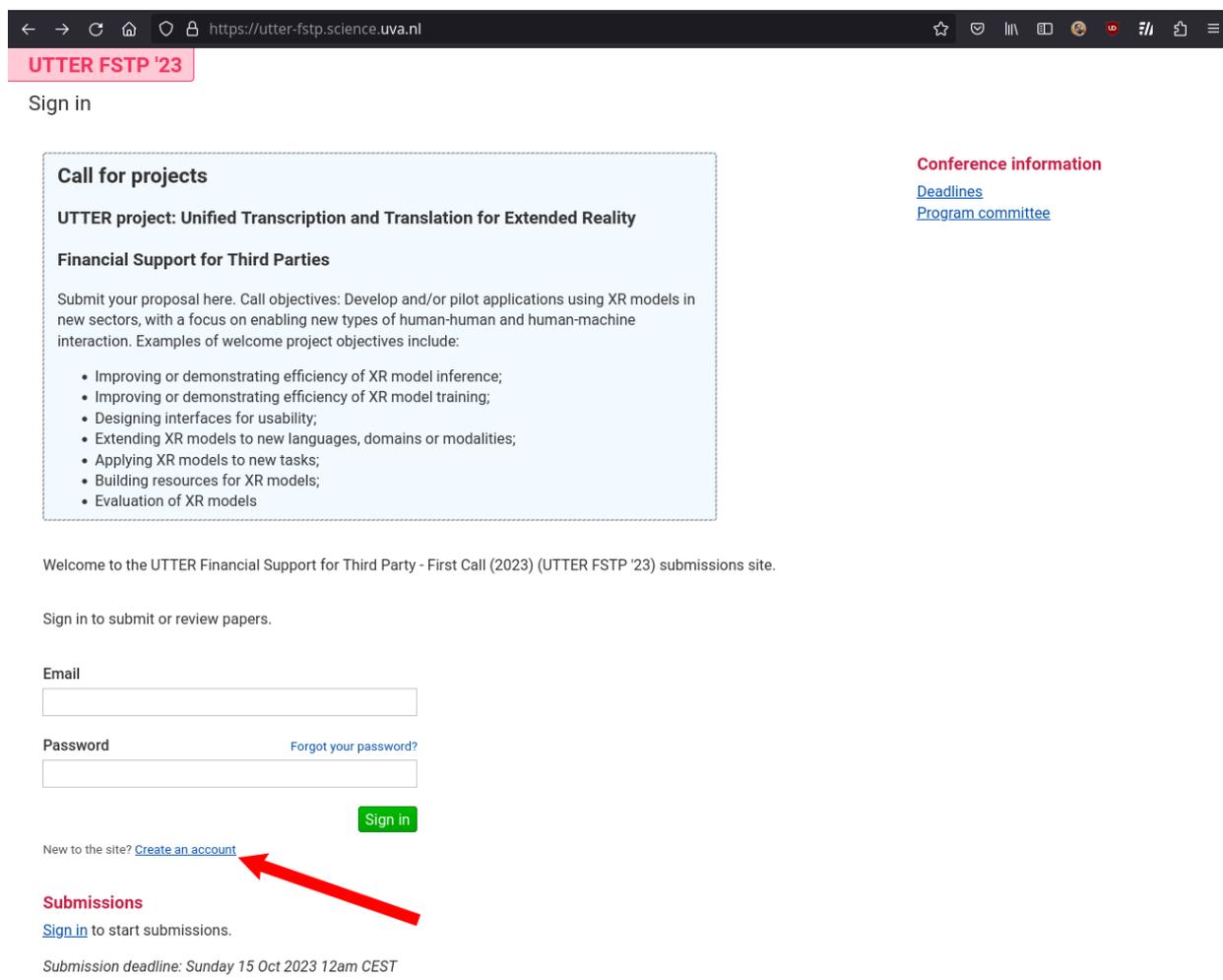
1. How to submit a project proposal

Proposals are to be submitted via our proposal management portal at <https://utter-fstp.science.uva.nl>. First, you need to create an account on our portal (Section 2). Then you can submit your proposal (Section 3).

Note: Screenshots displayed in this document are for informative purposes. The layout and information displayed in the screenshots (e.g., the deadline,) is not final and subject to change. Authoritative information can be found at <https://utter-fstp.science.uva.nl> and on the UTTER website <https://he-utter.eu>.

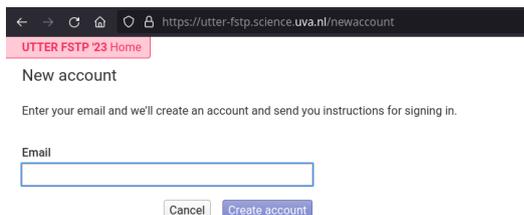
2. How to create an account

Go to <https://utter-fstp.science.uva.nl> and click the “Create an account” link close to the bottom of the page.



The screenshot shows a web browser window with the URL <https://utter-fstp.science.uva.nl>. The page has a pink header with the text "UTTER FSTP '23". Below the header, there is a "Sign in" link. The main content area is divided into two columns. The left column is titled "Call for projects" and contains the following text: "UTTER project: Unified Transcription and Translation for Extended Reality", "Financial Support for Third Parties", and "Submit your proposal here. Call objectives: Develop and/or pilot applications using XR models in new sectors, with a focus on enabling new types of human-human and human-machine interaction. Examples of welcome project objectives include:". Below this text is a bulleted list of project objectives: "Improving or demonstrating efficiency of XR model inference;", "Improving or demonstrating efficiency of XR model training;", "Designing interfaces for usability;", "Extending XR models to new languages, domains or modalities;", "Applying XR models to new tasks;", "Building resources for XR models;", and "Evaluation of XR models". The right column is titled "Conference information" and contains two links: "Deadlines" and "Program committee". Below the "Call for projects" section, there is a welcome message: "Welcome to the UTTER Financial Support for Third Party - First Call (2023) (UTTER FSTP '23) submissions site." Below this message, there is a "Sign in to submit or review papers." link. Below the "Sign in" link, there is a form with two input fields: "Email" and "Password". Below the "Password" field, there is a link "Forgot your password?". Below the form, there is a green "Sign in" button. Below the "Sign in" button, there is a link "New to the site? Create an account" with a red arrow pointing to it. Below the "Create an account" link, there is a "Submissions" section with a "Sign in" link to start submissions. At the bottom of the page, there is a submission deadline: "Submission deadline: Sunday 15 Oct 2023 12am CEST".

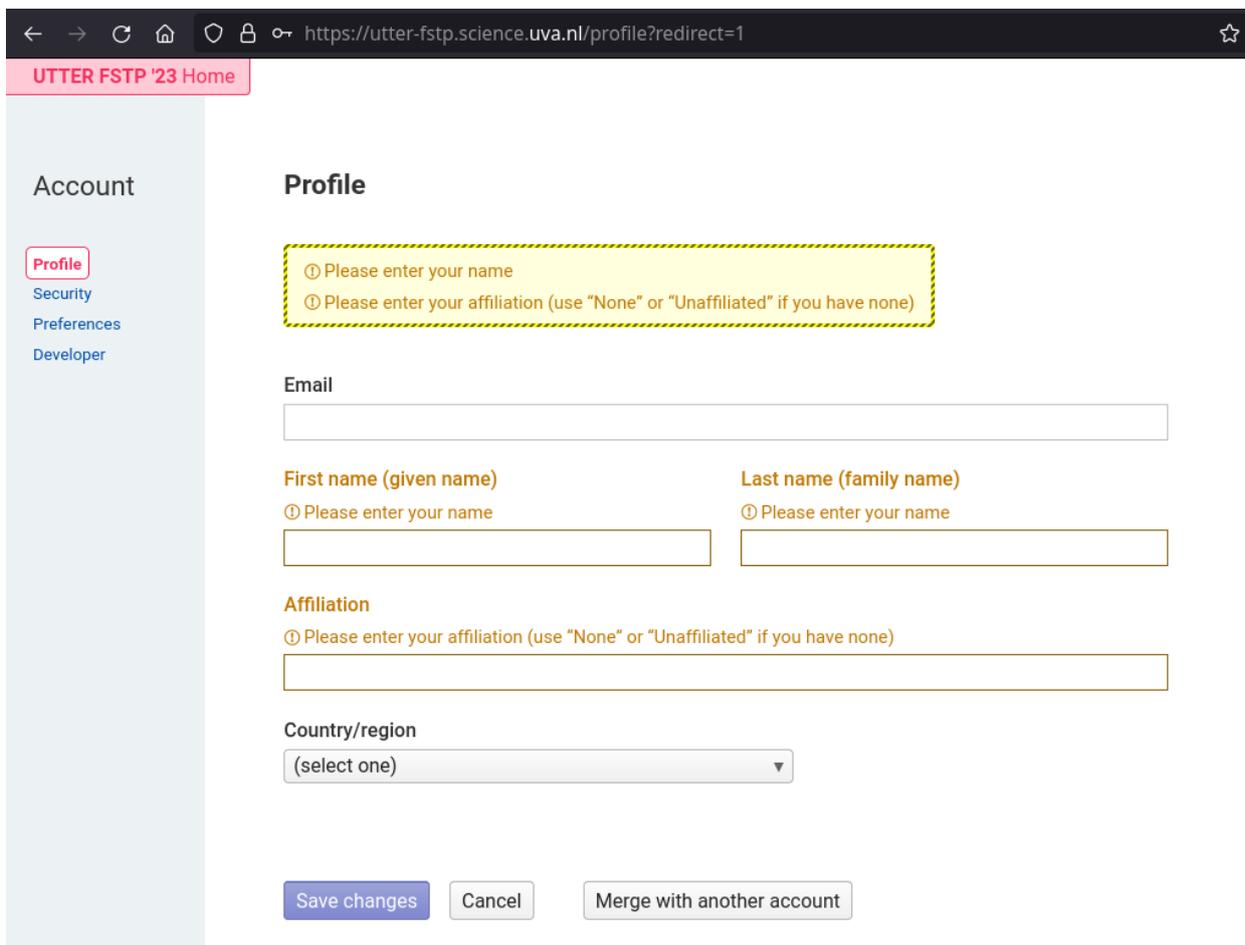
Then, carefully enter your email address.



The screenshot shows a web browser window with the URL `https://utter-fstp.science.uva.nl/newaccount`. The page title is "UTTER FSTP '23 Home". Below the title, it says "New account" and "Enter your email and we'll create an account and send you instructions for signing in." There is an "Email" input field, a "Cancel" button, and a "Create account" button.

You will receive an email with a confirmation link. Follow the instructions in that email to set up your account and your password.

Next, you will be asked to fill in your details. Please do so carefully and correctly. When done, click "Save changes". Your account is now ready.

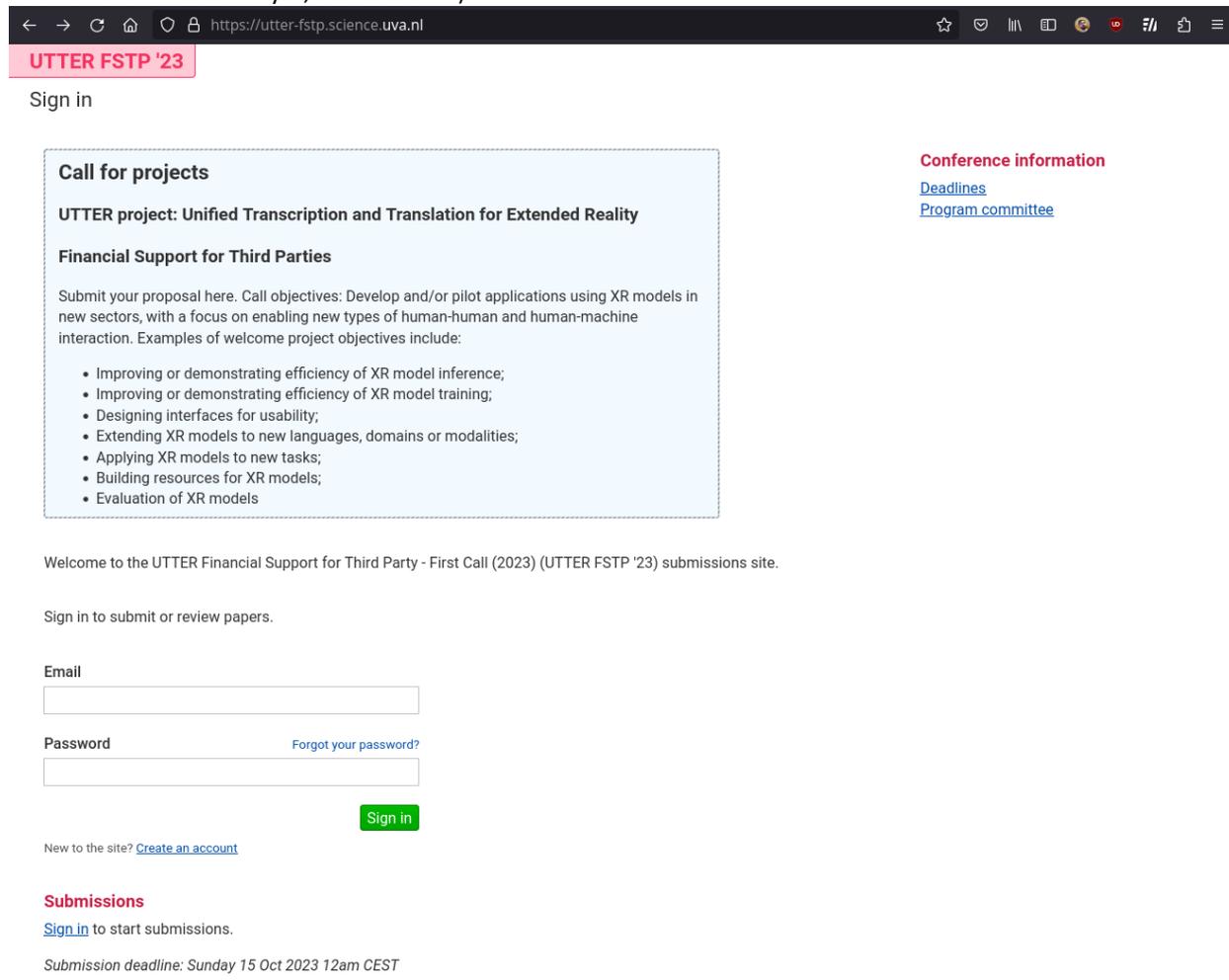


The screenshot shows a web browser window with the URL `https://utter-fstp.science.uva.nl/profile?redirect=1`. The page title is "UTTER FSTP '23 Home". On the left, there is a sidebar with "Account" and sub-items: "Profile" (highlighted), "Security", "Preferences", and "Developer". The main content area is titled "Profile" and contains several form fields:

- A yellow dashed box containing two instructions: "Please enter your name" and "Please enter your affiliation (use 'None' or 'Unaffiliated' if you have none)".
- An "Email" input field.
- Two input fields for "First name (given name)" and "Last name (family name)", each with the instruction "Please enter your name".
- An "Affiliation" input field with the instruction "Please enter your affiliation (use 'None' or 'Unaffiliated' if you have none)".
- A "Country/region" dropdown menu with "(select one)" and a downward arrow.
- Three buttons at the bottom: "Save changes", "Cancel", and "Merge with another account".

3. How to sign in

Go to <https://utter-fstp.science.uva.nl/>, enter your email and password in the form, and click on “sign in”. (If you don’t have an account yet, see Section 2).

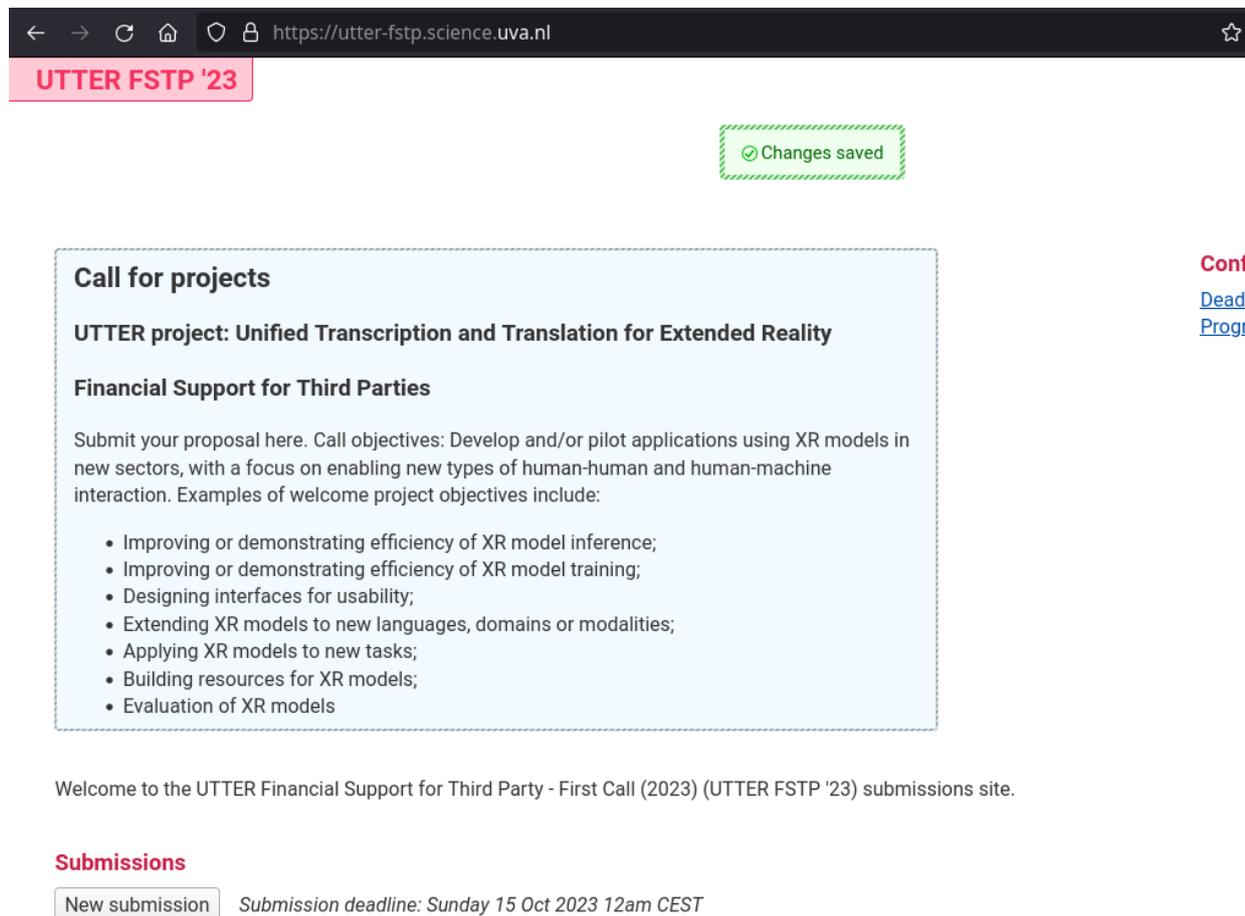


The screenshot shows a web browser window with the URL <https://utter-fstp.science.uva.nl/>. The page has a pink header with the text "UTTER FSTP '23". Below the header, the text "Sign in" is displayed. The main content area is divided into two columns. The left column is titled "Call for projects" and contains the following text: "UTTER project: Unified Transcription and Translation for Extended Reality", "Financial Support for Third Parties", and "Submit your proposal here. Call objectives: Develop and/or pilot applications using XR models in new sectors, with a focus on enabling new types of human-human and human-machine interaction. Examples of welcome project objectives include:". Below this text is a bulleted list of objectives: "Improving or demonstrating efficiency of XR model inference;", "Improving or demonstrating efficiency of XR model training;", "Designing interfaces for usability;", "Extending XR models to new languages, domains or modalities;", "Applying XR models to new tasks;", "Building resources for XR models;", and "Evaluation of XR models". The right column is titled "Conference information" and contains two links: "Deadlines" and "Program committee". Below the main content area, there is a welcome message: "Welcome to the UTTER Financial Support for Third Party - First Call (2023) (UTTER FSTP '23) submissions site." Below this message is the text "Sign in to submit or review papers." followed by two input fields: "Email" and "Password". Below the "Password" field is a link "Forgot your password?". Below the input fields is a green "Sign in" button. Below the "Sign in" button is the text "New to the site? [Create an account](#)". Below this text is the section "Submissions" with the text "Sign in to start submissions." and "Submission deadline: Sunday 15 Oct 2023 12am CEST".

4. How to create a new project proposal

First make sure you have an account and sign in (see Sections 3 and 4).

When signed in, you will be greeted by a home page with the “New Submission” button available. Click on “New Submission”.



The screenshot shows a web browser window with the URL <https://utter-fstp.science.uva.nl>. A pink banner at the top left reads "UTTER FSTP '23". A green dashed box contains a checkmark and the text "Changes saved". The main content area has a light blue background and contains the following text:

Call for projects

UTTER project: Unified Transcription and Translation for Extended Reality

Financial Support for Third Parties

Submit your proposal here. Call objectives: Develop and/or pilot applications using XR models in new sectors, with a focus on enabling new types of human-human and human-machine interaction. Examples of welcome project objectives include:

- Improving or demonstrating efficiency of XR model inference;
- Improving or demonstrating efficiency of XR model training;
- Designing interfaces for usability;
- Extending XR models to new languages, domains or modalities;
- Applying XR models to new tasks;
- Building resources for XR models;
- Evaluation of XR models

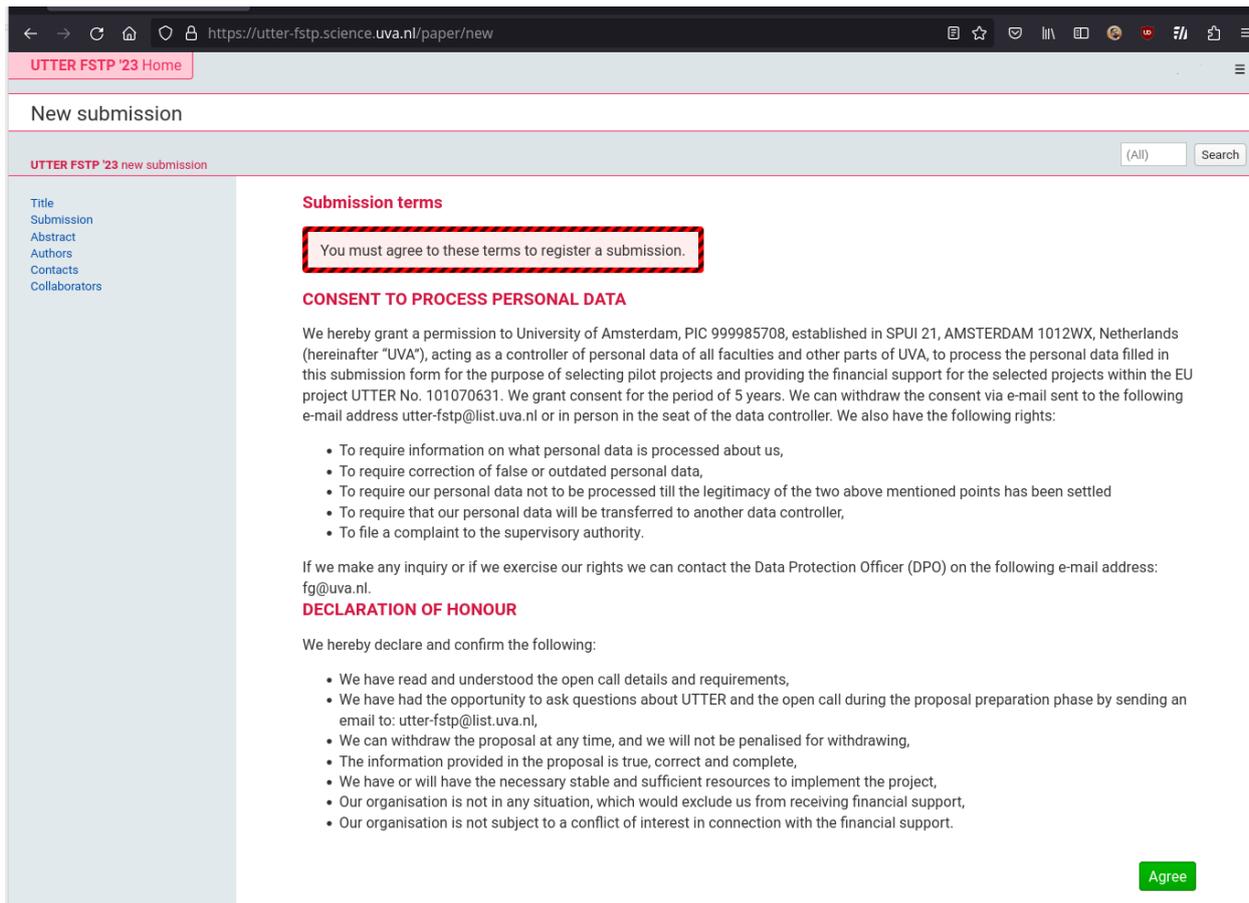
On the right side of the page, there are links for "Confere", "Deadli", and "Progra".

Welcome to the UTTER Financial Support for Third Party - First Call (2023) (UTTER FSTP '23) submissions site.

Submissions

Submission deadline: Sunday 15 Oct 2023 12am CEST

You will next be asked to consent to the data processing terms and the declaration of honor. You must read and agree to the terms.



The screenshot shows a web browser window with the URL <https://utter-fstp.science.uva.nl/paper/new>. The page title is "New submission". On the left, there is a navigation menu with links for "Title", "Submission", "Abstract", "Authors", "Contacts", and "Collaborators". The main content area is titled "Submission terms" and contains a red-bordered box with the text "You must agree to these terms to register a submission." Below this, there is a section titled "CONSENT TO PROCESS PERSONAL DATA" which states that the University of Amsterdam (UVA) grants permission to process personal data for the purpose of selecting pilot projects. It lists several rights: to require information on what personal data is processed, to require correction of false or outdated data, to require data not to be processed until legitimacy is settled, to require data transfer to another controller, and to file a complaint. A "DECLARATION OF HONOUR" section follows, where the user is asked to declare and confirm the following: they have read and understood the open call details, they have had the opportunity to ask questions, they can withdraw the proposal at any time, the information provided is true and complete, they have the necessary resources, and their organization is not in a conflict of interest. A green "Agree" button is located at the bottom right of the form.

You will be greeted by the following form. In this form, type your project title and abstract (same ones as in the application template form, Annex 3). Then under Submission, upload your complete form (Annex 3) saved as PDF.

Ensure the author and contact information is correct.

Under “Collaborators”, list recent collaborators which you would have a conflict of interest with.

Only when all information is filled in, the checkbox “This submission is ready for review” will appear. You must make sure this checkbox is checked before the deadline. You can save an incomplete submission for updating later.

← → ↻ 🏠 🔒 https://utter-fstp.science.uva.nl/paper/new

UTTER FSTP '23 Home

New submission

UTTER FSTP '23 new submission

[Title](#)
[Submission](#)
[Abstract](#)
[Authors](#)
[Contacts](#)
[Collaborators](#)

[Save and submit](#)

New Submission

Enter information about your submission. Submissions must be completed by Sunday 15 Oct 2023 12am CEST.

*** Required**

Title *

Your Proposal Title

Submission (PDF, max 2MB) *

[Browse...](#) myproposal.pdf [Cancel](#)

[Replace](#)

Abstract *

Your Proposal Abstract

Authors *

List the authors, including email addresses and affiliations.

1.	<input type="text" value="youremail@example.com"/>	<input type="text" value="Your Name"/>	<input type="text" value="Your Affil"/>
2.	<input type="text" value="Email"/>	<input type="text" value="Name"/>	<input type="text" value="Affiliation"/>
3.	<input type="text" value="Email"/>	<input type="text" value="Name"/>	<input type="text" value="Affiliation"/>
4.	<input type="text" value="Email"/>	<input type="text" value="Name"/>	<input type="text" value="Affiliation"/>
5.	<input type="text" value="Email"/>	<input type="text" value="Name"/>	<input type="text" value="Affiliation"/>

Contacts

These users can view and edit the submission. All listed authors with site accounts are contacts. You can add contacts who aren't in the author list or create accounts for authors who haven't yet signed in.

Your Name <youremail@example.com>

[Add contact](#)

Collaborators

List people and institutions with which the authors have conflicts of interest. This includes past advisors and students, people with the same affiliation, and any recent (~2 years) coauthors and collaborators. Be sure to include conflicted PC members. We use this information when assigning PC and external reviews. Collaborators declared on the authors' HotCRP profiles need not be repeated here.

Enter one conflict per line. Use parentheses for affiliations and institutions. Examples: "Jelena Markovic (EPFL)", "All (University of Southern California)".

The submission is ready for review

⌚ You can update this submission until Sunday 15 Oct 2023 12am CEST. Submissions not marked ready for review by then will not be evaluated.

[Save and submit](#) [Cancel](#)

Your (possibly incomplete) submissions will be available on the home page <https://uter-fstp.science.uva.nl> when you are logged in. Click on the proposal title to access the form and make updates or changes. You can do this as many times as needed before the deadline.

UTTER FSTP '23

Call for projects

UTTER project: Unified Transcription and Translation for Extended Reality

Financial Support for Third Parties

Submit your proposal here. Call objectives: Develop and/or pilot applications using XR models in new sectors, with a focus on enabling new types of human-human and human-machine interaction. Examples of welcome project objectives include:

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- Improving or demonstrating efficiency of XR model training;
- Designing interfaces for usability;
- Extending XR models to new languages, domains or modalities;
- Applying XR models to new tasks;
- Building resources for XR models;
- Evaluation of XR models

Welcome to the UTTER Financial Support for Third Party - First Call (2023) (UTTER FSTP '23) submissions site.

Your Submissions

New submission

Submission deadline: Sunday 15 Oct 2023 12am CEST

#1 [Your Proposal Title](#)

No submission

You have until Sunday 15 Oct 2023 12am CEST to submit papers.

Do not make multiple submissions. If you accidentally made a second submission, use the “Withdraw” button on the form to remove it from consideration.

You will be contacted on the provided email about reviews, decisions, and further steps.