***NB! Personaalse uurimistoetuse taotlusvorm on ETISes inglise keeles, kuna taotlused tuleb täita inglise keeles ja neid hindavad valdavalt välisretsensendid, kelle emakeel ei ole eesti keel. Varem on eestikeelse taotlusvormi kasutamine põhjustanud segadusi.***

***Sample application form for postdoctoral grant applications.*** *The application has to be submitted via the Estonian Research Information System ETIS.* ***In order to create the application****, you should fill in the compulsory fields (marked with a star). All the other tabs will be unlocked after saving these fields.*

***NB! 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 for too long, the system can time out and you may lose any data that were unsaved.***

# **Tab: Application**

## **Section: General information**

|  |  |
| --- | --- |
| Project title in Estonian | \* |
| Project title in English | \* |
| Postdoctoral Fellow  |  |
| Postdoctoral Fellow (CV) | \* (*You can browse it from ETIS. Please check that all the fields in your CV have been filled in*) |
| PhD acquisition date | \* *(The date indicated in the respective document issued by the awarding institution)* |
| Host institution | \* |
| Supervisor | \* |
| Supervisor´s CV | \* (*The supervisor´s CV should contain an overview of his/her research career, publications, and supervision experience)* |
| Collaborating institution and country | \* |
| Collaborating institution´s confirmation letter | *\* (You can drag files to this box or use the upload button, max 3 MB*) |
| Project start (mm/yyyy) | *\*(The project begins on the first date and ends on the last date of a month)* |
| Project end (mm/yyyy)  | *\*(The project begins on the first date and ends on the last date of a month)* |
| I have been on parental leave or in compulsory military service after obtaining my first doctoral degree | *\* (If you tick this box, you will be asked to provide the period of being away and an explanation. The maximum length is 300 characters (incl. spaces))* |
| I have lived, worked and/or studied in Estonia at least for the past 12 months | \*  |
| Research type (*basic research or applied research*) | \* |

## **Section: Budget**

|  |  |
| --- | --- |
| Research methodology (*experimental or non-experimental)* | \* |
| Explanation | Please explain your previous choice (experimental or non-experimental) and describe the distribution of direct costs. |
| I would like to receive the relocation allowance (applicable if the applicant has not resided in the target country or studied or worked at the collaborating institution before the end of the call)  | *(Please tick the box if applicable)* |
| Please explain your need for a relocation allowance | *Only if you have ticked the box „yes“)* |
| Total budget | *\* (The budget is to be filled in in the tab „Budget“ and the total sum will be automatically also indicated on this page)* |

## **Section: Field of research and summaries**

|  |  |
| --- | --- |
| Field of research, speciality and % | \*  |
| Summary in Estonian | *\** Please write a concise summary in a popular science format describing the objectives of the project for non-specialist audience. If the application will be approved, this summary will be made public. *(The maximum length is 1,000 characters)* |
| Summary in English | *\** Please write a concise summary in a popular science format describing the objectives of the project for non-specialist audience. If the application will be approved, this summary will be made public. *(The maximum length is 1,000 characters)* |

## **Section: Meeting the ethical requirements**

|  |  |
| --- | --- |
| Confirmation of adherence to the requirements of research ethics | \* The applicants are required to consider the potential risks related to ethical issues of any procedure in the research projects involving human participation, personal/sensible data, experiments with animals or research on genetic resources. The applicants need to describe how the requirements for voluntary participation, informed consent, confidentiality and anonymity of subjects, data storage and protection will be followed. |
| Is the ethics committee decision mandatory? | *(Please tick the box if yes)* |
| Ethics committee licence | (*This box opens only if you have ticked the box „yes“*) A valid licence for human or animal experiments provided by the respective ethics committee should be added. If the licence has not been obtained yet, it must be submitted to the Council by the beginning of tests at the latest. Only .pdf or .bdoc files can be uploaded. *(You can drag the file to this box or use the upload button (max 3 MB)).* |
| Does the project necessitate compliance with the Nagoya Protocol?  | *(Please tick the box if yes)* |
| Compliance with the Nagoya Protocol | (*This box opens only if you have ticked the box „yes“*) If the project necessitates compliance with the Nagoya Protocol, the applicant has to add the due diligence declaration if it has been already obtained. If the due diligence declaration has not been obtained yet, it must be submitted to the Council by the end of the project at the latest. Only .pdf or .bdoc files should be uploaded. *(You can drag the file to this box or use upload the button (max 3 MB)).* |

# **Tab: Justification**

*The total length of the justification for the research project (across all sections) is up to 17,000 characters with spaces.*

|  |  |
| --- | --- |
| Scientific background of the research project | *\**  |
| The main objectives of the project, hypotheses, description of methods and the annual research plans, availability of the research infrastructure necessary for achieving the objectives of the project | \*  |
| Expected results and their potential applicability as well as possible directions for future research | \* |
| Data management plan | \* Please describe which data will be created, managed, or collected; which methods and standards will be applied; will the data be shared or made public and in which way; how the data will be stored during the period of the project and preserved after the end of the project. |
| A description of the applicant’s previous R&D activities relevant to this project | The quality and results of the applicant`s previous research activities, his/her capacity to carry out the proposed project, and experience in (international) research cooperation. The quality and capacity to carry out his/her work is evaluated in the light of the applicant’s previous research and results (on international level), the number and quality of publications, etc. The applicant’s experience is evaluated by the scope of participation in research projects (home and abroad), participation in conferences, skills obtained, and other research activities. |
| A description of the supervisor´s previous R&D activities and supervision of PhD and postdoctoral students in past 10 years | The qualification and capacity of the supervisor to carry out this project is evaluated in the light of the supervisor’s previous research and results (on international level), the number and quality of publications, number of successfully supervised PhD dissertations, the scope of managing and/or participating in domestic and/or international R&D projects, and other research activities. |
| The list of references, charts and schemes | In case of need, please attach these as separate files: 1. list of references, 2. schemes, graphs or pictures explaining the relevant issues in the justification. If the applicant has added other files, the application will be returned for making corrections. Please attach only .pdf files. *(You can drag the file to this box or use the upload button (max 3 MB)).* |

# **Tab: R&D projects and infra**

## **Section: Projects related to the postdoctoral research project**

 (*you can browse them from ETIS*)

|  |  |
| --- | --- |
| The relationship between the proposed project and the ongoing or recent research of the applicant and the supervisor | \* Please name related research projects and describe how the proposed project fits in with your and your supervisor’s other ongoing projects in the same research field(s). If the project is not related to your and your supervisor’s other ongoing projects in the same research field(s), please explain the choice of the research topic. |

# **Tab: Impact**

## **Section: Impact of the postdoctoral research project**

|  |  |
| --- | --- |
| Importance for Estonian research, culture, society, and economy | \* Please describe how the project is important for Estonia e.g., by increasing the visibility of Estonian research; developing Estonian culture/society/economy; encouraging cooperation between R&D institutions and/or government and/or enterprises in Estonia etc. *(The maximum length is 2,000 characters)* |

# **Tab: Additional information**

|  |  |
| --- | --- |
| Other information related to the application | *(Only information of administrative nature (letters of confirmation, copies of diplomas, etc.) may be uploaded here. The reviewers will not use the documents added to this tab for evaluating the application. You can drag files to this box or use the upload button (max 3 MB))* |
| Opposing reviewers | If you would like to oppose some reviewers from reviewing your application, please enter up to 3 names in the following textbox. Please explain! This information is not binding for the financier. *(The maximum length is 500 characters (incl. spaces)).* |

# **Tab: Submission**

*You have to confirm that you are the author of this application and that the summary and all the data presented in the application are accurate and comprehensive.*

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