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1. Find supervisor
  2. Get passwords for ETIS
  3. Fill in CV
  4. Draft proposal access
  5. Fill in the fields
  6. Submit
  7. Final

### How to apply for postdoctoral programme in Estonia

1. Contact a potential **supervisor** working in an Estonian R&D institution. The list and contact addresses of R&D institutions could be found through our web page <http://etf.ee/index.php?page=134&>
2. Ask the supervisor to contact an **administrator of ETIS** - the Estonian Research Portal ([www.etis.ee](http://www.etis.ee)) of the R&D institution to obtain your personal ETIS username and password.
3. Using your username and password (than can be changed under **My account**) you have access to the system. On your desktop to the right is a link written in red: 6 steps surviving ETIS. These steps explain how to get help, explain the used buttons and gives a detailed description how to **fill in your CV**, research activities, and publications.
4. After filling in you CV go to **My desktop** and choose from the Start drafting a report or a proposal for filling relevant proposal. Clicking on the draft proposal link it gives you the form with fields.
5. Please fill in the fields, especially the ones marked with red as these are compulsory and system does not allow submitting the application without filling them in.

*Where the application is completed in the Estonian Research Portal, a notation must be added on whether studies involving humans or tests involving animals will be conducted within the scope of the given project. If such studies or tests are planned, the positive decision concerning the project, addressed to the Foundation by the human research ethics committee or the approvals committee for animal tests, as the case may be, must be added to the application.*

6. Receiving institutions will approve and sign electronically the relevant applications via the Estonian Research Portal. After these steps the application is considered submitted.
  7. Application is considered submitted when both the applicant and the institution have submitted the application. At the due date and time ETIS will close the submitting system and it is not possible to add new applications or submit them by any of the parties.
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