***NB! Personaalse uurimistoetuse taotlusvorm on ETISes inglise keeles, kuna taotlused tuleb täita inglise keeles ja neid hindavad valdavalt välisretsensendid, kelle emakeel ei ole eesti keel. Varem on eestikeelse taotlusvormi kasutamine põhjustanud segadusi.***

***Sample application form for******team grant applications****. The application has to be submitted via the Estonian Research Information System ETIS.* ***In order to create the application****, you should fill in the compulsory fields (marked with a star). All the other tabs will be unlocked after saving these fields*.

***NB! While filling in the application in ETIS, please use the ´Save´ button frequently to save changes to your application and prevent data loss. If you keep the form idle for too long, the system can time out and you may lose any data that were unsaved.***

# **Tab: Application**

## **Section: General information**

|  |  |
| --- | --- |
| Project title in Estonian | \* |
| Project title in English | \* |
| Principal Investigator | \* |
| Host institution | \* |
| Project start (year) | \* |
| Project end (year) | \* |
| Preferred expert committee | *\* (You have to choose from the pop-up menu: Agricultural and veterinary sciences;* *Engineering and technology; Natural Sciences; Humanities and the arts; Medical and health sciences; Social Sciences)* |
| Field of research, speciality and % | \* |
| Research type (*basic research or applied research*) | \* |
| Research methodology (*experimental or non-experimental)* | \* |
| Total budget | *(The budget is to be filled in in the tab „Budget“ and the total sum will be automatically also indicated on this page)* |
| Requested budget for 2019 | *(The budget is to be filled in in the tab „Budget“ and the total sum will be automatically also indicated on this page)* |
| I have been on parental leave or in compulsory military service after obtaining my first doctoral degree | *(If you tick this box, you will be asked to \* provide the period of being away and an explanation. The maximum length is 300 characters (incl. spaces))* |
| Summary in Estonian | *\** Please write a concise summary in a popular science format describing the objectives of the project for non-specialist audience. If the application will be approved, this summary will be made public. *(The maximum length is 1,000 characters)* |
| Summary in English | *\** Please write a concise summary in a popular science format describing the objectives of the project for non-specialist audience. If the application will be approved, this summary will be made public. *(The maximum length is 1,000 characters)* |

## **Section: Meeting the ethical requirements**

|  |  |
| --- | --- |
| Confirmation of adherence to the requirements of research ethics | \* The applicants are required to consider the potential risks related to ethical issues of any procedure in the research projects involving human participation, personal/sensible data, experiments with animals or research on genetic resources. The applicants need to describe how the requirements of voluntary participation, informed consent, confidentiality and anonymity of subjects, data storage and protection will be followed. |
| Is the ethics committee decision mandatory? | *(please tick the box if yes)* |
| Ethics committee licence | (*This box opens only if you have ticked the box „yes“*) A valid licence for human or animal experiments provided by the respective ethics committee should be added. If the licence has not been obtained yet, it must be submitted to the Council by the beginning of tests at the latest. Only .pdf or .bdoc files can be uploaded. *(You can drag the file to this box or use the upload button (max 3 MB)).* |
| Does the project necessitate compliance with the Nagoya Protocol? | *(Please tick the box if yes)* |
| Compliance with the Nagoya Protocol | (*This box opens only if you have ticked the box „yes“*) If the project necessitates compliance with the Nagoya Protocol, the applicant has to add the due diligence declaration if it has been already obtained. If the due diligence declaration has not been obtained yet, it must be submitted to the Council by the end of the project at the latest. Only .pdf or .bdoc files should be uploaded. *(You can drag the file to this box or use upload the button (max 3 MB)).* |

# **Tab: Justification**

*The total length of the justification for the research project (across all sections) is up to 22,000 characters with spaces.*

|  |  |
| --- | --- |
| Scientific background of the research project | *\** |
| The main objectives of the project, hypotheses, description of methods and the annual research plans, availability of the research infrastructure necessary for achieving the objectives of the project | \* |
|  |  |
| Data management plan | \* Please describe which data will be created, managed, or collected; which methods and standards will be applied; will the data be shared or made public and in which way; how the data will be stored during the period of the project and preserved after the end of the project. |
| Expected results and their potential applicability, importance for Estonian culture, society and economy as well as possible directions for future research | \* Please describe how the project is important for Estonia e.g., by increasing the visibility of Estonian research; developing Estonian culture/society/economy; encouraging cooperation between R&D institutions and/or government and/or enterprises in Estonia etc. |
| The list of references, charts and schemes | In case of need, please attach these as separate files: 1. list of references, 2. schemes, graphs or pictures explaining the relevant issues in the justification. Please attach only .pdf files. *(You can drag the file to this box or use the upload button (max 3 MB)).* |

# **Tab: R&D activity**

**Section: Related projects** (*you can browse them from ETIS*)

|  |  |
| --- | --- |
| Participation of the PI in R&D projects | \* Information on Estonian and international joint projects, incl. joint projects with the enterprises in which the PI has been involved in the past 10 years, also indicating his/her role in these projects. Please indicate only the most important projects in the context of the proposed project. *(The maximum length is 3,000 characters (incl. spaces))*. |
| The previous team leadership and supervision experience of the applicant | \* |

# **Tab: R&D cooperation**

Please describe international cooperation which has no contractual nature. You can enter up to 10 entries.

## **Section: International cooperation** *(you can browse them from ETIS and/or add new ones*)

|  |  |
| --- | --- |
| Comments on cooperation | \* Information on international cooperation (incl. research projects) in which the PI has participated in the past 10 years, indicating the PI’s personal contribution to the projects linked to the application (or of a selection from thereof). Please indicate only the most important cooperation in the context of the proposed project. *(The maximum length is 1,000 characters (incl. spaces))* |

# **Tab: Staff**

The PI has to be employed by the host institution. If he/she is not employed by the host institution at the moment of submitting the application, then the letter of confirmation must be uploaded under the tab "Additional information".

The members of the senior research staff are the people employed by an Estonian R&D institution. If they are not employed by an Estonian R&D institution at the moment of submitting the application, then their letters of confirmation must be uploaded under the tab "Additional information".

The PI can add his/her CV under the tab „CV“.

The members of the senior research staff have to confirm their updated CVs themselves. It is advisable to inform them to do so (i.e., to update their CV and to confirm it). The members of the senior research staff can link their CV to the application on their ETIS desktop.

## **Section: Principal Investigator and senior research staff**

|  |  |
| --- | --- |
| Participation of senior research staff (their role and distribution of tasks) | \* Please describe the roles and tasks of the members of the senior research staff in the project. *(The maximum length is 3,000 characters (incl. spaces)).* |

## **Section: Other research staff, incl. students**

|  |  |
| --- | --- |
| Participation of students and other research staff of the project (their role and distribution of tasks) | \* Please describe the roles and tasks of students and the members of the other research staff in the project. *(The maximum length is 3,000 characters (incl. spaces)).* |

# **Tab: CV**

- Please update your CV in ETIS. General data can be updated from the left-hand menu "CV". Publications, supervisions, and industrial property items can be added or updated from the left-hand menu "Research". In order to add or update the data of the projects, you should contact the ETIS administrator of your institution.

- In order to attach your CV to the application, you should tick the checkboxes and press "Confirm CV". The CV can be changed until the application has been submitted. In order to make changes to the CV, you should unlock the confirmed CV first by pressing "Unconfirm CV".

## **Section: My CV (ENG)**

*(By ticking the boxes, you can choose which information the evaluators will see)*

# **Tab: R&D results**

In call 2018, the Council will provide the evaluators with an overview of the bibliometric data of the applicants. The applicants are therefore asked to create and link their identifiers (ORCID, ResearcherID) to various databases (Scopus, ISI WoS), check whether their profiles in the databases are public, and whether correct publications have been linked to their name. All applicants are also advised to have a public Google Scholar profile. In order to avoid possible authorship issues, the applicants have to specify their personal data (e.g., name change, namesake(s), etc.) under the tab "Additional information". The Council will inform the applicants via e-mail when their overview has been compiled.

## **Section: Related publications**

Please add up to 7 most relevant publications over the past 10 years by the PI (*You can browse them from ETIS).*

|  |  |
| --- | --- |
| Relationship between the chosen entries and the project | \* Please indicate the PI's contribution to the publications. *(The maximum length is 3,000 characters (incl. spaces)).* |

## **Section: Related industrial property items**

## Please add the most relevant industrial property items over the last 10 years by the PI and the members of the senior research staff (*You can browse them from ETIS).*

|  |  |
| --- | --- |
| Relationship between the chosen entries and the project | *(The maximum length is 3,000 characters (incl. spaces)).* |

# **Tab: Budget**

**Drawing up the budget**

To draw up the budget, please download the „Budget planning tool“ (in the upper right-hand corner under the tab „Budget“) and fill in all the budget lines for all years. In order to assist you with planning the budget, the list of the budget lines is more extensive than that of the ETIS form. Please transfer the calculated sums of staff costs and research costs to the column „Average annual sum“ in the ETIS application form. Thus, you neither have to show the budget for a fixed year nor the total budget, but the average annual budget, since annual expenses may vary during the period of the project.

**Fixed grant amount**

The application form in ETIS will display the corresponding fixed grant amounts depending on whether a project is experimental or non-experimental, or a small or large one. The average annual sum of the grant budget may be smaller or larger than the fixed grant amount, but in both cases it has to be justified. The Council will not allocate any sums larger than the fixed grant amounts and in case the estimated budget of the project exceeds the fixed grant amount, it is presumed that the host institution will finance the excess part of the budget from its own funds.

**Choosing the grant type**

Once you have drawn up the budget for the project, it is possible to decide whether to apply for a small or large grant. During the evaluation process, the grant type will not be changed, i.e., if the Evaluation Committee concludes that the application does not qualify for a large grant, the project will not be financed. Neither will the re-qualification of the application for a small grant be considered.

## **Section: Annual budget**

|  |  |
| --- | --- |
| Grant type | *(Choose small or large)* |
| Staff costs | *(Please explain the staff costs. The maximum length is 1,000 characters (incl. spaces)).* |
| Research costs | *(Please explain the research costs. The maximum length is 1,000 characters (incl. spaces)).* |
| Total direct costs | *(Will be calculated automatically)* |
| Overhead | *(Will be calculated automatically)* |
| Total budget with overhead | *(Will be calculated automatically)* |
| Comments on budget | \* It is important to explain and justify in which way the calculated costs are necessary for achieving the objectives of the project, especially in the case of experimental methods and/or choosing the large fixed-amount grant. **NB!** During the evaluation process, no cuts are made to the grant amount applied for (this is different compared to the calls before 2017), i.e., if the Evaluation Committee considers the grant amount applied for unjustified, the application will not be approved. *(The maximum length is 5,000 characters (incl. spaces)).* |

# **Tab: Additional information**

|  |  |
| --- | --- |
| Other information related to the application | *(Only information of administrative nature (letters of confirmation, copies of diplomas, etc.) may be uploaded here. The reviewers will not use the documents added to this tab for evaluating the application. You can drag files to this box or use the upload button (max 3 MB))* |
| Opposing reviewers | If you would like to oppose some reviewers from reviewing your application, please enter up to 3 names in the following textbox. Please explain! This information is not binding for the financier. *(The maximum length is 500 characters (incl. spaces)).* |

# **Tab: Submission**

*You have to confirm that you are the author of this application and that the summary and all the data presented in the application are accurate and comprehensive.*

*You can print out the filled in application or parts of it in ETIS.*