***Example application form*** *for personal research funding applications for exploratory and start-up research grants. The application has to be submitted in ETIS. The application can be written into this Word-document and copied afterwords into the application form in ETIS.*

### General info

* Project title in Estonian
* Project title in English
* Principal investigator
* Host institution
* Project start (yyyy)
* Project end (yyyy)
* Preferred expert committee (you have to choose in the pop-up menu: **Bio and Environmental Sciences, Culture and Society, Health Sciences, or Natural Sciences and Engineering)**
* Project total budget (*The budget is to be filled in in the tab „Budget“ and the total sum will be automatically also indicated here)*.
* Proposed budget for 2017 with overhead (*The budget is to be filled in in the tab „Budget“ and the total sum will be automatically also indicated here)*.
* Project type *(Start-up project or exploratory project)*
* Postdoctoral studies or comparable research experience (preferable abroad) *(Please provide period and institution. In case of research experience please specify the tasks. NB! To be filled only when applying for the start-up project)*
* I have been on parental leave or in military service after the awarding of the doctorate. Please provide the period of absence and an explanation for being away. (The maximum length is 300 characters)
* Field of research, speciality and % *(Use ETIS drop down menu to indicate up to 3 fields of research, specialities and their percentage)*
* Summary in Estonian *(The maximum length is 1000 characters)*
* Summary in Estonian *(The maximum length is 1000 characters)*
* Information on considerations how ethical issues involved in the proposed research will be followed (*The applicants are required to consider the ethical risk of any procedure within a research project which involves human participation or personal data, including a description of how the principles of voluntary participation, informed consent, confidentiality and anonymity of subjects will be followed, and a statement on how the data will be stored and protected. Use of research methods that require review or approval from a human ethics or a bioethics research committee, should be also clearly indicated in the application. If the corresponding approvals are available by the application deadline, please attach them to the application*)
* **Ethics Committee approval** *(If research involves human research or animal tests please tick this box and upload the decision of the corresponding ethics committee. If the decision is not yet available, it must be submitted to ETAg by the start time of tests latest. Only .pdf or .digidoc files should be uploaded).*

**Justification**

* *While filling in the application in ETIS please use ´Save´frequently to save changes to your application and prevent data loss. If you keep the form idle too long the system can time out and you may lose any data that were unsaved. You can also write the longer parts of the texts in the Word format (e.g. in this example form) and then copy them into ETIS. The total length of the research project justification (across all sections) is up to 15 000 characters with spaces. The list of references, Pictures and schemes shall be added as separate files at the end of the justification.*
* The general theoretical background to the planned research project and it´s link to the research carried out by the PI and research staff.
* The main objectives of the research project, hypotheses, description of methods, and the annual research plans.
* Expected results and their potential applicability as well as possible future research directions.
* The list of references, charts and schemes. *(In case of need please attach as separate files: 1. list of references, 2. schemes, graphs or pictures explaining the relevant issues in the justification. No other files are allowed. If the applicant has added other files the application will be returned for making corrections. Please attach only .pdf files max 3 MB).*

**R&D activity**

* Related projects (*you can browse them from ETIS*)
* The relationship of the project with the ongoing or previous research of the PI over the last 10 years in the same research field(s). (*Please describe how the research project fits in with the other current projects of the PI in the same research field(s). The maximum length is 1000 characters.*)

**R&D cooperation**

*Please describe international or Estonian forms of cooperation, including cooperation with industry  which have no contractual nature. For each activity, please indicate the start and end date, description of cooperation, your partner (person), partner institution and country, and the URL of a cooperation project. You can enter up to 10 entries.*

* Comments on cooperation.

**Infrastructure**

* Research infrastructure at the host institution related to the planned research project. *(Please provide a description of the quality and sufficiency of the infrastructure and research environment at the host institution for achieving the project objectives)*

**Persons**

* Principal investigator and senior research staff

(*Up to 2 senior research staff can be added. Senior research staff are people employed by the R&D institution. If the people are not employed at the moment of applying then their letters of commitment must be uploaded in the tab "Additional files"*.)

* Master and doctoral students

**My CV (ENG)**

Y*ou can browse it from ETIS. Please check that all the fields in your CV are filled in. If you do not have an ETIS CV then please create it first.*

**R&D results**

* Related publications (*You can browse from ETIS up to 7 most relevant publications over the last 10 years by the PI and senior research staff)*.
* Relationship between the chosen entries and the research project (*Please describe how the attached publications are related to implementing the tasks set in the research project.* *The maximum length is 1000 characters*)
* Related industrial property items (*You can browse from ETIS the most relevant industrial property items over the last 10 years by the PI and senior research staff).*

**Budget**

*The budget is to be drawn for one year. It will automatically generate the total project budget depending on the length of the project. The total project budget will also be automatically shown on the General Information tab.*

* Annual budget (*Please enter cost for each budget line.The maximum length of justification for each item of expenditure is 1000 characters. The toal sum, incl overheads, will be calculated automatically)*
  + Staff costs (wages along with any and all state taxes, contributions, benefits and compensation arising from law and the research scholarships of master and PhD students)
    - Staff costs (wages along with any and all state taxes, contributions, benefits and compensation arising from law)
    - Research scholarships of master and PhD students
  + Travel costs
  + Expenses related to acquisition of fixed assets (as specified by the host institution, up to 10% of the direct costs)
  + Other direct expenses relevant for the implementation of the research project
  + Expenses related to IPR protection, publishing and popularisation of research outcomes
  + Subcontracting
* Comments to budget (*The maximum length is 1000 characters*)

**Additional information**

* Other application-related information (*The maximum length is 1000 characters. You can also drag files to this box or use upload button (max 3 MB).*)
* Oppose reviewers *(In case you oppose some reviewers for reviewing your grant application, please enter up to 3 names in the following textbox. Please justify! This information is not binding for the financier. The maximum length is 500 characters.*)

*You can print out the filled in application or parts of it in ETIS.*