

# Estonian Research Information System

## Manual for Research Staff

**Tartu 2015**

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## 1. Introduction

The Estonian Research Information System (hereafter ETIS) gathers information on research and development institutions, research staff, research projects and the results of various research activities. At the same time, ETIS is also a channel for submitting and proceeding various applications.

The Estonian Research Information System is an informative channel and a tool for research staff, research and development institutions and bodies conducting proceedings. For research staff ETIS acts as a platform where they can introduce and manage the results of their research activities, apply for research funding and receive research-related news. For research and development institutions ETIS provides an opportunity to introduce their research and development activities in a wider scope. ETIS is also the main research information system of many research and development institutions. For institutions financing research ETIS is a system for submitting and evaluating applications and providing feedback.

The Estonian Research Information System has been established by the Estonian Ministry of Education and Research in cooperation with the Estonian Science Foundation, public universities, research and development institutions, research and development funding institutions and the Archimedes Foundation.

## 2. User Manuals

The Estonian Research Information System provides four types of assistance:

- 1) **The User Manual** is located in the menu on the left. The Manual gives a general overview of ETIS and is mainly designed for people wanting a complete overview of ETIS (e.g. ETIS administrators).
- 2) Each screen page has a **help page** located on the top right corner of the screen where instructions about the activities of the current pages are given. Help pages are designed for all users.
- 3) The ETIS helpdesk will help you with all questions, issues and proposals. Helpdesk information can be found on the left of the screen, under the menu.

## 3. User access

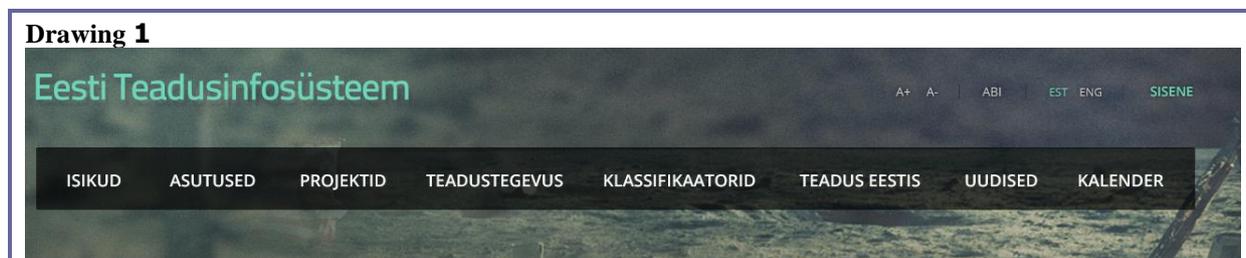
Users can access ETIS in four different ways:

- 1) User logs in using their ID-card;
- 2) User logs in using their Mobile-ID;
- 3) Users' data is imported from the population register, Estonian Education Information System or the information systems of the research institution;
- 4) User is added to the system via the ETIS helpdesk or the administrator of the institution.

By default the user role is *Researcher*. This role can be modified, as they can either be a reviewer, a leader or member of an expert group, a verifier of an institution's research activities or the person digitally signing applications.

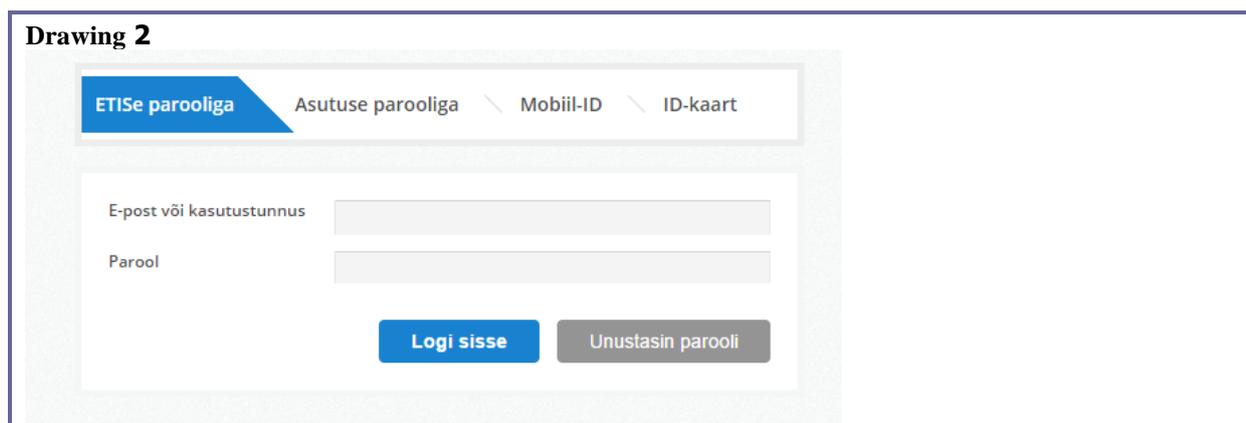
## 4. Accessing the system

You can enter the Estonian Research Information System via their web page <https://www.etis.ee>. The user is then displayed the public view of the Estonian Research Information System. In order to access the system click on the command key **Enter** in the header (drawing 1).



The user can access the system with either an ID-card, Mobile-ID, an ETIS username and password or with the username and password of the research institution attached to ETIS (drawing 2).

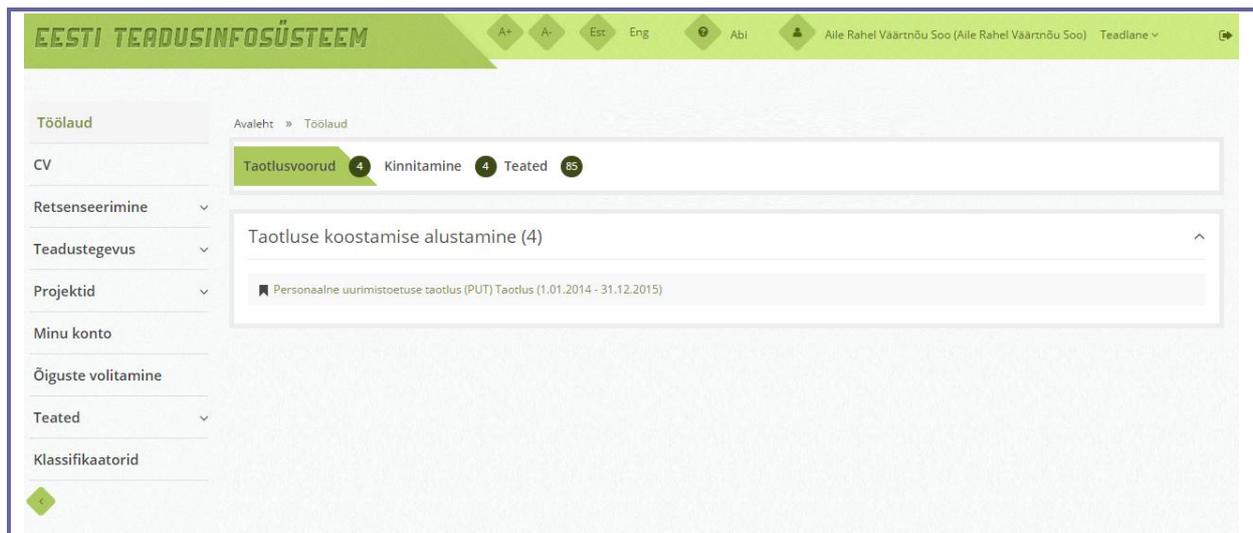
- To access with an **ID-card** the card must first be placed into the ID-card reader then click on the *Log in* key. If ID-card authentication is unsuccessful a message is displayed and the browser needs to be closed and reopened.
- With **Mobile-ID** you must enter your mobile phone number and click *Log in*.
- **ETIS passwords** must be previously ascribed to the person by either the ETIS helpdesk or the administrator of the research institution. The password can also be created or changed by a user who has already logged into the system. In order to access the system boxes *E-mail or Username* and *Password* must be ticked, then click *Log in*.
- When entering with the **Username and Password of a research institution** you must first choose the institution and then enter the Username and Password. In order to enter the site click *Log in*.



### 4.1. My Desktop

When a user has successfully accessed the system their desktop page is displayed (drawing 3).

**Drawing 3**



**My Desktop** displays information based to the user's authorities and is divided into the following tabs:

**1) The tab 'Calls for Applications' displays the following sub forms:**

- **Compiling an application** – this subdivision displays the links for the forms of current calls. If the call only enables to submit one application the submitting an application link will disappear from the subdivision and appears in the subdivision 'Pending Applications'.
- **Pending Applications** – the subdivision displays links for applications that have been started but not yet completed. After submitting the application or at the end of the call the link will disappear from the desktop. If the institution proceeding the application returns it for amendments the link will reappear in the desktop section.
- **Pending Reports** – the subdivision displays links for reports the researcher has to submit. Both the reports that have not yet been compiled and those not yet completed are displayed in this subdivision. After submitting the report or at the end of the call the link will disappear from the desktop. If the institution proceeding the application returns it for amendments the link will reappear in the desktop section.
- **Pending Contracts** – the subdivision will appear on the desktop when the researcher has pending contracts with ETIS as the procedural party (if the institution responsible for the proceeding has approved the application and guaranteed the contract) or annexes (if the manager of the project applies for amending the terms of the contract). (A more detailed manual of drafting a contract and annex can be found in [sub indent 10.3.](#))
- **Attaching a CV to an application** – the subdivision appears in desktop if the researcher is appointed as the principal investigator or investigator of an application/report and they should attach their CV to the data of this application/report. If the attachment is successful, the message 'CV has been attached' will appear at the end of the link. The link to the CV will remain on desktop until the application has been submitted. Until submission it is possible to remove the attachment and make amendments. (A more detailed manual on attaching CVs can be found in [sub indent 10.2.1.](#))
- **Pending authorisation agreements** – the subdivision appears on desktop when the researcher has agreed to be a reviewer of applications/reports and the proceeding institution has sent an authorisation agreement specifying the terms of reviewing to their

desktop. (A more detailed manual on drafting authorisation agreements can be found in [sub indent 17.1.](#))

- 2) **Verifying** – the subdivision appears on the desktop when the researcher has been appointed as the verifier of the research activities of research institutions or applications/reports. The links will disappear when the objects have been verified. (More on verification in [sub indent 15.](#))
- 3) **Messages** – the subdivision displays messages sent to research staff by the ETIS helpdesk, the institution responsible for the proceeding or another user. In order to reply to a message the reply box must be filled and the *Send* key pressed. The message is then forwarded to the ETIS desktop of the original sender. In order to **delete the message from the desktop** you must click on *Delete*. If you wish to keep the message on the desktop click on *Cancel*.
- 4) **Expert Assessment** – the division appears on the desktop if the researcher has been appointed as a member of an expert committee evaluating applications/reports. The applications will disappear from the desktop after the procedural process, i.e. when a decision has been made by the proceeding party. (More details on the specific activities of an expert can be found in [chapter 16.](#))
- 5) **Reviewing** – the subdivision will appear on the desktop if the researcher has been appointed as the reviewer of an application or report. (More details on the specific activities of a reviewer can be found in [chapter 17.](#))

## 5. The main concept of user interface

### 5.1. Header

In the header of the user interface the user can:

- Change the font size (icons A+ and A-)
- Change languages (icons Est and Eng)
- Open the help page regarding the specific page (icon Help)
- Change user roles
- Log out from the system

If you click on *Estonian Research Information System* ("Eesti Teadusinfosüsteem") you will be directed to the desktop of the according role.

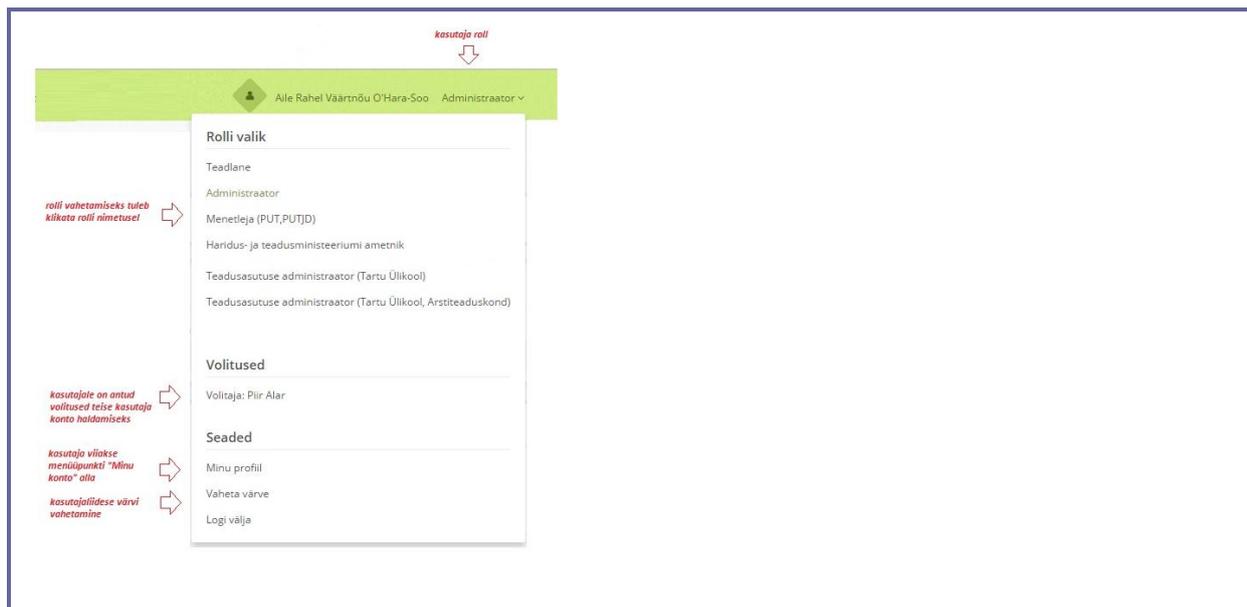
**Drawing 4**



In order to change user roles you must click on the current use role. A menu listing the following will be displayed:

- User's other roles – click on the specific role to change roles
- authorisation – another user has authorised the use of their account
- My Profile* – the user will be displayed the *My Account* menu where you can change your password and username or change settings regarding messages
- Change colours* – a pop-up window enabling to change the colour theme of the user interface will open

**Drawing 5**

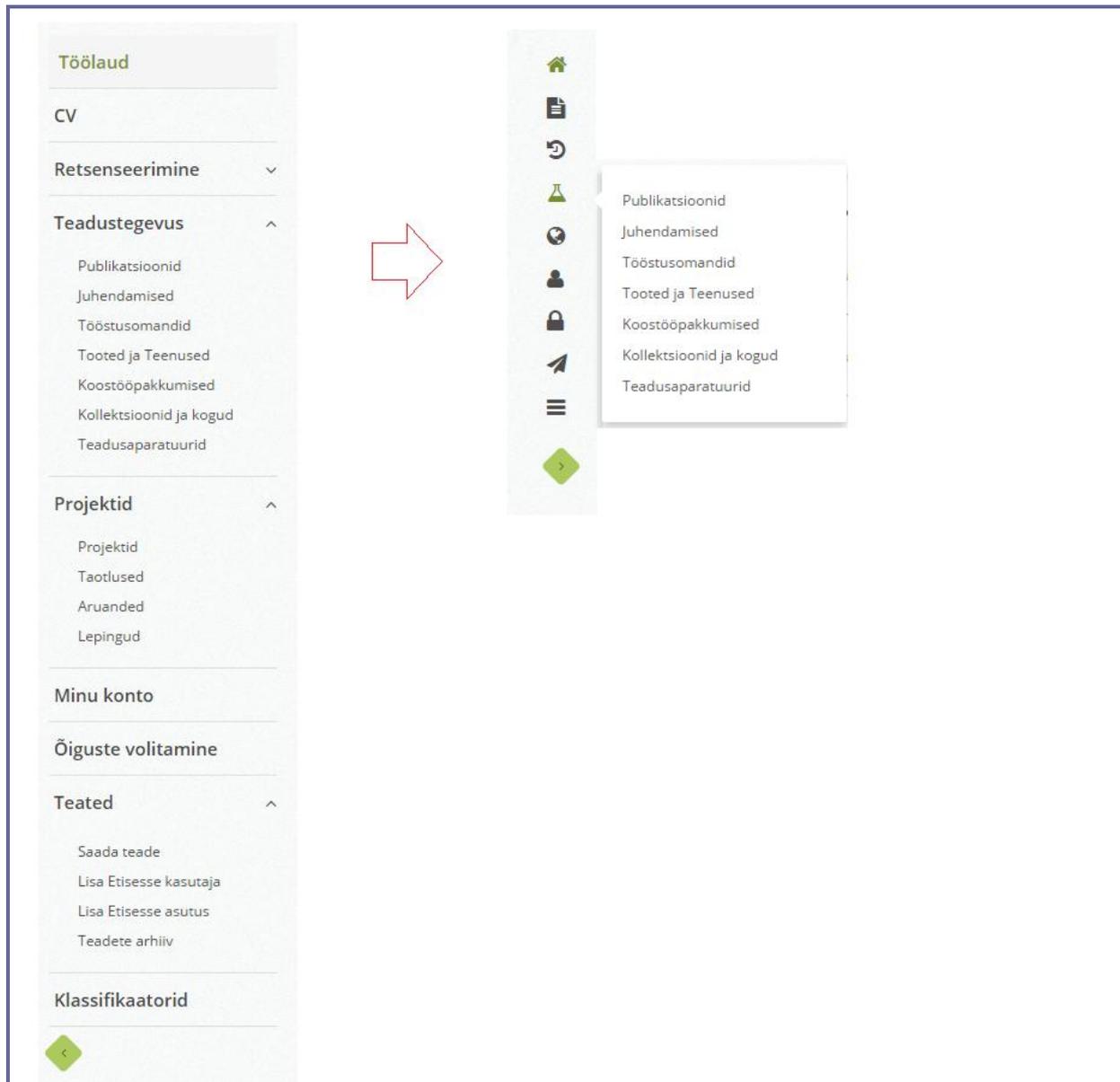


## 5.2. Menu

The menu is located on the left of the page (drawing 6). The menu item where the user is located is displayed in colour. Sub-menus can be opened/closed by clicking on the icon  located next to the main menu. You can narrow/zoom the menu with the icon  located under menu. With a narrowed menu the sub-menus can be opened when moving onto the main menu icon.

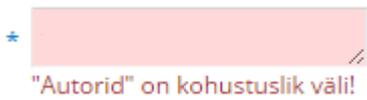
Menu item Reviewing is only visible when the user has been the reviewer of a financing programme. The menu item will display their reviews.

### Drawing 6



### 5.3. Titles, keys and notifications

<p><b>Reaching the site</b> shows from which webpage the user reached the site. The previous webpage is in bold and the user can return to the site by clicking on it.</p>	
<p><b>Tabs</b> divide the page into sub-pages. An active tab is displayed on a white background, an inactive one on a coloured background. In order to change the tab you must click on the text on the tab.</p>	

<p><b>A mandatory data field</b> is marked with a star.</p>	
<p><b>Command keys</b> Forwarding ones are coloured, returning ones (Cancel, Empty etc) are gray.</p>	
<p><b>Icons</b></p>	<ul style="list-style-type: none"> <li> a search pop-up window is opened</li> <li> data is opened in edit mode</li> <li> line is deleted</li> <li> <b>Lisa uus</b> a pop-up window for a new entry is opened</li> </ul>
<p><b>Incomplete</b> data fields are coloured in red and display an error message.</p>	

## 6. General functionalities

### 6.1. Search

Some objects (e.g. research, projects) display a quick search form by default. The *Advanced search* key will open the advanced search form. (Drawing 7).

Functions of keys:

- **Search** – a search according to the criteria entered is performed.
- **Advanced search / Quick search** – switching the search mode.
- **Empty** – search fields are emptied, all entries displayed in search result.
- **Add new** – a form for a new entry is opened.

Based to the object specific keys may be added.

**Drawing 7**

The image illustrates the transition from a basic search form to an advanced search form. The top form, titled 'Otsi tööstusomandit', features a single text input field for 'Otsisõna' and four buttons: 'Otsi' (green), 'Tühjenda', 'Detailne otsing', and 'Lisa uus'. A red arrow points down to the bottom form, which is also titled 'Otsi tööstusomandit' but is more complex. It includes multiple search criteria: 'Otsisõna' (text), 'Tüüp' (dropdown menu), 'Autor' (text, with example 'Aile Rahel Vaarmõu O'Hara-Soo'), 'Prioriteedi number' (text), 'Prioriteedi kuupäev' (date range with calendar icons), 'Riik' (dropdown menu), 'Asutus' (text), 'Menetlusstaatus' (checkboxes for 'Kõik', 'Üle vaadata', 'Kinnitatud'), 'Otsing' (radio buttons for 'Algus', 'Hajus', 'Täpne'), and 'Koostamisel' (checkboxes for 'Kinnitamisel'). The bottom form also has buttons for 'Otsi' (green), 'Tühjenda', 'Lihtotsing', and 'Lisa uus'.

Types of search fields on the example of an industrial property search:

- **Search word** – the search criterion is entered as text. The search is performed over all text fields of the entry.
- **Type** – the search criterion is chosen from a pre-set drop-down menu.
- **Priority date** – the search criterion is entered as a period of time. The entered dates are included. For entries for the same date, the date needs to be entered into both fields.
- **Status.** Possible options: Verified, unverified, to be reviewed. The according checkbox needs to be ticked, various statuses can be searched simultaneously. The status shows the current phase of the proceeding of the chosen object: each research institution has appointed verifiers who check and authorise data entered by research staff.

- **Being composed** – the entry has been started but not been submitted for verification. **To be reviewed** – the researcher needs to review, edit and save the data, the entry will then be sent to the verifier’s desktop. **Unverified** – the entry has been sent to the verifier’s desktop but has not yet been verified. In statuses *being composed*, *to be reviewed* and *unverified* it is not possible to see data in the portal and attach it to applications, reports, etc. **Verified** – the entry is verified, visible in the portal and can be added to applications.
- **Search type.** By default the system will perform a **fuzzy** search, i.e. searches for a similar part of word regardless of where it is located in the text. A beginning search searches for a part of word that has to be located in the beginning of the text. The advanced search searches for text that is an exact match. For example if the title of the industrial property includes ‘Suur pauk’ then if written on the search word field the following entry would be displayed as a result:

Phrase searched	Beginning	Fuzzy	Advanced
Suur pauk	Yes	yes	Yes
Suur pau	Yes	yes	No
uur pau	No	yes	no

- With **Name searches** the order of the names does not matter. I.e. the same entry is displayed whether the author’s name is entered as ‘Tamm, Mart’ or ‘Tamm Mart’ or ‘Mart Tamm’. With name searches the name can be typed as free text or a search for a person from a list of people in the system (the  key will open a pop-up window). The latter option is more advanced, all the search results are only connected to the person searched. When searching for free text you will often receive the same result, however, entries from authors with similar names could also be displayed.

After filling in the search fields you must click on *Search*. The subdivision *Search results* displays entries matching the search criteria.

## 6.2. Search results

The search results are displayed as a list under the search fields. The search results header (drawing 8) displays:

- Number of entries found.
- If there are more than 25 entries the results are divided onto different **pages**. It is possible to navigate between these pages and you can also change the number of entries displayed per page (25-50-100) both in the search results header and footer.
- In order to **sort** the table you must click on the title of the relevant column.
- Each column header has a **filter** enabling to add additional limits to the search results on the basis of a free text fuzzy search (also see 6.1 search type explanations).
- With some objects (e.g. publications) the **display table** and **display entries** options are also displayed. These determine the format of the table displayed. With the table format the data is divided into columns, the entry format shows the full entry of the object.

**Drawing 8a**



The list of entries found is displayed under the header (drawing 8b).

- **In order to look at the data** you must click on the name of the entry (the field is coloured).
- **To open data in edit mode** you need to click on the icon *Edit*.
- **In order to delete an entry** you must click on the icon *Delete* at the end of the entry. To delete several entries at once you must select the entries and click on *Delete* located in the footer.
- **Data can be imported** either in Excel or in CSV format. If you only wish to import a certain part of the entry the relevant entries must be selected and the *Open Excel* or *Open CSV* keys clicked. In other cases (you wish to import all entries or entries of the current page) the entries do not have to be marked separately.
- **In case of double data** the excess entry must be deleted and if possible the helpdesk notified of double entries. They will then remove the excess data from the data lists of other users.
- **The line Status** shows the current status of the procedural process of the entry. The institution is obliged to check/specify data entered by research staff. Both parties are responsible for the accuracy of data. **Applications and CVs in the portal will only show verified data.** Descriptions of statuses: **Pending** – the entry has been entered but not sent for verification. **To be reviewed** – the entry has been sent back by the verifier for amendments. If sent back the person entering the data will receive a desktop message detailing the reasons for rejection. In order to send the data to be re-verified the according amendments must be made and data saved. **In verification** – the entry has been moved to the verifiers desktop, however, they have not verified it yet. **Verified** – the entry has been verified by the verifier responsible for the institutions' data.
- **The line Verifiers** displays the names of all possible verifiers of the relevant data: **a) for research** the data needs to be verified by a single verifier (e.g if the institution has three research activity verifiers then only one of them needs to verify the data) and **b) for applications/reports** the data needs to be verified by one verifier from the verifiers of the same structural level (e.g. If the institution has two verifiers on the department level and three verifiers on faculty level the application/report must be verified by one verifier from the department level and by one from the faculty level). Data status **Verified** will show the names of the persons who verified the entry under *Verifiers*.

**Drawing 8b**

<input type="checkbox"/>	Autoimmunity in reproductive failure: A study on associated autoantibodies and autoantigens	Väärtnõu O'Hara-Soo, Aile Rahel	doktorikraad	Väärtnõu O'Hara-Soo, Aile Rahel	Kaitstud	2010	Tartu Ülikool, Arstiteaduskond	Üle vaadata	
<input type="checkbox"/>	Ajuinsuldiga laste kognitiivsed häired	Eva Pedjak	magistrikraad (teaduskraad)	Eva Pedjak	Kaitstud	2004	Tartu Ülikool, Sotsiaal- ja haridusteaduskond	Kinnitatud	Tuvike, Priit, admin, admin, Alekand, Hannes, Aabjõe, Riina, Piir, Alar, ?orikova, Parvo, Väärtnõu Soo, Aile Rahel, Väärtnõu Soo, Aile Rahel
<input type="checkbox"/>	Surramurra	Keegi	magistrikraad või vastav kvalifikatsioon	Keegi	Juhendamisel		Tartu	Kinnitatud	Tuvike, Priit, admin, admin, Alekand, Hannes, Aabjõe, Riina, ?orikova, Parvo, Piir, Alar, Väärtnõu Soo, Aile Rahel, Väärtnõu Soo, Aile Rahel

## 6.3. Adding data to the input form

### 6.3.1. Adding institutions and people

All data in ETIS is linked with an institution(s) and/or user(s). Linking data with institutions or users means creating an intra-database link between the data of the according institution/user and the research result entry or application/report/project. Data is also visible for the administrator, researcher, or in case of public data in the portal. Linking data with institutions and people has been explained through the example of linking with an institution. In order to link data with an institution an institution search must be performed. For this, click on the command key *Search* (drawing 9).

#### Drawing 9

Asutus

The pop-up window *Institution search* will open (drawing 10). Enter the name or part of the name of the institution to be searched in the search field *Institution* and click on *Search*. By default the system will perform a fuzzy search.

The names of the institutions found are displayed. In order to see divisions, click on **e** . To add an institution to the form you must click on its name.

#### Drawing 10

Manatlusraatus

Kõik  
Üle vaa  
Kinnita  
Algus (

Otsi

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f...

ve failure: A vaartnou  
bodies and O'Hara-Soo, doktorikraad O'Hara-Soo, Kaitstud 2010 Tartu Ülikool, Arstiteaduskond Üle vaadata

**Otsi asutust** x

Asutus

Otsi ka struktuuriüksusi

Otsing  Algus  Hajus  Täpne

**Lisa uus** **Otsi** **Loobu**

Eesti Teaduste Akadeemia  
+ Sihtasutus Eesti Teadusagentuur  
Sihtasutus Eesti Teadusfond

If no institutions are found as a result of a search, a form for adding a new institution to the system is automatically displayed (drawing 11). It is only worthwhile to add a new institution if it is registered in Estonia. If you want to show cooperation with a foreign institution with your research results it is better to add the according information onto a text field of the entry (e.g. for publications the *Comment* field, for supervising the *Place of defending as text*).

After adding the institution data click on *Send*. The institution's data will then be moved to the ETIS helpdesk for verification, however, this will not stop the data from being linked to the institution.

#### **Drawing 11**

Avaleht » Teated » Lisa Etisesse asutus » Välja

### ASUTUS

Saatja Aile Rahel Väärtnõu O'Hara-Soo

Saatja e-post \* kristi.kukk@utee

Töökohad ja ametid Tartu Ülikool (0,1)

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Ettevõtte on Eesti Äriregistris

Eesti registrinumber +

Nimetus +

Nimetus inglise keeles +

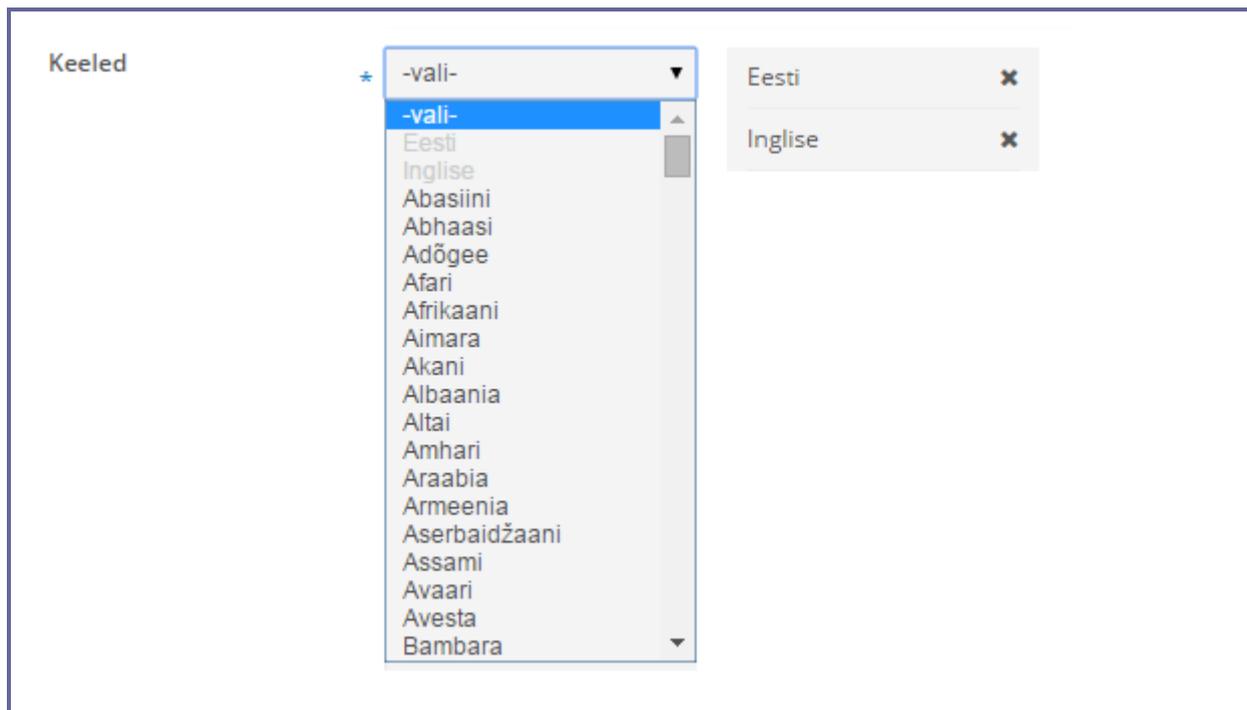
Õiguslik seisund + -valli- ▼

Taotlemise põhjus +

### 6.3.2. Adding a directory element – selecting from a drop-down menu

Adding a directory element from a drop-down menu has been explained through the example of adding a language (drawing 12). In order to add a language to a form you must click on the according language in the drop-down menu. The selected language is added to the list next to the drop-down menu. The selected language can be deleted with the delete icon. Languages already selected are displayed as inactive in the drop-down menu. If a language is missing from the list, contact the ETIS helpdesk.

**Drawing 12**



### 6.3.3. Adding a directory element – adding via search

Adding directory elements via search has been explained through the example of adding a publishing house to a publication.

**In order to add a publishing house to a form** you must click on *Browse database* (drawing 13).

#### Drawing 13

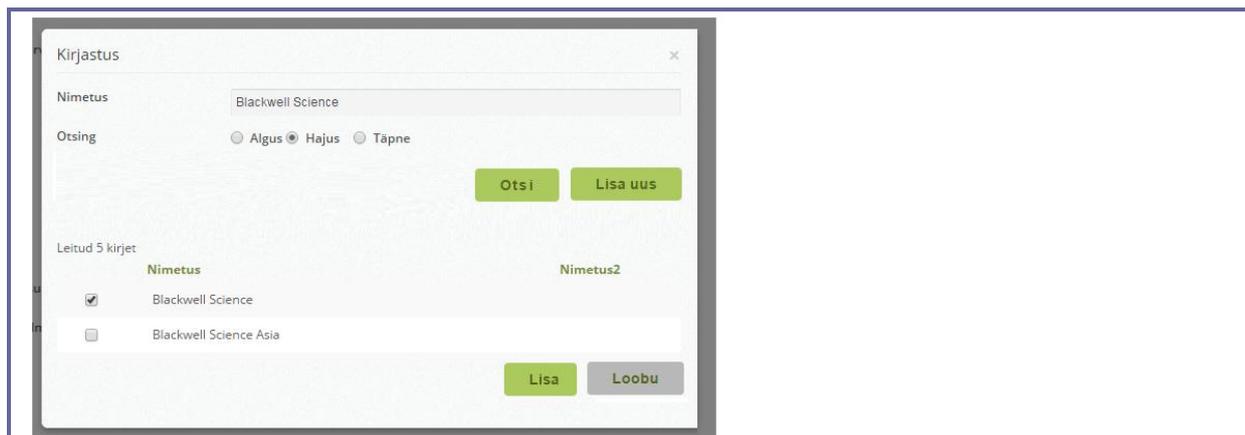
Kirjastus

Q [Sirvi andmebaasist](#)

A pop-up window of searching for publishing houses opens (drawing 14). Enter the word or part of the word to the search field and click *Search*. By default a fuzzy search is performed.

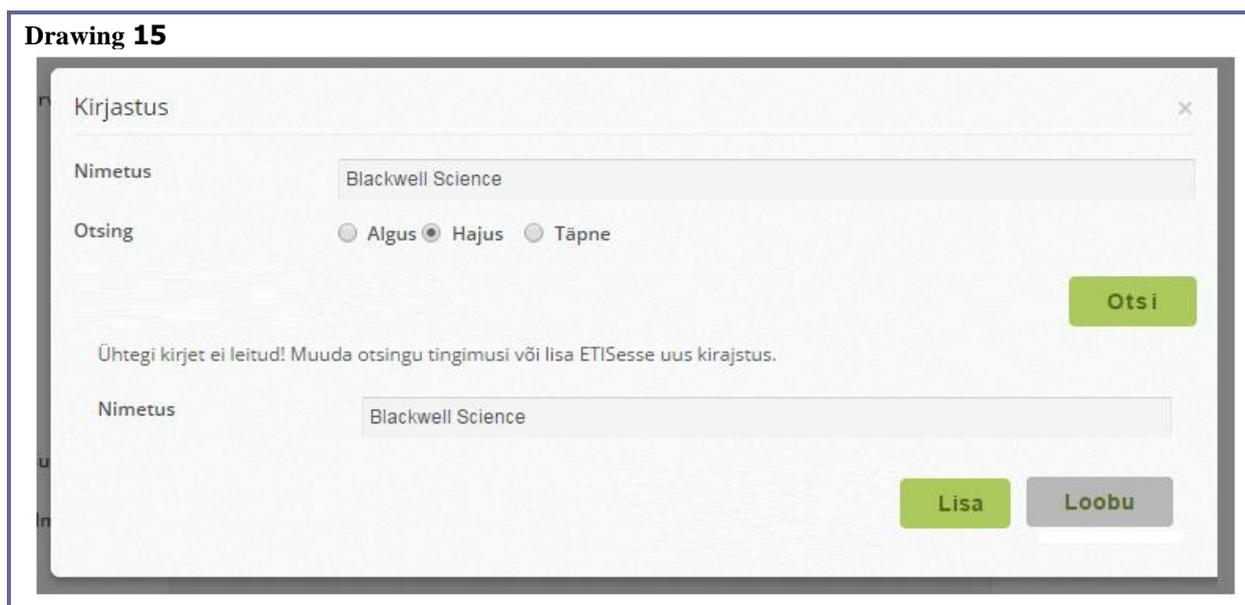
Found publishing houses are displayed. To add a publishing house to a form it must be selected, then click *Add*.

#### Drawing 14



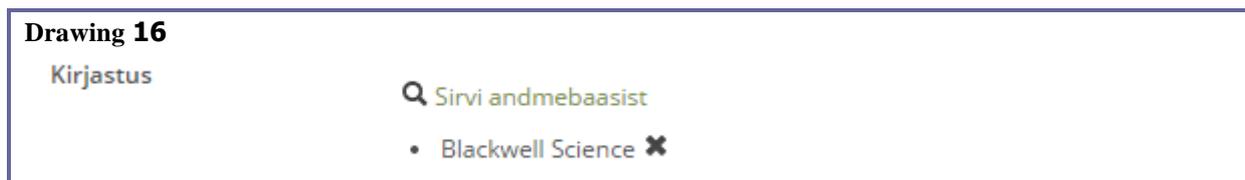
If the correct publishing house is not displayed then you should either specify the search results or add a new publishing house to ETIS. In order to add a new publishing house click on *Add new*. A form for adding a new publishing house opens. If the search came up with no results the *add new form* will be automatically filled with the details of the publishing house searched (drawing 15). To add the publishing house click *Add*. The added publishing house will be sent to the ETIS helpdesk for verification and to be added to the list, however, this does not interfere with the process of adding and verifying data.

**Drawing 15**



After clicking on *Add* the pop-up window is closed and the added publishing house will appear on the source from of the list of publishing houses (drawing 16). Added publishing houses can be removed from the publication data by using the delete icon located next to the publisher's name.

**Drawing 16**



### 6.3.4. Adding research results or a project

Most objects can be linked with references to other objects, e.g. in publication data you can note based on which projects the according publication was published. In order to search for an object click *Browse database* (drawing 17).

#### Drawing 17

Projektid

Q Sirvi andmebaasist

A pop-up window opens with a similar search form to searches under the menu items. The according entry must be searched, selected and *Added*. The data of the according object is returned to the source form (drawing 18).

If the entry searched is not listed it should be added to the menu item through *Research activities*. To add project info contact the institution's ETIS administrator.

#### Drawing 18

Projektid

Q Sirvi andmebaasist

Number	Nimi	Vastutav täitja	Asutused	Finantseerijapoolne rahastamine kokku (EUR)
--------	------	-----------------	----------	---

SF0182562Es03	Mikroobide kohanemismehhanismid tööstuslike saastainetega ja taastuval toormel põhinevate biotehnoloogiliste tehnoloogiate väljatöötamine	Eveli Reilent	Tartu Ülikool, Loodus- ja tehnoloogiateaduskond, Tartu Ülikooli Tehnoloogiainstituut	x
---------------	---	---------------	--	---

### 6.3.5. Adding a file

In order to add a file to the input form the file should either be moved to the box or the *upload* key opening the browsing window clicked (drawing 19). The added files appear under the attachment box. They can be deleted using the delete icon at the end of the according row.

#### Drawing 19

Lisa fail



Tiri siia kasti või kasuta üleslaadimiseks nuppu

test.docx  Avalik  Mitteavalik



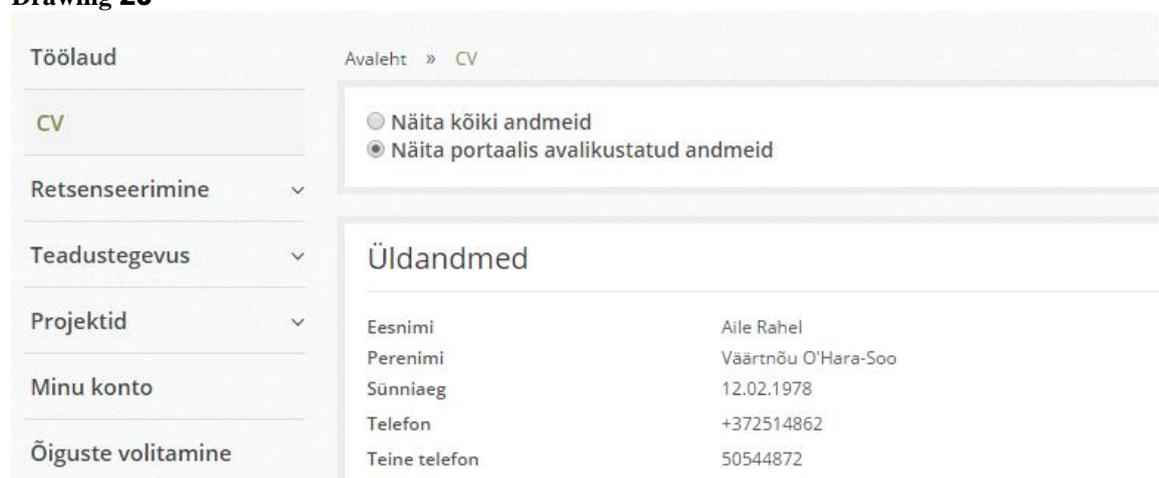
## 7. Managing CVs

The CV holds a central position in a researcher's data. Entered data can be:

- Displayed in a public research portal to introduce your research activities;
- Attached to various applications (only selecting the data you wish to present with the specific application);
- printed.

**In order to manage a CV** choose the *My CV* link on the left menu (drawing 20). Data entered into a CV is displayed in viewing mode. By clicking the radio button *Show all data* all data (including private) added to the CV is displayed. By clicking radio button *Show data published in portal* only public data will be displayed. CVs can be modified when clicking on *Edit CV*.

**Drawing 20**



Eesnimi	Aile Rahel
Perenimi	Väärtnõu O'Hara-Soo
Sünniaeg	12.02.1978
Telefon	+372514862
Teine telefon	50544872

CVs can be filled in either Estonian or English. Data is entered via three tabs: *General Information*, *Career* and *Qualifications*.

### 7.1. General Information

An example of the *General Information* tab can be found on drawing 21. Data management is based on the description in [chapter 6](#) *General Functionalities*.

#### Drawing 21

Üldandmed
Teenistuskäik
Kvalifikatsioon
CV avalikustamine
CV trükkimine

### Isiku üldandmed

Eesnimi: Aile Rahel

Perenimi: Väärtnõu O'Hara-Soo

Isikukood: 57800158584

Sünniaeg: 12.02.1978

Sugu: Mees

Pilt: 

Tiri sila kasti või kasuta üleslaadimiseks nuppu

foto.jpg ✕

### Isiku kontaktandmed

Telefon: +372514862

E-post:

Teine telefon: 50544872

Kodulehekülg: http://www.ets.ee

Kirjeldus:

Kirjeldus inglise keeles:

Salvesta
Salvesta ja vaata
Taasta väljad
Loobu

Kasutaja teised nimed (2) [Lisa uus](#)

Eesnimi	Perenimi	Periood		
Kaile Kahel	Käärtnõu	01.01.2010-31.12.2010	<a href="#">✎</a>	<a href="#">✕</a>
Maile Mahel	Määrtnõu	01.10.2002-03.12.2005	<a href="#">✎</a>	<a href="#">✕</a>

The basis of identifying a person in the system is their personal identification code. Therefore a researcher level user is unable to change the following data: first name, last name, identification code, birth date and gender. In order to change the aforementioned data you must contact the ETIS helpdesk or the ETIS administrator of the according institution. It is also important to include your e-mail as in addition to other notifications it can be used to receive a reminder of the ETIS password.

## 7.2. Career

### 7.2.1. Current and previous employment and positions in institutions registered in Estonia

The subdivision describes employment in institutions registered in Estonia, line by line. The information is passed on to the system in two ways: 1) from information systems linked with ETIS and/or 2) entered by the user. Details about current employment are also important as research results (publications, supervising etc) are to be verified by the institution of the current workplace.

The data input form is shown in drawing 22. Data management is according to what is described in [chapter 6](#) *General Functionalities*.

**Drawing 22**

For employment data the data form must be filled and *Added*.

- Estonian institutions should be searched for in the field *Institution* and non-Estonian institutions entered as free text to the fields *Foreign institution* and *Foreign institution in English*.
- **Part-time workload** is entered separated with a comma (e.g. 0,5) and it must be between 0.01...1.
- **The beginning and end of employment** can be marked as a year or as a date. For current employment it is recommended to leave the *End* field clear.
- **If a researcher holds several positions in one institution** a separate entry must be made for every position. If a person no longer works at that position the end date must be added to the employment.
- **If the drop-down menu does not include an appropriate title**, select option *Other* and add the exact title in the input field below the drop-down menu. Titles in English are displayed in the English CV. If possible choose titles displayed in the drop-down menu.

### 7.2.2. Rest of the data in the tab *Career*

Example on drawing 23.

**Drawing 23**

**Haridusteed (3)** [Lisa uus](#)

Periood	Haridustee	Haridustee inglise keeles	✎	✕
2005-...	Tartu Ülikool, MA matemaatika	University of Tartu, MA mathematics	✎	✕
2000-2004	Poru gümnaasium	Poru Gymnasium	✎	✕
1999-...	test		✎	✕

**Teadusorganisatsiooniline ja -administratiivne tegevus (2)** [Lisa uus](#)

Periood	Tegevus	Tegevus inglise keeles	✎	✕
2010-...	Eesti Matemaatika Selts, president	Estonian Society of Mathematics, president	✎	✕
2004-2006	Ajakirja "Tuna" toimetaja	Editor of Journal "Tuna"	✎	✕

**Loometöö (1)** [Lisa uus](#)

Loometöö	Loometöö inglise keeles	✎	✕
Uuringuid juhtisid Erich Jarvis Ameerika Ühendriikide Duke'i ülikoolist, Thomas Gilbert Taani loodusmuuseumist ja Guojie Zhang Pekingi genoomika instituudist. Nemed ja nende kolleegid avaldavad täna sel teemal ajakirjas Science ühtekokku kaheksa artiklit, aga peale selle ilmub veel parkümmend artiklit teistes teadusajakirjades.	While some scientists have left our shores, others have come here and made Estonia their home. One of the most famous scientists in the humanities of the 20th century is the semiotician Yuri Lotman (1922-1993), who fled Leningrad during a Soviet campaign of anti-Semitism and founded the School of Cultural Semiotics at the University of Tartu.	✎	✕

**Teenistuskäigu lisainfo (1)** [Lisa uus](#)

Lisainfo	Lisainfo inglise keeles	✎	✕
Uuringutest selgub ka uusi asjaolusid selle kohta, kuidas on kujunenud lindude sugukromosoomid, linnud hambad kaotasid, häälitsuste vahendusel omavahel suhtlema õppisid ja veelinnud endale lestad said.	During the last dozen or so years, there have been widespread changes in Estonian science. The enforced isolation of half a century has ended. The country has freed itself from an exclusively Marxist approach to the humanities and social sciences. Research institutes have been integrated with universities. Financing has been shifted to more project-based research. Results of scientific research are now published in international publications.	✎	✕

- Subdivision **Education** describes the user's education line by line. The information should include the name of the school, specialty and academic degree.
- Subdivision **Additional information** is for information not suitable for other subdivisions.

### 7.3. Qualifications

An example on how to add academic degrees is on drawing 24. The input form is similar to the form for supervising (menu item *Research*).

Data management is based on the description in [chapter 6: General Functionalities](#).

#### Drawing 24

Juhendajad ja välisjuhendajad \* Lisa uus Sergei Sander ↓ Birgit Röömus ↑

Kraad \* doktorikraad

Õpingute staatus \*  Õpingud pooleli  Kaitstud  Õpingud katkestatud

Ekstern

Õpingute algus 01.09.2010

Õpingute lõpp

Kaitsmise aasta

---

Keel \* -vali-

Pealkiri originaalkeeles \*

Pealkiri eesti keeles

Pealkiri inglise keeles

---

Asutus

Välisasutus

Välisasutus inglise keeles

---

Valdkonnad ja erialad \* Lisa uus Valdkond CERCIS eriala

1. Bio- ja keskkonnateadused, 1.12. Bio- ja keskkonnateadustega uuringud, näiteks biotehnoloogia, molekulaarbioloogia, rakubioloogia, majandus- ja tehnoloogiauuringud	BIOMEDITSIIN, B200 Tsütoloogia, onkoloogia, kantseroloogia	
1. Bio- ja keskkonnateadused, 1.3. Geneetika	BIOMEDITSIIN, B225 Taimogeneetika	

- You can add a **supervisor** in the pop-up window. If the person's name cannot be found in ETIS it is recommended to add Estonian citizens to ETIS by clicking on *Add new*. Foreign citizens can be added to the field *Foreign supervisor*. If the supervisor is a person described in the system the relevant info will also be displayed under their research activities in the supervising subdivision.
- **Degree**. Select the name of the acquired or to be acquired degree from the drop-down menu.
- **Beginning of studies**. The begin date of studies is entered as dd.mm.yyyy (e.g. 01.09.2004). This space is mandatory if the year of defence is not filled (currently studying) or if the degree has been acquired after 2002.
- **End of studies**. The begin date of studies is entered as dd.mm.yyyy (e.g. 01.09.2004). The space is mandatory if the degree has been acquired after 2002. If the degree has not been defended the space remains clear, i.e. the end date of studies cannot be in the future.
- **Year of defence**. The space is left empty if the degree has not been defended, i.e. the year of defence cannot be in the future.
- **Language**. The language of the original title. If the drop-down menu does not include the required language then contact the ETIS helpdesk.

- **Title in Estonian.** Only fill in if the original title is not in Estonian. Displayed in the Estonian CV after the original title in parentheses.
- **Title in English.** Only fill in if the original title is not in English. Displayed in the English CV after the original title in parentheses.
- **Foreign institution** must be filled if the institution search in ETIS does not come up with results (i.e. the box *Institution* is not filled in as it could be a foreign university and not included in ETIS) or if the name of the institution has changed. If *Institution* is not filled in Foreign Institution will be displayed in the supervision entry.

Drawing 25 has examples of the rest of the *Qualifications* tab data.

**Drawing 25**

Teaduspreemiad ja tunnustused (1) [Lisa uus](#)

Aasta	Kirjeldus	Kirjeldus inglise keeles
2004	Kui jälgid näiteks uute päikesepaneelide tehnoloogiate arengut ja päikeseenergia levikut, siis märkad sa peagi, et see kaib käsikäes naftahinnaga, millel põhineb ka küsimuses esitletud vaade. Näiteks lahendused, mida me praegu agaralt kasutame, tootati välja juba pärast esimest naftakriisi 1970. aastate lõpus. Samas võis näha, kuidas tehnoloogia pärast naftahinna endisele tasemele langemist enam fossiilkütustega konkureerida ei suutnud, riigipoolne rahastus kokku kuivas ja valdkonna toetamine lõppes.	Kui päikeseenergiat viimasel kümnendil taas jõuliselt edendama ja uut tootmisvõimsust lisama hakati, tehti seda taas naftahinna tõttu. Samas pole kindel, kas see on tegelikult jätkusuutlik, kuna seda juhivad turud. Nii pole sugugi selge, kas energia hind hakkab mõne ootamatu ajendi või kütusehinna tõttu langema, mis mõjutab omakorda uue tootmisvõimsuse lisamist. Muidugi võib öelda, et päikeseenergia on seekord tunduvalt odavam kui varem, ent see ei ütle midagi selget selle kohta, mis selle taga on. Ränil põhinevate lahenduste hind kukkus näiteks väga kiiresti, kuna meie tootmisvõimekas kasvas hüppeliselt. See tekitas väikese mulli, millest turg kärmelt kasu lõikama asus. Tõenäoliselt on see tänapäevaks kadunud. Võib juhtuda, et rani hind hakkab taas tõusma. Ma arvan, et me tõesti ei tea.

Teadustöö põhisuunad (1) [Lisa uus](#)

Põhisuund	Põhisuund inglise keeles
VALDKOND: 1. Bio- ja keskkonnateadused; 1.3. Geneetika; CERCS ERIALA: B220 Geneetika, tsütogeneetika; PÕHISUUND: põhisuund	FIELD OF RESEARCH: 1. Biosciences and Environment; 1.3. Genetics; CERCS SPECIALITY: B220 Genetics, cytogenetics; SPECIALITY: põhisuundENG

Kvalifikatsiooni lisainfo (1) [Lisa uus](#)

Lisainfo	Lisainfo inglise keeles
Mõnu paistab kiirguvat iga teise arvutimängija kehast. Neilt ei tasu küsida, kui hästi see aeg rakendust leiab. Teist meelt võib olla mõni nende lähikondlane. Samuti võivad näpuga osutada kõik võõrad. Mõned osutavad koguni oimukohale. Probleem on suuresti selles, et nad ei saa mängust osa ja peavad kogu tegevust aja raiskamiseks. Võibolla on neil osaliselt õigus, aga maailm muutub ja pakub mõnikord positiivseid üllatusi sealt, kust seda ei oota. Näiteks võib juhtuda, et haiglas raske operatsiooni läbinud patsiendid võivad hakata arvutimängijatesse suhtuma kui oma elupäästjatesse.	In a rapidly globalising world, Estonian design is made unique and exceptional by the ability of Estonian designers to tie the knowledge and long-lost skills of our ancestors and a precious visual legacy with innovative technology and 21st-century solutions. This skill and ability to unite archaic patterns with modern playfulness of form in clever and high-tech products can be seen in the works of both the younger and older generations of designers.

**Main directions of research** – determining the fields of ETIS research fields classification, CERCS-classification fields and a description of the main directions as free text.

## 7.4. Publish CV

The tab *Publish CV* displays all data entered for previous tabs and publications, industrial property, supervising and projects connected with the user **NB!** Publications, projects etc marked as private are not displayed.

This tab enables you to select which data to display in public web. The CV in the Estonian language mode is displayed in the first column, the English one in the second (drawing26).

**Publish all** publishes all data from both CVs regardless of whether the according data lines are selected or not.

**Do not publish** makes all data private.

**Publish selected** only publishes data where the checkbox has been ticked. In order to select all data you must tick checkbox *CV in Estonian* and/or *CV in English*. In order to select all the data as a block tick checkbox *Select all* in the header.

**Drawing 26**

Üldandmed \ Teenistuskäik \ Kvalifikatsioon **CV avalikustamine** CV trükkimine

Avalikusta kõik **Avalikusta valitud** Ära avalikusta Loobu

Üldandmed

	<input checked="" type="checkbox"/>	Eestikeelne CV	<input checked="" type="checkbox"/>	Ingliseelne CV
Eesnimi	<input checked="" type="checkbox"/>	Aile Raהל	<input checked="" type="checkbox"/>	Aile Raהל
Perenimi	<input checked="" type="checkbox"/>	Väärtnõu O'Hara-Soo	<input checked="" type="checkbox"/>	Väärtnõu O'Hara-Soo
Sünniaeg	<input checked="" type="checkbox"/>	12.02.1978	<input checked="" type="checkbox"/>	12.02.1978
Telefon	<input checked="" type="checkbox"/>	+372514862	<input checked="" type="checkbox"/>	+372514862
Teine telefon	<input checked="" type="checkbox"/>	50544872	<input checked="" type="checkbox"/>	50544872
E-post	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Pilt	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Teenistuskäik

	<input checked="" type="checkbox"/>	märgi kõik / eemalda kõik	<input checked="" type="checkbox"/>	märgi kõik / eemalda kõik
Tookohad ja ametid	<input checked="" type="checkbox"/>	01.01.2000-... Cambridge'i Ülikool; Muu ... 0,5	<input checked="" type="checkbox"/>	01.01.2000-... Cambridge University; Other staff

## 7.5. Print CV

An example of printing a CV (creating a print file) is shown on drawing 26. The tag displays data entered to a CV and research projects connected with the person. Unlike the *publish CV* tab this one will also display private data (e.g. the industrial property entry is private).

- 1) You must first select whether you want to print the Estonian or English CV.
- 2) Then mark data the CV should include (for selecting all data tick checkbox *Select all CV data*).
- 3) Then select either *Print Word* or *Print PDF*, which will then compose a file including all selected CV data.

## Drawing 26

## Seaded

Trükitava CV keele valik  EST  ENG

Märgi kõik CV andmed

Trüki word

Trüki PDF

## Üldandmed

Eesnimi		Aile Rahel
Perenimi		Väärtnõu O'Hara-Soo
Sünniaeg	<input checked="" type="checkbox"/>	12.02.1978
Telefon	<input checked="" type="checkbox"/>	+372514862
Teine telefon	<input checked="" type="checkbox"/>	50544872
E-post	<input checked="" type="checkbox"/>	

## Teenistuskäik

Töökohad ja ametid	<input checked="" type="checkbox"/>	märgi kõik / eemalda kõik
	<input checked="" type="checkbox"/>	01.01.2000-... Cambridge'i Ülikool; Muu ... 0,5
	<input checked="" type="checkbox"/>	01.01.2013-... Tartu Ülikool; Dotsent 0.1

## 8. Research Management

The menu item *Research* enables to manage the data of all seven objects: publications, supervising, industrial properties, goods and services, cooperation offers, volumes and collections and scientific equipment.

### 8.1. Publications

Description of data management can be found in *General Functionalities*, [chapter 6](#).

#### 8.1.1. Entering a publication

The publication entry form is on drawing 27. You must first choose the type of publication as the exact layout and mandatory requirements of the data fields of the input form depends on the type of publication. For example: these enable to specify whether it is a Master's or a Doctoral thesis. With conference reports, you can add the name of the conference, time and place. If none of the types are suitable, select *Other* as this includes all possible data fields.

#### Drawing 27

Publikatsiooni tüüp



-vali-



The input form for the relevant publication will open (drawing 28).

#### Drawing 28

Publikatsiooni üldandmed

Publikatsiooni tüüp

Eestiga seotud autorid

Autorid

Pealkiri

Pealkiri tõlkes

Pealkiri HTML formaadis

Keeled

Ajakirja või jätkuväljaande nimetus

Koide

Seeria

Number

Osa

ISSN

ISBN

ISSN

ISBN

Kaasanne

Eriväljaanne

Aasta

Leheküljed

URL

DOI

Staatus  Ilmunud  Ilmumas

Tervikteksti asukoht

Refereriv andmebaas

Võttesõnad

Publikatsioon on avalik

Lisa fail

Projektid

Seotud asutused

Kommentaar

Klassifikatsioon

- By default the user has author's authorities. This can be changed in a pop-up window that opens after clicking on *Change*.
- It is also possible to add other authors with an ETIS account onto the field, i.e. who's name comes up in the ETIS people search.

- **Authors.** If the field *Authors connected to Estonia* is enabled to add ETIS users, the field *Authors* requires to enter all the authors of the publication in the form of Last name1, First name1, Last name2, First name2;.... or Last name, E.;..... The publications search looks for names from both the *Authors connected to Estonia* and *Authors* content. The names should be in the same format as in the original publication, even if a name of an author has changed (e.g. married name).
- **Title.** The title in the original language is entered. The according line has the command **Check** which can be used to check whether the publication has already been entered into the system by a co-author. The system searches for publications with the titles covering in the extent of 90%. If these are found the system will display a list and the user can already link themselves with the existing publication (new publication is not entered). If none of the displayed publications coincide with the publication entered, click on *Similar not found* and the system will direct the user back to the pending publication entry.
- **Translated title.** The translation of the publication's title to Estonian (e.g. with titles in a foreign alphabet).
- **HTML title.** The box is for entering publication titles with a specific text form. For formatting, select the text to be formatted and choose the appropriate command: **Bold** **B**, *Italics* **I**, subscript , superscript  etc.
- Adding a **language** to a form has been described in [sub indent 6.3.2](#).
- **Editors.** The names of editors are recommended to enter in the same format as author's names, i.e. "Kana, Reet; Siil, Siim" or "Kana, R.; Siil, S."
- **Publication title**, i.e. in case of a collection the title of the whole collection.
- Adding **journals** to a form has been described in [sub indent 6.3.3](#).
- **Volume.** In Estonian *Köide*.
- Adding a **publishing house** to a form has been described in [sub indent 6.3.3](#).
- **DOI (http://).** International digital object identifier.
- **Classification** according to the directive of the Minister of Education and Research (see [sub indent 8.1.2](#)).
- **Status.** Possible options: *Forthcoming* or *Published*. If a publication has not been published on paper but has been published electronically then the status should be *published*. *Forthcoming* are usually publications that have been confirmed, in press but the editing and printing is not yet complete. With *forthcoming publications* it is mandatory to add the DOI or fail to the publication data that includes a letter of confirmation regarding the publishing. This status does not require entering page numbers.
- **Confirmation of publishing.** Publications with the status *forthcoming* need the publication's DOI or a free form written confirmation from the editor (or copy of the e-mail).
- **Referencing database.** The names of the more important databases referencing the publication as text.
- **Linked institutions.** Institutions contributing to the publication (e.g. the researcher's workplace during the compilation of the publication). By default the system will connect the publication with all current workplaces from the CV of the person entering the information. Connected institutions can be removed or added (see manual in [sub indent 6.3.1](#)).
- **Publication is public.** By default the publication info is visible in the research portal. When checkbox is unselected the information is no longer visible in the portal but can be

seen by the ETIS helpdesk, authors of the entry and administrators of connected institutions.

- **Projects.** Project(s) that lead to the publication being published.
- **File.** If needed the full text of the publication can be added as a file (see manual in [indent 6.3.4](#)) and selected whether it should be visible in the portal (choose *public*) or private (choose *private*).

Click on *Save* to save the entered data.

### 8.1.2. Publications Classification

The detailed explanation of the Publications Classifications can be found here:

[http://www.etag.ee/teaduskirjastused/publikatsioonide-juhend/Publikatsioonide%20klassifikaator\\_juhend\\_2014.pdf](http://www.etag.ee/teaduskirjastused/publikatsioonide-juhend/Publikatsioonide%20klassifikaator_juhend_2014.pdf)

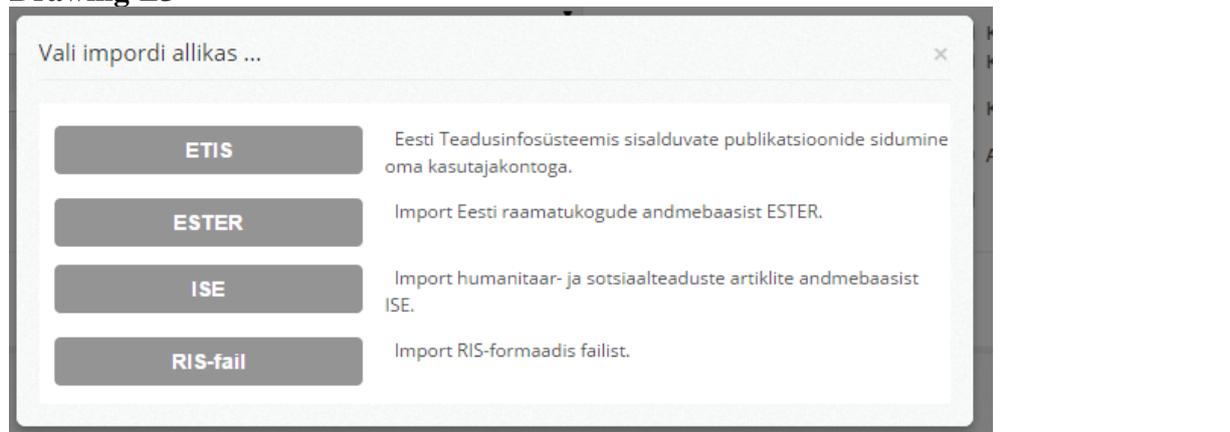
### 8.1.3. Importing Publications

Many publications by Estonian researchers have already been mentioned in either ETIS or another database. To avoid double entries you can import data to your ETIS CV from three sources:

- ESTER, i.e. Online catalogue of Estonian libraries;
- ISE, i.e. Database of Estonian articles;
- From RIS-format files;
- ETIS, i.e. from publications entered by co-authors than have not yet been linked to the researcher's account.

Data can be imported by clicking on *Import*. A form is opened offering sources for import (drawing 29).

#### Drawing 29



The logic behind importing is similar for all options except for RIS-files where you must not search for the author but upload the RIS-file.

The following describes importing with ESTER as a source. In the sub form *Search Author* the *First name* and *Last name* have automatically been filled with the user's data (drawing 30). For different name variations you can repeat the search. The more exact the data the quicker the search. By default the system will perform a beginning search.

After clicking on *Search* a sub form displaying the authors' names matching the according criteria is opened. The suitable author has to be selected, and then click *Show publications*.

### Drawing 30

Avaleht » Teadustegevus » Publikatsioonid » EsterImport

Otsi autorit ...

Eesnimi

Perenimi

Otsing  Algus  Täpne

Täpsusta autorit ...

<input type="checkbox"/>	Autor	Sünniaasta
<input type="checkbox"/>	Liina Saar	
<input type="checkbox"/>	Liis Saar	

Sub forms *Select publications* and *Connect publications with institutions and authors* open (drawing 31). Publications that already exist in ETIS are marked in red. Tick the checkbox in front of the publications you wish to import.

The sub form *Connect publications with institutions and users* displays the name of the importer. By default the role is *Author*, this can be changed by clicking on *Change*. In addition you can also choose which institutions are added to the data of the publications to be imported (i.e. institutions that contributed to the compilation of the publication). Institutions can be removed from the list and a search will enable to add new ones (see manual in [indent 6.3.1](#)).

In order to import publications click on *Import selected entries*. After the import the publications in ETIS appear as *pending*, i.e. the data of the publications must be reviewed, if needed, corrected and sent for certification.

### Drawing 31

Vali publikatsioonid ...

<input type="checkbox"/>	Autorid	Pealkiri	Väljaande pealkiri	Aasta
<input checked="" type="checkbox"/>	Saar, Liina	Isiksuse patokarakteroloogiliste tüüpide sotsiomeetrilisest staatusest : diplomitöö		1982
<input type="checkbox"/>	Aimla, Siim; Saar, Liina; Saar, Liina; Ritovs, Viktors; Ritovs, Viktors; Soo, Mart; Grunte, Andris; Vassiljev, Aivar; Saar, Liina; Aimla, Siim; Aule, Tuuli	Grab it! [Helisalvestis]		2008
<input type="checkbox"/>	Saar, Liina; Rajande, Arno	Pärnumaa aastaraamat ...		1998

Seo publikatsioonid asutuste ja kasutajatega ...

Eestiga seotud autorid

Nimi	
Liina Saar (Autor)	

Seotud asutused

Lisa uus

Asutus		
Tartu Ülikool		

Impordi märgitud kirjed Loobu

## 8.2. Supervising

Information on supervising reaches ETIS in four ways: entered either by the supervisee, the supervisor, co-supervisor or the research institution.

The submenu *Supervising* displays the list of all theses the researcher is supervising (drawing 32).

**Drawing 32**

Avaleht » Teadustegevus » Juhendamised

Otsi juhendamist

Otsisõna

Leitud 4 kirjet

<input type="checkbox"/> Pealkiri ▾	Juhendatav	Kraad	Juhendaja	Kaitsemise staatus	Kaitsemise aasta	Asutus	Menetlusstaatus	Kinnitajad
<input type="checkbox"/> Autoimmunity in reproductive failure: A study on associated autoantibodies and autoantigens	Väärtnõu O'Hara-Soo, Aile Rahel	doktorikraad	Väärtnõu O'Hara-Soo, Aile Rahel	Kaitstud	2010	Tartu Ülikool, Arstiteaduskond	Kinnitatud	Osman, Leili, Arst, Riina, Arst, Siim, Arst, Riina
<input type="checkbox"/> Ajuinsuldiga laste kognitiivsed häired	Eva Pedjak	magistrikraad (teaduskraad)	Eva Pedjak	Kaitstud	2004	Tartu Ülikool, Sotsiaal- ja haridusteaduskond	Kinnitatud	Jänes, Liina, Pilvet, Liina, Jänes, Liina
<input type="checkbox"/> Surramurra	Keegi	magistrikraad või vastav kvalifikatsioon	Keegi	Juhendamisel		Tartu	Kinnitatud	Tuvike, Prit, admin, admin, Alekand, Hannes, Aabjõe, Riina, 7orikova, Parvo, Piir, Alar, Väärtnõu Soo, Aile Rahel, Väärtnõu Soo, Aile Rahel
<input type="checkbox"/> Test_juhendamineCV-s	test	doktorikraad	test	Kaitstud	2010	mingi asutus	Kinnitatud	Tuvike, Prit, Aab, Jüri, Alekand, Hannes, Väärtnõu O'Hara-Soo, Aile Rahel, Aabjõe, Riina, 7orikova, Parvo, Piir, Alar, admin, admin, Väärtnõu O'Hara-Soo, Aile Rahel

Data management is based on *General Functionalities* in [chapter 6](#).

### 8.2.1. Entering supervising

The form for entering supervising is detailed on drawing 33.

**Drawing 33**

### Juhendamise üldandmed

Partnerid

Juhendajad ja välisjuhendajad \* Lisa uus Sergei Sander   
 Birgit Röömus

---

Juhendatav Lauri Sumberg

Välisjuhendatav Prit Uemaa

Kraad \* doktorikraad

Õpingute staatus \*  Õpingud pooleli  Kaitstud  Õpingud katkestatud

Ekstern

Õpingute algus 01.09.2010

Õpingute lõpp

Kaitsmise aasta

---

Keel \* -vali-

Pealkiri originaalkeeles

Pealkiri eesti keeles

Pealkiri inglise keeles

---

Asutus

Välisasutus

Välisasutus inglise keeles

---

Valdkonnad ja erialad \* Lisa uus Valdkond CERC5 eriala

1. Bio- ja keskkonnateadused, 1.12. Bio- ja keskkonnateadustega : uuringud, näiteks biotehnoloogia, molekulaarbioloogia, rakubioloogia, majandus- ja tehnoloogiauuringud	BIOMEDITSIIN, B200 Tsütoloogia, onkoloogia, kantseroloogia
1. Bio- ja keskkonnateadused, 1.3. Geneetika	BIOMEDITSIIN, B225 Taimeneetika

- **A supervisor** can be added in a pop-up window. If the person cannot be found in ETIS then Estonian citizens are recommended to add to ETIS by clicking on *Add new*. The name of a foreign citizen is recommended to enter in the field *Foreign supervisor* as free text and in the format of 'First name Last name'. If the supervisor is a person mentioned in the system the relevant information will also be displayed under their research activities in the supervising subdivision.
- **Supervisee and foreign supervisees.** Supervisees can be added in a pop-up window. If the person cannot be found in ETIS then Estonian citizens are recommended to add to ETIS by clicking on *Add new*. The name of a foreign citizen is recommended to enter to the field *Foreign supervisor* as free text and in the format of 'First name Last name'. If the supervisee is a person mentioned in the system the relevant info will also be displayed in their CV under academic degrees.

- **Degree.** Choose the name of the degree acquired or to be acquired from the drop-down menu. Data on Bachelor diplomas, etc is not entered to ETIS.
- **Beginning of studies.** The begin date is entered in the format dd.mm.yyyy (e.g. 01.09.2004). The field is mandatory if the year of defending is not filled (studies paused) or the degree has been acquired after 2002.
- **End of studies.** The begin date is entered in the format dd.mm.yyyy (e.g. 01.09.2004). The field is mandatory if the degree has been acquired after 2002. If the degree has not been acquired it will be left blank, i.e. the end of studies cannot be in the future.
- **Year acquired.** The field is left blank if the degree has not been defended, i.e. the year of defence cannot be in the future.
- **Language.** Language of the original title. If you are unable to find the language in the drop-down menu contact ETIS helpdesk.
- **Title in Estonian.** Only fill if the original title is not in Estonian. This is displayed in the Estonian CV after the original title in parentheses.
- **Title in English.** Only fill in if the original title is not in English. This is displayed in the English CV after the original title in parentheses.
- **Institution and foreign institution.** Institution where the degree was acquired. If the institution is not listed in ETIS is should be written as free text to the field *Foreign institution* and *Foreign institution in English*. If the institution's name has changed the search in *Institution* should be performed according to the current name (e.g. University of Tartu). Enter the previous name to the field *Foreign institution* (e.g. Tartu State University).
- **Linked publications.** Publications based on which the degree was acquired. Save added data by clicking *Save*.

### 8.3. Industrial Property

The tab *Industrial property* displays all the user's industrial property entries (drawing 34).

**Drawing 34**

Avaleht » Teadustegevus » Tööstusomandid

Otsi tööstusomandit

Otsisõna

Otsi Tühjenda Detailne otsing Lisa uus

Leitud 1 kirjet

Tüüp	Prioriteedi number	Prioriteedi kuupäev	Prioriteedi klassifikaator	Pealkiri	Autorid	Taotlused	Patendid/tunnistused	Asutused	Menetlusstaatus	Kinnitajad
Patentne leiutis	DZ 456 87	1.01.2014	Euroopa (ECLA)	X-tee test	Väärtnõu O'Hara-Soo, Alle Rahel; Saabas Siim	0	1	Eesti Biokeskus	ToReview	✎ ✕

Ava Excelis Ava CSV

Data is managed according to what is described in *General Functionalities* in [chapter 6](#).

### 8.3.1. Entering an Industrial Property

The Industrial Property input form (drawing 35) has four subdivisions: *General Information*, *Priority Application*, *Following applications* and *Published Protection Documents*. Several following documents and published protection documents can be added. The information received will create a collective entry under the impute form.

Data entry is based on descriptions in *General Functionalities* in [chapter 6](#).

Save entered data by clicking on *Save*.

**Drawing 35**

### Tööstusomandi üldandmed

Toop

Asutusseisene kande number

Kande tegemise kuupäev

Pealkiri

Pealkiri inglise keeles

Annotatsioon

Annotatsioon inglise keeles

Autorid

Asutused

Objektid kujutis

Lisafail

URL

Avalik

Kommentaar

[Lisa](#) [Lisa ja vaata](#) [Loobu](#)

### Prioriteeditaotlus

Prioriteedi kuupäev

Prioriteedi number

Klassifikaator

Klass

Patendiamet

Riik

Staatus  Jätku  Kehetu

Lisafail

URL

[Lisa](#) [Lisa ja vaata](#) [Loobu](#)

### Järgnevad taotlused (0)

Kuupäev

Reg. number

Patendiamet

Riik

Staatus  Jätku  Kehetu

Lisafail

URL

[Lisa](#)

### Välja antud kaitsedokumendid (0)

Kuupäev

Number

Patendiamet

Riik

Kehõlv kuni

Võltsik

Staatus  Jätku  Kehetu

Lisafail

URL

[Lisa](#)

**Authors** can be added in a pop-up window. If the person cannot be found in ETIS then Estonian citizens are recommended to add to ETIS by clicking on *Add new*. The name of a foreign citizen is recommended to enter to the field *Foreign author* as free text and in the format of 'First name Last name'. If the supervisor is a person mentioned in the system the according information will also be displayed under their research activities, in the supervising subdivision.

**The author does not want to disclose their name.** Selecting this field will hide the author's name in the ETIS portal regarding the specific industrial property. The name is only visible for industrial property authors logged into ETIS and the administrator of institutions linked with industrial properties.

**Institution(s)**, that are the owner(s) of the proprietary rights of the industrial property. If the institution is not listed in ETIS the name should be entered onto the field *Foreign institution* or *Foreign institution in English*.

**Public** industrial properties are visible in the ETIS portal. Private industrial properties are only visible for the authors of publications and the administrators of institutions connected with the publication who have logged into ETIS.

## **8.4. Products and services**

Information on products and services offered by an institution is displayed in the public portal.

### **8.4.1. Entering products and services**

The input form for products and services is on drawing 36. Data management is according to what is described in *General Functionalities* in [chapter 6](#).

Click *Save* to save entered data.

**Drawing 36**

## Toote/teenuse üldandmed

Tüüp  Toode  Teenus

Staatuse täpsustus

Staatuse täpsustus

Asutus

Pealkiri

Pealkiri inglise keeles

Valdkond

Annotatsioon

Annotatsioon inglise keeles

Võtmesõnad

URL

Sihtgrupp

Sihtgrupp inglise keeles

Hind

Hind muus vääringus

Autorid

Kontaktisik

Telefon

Kommentaar

Lisa fail

## **8.5. Offers for cooperation**

Information on offers for cooperation is displayed in the public portal.

### **8.5.1. Entering offers for cooperation**

The input form for cooperation offers is on drawing 37. Data entry is according to what is described in *General Functionalities* in [chapter 6](#).

Click *Save* to save entered data.

**Drawing 37**

## Koostööpakkumise üldandmed

Pealkiri	*	<input type="text"/>
Pealkiri inglise keeles		<input type="text"/>
Valdkond	*	-valj- ▾
Annotatsioon	*	<input type="text"/>
Annotatsioon inglise keeles		<input type="text"/>
Kontaktisik	*	<input type="text"/> 🔍 ✕
Kontakttelefon		<input type="text"/>
Kontakttelefon 2		<input type="text"/>
E-posti aadress		<input type="text"/>
URL		<input type="text" value="http://"/>
Asutus	*	<input type="text"/> 🔍 ✕
Fail		<input type="file"/> <small>Tiri siia kasti või kasuta üleslaadimiseks nuppu</small>

Salvesta

Eelvaade

Salvesta ja saada kinnitamisele

Loobu

## Seotud tegevused (0)

Seotud tegevused	*	<input type="text"/>
Seotud tegevused inglise keeles		<input type="text"/>

Salvesta

Patendid (0) 🔍 Sirvi andmebaasist

## 9. Collections

The menu item *Collections* is only visible if a researcher is the responsible party for a collection. Data for a collection can be entered by an administrator of the institution. The researcher can specify the data.

### 9.1. Supplementing collection data

Data is displayed on three tags: *General data* (drawing 38), *People* (drawing 39), *Description*.

Data supplementation is based on the description in *General Functionalities*, [chapter 6](#).

In order to send data for verification all mandatory data fields of all tabs need to be filled. Then click on *Send for verification*.

### Drawing 38

Avaleht » Teadustegevus » Kolleksioonid ja kogud » Eesti keele aktsendikorpus

Üldandmed | Isikud | Kirjeldus

#### Eesti keele aktsendikorpus

Asutus: TTÜ Küberneetika Instituut

URL: http://

Füüsiline asukoht:

Nimetus: Eesti keele aktsendikorpus

Nimetus inglise keeles: Eesti keele aktsendikorpus

Akronüüm:

Rahvuskolleksioonid: -vali-

Teaduskollektsiooni eest vastutav isik: Carlos Pasqual Miller-Pärnamaa

Võtmesõnad: Sirvi andmebaasist

Fail: Tiri siia kasti või kasuta üleslaadimiseks nuppu

Seotud publikatsioonid (0) Sirvi andmebaasist

Projektid (0) Sirvi andmebaasist

Salvesta Salvesta ja vaata Loobu

Seotud teadusvaldkonnad (2) Lisa uus

Valdkond	CERCS eriala	Frascati Manual'i eriala	
4.6. Arvutiteadused	T121 Signaalitöötlus	1.1. Matemaatika ja arvutiteadus (matemaatika ja teised sellega seotud teadused; arvutiteadus ja sellega seotud teadused (ainult tarkvaraarendus, riistvara arendus kuulub tehnikavaldkonda)	✕
2.6. Filoloogia ja lingvistika	H351 Foneetika, fonoloogia	6.2. Keeleteadus ja kirjandus	✕

## Drawing 39

[Avaleht](#) » [Teadustegevus](#) » [Kollektsioonid ja kogud](#) » [Eesti keele aktsendikorpus](#)

[Üldandmed](#) **Isikud** [Kirjeldus](#)

Isikud (1) [Lisa uus](#) 

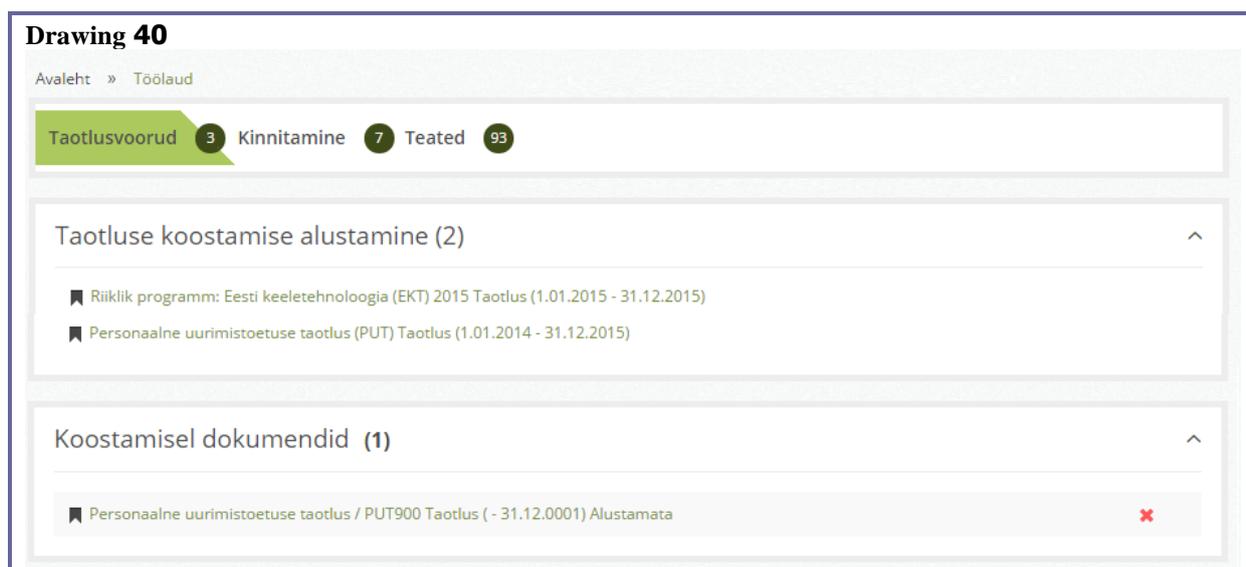
Isik	Alguskuupäev	Lõppkuupäev	Töökoht ja amet	Amet kogu juures	Amet kogu juures ingl. k.	Lisainfo
Carlos Pasqual Miller-Pärnamägi	17.12.2014					Vaata  

## 10. Managing procedural documents

Calls for procedural documents (i.e. applications, reports, contracts) are opened by the ETIS helpdesk. When the call is opened a link to the application form is added to the researcher's desktop, once a call has ended the link is removed. The name of the link includes the name of the programme, year and time period for the call. If the application is already in progress it is displayed on the sub form *Pending documents*.

If a descriptive file has been added to the application (drawing 40), it can be opened in a separate window by clicking on the icon .

**Drawing 40**

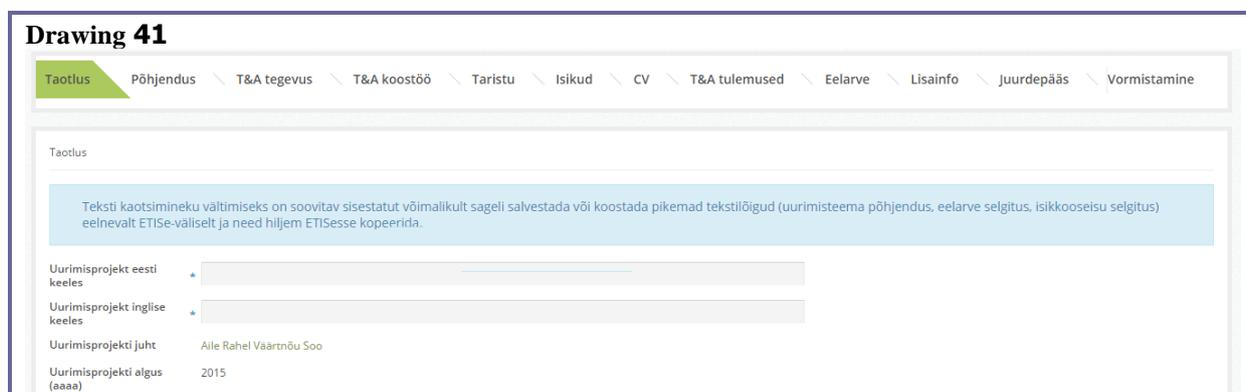


The screenshot shows a desktop interface with a breadcrumb trail 'Avaleht » Töölaud'. Below it is a navigation bar with tabs: 'Taotlusvoorud' (3), 'Kinnitamine' (7), and 'Teated' (93). The main content area is divided into two sections. The first section is titled 'Taotluse koostamise alustamine (2)' and contains two items: 'Riiklik programm: Eesti keeletehnoloogia (EKT) 2015 Taotlus (1.01.2015 - 31.12.2015)' and 'Personaalne uurimistoetuse taotlus (PUT) Taotlus (1.01.2014 - 31.12.2015)'. The second section is titled 'Koostamisel dokumendid (1)' and contains one item: 'Personaalne uurimistoetuse taotlus / PUT900 Taotlus (- 31.12.0001) Alustamata', which has a red 'x' icon next to it.

### 10.1. Filling an application on the example of the Personal Research Grant

In order to fill in the *Personal Research Grant* you must click on the link of the according application call. A form with information divided on to 12 tabs is opened (drawing 41): **Application, Explanation, R&D activity, R&D cooperation, Infrastructure, People, CV, R&D results, Budget, Additional info, Access, Formatting**. If during the proceeding of the application you have been sent messages, the tab **Messages** displaying a list of messages is added. There is a link for application guidelines on the top right corner of each page.

**Drawing 41**



The screenshot shows a multi-tabbed application form. The top navigation bar includes tabs: 'Taotlus' (selected), 'Põhendus', 'T&A tegevus', 'T&A koostöö', 'Taristu', 'Isikud', 'CV', 'T&A tulemused', 'Eelarve', 'Lisainfo', 'Juurdepääs', and 'Vormistamine'. The main content area is titled 'Taotlus' and contains a blue informational box with text: 'Teksti kaotsimineku vältimiseks on soovitatav sisestatud võimalikult sageli salvestada või koostada pikemad tekstiõigud (uurimisteema põhendus, eelarve selgitus, isikkooseisu selgitus) eelnevalt ETISE-väliselt ja need hiljem ETISesse kopeerida.' Below this are several input fields: 'Uurimisprojekt eesti keeles', 'Uurimisprojekt inglise keeles', 'Uurimisprojekti juht' (with the value 'Aile Rahel Väärtnõu Soo'), and 'Uurimisprojekti algus (aaaa)' (with the value '2015').

## 10.1.1. Application

The main data of the application are represented on the tag *Application* (drawing 42).

### Drawing 42

Taotlus Põhjendus T&A tegevus T&A koostöö Taristu Isikud CV T&A tulemused Eelarve Lisainfo Juurdepääs Vormistamine

Teksti kaotamiseks soovitatav sisestatud võimalikult sageli salvestada või koostada pikemad tekstilõigud (uurimisteema põhjendus, eelarve selgitus, isikkoosseisu selgitus) eelnevalt ETISE-väliselt ja need hiljem ETISEsse kopeerida.

Uurimisprojekt eesti keeles

Uurimisprojekt inglise keeles

Uurimisprojekti juht Aile Rahel Vaarnõu Soo

Uurimisprojekti algus (aaaa) 2015

Uurimisprojekti lõpp (aaaa)

Teadusvaldkond, eriala ja % Valdkond -vali- CERCs eriala -vali- Frascati Manual'i eriala -vali- Protsent %

Lisa

Annotatsioon eesti keeles Maksimaalne pikkus on 1000 tähemärki. Kasutamata tähemärke on veel: 1000

Annotatsioon inglise keeles Maksimaalne pikkus on 1000 tähemärki. Kasutamata tähemärke on veel: 1000

Taotletav summa . aastaks koos üldkuluga 0,00 EUR (0 EEK)

Taotlus esitatakse voores „Stardiprojekti toetus“ Taotlen „Otsinguprojekti toetust“

Eetikakomisjoni otsus Vastava eetikakomisjoni otsus, kui uurimistöös kavandatakse arstiteaduslikke inimuuringuid või loomkatseid. Lisada ainult .pdf või .rtf faile. Eetikakomisjoni otsus ei ole kohustuslik.

Tiri siia kasti või kasuta üleslaadimiseks nuppu

Salvesta Loobu

### Vastuvõttev teadus- ja arendusasutus

Otsi asutust

Salvesta Loobu

- **End of project** is mandatory and has to be entered in the format yyyy.
- **Responsible party.** Name of the applicant is displayed.

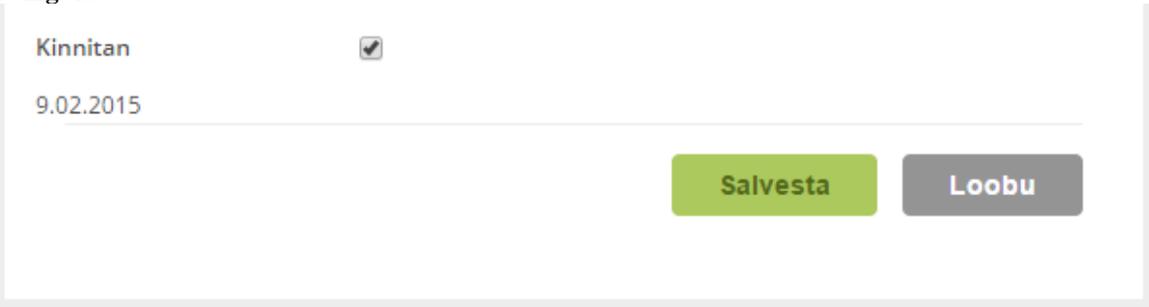
- **Field and specialty.** Three classifications are used in description. If an application is connected to more than one field/specialty several classifications can be added. The total percentage of fields has to be 100.
  - o *Field and Specialty* – The research field classification of the Estonian Research Information System.
  - o *International specialty* – Common European Research Classification Scheme (CERCS) list of fields and specialties of the research field and specialty classification.
  - o *Statistics specialty* – The list of fields and specialties of the Frascati Manual research fields and specialties.
- **Applied amount.** The amount is displayed on the *Application* page automatically after it has been entered to the page *Budget*.
- **Receiving R&D institution** (and its sub-institutions if needed) is searched from the system (manual in [sub indent 6.3.1](#)). The ETIS administrator of the institution is responsible for the regularity of data.

### 10.1.2. My CV

The tab *CV* displays data that has been entered in the user's CV (entering CV data is described in [chapter 7](#).) This tab enables you to select which data you wish to show in the CV attached to the application.

After selecting the data you must confirm the CV – tick checkbox *Confirm* and save the CV (drawing 43). CV is added to the application and it can be previewed. If you wish to change data in the CV attached to the application, unselect *Confirm*, select relevant data and repeat the confirmation process.

**Drawing 43**



The screenshot shows a form with the following elements:

- Name: Kinnitan
- Checkbox:
- Date: 9.02.2015
- Buttons: Salvesta (green), Loobu (grey)

### 10.1.3. People

The data of the manager and executors of the research project and Master and Doctoral students is added in the tab *People* (drawing 44).

The manager of the project is displayed automatically. Executors and students are added to the form one by one (see the manual of searching persons in [indent 6.3.1](#)). In order to modify data you must press on the icon *Modify* . In order to modify *Employment at the time of*

applying you must make the changes in your CV. Responsible parties and students can be removed from the list by clicking on the icon *Delete* ✕.

After adding a person to the list of responsible parties a link will appear in their desktop enabling to link their CV with the application. *Degree, Position at the time of applying* and a link to the CV (icon *ENG*) appear in the table when the responsible party has confirmed their CV. The application can only be submitted if all responsible parties have attached their CVs.

**Drawing 44**

Taotlus \ Põhjendus \ T&A tegevus \ T&A koostöö \ Taristu \ **Isikud** \ CV \ T&A tulemused \ Eelarve \ Lisainfo \

Uurimisprojekti juht ja täitjad [Lisa uus](#)

Lisada saab kuni kaks täitjat. Täitjaks saab olla projekti asutusega töösuhet omav isik. Kui taotlemise hetkel töösuhe puudub, siis tuleb taotlusvormile alajaotusesse "Lisafailid" lisada selle isiku vastav kinnituskiri.

Isik	Kraad	Ametikoht taotlemise hetkel	Ametikoht teadlasena alates 01.01.	Ametikoht õppejõuna alates 01.01.	CV
Aile Raheel Väärtnöu O'Hara- Soo_39267		Cambridge'i Ülikool (0,5), Tartu Ülikool (0,1), Jõgeva Sordiarretuse Instituut (0,2), Jõgeva Sordiarretuse Instituut (1), Tartu Ülikool (1), Tartu Ülikool, Arstiteaduskond, Naistekliinik (1), Tartu Ülikool, Arstiteaduskond, Naistekliinik (1), Tartu Ülikool, Arstiteaduskond, Vivaarium (1), Tartu Ülikool, Arstiteaduskond, Vivaarium (1)			ENG ✕

Magistri- ja doktoriõppe üliõpilased [Lisa uus](#)

#### 10.1.4. Budget

The budget of the application is described in the tab *Budget* (drawing 45).

A link to budget guidelines is located on the top right corner. The budget has subdivisions where all sums for all specific articles have to be filled. When saved the system will calculate the **total budget** and **general expenses**. If needed the entered amounts can be modified, then saved again.

**Drawing 45**

### Uurimisprojekti aasta eelarve

Eelarve koostatakse üheks aastaks. Eelarverea lahtris kajastatakse vastava rea summat. Kõrval olevas kommentaarilahtris kirjutatakse lahti, millistest komponentidest konkreetne summa on kujunenud. Töötasud koos kõigi riiklike maksudega, maksetega ja seadusest tulenevate hüvitistega kirjutatakse lahti ametikohtade lõikes.

Planeeritud kulud	Summa (EUR)	Selgitus
Personalikulu (töötasud koos kõigi riiklike maksudega, maksetega ja seadusest tulenevate hüvitistega ning magistrantide ja doktorantide teadustöö stipendiumid)	0,00 EUR	Maksimaalne pikkus on 1000 tähemärki. Kasutamata tähemärke on veel: 1000
Personalikulu (töötasud koos kõigi riiklike maksudega, maksetega ja seadusest tulenevate hüvitistega)	0,0	Maksimaalne pikkus on 1000 tähemärki. Kasutamata tähemärke on veel: 1000
Magistrantide ja doktorantide teadustöö stipendiumid	0,0	Maksimaalne pikkus on 1000 tähemärki. Kasutamata tähemärke on veel: 1000
Lähetuskulud	0,0	Maksimaalne pikkus on 1000 tähemärki. Kasutamata tähemärke on veel: 1000
Sisseostetavad teadus- ja arendusteenused	0,0	Maksimaalne pikkus on 1000 tähemärki. Kasutamata tähemärke on veel: 1000
Taotletav toetus kokku	0,00 EUR	
Üldkulu (20% uurimisprojekti täitmise seotud otseste kulude summast (v.a sisseostetavad teadus- ja arendusteenused))	0,00 EUR	
Taotletav toetus koos üldkuluga	0,00 EUR	
Põhjendus ja kalkulatsioonid eelarvele		Maksimaalne pikkus on 1000 tähemärki. Kasutamata tähemärke on veel: 1000

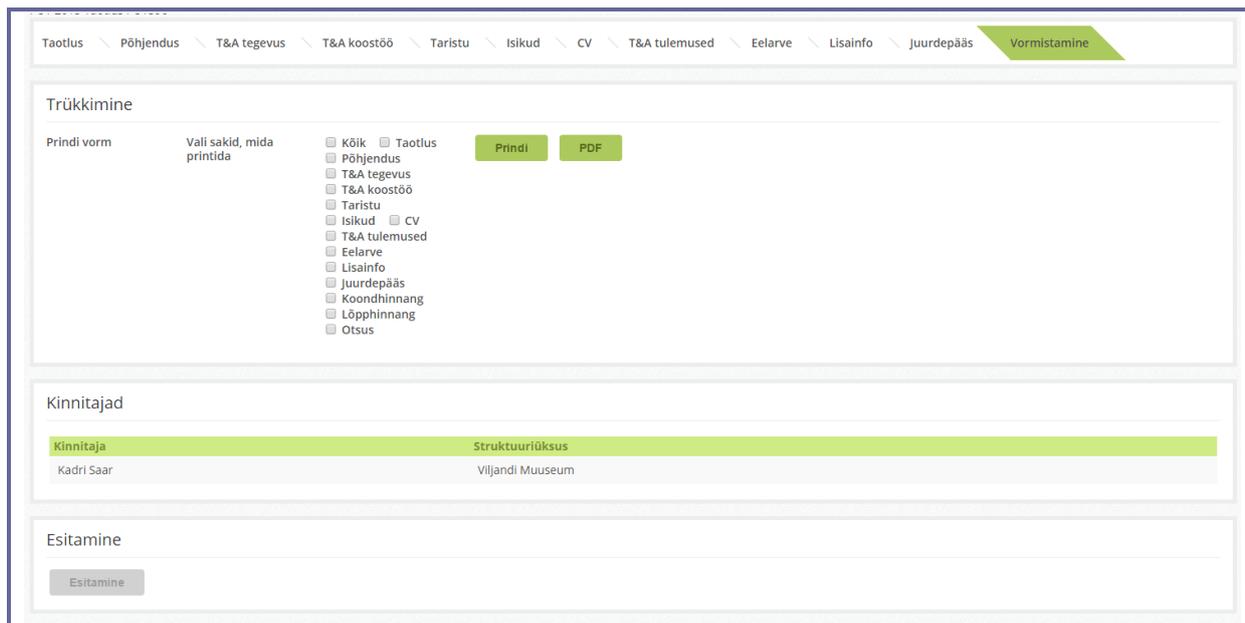
### 10.1.5. Formatting

The tag *Formatting* enables to print the application and send it to the institution for verification (drawing 45).

In order to **print the application** the data to be printed must be marked and then clicked on *Print* (releases data in html-format) or *Print PDF* (releases a PDF-file).

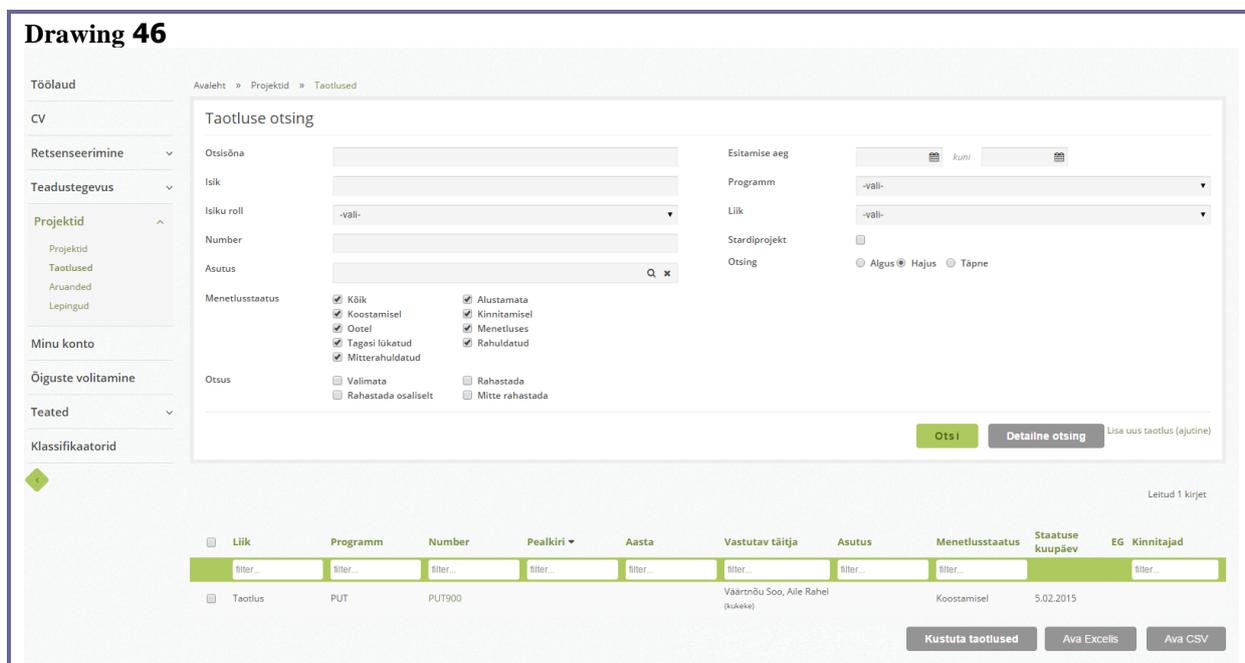
The subdivision *Verifiers* displays all possible verifiers of the application. If the institution has several same-level verifiers, all names are displayed, although data must be verified by only one of them.

In order to send an application for verification you must click on **SUBMIT APPLICATION**.



If an application has been sent for verification the link will disappear from the compilers desktop. The progress of the application can be seen under the menu point *Applications* (drawing 46).

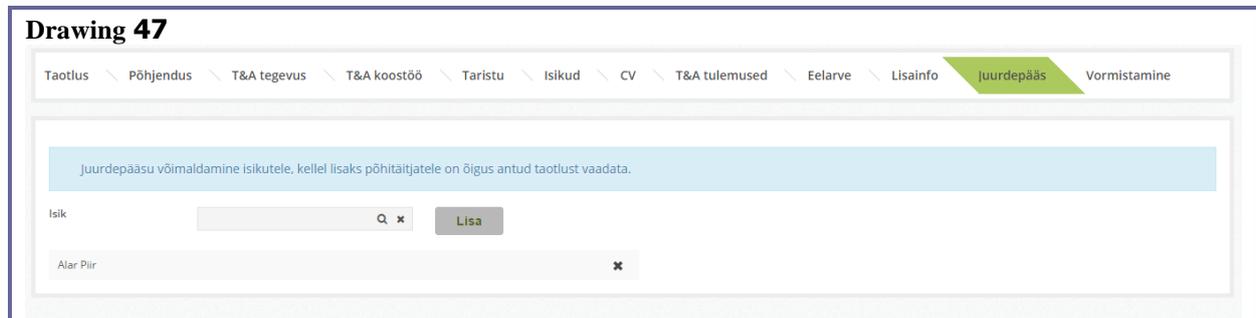
In order to open the application you must click on the topic. Verified applications cannot be modified, only viewed. Modifications can only be made by the person responsible for the proceedings.



### 10.1.6. Access

During the formatting stage of the application it is possible to grant another person (e.g. the responsible employee from the R&D department) authority to see the application (drawing 47).

A person you wish to grant the authority must be previously mentioned in the system. Adding a person has been described in [indent 6.3.1](#). The authority is not for a specified term. Authorities can be removed by clicking on *Delete*.



### 10.1.7. Messages

The tab *Messages* appears when the verifier or person responsible for the research institution's proceedings returns the application to the applicant. The page displays the reasons for rejection and the researcher's replies (drawing 48).

### Drawing 48

## 10.2. Activities of responsible parties in the system as stated in the application

### 10.2.1. Attaching the CV

The main responsible parties connected with the application will see the link *Attaching a CV to the application* on their desktop (drawing 49). By clicking on it you can link the CV with the application and grant consent for participating in the application.

### Drawing 49

Taotlusvoorud 55 Kinnitamine 288 CV 2 Teated 684

### CV lisamine

IUT 2017 / IUT2 Test Taotlus (1.01.2017 - 31.12.2019) Koostamisel (CV on kinnitatud)

ETF 2015 / ETF9344 Projekti leping Koostamisel (CV on kinnitatud)

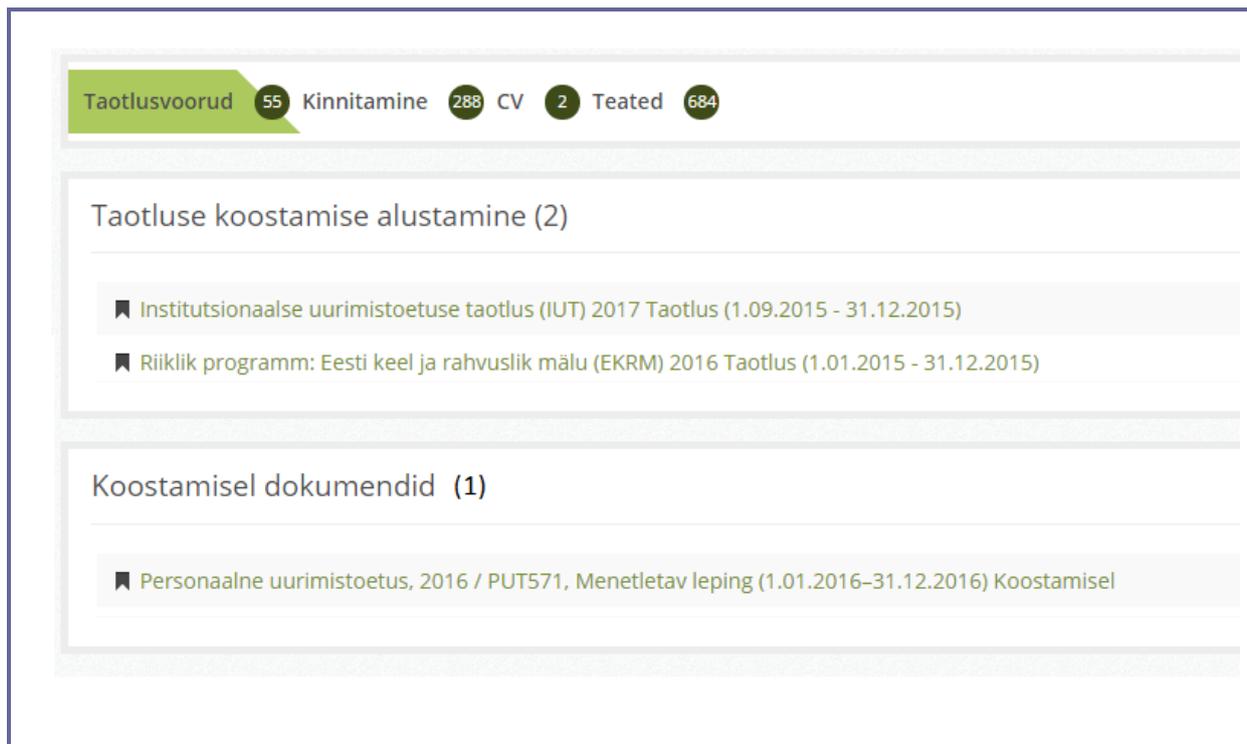
In order to open the application you must click on its name. The main parties responsible can only read the information. CV attachment is similar to what is described in [indent 10.1.2](#). If the application also requires a CV in English it can be filled in a similar manner.

**NB!** It is mandatory to attach a CV. Without a CV the proceeding party is unable to verify the application and send for proceedings.

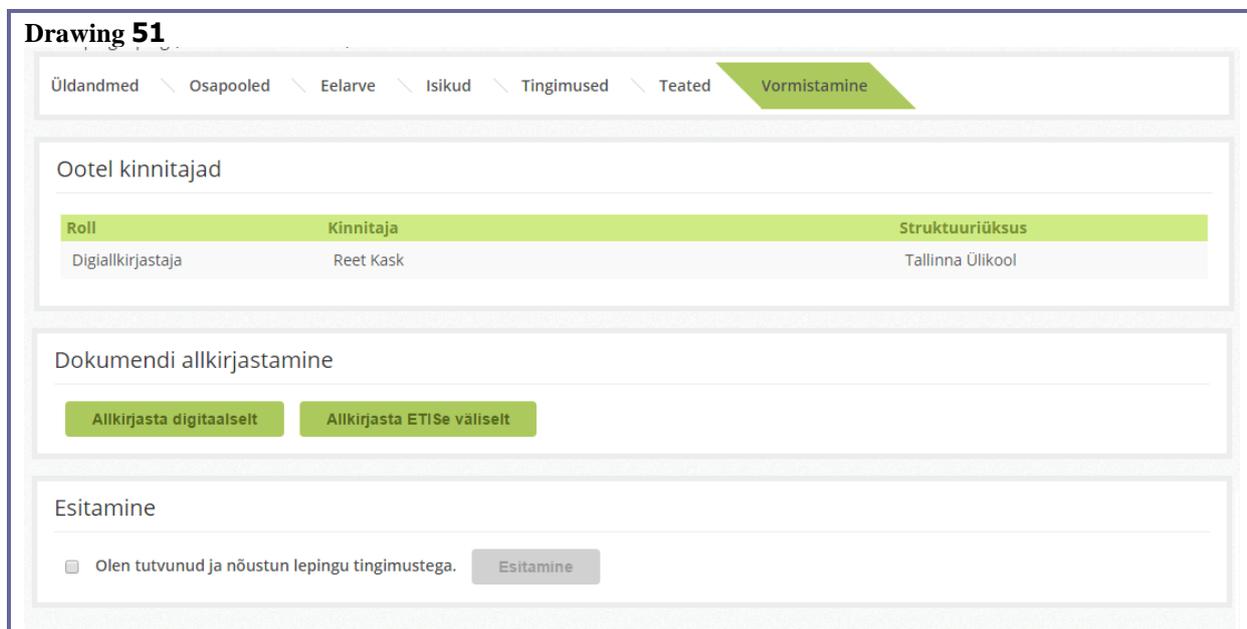
### **10.3. Formalising a contract and annexes**

If an application is granted (financed or partially financed) a project is generated in the system. With certain projects a financing contract is concluded. The contract is generated by the proceeding party and it is displayed on the researcher's desktop under *Contracts* (drawing 50).

**Drawing 50**



**In order to submit a contract** fill in compulsory fields. Digital signing is possible on tab “Formatting”.



### 10.3.1. Preparing an Annex

In order to change the budget and responsible parties of the contract the responsible executioner can create an *Annex*. This can be done under menu point *Projects*. You must search the according project, move to *Contract* and click on *Apply for amendments in Annex* (drawing 52).

## Drawing 52

Üldandmed \ Isikud \ Eelarve \ **Lepingud** \ Lisainfo

Lepingud (6)

Asutus	Number	Tüüp	Alguskuupäev	Lõppkuupäev	Lepingu muudatuse kuupäev	Vastutav täitja	Summa	Staatus
Tartu Ülikool, Filosoofiateaduskond		leping	1.01.2013	31.12.2013		Reet Kask	8 500,00 EUR	Rahuldatud

Alusta lepingu muudatust

Further execution of the *Annex* is similar to the execution of the *Contract*.

# 11. Managing projects

## 11.1. Searching for projects

In order to search projects connected to the researcher click on menu item *Projects*. The project search form is displayed (drawing 53).

**Drawing 53**

The screenshot shows a web application interface for searching projects. On the left is a navigation menu with options like 'Projektid', 'Taotlused', 'Aruanded', and 'Lepingud'. The main area is titled 'Otsi projekti' and contains a search form with several input fields and filters. Below the form is a table of search results.

GUID	Programm	Number	Nimi	Vastutav täitja	Asutus	Projekti algus	Projekti lõpp	Rahastamine kokku
5c329303-0232-46f		test1	test	Väärtnõu Soo, Aile Rahel (kuuke)	Jõgeva Sordiaretuse Instituut	01.01.2015	31.12.2015	
8b843916-0811-4d1		test1	test	Väärtnõu Soo, Aile Rahel (kuuke)	Jõgeva Sordiaretuse Instituut	01.01.2015	31.12.2015	
3534a2dc-3adb-44e		TA1	test14-12-14	Väärtnõu, Aile Rahel (kuuke)	Jõgeva Sordiaretuse Instituut	01.01.2014	31.12.2015	100 000,00 EUR
38f3d194-4373-49	MUU	TA1 (FIN1)	test14-12-14	Olle, Liina (Liina.Olle12)	Jõgeva Sordiaretuse Instituut; Eesti Maaviljeluse Instituut	01.01.2014	31.12.2015	150 000,00 EUR

By default active projects are displayed. In order to see projects that have **ended** choose radio button *All* or *Archived*. In order to **see data** click on the project topic. The form *displayed project data* opens.

## 12. Authorisations

A user in the role of researcher can authorise other persons to use their work environment with either full or partial functionality. The person granting the authorisation is responsible for any authorised activities.

In order to authorise a person you must first look up the person to be authorised from the system according to [indent 6.1.3](#), then grant rights and click *Add* (drawing 54).

**Drawing 54**

Volitused (0)

Isik: Alar Piir Q x

Periood: 11.02.2015 kuni

Funktsioon	Õigus
	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input type="radio"/> Muutmine
CV haldamine	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Volituste andmine	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Retensioonid	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Minu konto	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja teated	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja publikatsioonid	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja juhendamised	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja tööstusomandid	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja toodete haldamine	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja koostööpakkumiste haldus	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja kogude haldus	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja teadusaparatuuride haldus	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja projektide haldus	<input type="radio"/> Puuduvad <input checked="" type="radio"/> Lugemine
Kasutaja taotlusprojektide haldus	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja projektide raportite haldus	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Kasutaja projektide lepingute haldus	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine

Lisa Loobu

By default the authorised person has the right to modify all data (except projects). In order to limit these rights you must change the radio button selection after each specific authority (drawing 55). There are three types of authorities:

- **Reading:** sees information but cannot modify;
- **Modification:** sees and can modify information;
- **No authorities:** according information is not visible.

**Drawing 55**

CV haldamine	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine
Volituste andmine	<input type="radio"/> Puuduvad <input type="radio"/> Lugemine <input checked="" type="radio"/> Muutmine

After the authorities are saved the person authorised is displayed in the list of authorised persons (drawing 56). In order to change the persons authorisations click on *Modify* and for cancellation *Delete*.

**Drawing 56**

Avaleht » Õiguste volitamine

Volitused (1) Lisa uus +

Volitatud isik	Volitatud isik	Periood	Periood	Roll		
Raimondas Baret	Raimondas Baret	11.02.2015 — ...	11.02.2015 — ...	T	🔗	✖

If the authorised person wants to enter your ETIS environment they must select the role *Principal* from the drop-down menu in the header: .... In the example (drawing 57) Alar Piir has authorised Aile Rahel Väärtnõu O'Hara-Soo to modify their data. After selecting a role the person authorised is directed to the ETIS environment of the principal.

**Drawing 57**

Aile Rahel Väärtnõu O'Hara-Soo (Aile Rahel Väärtnõu O'Hara-Soo) Teadlane ▾

**Rolli valik**

Teadlane

Administriraator

Menetleja (PUT,PUTJD)

**Volitused**

Volitaja: Piir Alar

**Seaded**

Minu profiil

Vaheta värve

Logi välja



## 13. Sending messages

Messages are divided into two groups:

- Messages for adding data to the database;
- Messages for help or information.

In order to compose a message you must click on menu item *Messages*.

### 13.1. Application for adding a user

If a person wants to become an ETIS user but does not have an ID-card and is not able to communicate with the ETIS helpdesk directly a third person can add data to ETIS via the *adding user* application. The message moves on to the ETIS helpdesk desktop who verifies the data. The application should only be sent if you are certain the person is not registered in the system.

After opening the desired message type, the *add user* application form is opened (drawing 58).

**Drawing 58**

The screenshot shows a web form titled "Kasutaja" (User) with the following fields and controls:

- Navigation: Avaleht » Teated » Lisa Etisesse kasutaja » Välja
- Form Title: Kasutaja
- Saatja: Aile Rahel Väärtnõu O'Hara-Soo
- Saatja e-post: kristi.kukk@ut.ee
- Isik on Eesti Rahvastikuregistris:
- Isikukood:  Kontrolli
- Eesnimi:
- Perenimi:
- Sünniaeg:  📅
- Sugu:  Mees  Naine  Teadmata
- E-post:
- Taotlemise põhjus:
- Salasõna on vajalik:
- Buttons: Saada (green), Loobu (grey)

In order to submit the application the mandatory fields must be filled, then click *Send*. If you tick *Password required* the ETIS helpdesk will send the person an ETIS username and password. Otherwise the person will not receive separate ETIS passwords and they can access ETIS using an ID-card, Mobile-ID or the institution's username and password.

Although the ETIS helpdesk must verify the person's data the person can still be added to projects or connected with research objects immediately after the application is submitted.

## 13.2. Application for adding an institution

The application should only be sent if it is verified the institution is not registered in the system (the list of institutions registered in ETIS can be seen in the *institution search* of the research portal).

After selecting the desired message type the application form for adding an institution is opened (drawing 59).

**Drawing 59**

The screenshot shows a web form titled "Asutus" (Institution) within a navigation menu: "Avaleht » Teated » Lisa Etisesse asutus » Välja". The form contains the following fields and elements:

- Saatja** (Sender): Aile Rahel Väärtnõu O'Hara-Soo
- Saatja e-post** (Sender email): A text input field with a plus sign on the left.
- Töökohad ja ametid** (Job titles and positions): Tartu Ülikool (0,1); Jõgeva Sordiaretuse Instituut (0,2); Cambridge'i Ülikool (0,5); Tartu Ülikool (1); Tartu Ülikool, Arstiteaduskond, Naistekliinik (1); Tartu Ülikool, Arstiteaduskond, Naistekliinik (1); Tartu Ülikool, Arstiteaduskond, Lastekliinik (1); Tartu Ülikool, Arstiteaduskond, Vivaarium (1); Tartu Ülikool, Arstiteaduskond, Vivaarium (1)
- Ettevõtte on Eesti Äriregistris** (Company is in Estonian Business Register): A checked checkbox.
- Eesti registrinumber** (Estonian registration number): A text input field with a plus sign, followed by a "Kontrolli" (Check) button.
- Nimetus** (Name): A text input field with a plus sign.
- Nimetus inglise keeles** (Name in English): A text input field with a plus sign.
- Õiguslik seisund** (Legal status): A dropdown menu with the selected option "-vali-" and a downward arrow.
- Taotlemise põhjus** (Reason for application): A large text area with a plus sign on the left.
- At the bottom right, there are two green buttons: "Saada" (Send) and "Loobu" (Cancel).

To **add an institution** to the ETIS list of institutions you must fill in the mandatory data fields and click on *Send*.

**In order to add divisions or structural units** to the system you must contact the ETIS administrator of the according institution (menu item *Send message* > addressee type *Institution*).

Although the ETIS helpdesk has to verify the data the institution can be added to a project or connected with research objects immediately after its added.

## 13.3. Sending simple messages

This tool enables to send message to the desktops of different persons registered in ETIS. After selecting the message type the application form for adding an institution is opened (drawing 60).

**Drawing 60**

Avaleht » Teated » Saada teade » Välja

**Lihtteade**

Saatja Aile Rahel Väärtnõu O'Hara-Soo

Saatja e-post \*

Saatja telefon +372514862

Tüüp \*  Grupp  Asutus  Isik

Saaja \*

Isikud ...

Pealkiri \*

Sisu

Teate edastamise viis Töölauale

Staatuse Koostamisel

Eelvaade Saada Salvesta Loobu

**In order to send a message** fill all mandatory data fields and click on *Send*.

**Selecting the addressee.** Messages can be sent to groups of people (provided that any person from the group has been registered) or to specific persons. If the user cannot select an addressee choose Group > Administrator.

Selection explanation:

- Group > Administrator – The ETIS general administrator i.e. ETIS helpdesk;
- Group > Proceeding party (*programme code*) – the ETIS administrator of the according financing programme;
- Institution – the ETIS administrator of the according institution;
- Person – a message can be sent to either one or several ETIS users.

Person(s) who the message was sent to can reply via ETIS, the reply will appear on the senders desktop, on the tab *Messages*.

## 14. My account

The menu item *My Account* enables to change the username and password and select whether the user wishes to receive ETIS notifications in their e-mail.

The username and password can be changed on the sub form *Change password* (drawing 61).

**Drawing 61**

Muuda kasutajatunnust:

Kasutajatunnus

Kehtiv parool

Uus parool

Uus parool uuesti

The sub form *Simple messages* and *Systematic messages* enables to select if you also wish to receive ETIS desktop messages in your e-mail. The according message type must be ticked and then click on *Save delivery info* (drawing 62).

**Drawing 62**

Lihtteated

Teate kirjeldus	Saada teade töölauale	Saada teade e-postile
Lihtteade	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post

Süsteemsed teated

Teate kirjeldus	Saada teade töölauale	Saada teade e-postile
<b>Vali kõik</b>	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post
Administraator avab uue voo	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post
Finantseerija genereerib kasutajale lepingu	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post
Vastutav täitja on lisanud kasutaja oma taotlusele põhitäitjaks.	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post
Taotlus/aruanne võeti menetlusse.	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post
Menetleja sisestab dokumendile lõppotsuse.	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post
Menetleja kinnitab lepingu.	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post
ETISE kasutajatunnuse ja parooli saatmine.	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post
Menetleja on lepingu kinnitanud.	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post
Vastutav täitja on lisanud kasutaja oma taotlusele põhitäitjaks.	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post
Teadustegevuse (publikatsioon, juhendamine, tööstusomand, toode ja teenus, koostööpakkumine, teadusaparatuur, kollektsioon) saadeti ülevaatamiseks tagasi.	<input checked="" type="checkbox"/> Töölauale	<input checked="" type="checkbox"/> E-post



## 15. Verification

Links to research entries, applications, contracts and reports forwarded for verification in the institution will appear on the desktop of the verifier under the tab *Verification* (drawing 63).

### Drawing 63

Avaleht » Töölaud

Kinnitamine 7 Teated 99

#### Publikatsioonid (1)

Autor	Pealkiri	Väljaande pealkiri	Klassifikaator	Aasta	Asutus	Kuupäev
Perenimi, Eesnimi	test	test	2.1.	2014		11.02.2015 8:02:36

#### Juhendamine (2)

Pealkiri	Vastutav täitja	Juhendatav	Juhendajad	StatusCode	Asutus	Kuupäev
PealkiriTest	Filosoofiateaduskond	ETIS.Core.Documents.References.PersonReference[]	Olev Roosileht	Kaitstud		9.02.2015 15:18:21
Factor's variability effects and uncertainty in structural timber engineering	Eesti Maaülikool	ETIS.Core.Documents.References.PersonReference[]	Hannes Alekand; Peeter Haviko	Kaitstud		11.02.2015 16:14:18

#### Tööstusomandid (2)

Pealkiri	Vastutav täitja	StatusCode	Asutus	Kuupäev
Kinnitamise_test3		Patentne leius		11.02.2015 8:02:36
Kinnitamine_test7	Okeanograafia õppetool; Eesti Maaülikool	Patentne leius		11.02.2015 8:02:36

In order to view the data of the object to be verified you must click on the name of the object. For the verifier the document is opened in read mode and it is possible to navigate between different tabs.

Certain research data can be modified during verification. You must click on *Modify*, modify the selected data and *save*. Products/services and co-operation offers cannot be modified (drawing 64).

**For verifying** click on *Verify*.

**Return to researcher** means the reason for rejection needs to be filled in and click on *Not verified*. The system will send a message to the connected persons including the reason for rejection. The entry status will be *reviewed* and will only be re-verified when the researcher has made the amendments and saved them.

### Drawing 64

Verification of applications, reports and contracts can be done in the tab *Verification* (drawing 65).

### Drawing 65

**For verification** you may enter the number and date of the directive serving as the basis for verification and click on *Verify*. Verified applications/reports will disappear from the desktop. These can later be viewed under menu item *Applications*.

**To postpone verification**, click on *Cancel*. The verification link will remain on the desktop of the verifier.

To **return an application/report to the researcher** you must fill in the reason for rejection and click on *Send back to applicant*. The system will send a message to the desktop of the responsible party including the reason for rejection. The application/report status will be *to be reviewed* and will only be re-verified when the researcher has made the amendments and resubmitted the application/report.

## **16. Activities of a member of the expert group**

On the desktop of the researcher appointed as a member of the expert group, under the tab *Expertise* the list of relevant applications and reports is displayed.

The line *Review* shows whether the reviews for the given application/report have been submitted. Red box – reviews not submitted; green box – all reviews submitted; red and green box – at least one of the reviews not submitted.

You can filter and sort data in the header of the table.

**In order to view the reviews for an application/report** click on application tab *Review*, then on the link for the review. The link for the review includes the status and status date of the review (e.g. 18.04.2009 – verified). Review statuses: *Enter review* – review has not been started; *Unverified* – the review has been started but not finished; *Verified* – the review has been submitted.

### **16.1. Entering a summary of evaluation**

You can enter a summary of evaluation on the application/report tab *Summary of evaluation*. Drawing 68 has an example of entering a summary of evaluation based on the Estonian Research Council example.

**In order to enter the summary of evaluation** you must fill the mandatory fields and choose an evaluation for the according item from the drop-down menu. To save the evaluation click on *Save*. To print the evaluation either click on *Print EST* or *Print ENG* – the summary of evaluation is then printed either with Estonian or English field titles.

**In order to submit the summary of evaluation** tick checkbox *Confirm* and click on *Save*. If the evaluation is successfully submitted the message *Successfully saved* will be displayed.

**Applications/reports will disappear from the desktop** after the procedural processes have finished, i.e. after a decision by the proceeding party.

## 17. Reviewer's activities

### 17.1. Entering a review

Applications/reports to be reviewed by researchers are displayed on the tab *Reviewing*. To review an application/report click on the application link.

The application/report will open in read mode. Enter the review on the tab *Review*.

In order to save the review click on *Save*. To print the review click on either *Print EST* or *Print ENG* – the review is printed with either Estonian or English field titles.

**In order to submit a review** you must tick the checkbox *Confirm* and click *Save*. If the review is successfully submitted the message *Thank you! We have received the review* is displayed.

After submitting the review the link will disappear from the desktop. The review can be edited by the proceeding party.