

POTENTIAL PROJECTS –PROPOSERS GUIDE

Projects are a central part of ELI’s work. They are neither purely academic nor politically motivated. They are collaborative works, rigorous in nature, and practical in application. The ELI welcomes project proposals and encourages all its members and any interested parties to submit project proposals.

These notes, which should be read in conjunction with the [ELI Project Guidelines](#), provide guidance on ELI’s standard expectations regarding such proposals. The ELI Secretariat is happy to help with any enquiries. It can be contacted at: secretariat@europeanlawinstitute.eu.

(1) Benefits for project proposers

The ELI offers:

- expert advice on the substance of projects from its European-wide membership of academics, legal practitioners, judges and policy-makers;
- help in preparing project proposals;
- help in raising necessary finance;
- its members’ expertise;
- its imprimatur to completed and approved projects, which will receive a high degree of visibility in both the European, and worldwide, legal community and the European Union Institutions.

(2) Planning an ELI project

What does a Project Proposal look like?

Successful proposals will need to:

- satisfy the ELI project selection criteria (ELI Project Guidelines, s4); and
- be fully developed.

The ELI recommends project proposers formulate their proposals using the [template proposal form](#), to ensure that their proposal covers all relevant issues. Proposers may submit either an initial outline proposal or a fully worked-up proposal. Early contact with the ELI is however encouraged to assist project development.

(i) General

Project proposers should familiarise themselves with the ELI Project Guidelines and working methods. They should specifically be aware of the following. ELI projects are:

- of the highest standard and quality;
- the primary responsibility of named individuals (Reporters), who may or may not be the proposers. They are expected to manage the project, draft the results and finalise it;
- carried out by the Reporters working with a Project Team drawn from experts in the field, including academics, practitioners and members of the judiciary;
- subject to reporting requirements;
- subject to critical scrutiny and input from a broad-based expert Advisory Committee and from a further committee (a Members Consultative Committee) drawn from interested ELI members;

- subject to oversight by the ELI's Executive Committee, and approval by its Council, and where necessary, its General Assembly; and
- if approved, published by the ELI under its own name, with the Reporters acknowledged as its co-authors and the contributions of other individuals fully attributed.

(ii) Initial Proposal

Initial project proposals should contain the following information:

- its **subject matter** (e.g., *criminal sanctions in the EU*), working **methodology** (e.g., *Stage 1: preparation of country reports etc., Stage 2: formulation of common European principles etc by a working group of proposed individuals, using the following sources...; Stage 3: preparation of draft model rules, etc*) and proposed **results**;
- the **relevant legal background**, particularly any relevant extant legislative acts, proposals or academic works on which it is to be based;
- its **practical utility** or **effect** on the European legal environment;
- its **timescale** to completion; and
- proposals concerning who may be appointed as its **Reporter(s), Project Team and Advisory Committee members**, bearing in mind the final decision on these matters is at the ELI's discretion. Short CVs of the proposed members should be set out. Proposers should consider including young scholars, for whom the experience of working on the project may be particularly valuable, in the Project Team.

They should also specify whether the project is intended to be:

- an **ELI Statement**. These are short-term, reactive projects e.g., a response to a European Commission consultation, draft Regulation or other legislative proposals;
- an **ELI Instrument**. These are medium-to-long-term projects, generally of three to five year duration. They are creative e.g., devise model laws, set out restatements of the law etc. These can either be ELI projects or joint projects developed by the ELI and another institution or body (e.g., ELI-UNIDROIT joint project "From Transnational Principles to European Rules of Civil Procedure). Joint projects might require the negotiation of a specific agreement between the parties, adapting or modifying the ELI Project Guidelines to the specific project.

It is also essential that project proposers consider **funding options** at this stage. The ELI is not a funding body. It has limited means. It can, however, on a case-by-case basis provide some start-up funding. Proposers should therefore consider what resources the project may require i.e., to cover administration costs, funding for research assistants, and which funding sources may be available. The ELI is happy to assist proposers in any funding application. It is important to note however that external funding may only be accepted if it is provided freely and independently of any condition concerning the nature, scope and outcome of the project. If funding is provided by another institution or body for a joint project, fully or partly, the above mentioned agreement should specify the details in this regard.

(iii) Final Proposal

The Executive Committee considers initial proposals. The ELI Secretariat, under the guidance of the Executive Committee, assists project proposers with preparation of the final proposal.

Final Proposals should contain a detailed:

- **project plan**;

- **budget**, covering the estimated cost of planned workshops, conferences and other meetings; accommodation, travel and any other expenses; and
- **funding options**, which should provide sufficient detail to enable the ELI to make an informed decision on the feasibility of such funding.

The **project plan** should set out:

- **a reasonably detailed provisional plan**. It is, of course, not always possible at the outset to know how some issues will best be dealt with, and thus aspects of the proposal may be provisional. Nevertheless proposers should develop provisional plans on all points rather than leave particular issues undeveloped;
- the work to be carried out, including the results it seeks to achieve, the timescale in which it is to be conducted and the milestone dates, by which identifiable stages are to be completed;
- **names of the proposed Reporter(s) and Project Team members**. The composition of these bodies must be properly diverse: see ELI Project Guidelines s7(2). Short CVs should be provided. Proposals should indicate whether the individuals have agreed to act, whether they have committed themselves to conduct the project in line with the ELI Project Guidelines; and
- **names of the proposed Advisory Committee members**. Each such member must be an eminent expert in the relevant field, and who will usually, but not necessarily, be ELI members. The Executive Committee is happy to help proposers in this regard by suggesting names of experts, and before doing so, will consult some of the ELI's Institutional Observers. The usual expectation is that the Advisory Committee will be closely involved with the development of the final product. No one should be appointed as an adviser unless they are prepared to contribute substantially to its debates.

(iv) Proposal Submission and Consideration

Initial and finalised proposals should be submitted to the ELI Secretariat: secretariat@europeanlawinstitute.eu. The Executive Committee will then be responsible for considering the proposal and overseeing the formal project approval process by the ELI Council. If approved, the Council or Executive Committee will appoint the Reporters, Project Team and Advisory Committee members.