***NB! Uurimistoetuse taotlusvorm on ETISes inglise keeles, kuna taotlused tuleb täita inglise keeles sest neid võivad hinnata väliseksperdid, kelle emakeel ei ole eesti keel.***

***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. *\* (You can drag PDF files to this box or use the upload button, max 15 MB)* |
| 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 | \* (Please tick the box “Yes” or “No”) |
| Research type (*basic research or applied research*) | \* \* (Please tick the box “Basic research” or “Applied research”) |
| 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 | *\* (The maximum length is 500 characters (incl. spaces)).* |
| Research field, speciality, and % | \* (*You have to choose the relevant field(s) from the pop-up menu)* |
| Summary in Estonian | \* In Estonian, please provide a comprehensive abstract-like description of your project, explaining what the idea is all about, what are the expected outcomes, and why they are important. The text should be understandable for a non-specialist audience. If the application is approved, this summary will be made public. This description will also be used for introducing your application to potential reviewers. *(The maximum length is 1,000 characters (incl. spaces))* |
| Summary in English | \*In English, please provide a comprehensive abstract-like description of your project, explaining what the idea is all about, what are the expected outcomes, and why they are important. The text should be understandable for a non-specialist audience. If the application is approved, this summary will be made public. This description will also be used for introducing your application to potential reviewers. *(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. *(Please tick the box “new application” or “partially new application”)* |
| Application number of the resubmitted application | *\** |

# 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. 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. **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: Budget

*ETIS will calculate most of the budget fields based on the duration of the project. The sum of "Research costs" will be decreased by the sum inserted into the field "Staff costs".*

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

# Tab: R&D activity

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.

## **Section:** Applicant’s project

(*You can browse them from ETIS*)

|  |  |
| --- | --- |
| 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 2015): 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. (*The maximum length is 3,000 characters (incl. spaces))* |
| 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 the following information can be uploaded here: proof of collaboration with experts and partners (in English), budget tool (in English), and information of administrative nature (copies of diplomas, request for a later project start date, etc.).

|  |  |
| --- | --- |
| Please choose the language in which you would like to communicate with the Estonian Research Council regarding this application | \* \* *(Please tick the box “Estonian” or “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 the following information can be uploaded here: proof of collaboration with experts and partners (in English), budget tool (in English), and information of administrative nature (copies of diplomas, request for a later project start date, etc.). *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.*