***Sample application form******for team grant applications****. 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 information

* Project title in Estonian
* Project title in English
* Principal investigator
* Host institution
* Project start date
* Project end date
* Preferred expert panel (*you have to choose in the pop-up menu from:* ***Bio and Environmental Sciences, Culture and Society, Health Sciences, or Natural Sciences and Engineering*)**
* Research type (*basic research or applied research*)
* Research methodology (*experimental or non-experimental. Please justify your choice)*
* Project total budget (*The budget is to be filled in in the tab „Budget“ and the total sum will be automatically displayed here)*.
* Requested budget for 2018 (*The budget is to be filled in in the tab „Budget“ and the total sum will be automatically displayed here)*.
* The date of awarding the doctorate or equivalent qualification (*The date indicated in the respective document issued by the awarding institution*)
* Research experience (e.g. postdoctoral studies or comparable, preferable abroad). *(Please provide period and institution. In case of research experience please specify the tasks)*
* 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 English *(The maximum length is 1000 characters)*
* Is a review or approval from a human ethics committee or an authorization committee for animal experiments available or requested? (*Decision of the corresponding ethics committee or an authorization committee for animal experiments is mandatory if research involves human research or animal tests. If research involves human research or animal tests please tick this box. You can drag the file to this box or use upload button (max 3 MB). Only .pdf or .digidoc files can be uploaded. If the decision is not yet available, it must be submitted to the Council by the start time of tests latest).*
* 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. The maximum length is 1000 characters)*

**Justification**

*While filling in the application in ETIS please use the ´Save´ button 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 20 000 characters with spaces. The list of references,charts, pictures and/or schemes shall be added as separate files at the end of the justification.*

* The general theoretical background
* An explanation how project data will be managed (*You are expected to consider issues related to secure storage of data either generated or used during the project period and making them available based on the open data principle (if not restricted due to data protection requirements)*
* The main objectives of the research project, hypotheses, description of methods, the annual research plans, and availability of the research infrastructure necessary for achieving the objectives of the project
* Expected results, their potential applicability and importance for Estonian science, society and economy as well as possible future research directions.
* The list of references, charts, Pictures and/or schemes. *(In case of need please attach as separate files: 1. list of references, 2. schemes, charts 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*)
* Information on Estonian and international cooperation (incl. research projects and cooperation with industry) in which the applicant has participated in the last 10 years (*Please indicate your contribution to the (relevant from the project’s point of view) projects linked to the application*)
* The previous team leadership and supervision experience of the applicant

**R&D cooperation**

*Please describe Estonian and international cooperation (which have no contractual nature, e.g. participation in the work of consortia, editorial boards, doctoral schools, etc.) in which you have participated in the last 10 years, also indicating your role. You can enter up to 10 entries.*

* Comments on cooperation.

**Persons**

* Principal investigator and primary research staff

(*Principal Investigator has to be employed by the host institution. The primary research staff are people employed by the host institution or by another Estonian 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". PI and primary research staff have to attach their CV-s to the application, it is advisable to inform them to do so. Primary research staff can attach their CV-s on their ETIS desktop)*

*(Please describe the role and tasks of the primary research staff in the project)*

* Other research staff, incl. Master and PhD students

*(Please describe the role and tasks of the other research staff in the project)*

**My CV (ENG)**

*Please update your CV. General data can be updated from left menu "CV". Publications, supervisions and industrial property items can be added or updated from left menu "Research".*

*In order to add or update project data, you should contact the project's institution's ETIS administrator.*

 *In order to add your CV to the application, you sholud check fields and press "Confirm CV". CV data can be changed until the application is submitted. In oroder to do so you sholud unlock the confirmed CV first by pressing "Unconfirm CV".*

**R&D results**

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

**Budget**

**Drawing the budget**

To draw the budget, please download the „Budget asssistant“ and fill in all the budget lines for all years. In order to assist in planning your budget, the list of budget lines is more extensive than that of the ETIS form. Please transfer the sums calculated in column „Average annual sum“ into the ETIS application form. Thus, you do not have to show a budget for a fixed year nor the total budget, but the average annual budget as the annual expenses may vary during the project period.

**Choosing the grant type**

Once you have drawn up the project budget, it is possible to decide whether to apply for a small or large grant. During the evaluation process, the grant type is not changed, i.e. if the expert panel concludes that the application does not qualify as a large grant, the project will not be financed. Neither will the re-qualification of the application as a small grant be considered.

**Fixed grant volume**

The application form in ETIS will display the corresponding fixed grant volumes depending whether a project is experimental or non-experimental, small or large one. The average annual sum of the grant budget may be smaller or bigger than the fixed grant volume but in both cases it has to be justified. The Council will not allocate any sums bigger than the fixed grant volumes and in case the planned project budget exceeds the fixed grant volume, it is supposed that the R&D institution will finance the excess part of the budget from its own funds.

* Explaining the budget content *(It is important to justify in which way the calculated expenses are necessary to achieve the project objectives, especially in case of experimental methods and/or choosing the large fixed volume grant. The maximum amount is 5000 characters with spaces).*

***NB!*** *Clarity, transparency and correspondence to reality of the budget justification are very important. In the evaluation process, no cuts are made to the grant volume applied for (this is different compared to the earlier calls), i.e. if the expert panel considers the grant volume applied for unjustified, the application will be denied.*

**Additional information**

* Other application-related information (*Only information of administrative nature (letters of confirmation, copies of diplomas, etc) may be uploaded here. The reviewers will not use the documents in this tab for evaluating the application. 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 Estonian Research Council. The maximum length is 500 characters*)

**Notifications**

*The tab „Notifications“ will be displayed in your application if either the confirmer (host institution) of your application or the processing entity (ETAg) have returned your application for making amendments.*

***NB!*** *Please check regularly during the application process whether there are new notes on this tab.*

**Submission**

*You have confirm that you are the author of this application and the summary and all the data presented in the application are correct and (exhaustive).*

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