***This is a sample application form for the Centre of Excellence 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.*

***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: General**

## **Section: General information**

|  |  |
| --- | --- |
| Name of the Centre of Excellence (CoE) in Estonian | \* |
| Name of the CoE in English | \* |
| Acronym | \* |
| Project start (dd.mm.yyyy) | \* |
| Project end (dd.mm.yyyy) | \* |
| Principal investigator of the CoE | \* |
| Affiliation of the principal investigator | \* |
| Lead institution | \* |
| Requested grant amount | *(The budget is to be filled in in the tab “Budget” and the total sum will be automatically also indicated on this page)* |

## **Section: Partners**

|  |  |
| --- | --- |
| Partners | *Please list all the partners included in the CoE using the search tool.* |
| Confirmation letter | *Digitally signed confirmation letter from each partner.* |

## **Section: Project summary and research fields**

|  |  |
| --- | --- |
| Summary in Estonian | \**Up to 1000 characters* |
| Summary in English | \**Up to 1000 characters* |
| 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). Please use comma as a separator between keywords. (The maximum length is 300 characters (incl. spaces))* |
| Preferred language for communicating with you regarding this application |  |
| Additional information | *If you need to provide funding guarantee letters from institutions, you can do that here.* |
| Opposed reviewers | *Please list here reviewers that would not be suitable for your application (e.g. they have a conflict of interest due to working with the staff before; they follow a fundamentally different theoretical paradigm, etc.)* |

# **Tab: Justification**

The total length of the Justification section (across all fields) is up to **15,000** characters with spaces. Figures and the list of references shall be added as separate files at the end of the form. **No external links are allowed.**

|  |  |
| --- | --- |
| Describe the main research questions and R&D objectives of the CoE | \* |
| Explain the innovation potential, novelty, and interdisciplinarity of the CoE’s R&D activities | \* |
| Describe the unique scientific value created by the cooperation of the included research groups to achieve the objectives of the CoE | \* |
| Describe the expected R&D results of the project (cf. evaluation guidelines criterion 1, sub-criterion 1.5), their scientific impact, and the possible directions for future research | \* |
| List of references | *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))* |

**Tab: Implementation**

The total length of the Implementation section (across all fields) is up to **15,000** characters with spaces. The risk assessment and mitigation plan and Gantt chart shall be added as separate files at the end of the form. **No external links are allowed.**

|  |  |
| --- | --- |
| Describe the methods and methodology of the project, the work plan together with a timetable, the risk management plan, and the backup plan | \* |
| Describe the suitability of the Principal Investigator in terms of their scientific background and leadership experience | \* |
| Describe the necessary infrastructure, and if relevant, plans to include nationally significant infrastructure | \* |
| Detail the management plan for the CoE, including information about the scientific board of the CoE | \* |
| Present the dissemination and application plan for the R&D results of the CoE | \**Please describe here the dissemination and application activities geared towards the academic audience.* |
| Timetable (Gantt chart) | 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: Impact in Estonia**

The total length of the Impact in Estonia section (across all fields) is up to **15,000** characters with spaces. **No external links are allowed.**

|  |  |
| --- | --- |
| Explain how the CoE supports the applicant’s and the partners’ activities and strategic goals | \* |
| Describe the CoE’s anticipated scientific and social impact on the international competitive level of Estonia’s R&D activities | \* |
| Explain how the CoE contributes to addressing the development needs of Estonia’s long-term development strategy "Estonia 2035" and/or the development of the focus areas of the RDIE Strategy | \* *According to the regulation, the CoE* ***must contribute*** *to addressing the development needs of Estonia’s long-term development strategy “Estonia 2035” and* ***can also contribute*** *to the development of the focus areas of the RDIE Strategy.* |
| Describe how the Centre of Excellence contributes to the supervision of doctoral students and the sustainability of the field, and how the results of the CoE are integrated into higher education | \* |
| Describe how the R&D results and other activities of the CoE will be communicated to the Estonian public | \* |
| Describe how the relevant competence existing in Estonia is incorporated into the CoE | \* |

**Tab: Research groups**

At least three research groups need to be included in the CoE. The research groups must have an active research project in 2023. The project duration must be at least two years, and the funding must be at least 210,000 euros. If the funding ends in 2023, the home institution of the group must guarantee funding for 2024 for at least 70,000 euros.

PI-s of the research group must have a doctoral degree, experience in R&D work, and in leading a project. Each PI can only be listed in one CoE application; there is no such restriction for other staff members.

**Section: List of research groups**

Please use the “Add new research group” button to add groups to the list. The added groups will then appear in the section below where you can add details about each research group. To do this, please use the “Open/close group data” button.

PI-s of the research groups must add their CV to the application. The corresponding link will be added to the ETIS Desktop for each PI.

By default, PI-s of the research group have permission to modify their group’s data. If needed, you can give permission to third parties for making modifications by using the “Persons who have access to edit data of their research group” field.

**The following data must be filled out about each research group**

|  |  |
| --- | --- |
| Name of the research group | \* |
| Principal investigator of the research group | \* |
| Institution | \* |
| Please describe the expertise of the research group and its unique contribution to the CoE | \**The maximum length is 5,000 characters (incl. spaces).* |
| Related projects | \* *Only projects listed in ETIS are allowed. Please use the “Add new” button to search for research projects. Please make sure that you list project(s) that qualify the research group for participating in the CoE. If you want to add additional projects (e.g. to showcase the qualifications of the research group), please only include projects from the previous 5 years (2018—2023).* |
| Research staff | *\*You can choose which staff members you add to the application.* |
| PhD students |  |
| Persons who have access to edit data of this research group |  |

# **Tab: Budget**

It is important to explain and justify in which way the calculated costs are necessary for achieving the objectives of the CoE, this is assessed in criterion 2.4.

|  |  |
| --- | --- |
| **Planned costs** | Comments |
| Staff costs | *\*Please explain the staff costs.* *(The maximum length is 2,000 characters (incl. spaces).)* |
| Research costs | *\*Please explain the research costs. (The maximum length is 2,000 characters (incl. spaces).)* |
| Costs of acquiring or modernizing equipment, devices, tools and software (max 20%) | ***\*Please explain the equipment costs. (The maximum length is 2,000 characters (incl. spaces).)*** |
| Overhead (max 25%) |  |
| **Total with overhead** | *(Will be calculated automatically)* |
| Co-funding (if relevant) |  |
| Comments on co-funding | *Please only include already agreed upon co-funding.* |

**Tab: Ethics and data**

**Section: Meeting the requirements of research ethics**

|  |  |
| --- | --- |
| Description of how the project adheres 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 gender, age, cultural, etc. issues; political, religious, societal, historical, and other sensitive topics); and to provide an action plan explaining how these questions will be dealth with. The research integrity issues related to this project have to be considered as well (incl. intellectual property issues). *(The maximum length is 3,000 characters**(incl. spaces))* |
| Does the project necessitate compliance with the Nagoya Protocol? | \* *(Please tick the box if yes)* |
| Explanation of the chosen answer concerning your project compliance with 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))* |

# **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.*