

## Policy on starting up new EUI funded web projects

The **LIP committee** has approved the following guidelines for new web projects at the EUI.

In general when starting up a new web project please contact the departmental Webeditor or the Institute Webmaster. They will be able to help you or direct you to the relevant people.

A project is defined as a stable activity, which has regular updates, but which terminate at some point.

### When to apply

When EUI projects (both funded & non funded) are initiated and require/request to be included on the Institute website.

### EUI funded projects

1. All new EUI **funded** web projects *must* go into the Institute design. The design might be slightly altered but the over all style of the corporate design must be maintained.

To facilitate this process a generic template of the EUI corporate design is available in the folder /OnlineProjects/Templates/ on the web. Colours will be decided along with the project team (often the colour follow the department colour) and the project name will be prepared and inserted as "subfonttitle") in the chosen colour.



Instead of Florence in grey - as on the homepage - it will be e.g. Vasco da Gama in green.

2. Projects will be placed in the current web structure of the Institute.

All new departmental projects should go under the root folder: /OnlineProjects/ In this folder each department have been assigned a folder (e.g. HEC) in which a folder with the project name (or an abbreviation of this) will be introduced.

The web address of a project will hence be:

<http://www.iue.it/OnlineProjects/Departmental abbreviation/project name>  
(e.g. <http://www.iue.it/OnlineProjects/HEC/VascodaGama/>).

Projects with "cross departmental" funding/participants will be placed in structure as agreed with the project responsible.

Projects connected to The Robert Schuman Centre will be placed directly in the RSCAS structure (e.g. /RSCAS/Research/project name).

3. Project with *special* requirements may request the use of an alias, that is a short web address, which forward the user to the pages in the EUI structure.  
E.g. the address: eurohomepage.iue.it will lead to  
<http://www.iue.it/RSCAS/Research/Eurohomepage>

Web address's which need external registration (e.g. [www.conventionwatch.it](http://www.conventionwatch.it)) will **not** be used.

4. When funding terminates, or the web pages of the project becomes inactive (when updates no longer take place) the responsible must contact the departmental Webeditor or the Webmaster. The project pages may remain on the web for an infinite period of time - however it must be stated on the frontpage that the project has terminated.

If the project have an alias this will be continued to function up to one year after the project ends or in agreement with the project responsible. After a year the address will terminate, but the pages remain as stated above.

5. Projects who wish to update their web pages themselves must purchase a Dreamweaver License (through the CITS purchasing office), and should take this into account when planning their budget.

### **EUI projects without funding**

1. Projects which is applying for funding from external or internal sources should apply the policy outlined above for "EUI funded projects". As such if funds are granted the pages already apply to the policy outlined above.
2. Projects which does not have funding and have a nature of a "personal" project should go under the structure of the "Personal homepages". Choice of design is up to the project; they are welcome to use the general EUI templates.