|  |
| --- |
| **This is a sample application form for returning researcher grant applications.** The sample application form is based on the application form in the Estonian Research Information System (ETIS) and its aim is to facilitate the process of compiling the application before you begin filling in the actual application form in ETIS. The application must be written in English.  The application has to be submitted via ETIS. In order to create the application, you should fill in the fields: Project title in English, Host institution, Project start, Project end. 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.  \* Mandatory fields |

Tab: Application

Section: General information

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Project title in Estonian | \* |
| Project title in English | \* |
| Returning researcher | \* |
| ResearcherID |  |
| Returning researcher's CV | \* You can drag files to this box or use the upload button (max 15 MB) |
| Host institution | \* |
| Project start (the project begins on the first date of the selected month) | \* Project has to last for 12-24 months. |
| Project end (the project ends on the last date of the selected month) | \* |
| Period of being away from Estonia and explanation in case the period is shorter than 2 years | \* The maximum length is 1,000 characters (incl. spaces). |

Section: Field of research and summaries

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Research field, speciality, and % | \* You can select up to 3 fields of research. |
| Summary in Estonian | \* Please write, in Estonian, an abstract-like description of your project, explaining what the idea is all about, what are the expected outcomes, and why they are important. This description should be understandable for a non-specialist audience as well. If the application will be approved, this summary will be made public.  The maximum length is 1,000 characters (incl. spaces). |
| Summary in English | \* Please write, in English, an abstract-like description of your project, explaining what the idea is all about, what are the expected outcomes, and why they are important. This description should be understandable for a non-specialist audience as well. If the application will be approved, this summary will be made public.  The maximum length is 1,000 characters (incl. spaces). |
| Keywords | \* Please include 3–6 keywords for indexing purposes (select the keywords that will make it easier to find the best reviewers for your application).  The maximum length is 300 characters (incl. spaces). |

Section: Budget

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Research type | \* Options: Basic research / Applied research |
| Total costs | ETIS will calculate the budget based on the duration of the project. |
| incl. direct costs for the Returning researcher |
| incl. overhead |
| I have previously received Estonian state funding to carry out a postdoctoral research project abroad |  |
| I received funding from the following support measure | Mandatory, if the previous field is selected. |

Section: Resubmission of the application

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Is the application new or partially new? | \* Options: New application / Partially new application  You can choose the option "new application" if you have not submitted this application before (in previous calls) or "partially new application" if you have submitted this application in previous calls and are now submitting an improved version. |
| Application number of the resubmitted application | Mandatory in case of the partially new application. |
| Would you like to have the same reviewers, if possible? | Options: Yes / No  Mandatory in case of the partially new application. |
| Amendments in the application | Please describe the changes made compared to the previous application(s) and explain if the changes stem from the feedback given by the reviewers. Please list the shortcomings in the previous application(s) identified by the reviewers and describe the amendments made to address these shortcomings.  Mandatory in case of the partially new application.  The maximum length is 3,000 characters (incl. spaces). |

Tab: Justification

The total length of the justification for the research project (across all sections) is up to **18,000** characters with spaces. The list of references, risk assessment and mitigation plan, and figures shall be added as separate files at the end of the form.

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Scientific background of the research project, incl. the interdisciplinarity of the project (if applicable) | \* |
| The main objectives of the project, research questions and/or (excl. justified exceptional cases) hypotheses, methods, and the work plan together with risk reduction measures and a back-up plan, incl. tentative annual work plans and the availability of the infrastructure necessary for achieving the objectives of the project | \* |
| Expected results, their potential scientific impact, and possible directions for future research | \* Please describe the potential scientific impact of the project and the potential applicability of the expected results, considering the specifics of the research field. |
| List of references | Please attach only .pdf files. If other files have been added, the application will be returned for making corrections.  You can drag the file to this box or use the upload button (max 15 MB). |
| Timetable (Gantt chart) | Please attach only .pdf files.  You can drag the file to this box or use the upload button (max 15 MB). |
| Figure(s) illustrating 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 15 MB). |
| Risk assessment and mitigation plan | Please attach only .pdf files.  You can drag the file to this box or use the upload button (max 15 MB). |

Tab: Ethics and data

Section: Meeting the ethical requirements

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Confirmation of adherence to the principles of research ethics | \* The returning researchers are required to consider the potential ethical risks related to the implementation of the project (e.g., questions related to human participation or involvement of animals; gender, age, cultural, etc. diversity issues; political, religious, societal, historical, and other sensitive topics; maintenance of biodiversity, environmental intervention, etc.) and to provide an action plan explaining how these questions will be dealt with. The research integrity issues related to this project have to be considered as well (incl. intellectual property issues). Please use the Ethics Guidelines for explaining the ethical issues related to your project.  The maximum length is 5,000 characters (incl. spaces) |
| Is the ethics committee decision mandatory? | \* Options: Yes / No |
| Ethics committee licence | It is only allowed to add an ethics committee licence that meets all the following requirements: 1) the licence has been issued for implementing this particular project, 2) the licence has been issued to the returning researcher, 3) the licence is valid during the period of the project. If the licence has not been obtained yet, it must be submitted to the Council by the beginning of the 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 15 MB). |
| Does the project necessitate compliance with the Nagoya Protocol? | \* Options: Yes / No |
| Explanation of the chosen answer concerning the Nagoya Protocol | \*Please explain your choice also in case you have ticked the box "no".For the use of animals, plants, or microorganisms in compliance with the Nagoya Protocol, please give details on what type of genetic material will be used and how exactly. For further information, please refer to Section 6 of the Ethics Guidelines.  The maximum length is 3,000 characters (incl. spaces). |
| Due diligence declaration | The due diligence declaration has to be submitted only if the utilisation of the genetic resources in question is within the scope of the Nagoya Protocol. If the due diligence declaration has already been declared in DECLARE, it should be added to the application. If the due diligence declaration has not been declared yet, it must be declared by the end of the project at the latest. Only .pdf or .bdoc files can be uploaded.  You can drag the file to this box or use upload the button (max 15 MB) |

Section: Research data management

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Research data management | \* Please describe 1) which data will be created, managed, or collected; 2) will the data be shared or made public and in which way; 3) how the data will be stored during the period of the project; 4) how the data will be preserved after the end of the project, and 5) the action plan to address the legal requirements of data management. The data management plan has to be provided after the grant contract has been signed.  The maximum length is 5,000 characters (incl. spaces). |

Tab: R&D results

Section: Related publications

Please add up to 7 most relevant publications over the past 10 years (since 2012) by the returning researcher (You can browse them from ETIS). Please upload .pdf files of the publications to make them easily accessible for the reviewers.

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Returning researcher’s Google Scholar account | If applying in the fields of Engineering and Technology or Social Sciences, then the returning researchers are asked to create a Google Scholar profile (if not already present), provide a link to their profile, check that the status of their profile is public, and that the correct publications have been linked to their name. In order to avoid possible authorship issues, the returning researchers have to specify their personal data (e.g., name change, namesake(s), etc.) under the section “Comments on the publications”. |
| Comments on the publications, relation to the project, contribution of the returning researcher; possible name change of the returning researcher, maternity leave, etc | \* Please indicate the importance of the publications to this project and the returning researcher's contribution to the publications. Please explain if your R&D activity has been affected by the parental leave or because of being in compulsory military service.  The maximum length is 3,000 characters (incl. spaces). |

Section: Industrial properties

Please add up to 7 most relevant industrial property items over the past 10 years (since 2012) by the returning researcher (You can browse them from ETIS).

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Relationship between the chosen industrial property items and the project | Please describe the importance of these industrial property items for this project.  The maximum length is 3,000 characters (incl. spaces). |

Section: Related projects

(You can browse them from ETIS)

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Participation of the returning researcher in R&D projects and the supervision experience of the returning researcher | \* Please provide information about participating in R&D projects and about supervising students during the past 10 years.  The maximum length is 3,000 characters (incl. spaces). |

Tab: Impact

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Research career development | \* Please describe how the project will help you improve your research career opportunities (development of professional and transferable competences, training, supervision, intersectoral cooperation, etc.).  The maximum length is 3,000 characters (incl. spaces). |
| Importance of the project for Estonian culture, society, and/or economy (outside academia) | \* Please describe how the project is important for Estonia, e.g., by developing Estonian culture/society/economy.  The maximum length is 3,000 characters (incl. spaces). |
| Dissemination of results | \* Please explain how the results of the project will be disseminated to the wider public.  The maximum length is 3,000 characters (incl. spaces). |

Tab: Bibliometrics

The returning researchers are required to provide an overview of their bibliometric data. If applying in the fields of Engineering and Technology, Exact Sciences, or Social Sciences, then the applicants are asked to create a Google Scholar profile (if not already present), provide a link to their profile, check that the status of their profile is public, and that the correct publications have been linked to their name.

If applying in the field of Humanities and the Arts, then it is important that the returning researcher's ETIS CV contains all the relevant publications, yet no bibliometric data has to be provided.

The returning researchers in the fields of Agricultural and Veterinary Sciences, Medical and Health Sciences, and Natural Sciences (Exact Sciences as well as Biological and Environmental Sciences) have to review and, if necessary, update their list of publications in the Clarivate Analytics Web of Science database. The returning researcher has to import the publications (except for meeting abstracts and corrections/corrigenda) published since 2012 which are listed in the Clarivate Analytics Web of Science database. The publications can be imported using the author's name or the identifier(s) (e.g., the Researcher ID). It is important to keep in mind that only the publications that have been published before the confirmation of the application can be imported and that the publications that are going to be published afterwards cannot be additionally imported.

|  |  |
| --- | --- |
| Author |  |
| Period | 2012-2023 |
| Period of being away due to parental leave or compulsory military service | *Pre-filled according to the information on the first page* |
| Number of publications | *Will be calculated automatically* |
| Total number of citations | *Will be calculated automatically* |
| H-index | *Will be calculated automatically* |

**Publications that meet the criteria**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Authors | Title | Journal | Year | WOS identifier | Number of citations |
|  |  |  |  |  |  |

Tab: Additional information

Only information of administrative nature (letters of confirmation, copies of diplomas, state aid forms, etc.) may be uploaded here. The reviewers will not use the documents added to this tab for evaluating the application.

Section: Additional information

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Please choose the language in which you would like to communicate with the Estonian Research Council regarding this application | \* Options: Estonian / English |
| Additional files (documents describing the topics of „Justification“ in more detail are not allowed) | Other application related files, for example state aid information in case the applicant is not a positively evaluated research and development institution or the support will be used for economic activity. The state aid form can be found here: <https://www.etag.ee/wp-content/uploads/2021/11/Riigiabi-vorm-ettev%C3%B5tetele-mobiilsusgrandid.docx>  You can drag PDF files to this box or use the upload button (max 15 MB). |
| Other information related to the application | The maximum length is 1,000 characters (incl. spaces). |

Section: Opposing and suggesting reviewers

|  |  |
| --- | --- |
| **Field** | **Comment** |
| Opposing and suggesting reviewers | If you would like to oppose some reviewers from reviewing your application, please enter up to 3 names in the following textbox. You can also suggest the reviewers (up to 3 names) who you consider to have the highest expertise. Please explain your choices and indicate clearly which reviewers you are opposing and which you are suggesting. If you wish to oppose or suggest the reviewers of your previous application(s), please use the abbreviations R1, R2, R3. etc. This information is not binding for the Council.  The maximum length is 2,000 characters (incl. spaces). |

Tab: Submission

*Declarations*

I hereby declare that:

* the information contained in this proposal is accurate and comprehensive;
* I have the consent from all participants regarding their participation and the content of this application;
* I am fully aware that the host institution must conclude a valid employment contract with the returning researcher mentioned in this application in case of grant approval;
* each part of this application complies with ethical principles (including the highest standards of research integrity, as set out, for instance, in the European Code of Conduct for Research Integrity, and, in particular, that fabrication, falsification, plagiarism, or other research misconduct has been avoided;
* I am fully aware that all information regarding the application will be sent to my ETIS desktop.

|  |
| --- |
| If you would like to receive automatic messages regarding your application to your e-mail, please update your message settings in ETIS under “My Account”.  You can print out the filled in application or parts of it in ETIS.  Please print out the .pdf file of your application and check if all the relevant information has been provided. |