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

***This is a sample application form for postdoctoral 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 has to be submitted via ETIS.* ***In order to create the application,*** you should fill in the fields: ***Project title in English, Institution, Project start, Project end.*** *All the other tabs will be unlocked after saving these fields.*

***NB! While filling in the application form 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 | \* |
| Postdoctoral fellow |  |
| ResearcherID |  |
| Postdoctoral fellow (CV) | \* (*You can drag PDF files to this box or use the upload button (max 15 MB).)* |
| PhD acquisition date | \* *(The date indicated in the respective document issued by the awarding institution)* |
| Institution | \* |
| Supervisor | \* |
| Supervisor’s ResearcherID |  |
| Supervisor’s CV | \* The supervisor’s CV should contain an overview of his/her research career, ResearcherID, publications, and supervision experience during the past 10 years. |
| Collaborating institution and country | \* |
| Collaborating institution’s confirmation letter | *\* (You can drag PDF files to this box or use the upload button, max 15 MB)* |
| Project start (the project begins on the first date of the selected month) | \* *(The project begins on the first date of the selected month)* |
| Project end (the project ends on the last date of the selected month) | \* *(The project ends on the last date of the selected month)* |
| 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(s) of being away and an explanation. The maximum length is 300 characters (incl. spaces))* |
| I have lived, worked and/or studied in Estonia at least for the past 12 months | \* |
| Research type (*basic research or applied research*) | \* |
| Annual amount | *(The budget is to be filled in in the tab “Budget” and the annual amount will be automatically also indicated on this page)* |
| 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)* |

## **Section: Field of research and summaries**

|  |  |
| --- | --- |
| Preferred Research Field | *\* (You have to choose from the pop-up menu: Exact Sciences; Biological and Environmental Sciences; Agricultural and Veterinary Sciences;* *Engineering and Technology; Humanities and the Arts; Medical and Health Sciences; Social Sciences)* |
| Please explain and justify your choice(s) | \* |
| Research field, speciality, and % | \* (*You have to choose the relevant field(s) from the pop-up menu)* |
| 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: Resubmission of the application**

|  |  |
| --- | --- |
| Is the application new or partially new?  *-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 |  |
| 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. (*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. **No external links are allowed.**

|  |  |
| --- | --- |
| Scientific background of the project | \* |
| 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. | \* If the project will be implemented partially in Estonia, then the work plan has to include the time periods of working in Estonia as well as the activities undertaken in Estonia |
| List of references | Please attach only .pdf files. If the applicant has added other files, 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 (e.g., 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 requirements of research ethics**

|  |  |
| --- | --- |
| Confirmation of adherence to the principles of research integrity and research ethics | \* The applicants 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))* |
| Does the project necessitate compliance with the Nagoya protocol? | \* *(Please tick the box if yes)* |
| 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 | (*This box opens only if you have ticked the box “yes”*) 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))* |

**Ethics issues checklist**

"Please answer whether the mentioned aspect of research ethics needs to be taken into account when conducting the proposed research project.

If the answer is ""Yes"", please add a detailed explanation by answering all the questions and provide all the necessary information pointed out in the [Guidelines for Completing Your Ethics Self-Assessment for Grant Application](https://etag.ee/wp-content/uploads/2023/01/Eetika_Tabel_ENG_2023.pdf).

|  |  |  |
| --- | --- | --- |
| **Issue** | **Relevant in my proposal** | **Relevant in my proposal**  (The maximum length is 5,000 characters for each “Yes” answer (incl. spaces)) |
| 1. Humans (that are not part of the staff) | Yes/No |  |
| 2. Personal data (regardless of the method used e.g. interviews, surveys, questionnaires, direct online retrieval etc.) | Yes/No |  |
| 3. Human embryos and/or foetuses | Yes/No |  |
| 4. Human cells and /or tissues | Yes/No |  |
| 5. Animals | Yes/No |  |
| 6. Low income countries | Yes/No |  |
| 7. Environment, health, and safety | Yes/No |  |
| 8. Potential misuse of research results | Yes/No |  |
| 9. Other ethics issues | Yes/No |  |

|  |  |
| --- | --- |
| 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”*) It is not mandatory to add a licence to the application, but do keep in mind that the ethics committee licence has to be provided prior to the beginning of the specific experiment. 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 applicant or to the supervisor, 3) the licence is valid during the period of the project. Only .pdf or .bdoc files can be uploaded. *(You can drag the file to this box or use the upload button (max 15 MB))* |

## **Section: Research data management**

|  |  |
| --- | --- |
| 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))* |

**Section: Budget**

*ETIS will calculate most of the budget fields based on the duration of the project. ETIS will also calculate the total sum of direct costs.*

|  |  |
| --- | --- |
| Staff costs of the postdoctoral fellow |  |
| Overhead (5% of the amount of direct costs) | *(Will be calculated automatically)* |
| Total budget with overhead | *(Will be calculated automatically)* |

# **Tab: R&D activity**

## **Section: Applicant’s project**

(*You can browse them from ETIS*)

Research projects, grants, contract work, etc., carried out by the applicant related to the postdoctoral research project. The projects can be either browsed from ETIS or described as free text.

|  |  |
| --- | --- |
| The relationship between the proposed project and the ongoing or recent research of the applicant | Research projects that have been carried out by the applicant and are related to the postdoctoral project. The projects of the applicant can be browsed from ETIS. Please add only these projects which are directly related to this particular project. If the project is not related to your other projects in the same research field(s), please explain the choice of the research topic. *(The maximum length is 3,000 characters (incl. spaces).)* |
| A description of the applicant’s previous R&D activities relevant to this project | The quality and results of the applicant's previous research activities, experience in participating in (international) cooperation and/or in research projects as well as the number and quality of publications, conferences attendance, skills obtained, and other research-related activities. *(The maximum length is 3,000 characters (incl. spaces))* |

## **Section: Supervisor’s projects**

Research projects, grants, contract work, etc., carried out by the supervisor related to the postdoctoral research project. The projects can be described as free text.

|  |  |
| --- | --- |
| The relationship between the proposed project and the ongoing or recent research of the supervisor | \* Please name the related research projects and describe how the proposed project fits in with your and your supervisor’s other ongoing projects in the same research field(s). *(The maximum length is 3,000 characters (incl. spaces))* |
| A description of the supervisor´s previous R&D activities and supervision of PhD and postdoctoral students in the past 10 years | \*The qualification of the supervisor to support the implementation of this project in the light of the supervisor's previous R&D activities in the past 10 years (since 2013): the number and quality of publications, the experience in supervising PhD students and postdoctoral fellows; participation in domestic and/or international R&D projects, and other research-related activities. *(The maximum length is 3,000 characters (incl. spaces))* |

# **Tab: Impact**

## **Section: Impact of the postdoctoral research project**

|  |  |
| --- | --- |
| Research career development | \* Please describe how the project will help you improve your research career opportunities in Estonia (development of professional and transferable competences, training, supervision, intersectoral cooperation, etc.). (*The maximum length is 3,000 characters (incl. spaces))* |
| Expected results, their potential applicability, and possible directions for future research | \* Please describe the expected contribution of the project to the development of the research field as well as where and how the expected results of the project could be used. |
| Importance of the project outside academia | \* Please describe how the project is important outside academia, incl. for Estonia, and how important are the expected results of the project for Estonian culture, society, and/or 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: Additional information**

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 when evaluating the applications.

|  |  |
| --- | --- |
| Please choose the language in which you would like to communicate with the Estonian Research Council regarding this application | \* Estonian  English |
| Co-supervisor | *If there is a need for a co-supervisor, owing to the specificity of the project, then it has to be explained in detail and his/her CV has to be added.* |
| Co-supervisor's CV | *You can drag PDF files to this box or use the upload button (max 15 MB).* |
| Additional files | *You can drag PDF files to this box or use the upload button (max 15 MB).* |
| Other information related to the application | *(Only information of administrative nature (letters of confirmation, copies of diplomas, etc.) may be uploaded here. You can drag files to this box or use the upload button (max 15 MB))* |

## **Section: Opposing and suggesting reviewers**

|  |  |
| --- | --- |
| 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 in this field. Please explain your choices and indicate clearly which reviewers you are opposing and which you are suggesting. This information is not binding for the Council. *(The maximum length is 1,000 characters (incl. spaces).)* |

# **Tab: Submission**

*Declarations*

*1) I hereby declare that the information contained in this application is accurate and comprehensive.*

*2) I hereby declare that I have the consent from all participants regarding their participation and the content of this application.*

*3) I hereby declare that the application has been compiled with the intention that each part of this application complies with the principles of research integrity and good research practice, and that I have avoided fabrication, falsification, and plagiarism.*

*4) I hereby declare that I am only responsible for the correctness of the information relating to my own institution.*

*5) I hereby declare that I am fully aware that all the 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.*