***NB! 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.***

***This is a sample application form for******team 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.* ***To create the application,*** *fill in the following fields: Project title in English, Institution and 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 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 | \* |
| PhD acquisition date | *\*The date of obtaining the doctoral degree is the date in the respective document issued by the awarding body.* |
| Institution | \* |
| Project start (year) | \* |
| Project end (year) | \* |
| Preferred Expert Panel | *You have to choose from the pop-up menu:**Mathematics, Computer Science, and Informatics (LO1-1)**Physics (LO1-2)**Chemistry (LO1-3)**Earth, Water, and Related Environmental Sciences (LO2-1)**Cell and Molecular Biology (LO2-2**Ecology and Evolutionary Biology LO2-3)**Civil and Mechanical Engineering (TE1)**Electrical, Electronic, and Information Engineering (TE2)**Materials Engineering and Nanotechnology (TE3)**Chemical and Environmental Engineering and Biotechnology (TE4)**Medical and Health Sciences (AR)**Agricultural and Veterinary Sciences (PÕ)**Social Sciences (SO)**History, Archaeology, Ethnology, Folkloristics, Anthropology, Religious Studies, and Classical Studies (HU1)**Linguistics and Literary Studies (HU2)**Arts, Cultural Studies, Philosophy, and Semiotics (HU3)* |
| Please explain and justify your choice(s) | \**(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)* |
| Research type | *\* (Basic research or Applied Research)* |
| Grant amount | *\*(Small or large)* |
| Total budget | *(The budget is to be filled in in the tab “Budget” and the total amount will be automatically also indicated on this page)* |
| Requested budget for 2026 | *(The budget is to be filled in in the tab “Budget” and the annual amount will be automatically also indicated on this page)* |
| I have been away from research in the last 10 years and after obtaining my first doctoral degree | \* The bibliometric period of 10 years will be extended if since having obtained the doctoral degree, you have been away from research for reasons such as pregnancy, maternity or parental leave, working with a workload of less than 0,5 during raising a child under the age of 3 years, compulsory military service, serious illness, or other exceptional circumstances. *(If you tick this box, you will be asked to provide the period(s) of being away and an explanation.) (The maximum length is 1000 characters (incl. spaces))* |
| Provide the periods of being away | Please choose the period(s) from the calendar. |
| Explanation about the periods of being away | Please provide the explanation about the period(s) being away. *(The maximum length is 1000 characters (incl. spaces))* |
| 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). Please use comma as a separator between keywords. *(The maximum length is 300 characters (incl. spaces))* |

## **Section: Resubmission of the application**

Choose the option "new application" if this application has not been submitted in previous calls and "partially new" if this application has been submitted in previous calls and you are now submitting an improved version.

|  |  |
| --- | --- |
| Is the application new or partially new? |  |
| Application number of the previous application | \* |
| Name of the applicant of the previous application | \* |

## **Section: Use of generative artificial intelligence in the application**

Estonian Research Council’s statement on the use of generative AI specifies that the use of AI tools for preparing application is allowed, but such use needs to be transparent and clear. Therefore, we ask all applicants to clearly state whether they have used generative AI tools and to what extent. Estonian Research Council uses this information to monitor the extent of use of AI in applications and to plan appropriate future steps and measures.

|  |  |
| --- | --- |
| Have you used the help of generative artificial intelligence (MS Copilot, ChatGPT, Midjourney, DALL E or similar) for writing or preparing the application or its parts? | \* *(Please tick yes or no)* |
| Explanation of the use of AI | (*This box opens only if you have ticked the box “yes”*)  Please explain, which AI applications or tools have been used, for which purposes and to what extent. Please specify the extent of AI-generated output within the application. Please explain, how the AI-generated outputs have been verified.  *(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 **24,000** 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 research project | \* |
| a) The main objectives of the project;  b) research questions and/or hypothesis (excl.  justified exceptional cases);  c) methods and methodology, work  packages (if applicable);  d) availability of the necessary infrastructure. | \* |
| List of references | Please add files in pdf-format. *(You can drag the file to this box or use the upload button (max 15 MB))* |
| Work plan (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 (maximum 1 file). | All illustrative figures must be presented in 1 file containing no more than 5 pages. Please do not include textual explanations that belong into other respective sections of the application form (e.g. Justification). (*You can drag the file to this box or use the upload button (max 15 MB))* |
| Risk assessment incl risk mitigation and back-up plan | Please attach only .pdf files. (*You can drag the file to this box or use the upload button (max 15 MB))* |

# **Tab: Staff**

The member of the senior research staff is a person with a doctoral degree conducting fundamental or applied research, or development activities. The member of the senior research staff has to be employed at a positively evaluated Estonian R&D institution during the time they participate in the project and their monthly salary shall be fully or partially remunerated from the grant.

Small grant amount: The team has to consist of a minimum of three people during the entire period of the team project (including the PI and at least one member of the senior research staff).

Large grant amount: In addition to the PI, the research team, during the entire period of the project, must include at least three members of the senior research staff who are employed at a positively evaluated Estonian R&D institution with the workload of at least 0.5 during the time in which they are participating in the project.

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

The members of the senior research staff have to update and confirm their CV. They can link their CV to the application on their ETIS desktop. Please include all the necessary information in the CV-s, especially if the project needs special competence, education or training (e.g. education and obtained licence in laboratory animal science).

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

|  |  |
| --- | --- |
| Participation of senior research staff (their role and distribution of tasks) | \* Please describe each senior research staff member's roles, tasks, and competences that are relevant for implementing the project. The diversity and sustainability of the research team as a whole should be outlined. *(The maximum length is 5,000 characters (incl. spaces))* |

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

#### The other member of the research staff is a person whose work is intrinsically related to the project presented in the application and who does not meet the requirements of the member of the senior research staff. The member of the other research staff has to be employed or study at a positively evaluated Estonian R&D institution during implementing the project.

#### Please add the members of the other research staff from ETIS (all staff members should have an account in ETIS).

|  |  |
| --- | --- |
| Participation of students and other research staff (their role and distribution of tasks) | \*Please describe the roles, tasks and competences of the members of the other research staff (assistants, specialists, technicians) in the project. For students please describe how their thesis and/or work is related with this project. *(The maximum length is 3,000 characters (incl. spaces))* |

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

Please describe the inclusion of external competences necessary for implementing the project (e.g., national or international partnerships and personal or institutional cooperation). You can add up to 10 entries.

|  |  |
| --- | --- |
| Comments on the partners and experts who will be involved in the project | \* Please describe the roles and tasks of external partners and experts necessary for implementing the project. The proof of collaboration (in English) can be uploaded under the tab “Additional information”. *(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 sidebar 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 by pressing “Unconfirm CV”.

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

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

# **Tab: R&D results**

## **Section: Related publications**

Please add up to 7 most relevant publications from the past 10 years (since 2015) by the PI (You can browse them from ETIS). Do not add manuscripts and other publications, which have not been peer-reviewed by the time of application submission.

Please upload .pdf files of the publications to make them easily accessible for the reviewers.

|  |  |
| --- | --- |
| Comments on the publications, relation to the project, contribution of the PI; possible name change of the PI, etc. | \* Please explain how the publications listed above are important for this project and indicate the PI's contribution to these publications. *(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 2015) by the PI. (*You can browse them from ETIS).*

|  |  |
| --- | --- |
| Relationship between the chosen industrial property items and the project | *Please add up to 7 most relevant industrial property items from the past 10 years (since 2015) by the PI (You can browse them from ETIS). (The maximum length is 3,000 characters (incl. spaces))* |

**Section: Supervising experience of the PI**

Please provide information about the defended master's and doctoral theses (you can browse them from ETIS) and post-doctoral fellows that the applicant has supervised over the past 10 years.

|  |  |
| --- | --- |
| Comments on supervising experience | \* Please comment on the experience of supervising students and post-doctoral fellows in the past 10 years. (You can browse them from ETIS) *(The maximum length is 3,000 characters (incl. spaces))* |

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

Please provide information only about the projects in which the PI has participated in the past 10 years (since 2015). NB! The PI must have been the Principle Investigator or the member of the senior research staff or other research staff (according to ETIS). (You can enter up to 10 entries.

|  |  |
| --- | --- |
| PI's participation in R&D projects listed above and the relevance of these projects for this application. | \* Information on Estonian and international joint projects, incl. joint projects with enterprises in which the PI has been involved in the past 10 years (since 2015), also indicating his/her role in these projects. Please include only the most important projects in the context of the proposed project. You can add up to 10 entries.   *(The maximum length is 3,000 characters (incl. spaces))* |

## **Section: Previous grants obtained from the Estonian Research Council**

Please add only previous project(s) (with the acronyms PUT, PRG, PSG, PUTJD, MOBJD, MOBTP, SJD, STP, KOHTO) of the past 10 years which has/have been led by the PI (if applicable).

|  |  |
| --- | --- |
| The outcomes of these projects | Please describe three most noteworthy results, including the references to the relevant publications, of the previous project(s) carried out with the research or mobility funding awarded by the Estonian Research Council. *(The maximum length is 3,000 characters (incl. spaces)* |

# **Tab: Impact**

|  |  |
| --- | --- |
| Expected results, their potential scientific impact, interdisciplinarity of the project (if applicable), and possible directions for future research | \* Please describe the potential scientific impact of the project (scientific breakthroughs, contribution to the development of the research field, importance across and within research fields, promotion of interdisciplinarity (if applicable), (international) research cooperation, supervision of young researchers, knowledge transfer, etc.) and the potential applicability of the expected results (action plan for the implementation of results in science), considering the specifics of the research field. *(The maximum length is 3,000 characters (incl. spaces))* |
| Importance of the project outside academia | \*Please describe how the proposed project is important outside academia (incl. for Estonia), how important are the expected results of the project for culture, society, and/or economy, and what is the action plan for the implementation of results outside academia (knowledge transfer), e.g., provide explanation about who, when, where, how will benefit from this project. When filling in this section of the application, please refer to the sub-criteria 5.4 and 5.5 of the Evaluation Guidelines. *(The maximum length is 3,000 characters (incl. spaces))* |
| Dissemination of results | \* Please explain how the results of the project will be disseminated 1) to the research community (e.g. publication plan), and 2) to the wider public. When filling in this section of the application, please refer to the sub-criteria 5.3 and 5.6 of the Evaluation Guidelines. *(The maximum length is 3,000 characters**(incl. spaces))* |

# **Tab: Budget**

**Drawing up the budget**

To draw up the budget, please download the "Budget tool" in the upper right-hand corner under the tab "Budget" and fill in all the budget lines for all years (in English). The list of the budget lines in the "Budget tool" is more extensive than the budget table in the ETIS application form. This is for the purpose of assisting you in planning the budget. The calculated sums of staff costs and research costs should be transferred to the column "Average annual sum" in the ETIS application form. Therefore, in the ETIS application form, 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.

If you would like to start the project later than 1st of January, please refer to the instructions given in point 2.2 of the Budget Guidelines.

**Fixed grant amount**

The average annual sum of the 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 institution will finance the excess part of the budget from its own funds.

Please keep in mind that each member of the senior staff must get their monthly salary at least partially from the grant. When applying for the large grant the senior staff members have to be employed at a positively evaluated Estonian R&D institution with the workload of at least 0.5.

**Choosing the right grant amount**

Once you have drawn up the budget for the project, it is possible to decide which grant amount (small or large) is the most suitable one to apply for.

## **Section: Annual budget**

|  |  |
| --- | --- |
| Application type | *Team grant* |
| Grant amount | Small grant amount; Large grant amount |
| Maximum annual grant amount, incl. overhead costs |  |
| 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 | \* Please explain how these costs are necessary for achieving the objectives of the project. You may also add other comments related to budget.  When applying for the large grant amount, it is obligatory to add the detailed calculation of the budget in the "Budget tool" (Excel file or .pdf file) under the tab "Additional information". When applying for the small grant amount, adding the file of the "Budget tool" is optional. *(The maximum length is 5,000 characters (incl. spaces))* |

# **Tab: Bibliometrics**

The applicant must review and, if necessary, update their list of publications in international databases. The choice of database depends on the preferred expert panel that has been selected on the "Application" tab:

a) Clarivate Analytics Web of Science for panels 1, 2, 4, and 5 (i.e., Natural Sciences; Medical and Health Sciences; Agricultural and Veterinary Sciences)

b) Google Scholar for panels 3 and 6 (i.e., Engineering and Technology; Social Sciences)

The applicant must import the publications (except for meeting abstracts and corrections/corrigenda) published in the last ten years (since 2015), which are listed in the respective database. It is important to note that only publications published before the confirmation of the application can be imported; publications scheduled for future publication cannot be additionally imported.

Please follow these steps:

1. Search for your publications in the database.

2. Select your publications from the query results and press "Import".

3. Confirm the list of publications.

Once the application has been submitted, no further publications can be added to the list.

|  |  |
| --- | --- |
| Publications count | *(Will be calculated automatically)* |
| Total citations | *(Will be calculated automatically)* |
| Period of bibliometrics | 2015-2025 |
| Period of being away due to parental leave or compulsory military service | *Pre-filled according to the information on the first page* |

**Publications that meet the criteria**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Authors | Title | Journal/Periodical | Year | WOS identifier | WOS document type | Citations |
|  |  |  |  |  |  |  |

# **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 | \* Estonian  English |
| 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).* |
| Opposing reviewers | If you would like to oppose some reviewers from reviewing your application, please enter up to 3 names in the following textbox. *(The maximum length is 1,000 characters (incl. spaces))* |

# **Tab: Submit**

**Printing**

*Please print out the .pdf file of your application and check if all the relevant information has been provided.*

*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”.*

**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 information regarding the application will be sent to my ETIS desktop.