

# UTTER – FSTP – Pilot Projects Open Call 2

## Call Documentation – Annex 1 – Guide for Applicants

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**Note:** Screenshots displayed in this document are for informative purposes and reproduce the first call which happened in 2023. The time and dates in the screenshots should be ignored: This document only describes the steps applicants must take. Authoritative, up-to-date deadline information can be found at <https://utter-fstp.science.uva.nl> and on the UTTER website <https://he-utter.eu>.

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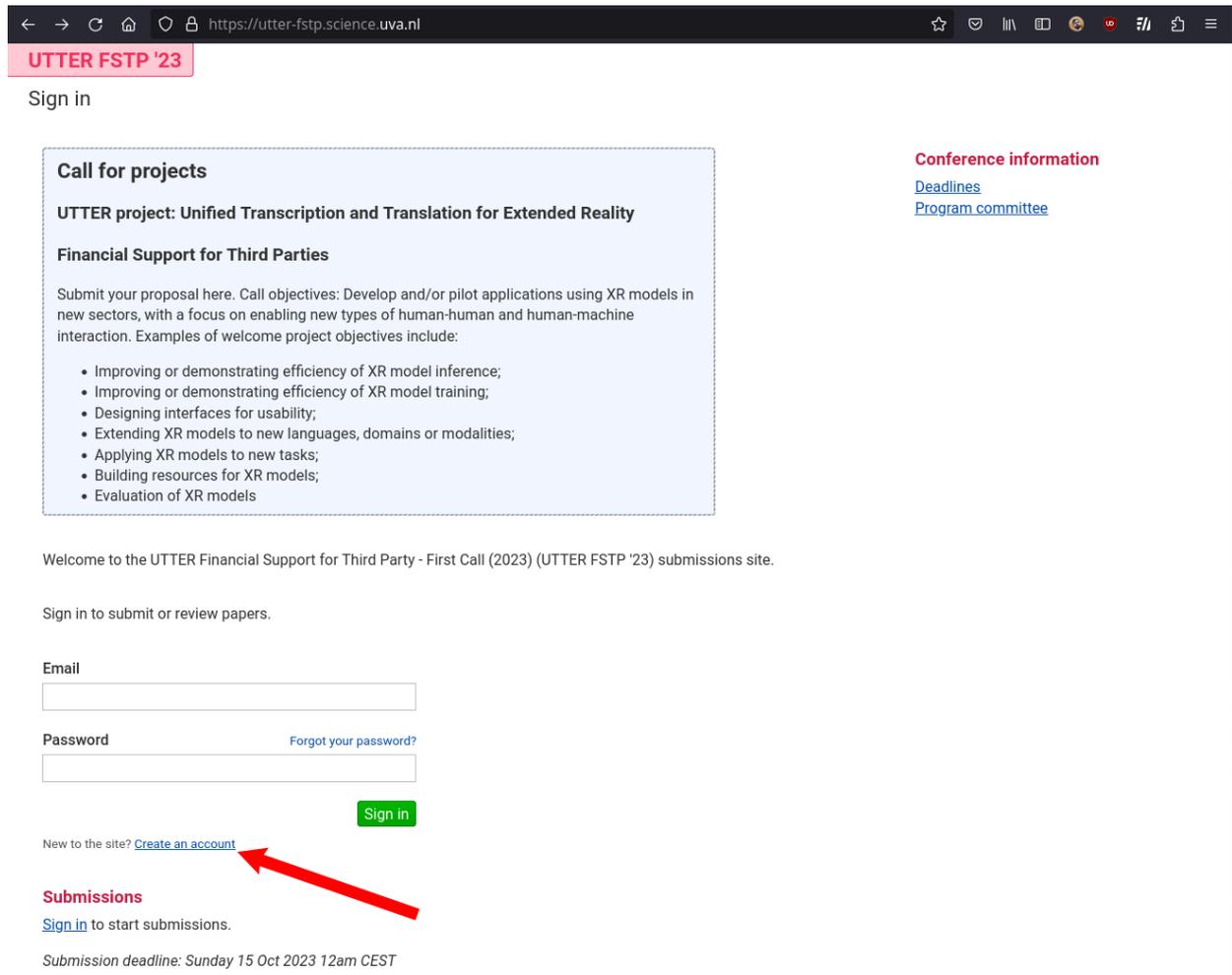
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## 1. How to submit a project proposal

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).

## 2. How to create an account

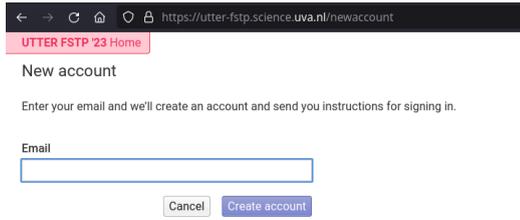
Go to <https://utter-fstp.science.uva.nl> and click the “Create an account” link close to the bottom of the page.



The screenshot shows the UTTER FSTP '23 website. At the top, there is a navigation bar with the text "UTTER FSTP '23" and a "Sign in" link. Below this, there is a "Call for projects" section with 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:". A list of objectives follows: "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". To the right of this section, there is a "Conference information" section with links for "Deadlines" and "Program committee". Below the "Call for projects" section, there is a "Welcome to the UTTER Financial Support for Third Party - First Call (2023) (UTTER FSTP '23) submissions site." message. Below this, there is a "Sign in to submit or review papers." message. Below this, there is a "Sign in" button. Below the "Sign in" button, there is a "New to the site? [Create an account](#)" link. A red arrow points to this link. Below the "Create an account" link, there is a "Submissions" section with a "Sign in" link to start submissions. At the bottom, there is a "Submission deadline: Sunday 15 Oct 2023 12am CEST" message.

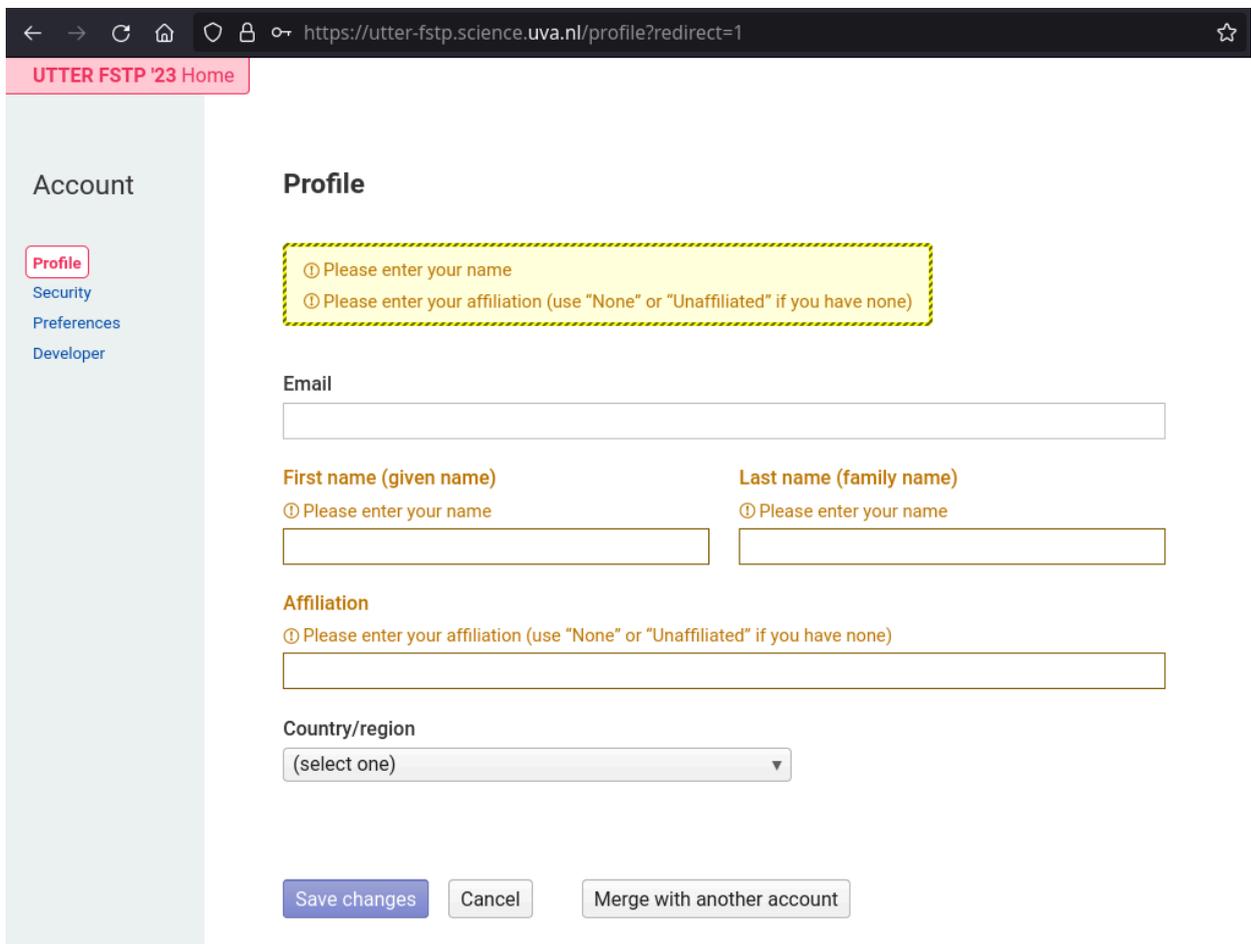
Then, carefully enter your email address.

*Notice:* all screenshots are from the first FSTP call from 2023. Please ignore all times and dates.



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

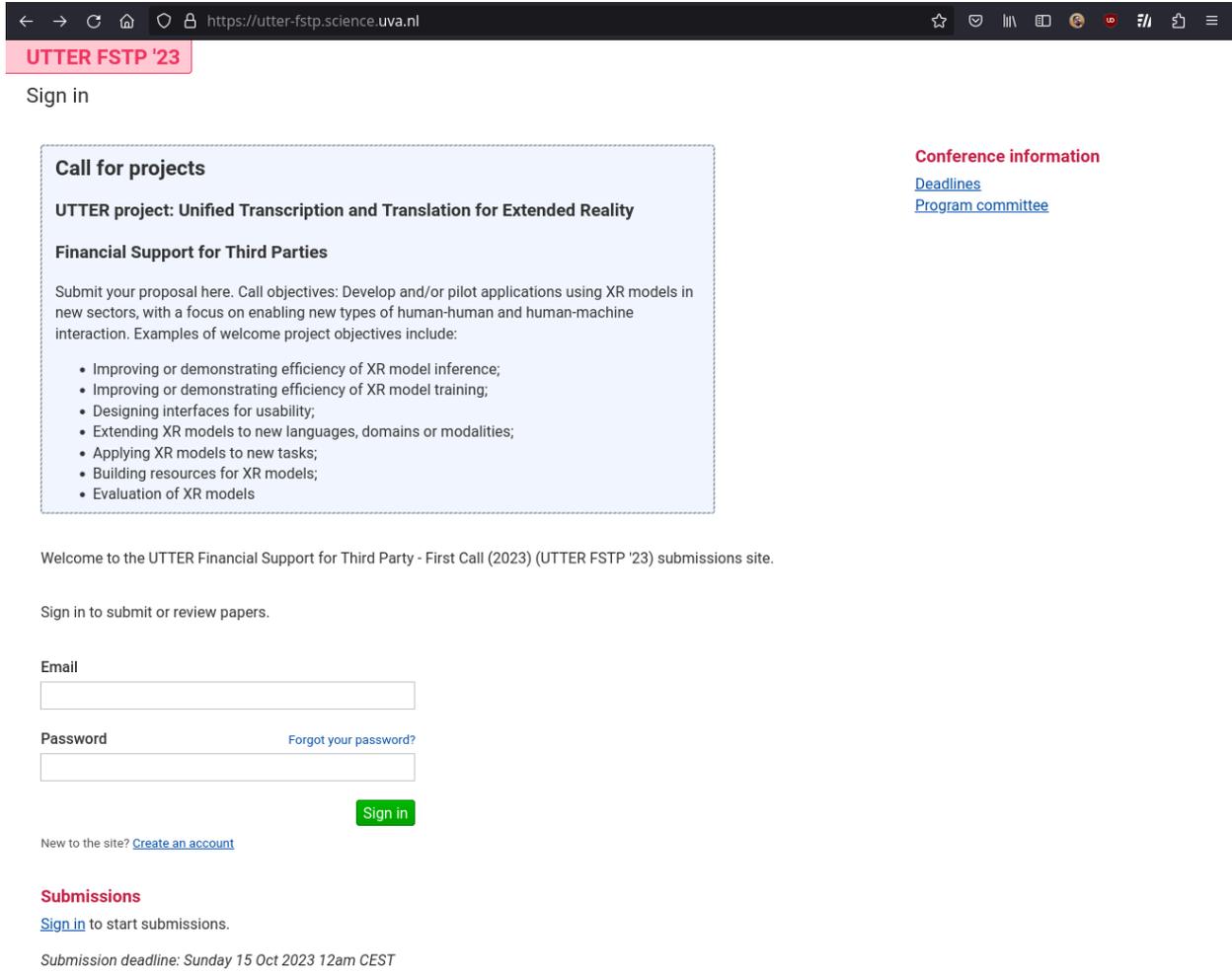
Next, you will be asked to fill in your details. Please do so carefully and correctly. When done, click “Save changes”. Your account is now ready.



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### 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 title is "UTTER FSTP '23" and the main heading is "Sign in".

**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

**Conference information**

[Deadlines](#)  
[Program committee](#)

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

Sign in to submit or review papers.

Email

Password [Forgot your password?](#)

New to the site? [Create an account](#)

**Submissions**

[Sign in](#) to start submissions.

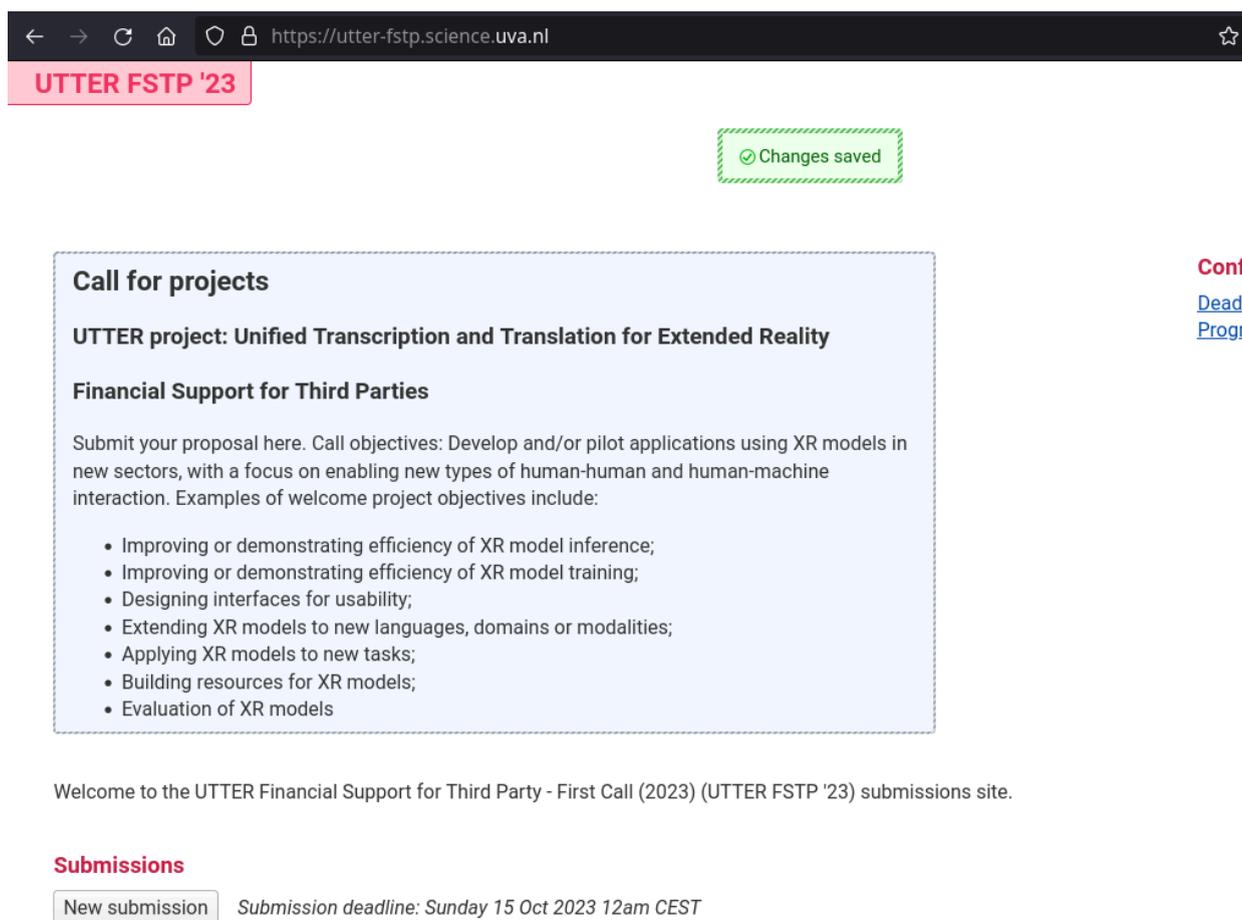
Submission deadline: Sunday 15 Oct 2023 12am CEST

*Notice: all screenshots are from the first FSTP call from 2023. Please ignore all times and dates.*

## 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 "Changes saved" notification. The main content area is a light blue box titled "Call for projects" for the "UTTER project: Unified Transcription and Translation for Extended Reality". It includes a section for "Financial Support for Third Parties" with a submission instruction and a list of project objectives. To the right, there are links for "Confere", "Deadli", and "Progra". Below the main content, a "Submissions" section features a "New submission" button and a submission deadline of "Sunday 15 Oct 2023 12am CEST".

UTTER FSTP '23

Changes saved

### 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;
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- Building resources for XR models;
- Evaluation of XR models

Confere  
[Deadli](#)  
[Progra](#)

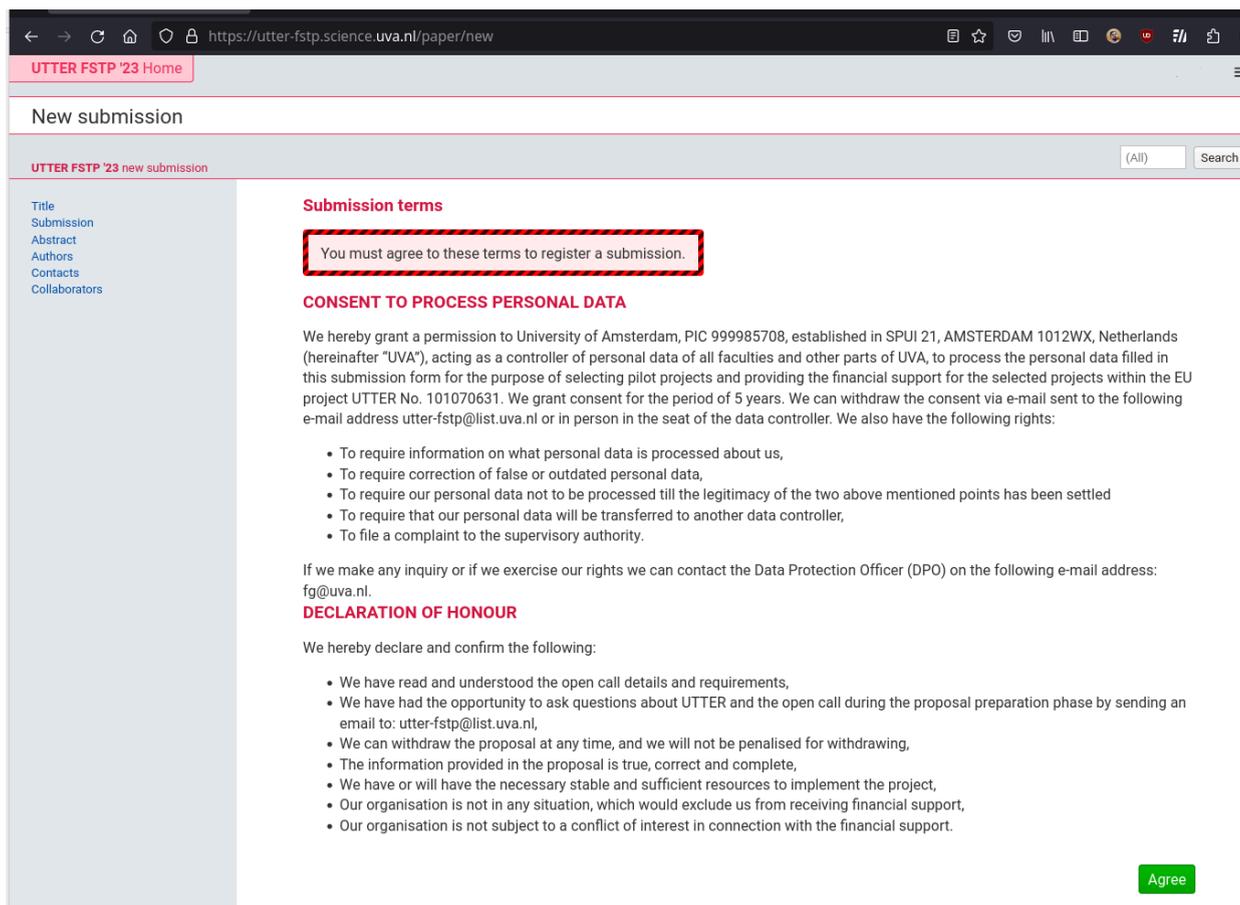
Welcome to the UTTER Financial Support for Third Party - First Call (2023) (UTTER FSTP '23) submissions site.

### 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 honour. You must read and agree to the terms.

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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 "UTTER FSTP '23 new submission" and contains the following sections:

- Submission terms**: A red dashed box highlights the text "You must agree to these terms to register a submission."
- CONSENT TO PROCESS PERSONAL DATA**: A paragraph stating that the user grants permission to the University of Amsterdam (UVA) to process their personal data for the purpose of selecting pilot projects. It lists the following rights:
  - To require information on what personal data is processed about us,
  - To require correction of false or outdated personal data,
  - To require our personal data not to be processed till the legitimacy of the two above mentioned points has been settled
  - To require that our personal data will be transferred to another data controller,
  - To file a complaint to the supervisory authority.
- DECLARATION OF HONOUR**: A paragraph stating that the user hereby declares and confirms the following:
  - We have read and understood the open call details and requirements,
  - We have had the opportunity to ask questions about UTTER and the open call during the proposal preparation phase by sending an email to: [utter-fstp@list.uva.nl](mailto:utter-fstp@list.uva.nl),
  - We can withdraw the proposal at any time, and we will not be penalised for withdrawing,
  - The information provided in the proposal is true, correct and complete,
  - We have or will have the necessary stable and sufficient resources to implement the project,
  - Our organisation is not in any situation, which would exclude us from receiving financial support,
  - Our organisation is not subject to a conflict of interest in connection with the financial support.

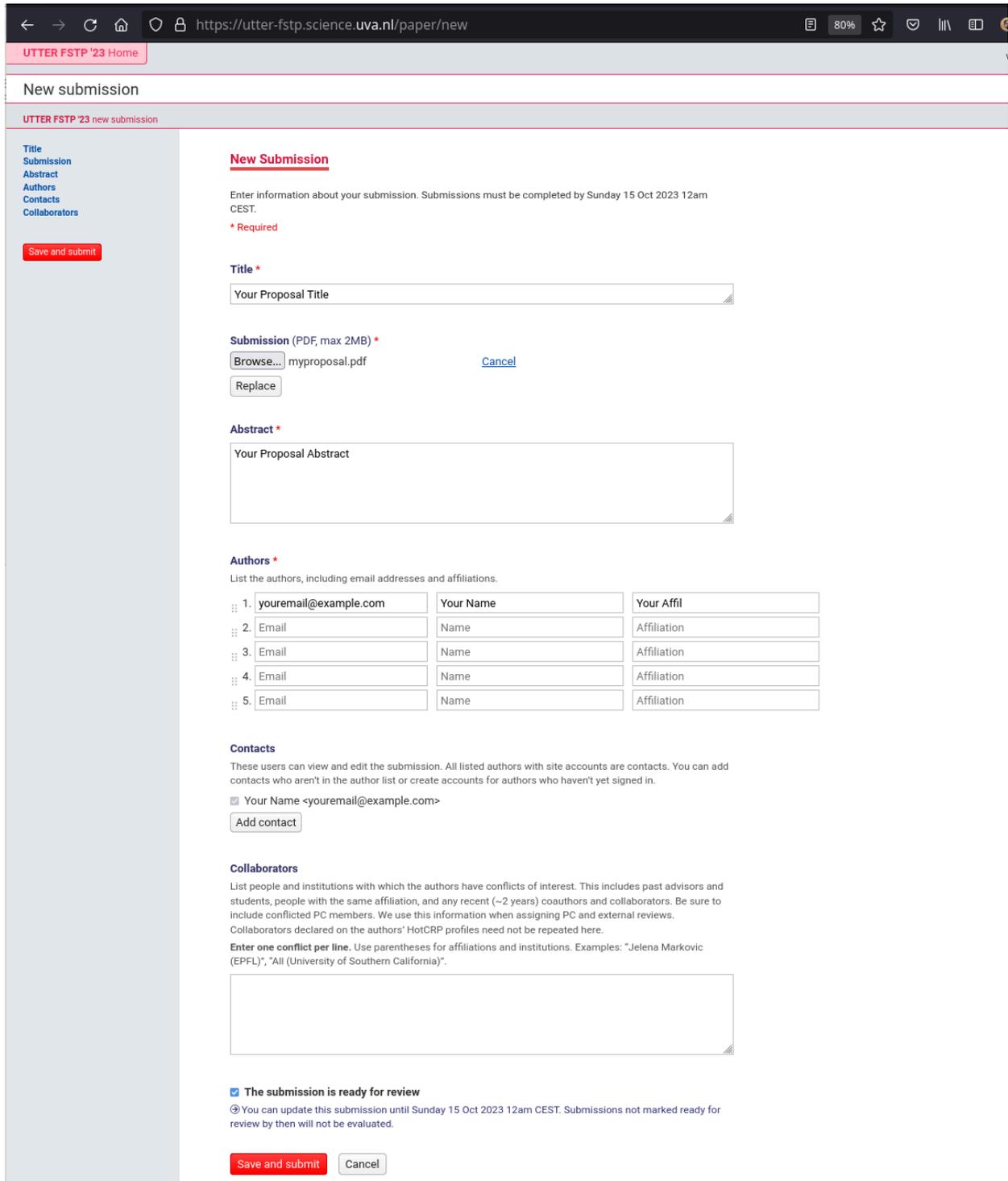
At the bottom right of the main content area, there is a green "Agree" button.

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.



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 sidebar, there are links for "Title", "Submission", "Abstract", "Authors", "Contacts", and "Collaborators", along with a "Save and submit" button. The main content area is titled "New Submission" and contains the following sections:

- Title \***: A text input field with the placeholder "Your Proposal Title".
- Submission (PDF, max 2MB) \***: A "Browse..." button next to "myproposal.pdf", a "Cancel" link, and a "Replace" button.
- Abstract \***: A large text area with the placeholder "Your Proposal Abstract".
- Authors \***: A table with 5 rows and 3 columns: "Email", "Name", and "Affiliation". The first row is pre-filled with "youremail@example.com", "Your Name", and "Your Affil".
- Contacts**: A checkbox labeled "Your Name <youremail@example.com>" and an "Add contact" button.
- Collaborators**: A text area with instructions: "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)', 'Ali (University of Southern California)'." Below this is a large text area.
- Ready for review**: A checked checkbox "The submission is ready for review" with a note: "You can update this submission until Sunday 15 Oct 2023 12am CEST. Submissions not marked ready for review by then will not be evaluated." Below this are "Save and submit" and "Cancel" buttons.

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.

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## 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:

- Improving or demonstrating efficiency of XR model inference;
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- 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.

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