## **Requesting a new project**

Go to the Request Project form: To request a project you have to be logged in to B-Fabric. Click the "Create Project" link in the add menu [] in the menu bar at the top of the page.

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Enter space or a cha Create Order Create Project		✓ Search Term Q
Welcome B-Fabric LIRI User		
Welcome to B-Fabric		
	nich all projects at LIRI are initiated and managed. A project can be requested by entering the re	
Help:		
<ul> <li>User Manual describes the functionality of B-Fabric.</li> <li>FAQ answers frequently asked questions.</li> </ul>		
• Free anamers nequently asked questions.		
© 2021 LiRI   User Manual   FAQ   Intranet   Problems		

Accept the User Lab Project Guidelines: Next you have to carefully read and accept the User Lab Project Guidelines.

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Create Project				
To successfully process your p <ul> <li>Affiliation the project w corresponding AddNew academic organization</li> <li>Budget Officer (usually a profestive charges).</li> </ul>	cept Terms and Conditions ase read the terms and conditions carefully. You need to accept th Accept Cancel fessor) is legally and financially responsible for the project. Among	other things, this	person will receive th	ot in the list, press the o abbreviations! In case of non- e involces (if the project generates
Summary: Provide an abstract	agement rights for this project. In addition, they will be responsible f ct sketching the project with less than 200 words. In describing the envisioned project in detail following the Project D			late).
Project Name *	B-Fabric LIRI User		0	
		*	0	

Fill in the form: Now you can fill in the form. Fields with a red dot are required:

- **Project Name:** Choose an appropriate name that well describes the direction of the intended project. Ideally, the name is short and less than 256 characters.
- **Contact:** Select the designated project contact person (for communication with LiRI). Usually it is the same person as the project leader, but it can also be another person.
- **Budget Officer:** Select the budget officer (usually a professor) who is legally and financially responsible for the project.
- Leader: Select the designated project leader. This is usually the PI who is responcible for the project.
- Technologies: Choose the technology that will be needed in this project.
- Summary: The summary is an abstract of the project with less than 200 words.
- **Description:** Provide a detailed description of the intended project in PDF format prepared according to the LiRI Project Description Guidelines. For the preparation of the project description you may use the project description template

(Download)

## **Billing Data**

Billing data will be automaticall filled in with any billing information already provided when the user account of the project requester. Insure that this information is correct or edit it if required.

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