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

***Sample application form for******proof-of-concept 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). When filling in the preliminary application, only the tabs “General data” and “Preliminary application” are unlocked. All the other tabs will be unlocked after the preliminary application has been approved and considered eligible for the second stage of the evaluation process*.

***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: General data**

|  |  |
| --- | --- |
| Project title in Estonian | \* |
| Project title in English | \* |
| Principal Investigator | \* |
| Host institution | \* |
| Project start (year, month) | \* |
| Project end (year, month)  | \* |
| Field of research, speciality and % | \*  |
| Requested grant amount in the preliminary application | *(The amount is to be added under the tab “Preliminary application” and then it will be automatically also indicated on this page)* |
| Summary in Estonian | \*Please write an abstract-like description of your project, explaining what the idea is all about, what the expected outcomes are, and why these are important. This description should be understandable for a non-specialist audience. If the application will be approved, this summary will be made public. *(The maximum length is 1,000 characters (incl. spaces))* |
| Summary in English | \* Please write an abstract-like description of your project, explaining what the idea is all about, what the expected outcomes are, and why these are important. This description should be understandable for a non-specialist audience. If the application will be approved, this summary will be made public. *(The maximum length is 1,000 characters (incl. spaces))* |
| Keywords | \* Please include 3-6 keywords for indexing purposes (select the keywords that will make it easier to find the best reviewers for your application). |

# **Tab: Preliminary application**

|  |  |
| --- | --- |
| Requested grant amount in the preliminary application | \* |
| Proof-of-concept idea: short description of the idea for the project, incl. the expected results across the entire value chain and the estimated technology readiness level (TRL) by the end of the project | \*Please describe the idea for the project briefly, incl. the expected results across the entire value chain, their estimated TRL according to the guidelines provided by the Council, and possible directions for future developments. *(The maximum length is 5,000 characters (incl. spaces))* |
| Results of the previous research on which the idea for the project is based on, incl. the identification of the TRL of these results | \*Please describe only the previous research projects directly related to the proposed project and the TRL of the results on which the idea for the proposed project is based on. NB! The applications in which the TRL is evaluated as being less than 4 by the Expert Panel are not eligible for the second stage of the evaluation process. *(The maximum length is 2,000 characters (incl. spaces))* |
| Potential impact, incl. the expected effect or benefits of the outcomes of the project for Estonian economy, society, public policy, and/or services; a suitable outline of how the commercialisation or the generation of the listed benefits will be achieved | \* Please describe the expected effect or benefits of the outcomes of the project for Estonian economy, society, public policy, and/or services. Please outline how the commercialisation or the generation of these benefits will be achieved. *(The maximum length is 2,000 characters (incl. spaces))* |
| Does an enterprise have an interest in the project? | Please explain if there are any contracts with enterprises regarding the use of the outcomes of the project. |

*Once you have filled in the tabs “General data” and “Preliminary application”, you can submit the preliminary application. The following tabs will be unlocked after the preliminary application has been approved and considered eligible for the second stage of the evaluation process*.

**Second stage of the evaluation process**

**Full application**

# **Tab: General data**

|  |  |
| --- | --- |
| Project title in Estonian | \* |
| Project title in English | \* |
| Principal Investigator | \* |
| Host institution | \* |
| Project start (year, month) | \* |
| Project end (year, month)  | \* |
| Field of research, speciality and % | \*  |
| Requested grant amount in the preliminary application | *(Filled from the preliminary application)* |
| Requested grant amount in the application |  *(The budget is to be filled in in the tab “Budget” and the total amount will be automatically also indicated on this page)* |
| Co-funding (if present) | *The co-funding can be filled in the budget when the preliminary application has approved.* |
| Summary in Estonian | \*Please write an abstract-like description of your project, explaining what the idea is all about, what the expected outcomes are, and why these are important. This description should be understandable for a non-specialist audience. If the application will be approved, this summary will be made public. *(The maximum length is 1,000 characters (incl. spaces))* |
| Summary in English | \* Please write an abstract-like description of your project, explaining what the idea is all about, what the expected outcomes are, and why these are important. This description should be understandable for a non-specialist audience. If the application will be approved, this summary will be made public. *(The maximum length is 1,000 characters (incl. spaces))* |
| Keywords | \* Please include 3-6 keywords for indexing purposes (select the keywords that will make it easier to find the best reviewers for your application). |

# **Tab: Justification**

*The total length of the justification for the research project (across all sections) is up to 20,000 characters with spaces. The list of references, pictures, and schemes shall be added as separate files at the end of the form.*

|  |  |
| --- | --- |
| Scientific background of the research project; the main objectives of the project, methods, possible risks, and the methods for achievement assessment and risk reduction | \* Please describe the problem or the need that the idea is aiming to solve or alleviate; explain how the project will solve or alleviate the problem or the need; specify the expected results across the entire value chain and the estimated TRL according to the guidelines provided by the Council, and possible directions for future developments. |
| Results of the previous research on which the idea for the project is based on, incl. the identification of the TRL of these results | \* Please describe only the previous research projects directly related to the proposed project and the TRL of the results on which the idea for the proposed project is based on. NB! The applications in which the TRL is evaluated as being less than 4 do not qualify for funding. |
| Innovation potential | \* Please give a detailed description of how the outcomes of the project will be innovative and/or distinctive compared to existing solutions, and a clear description of how the proof-of-concept activities will lead to commercial or social innovation. |
| Potential impact, incl. the expected effect or benefits of the outcomes of the project for the economy, society, public policy and/or services; a suitable outline of how the commercialisation or the generation of the listed benefits will be achieved | \* Please describe the expected effect or benefits of the outcomes of the project for the economy, society, public policy and/or services. Please outline how the commercialisation or the generation of these benefits will be achieved. |
| Dissemination of results | \*Please describe how the results will be disseminated and which measures will be used to exploit and disseminate the results. |
| Quality and efficiency of the implementation, incl. a reasonable and acceptable plan of activities against clearly identified objectives and towards establishing the feasibility of the project | \* Please provide a clear overview of your work plan. |
| Importance for Estonian economy, society, public policy and/or services | \* 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 (intersectorality), etc. |
| List of references  | Please attach only .pdf files. If the applicant has added other files, the application will be returned for making corrections. *(You can drag the file to this box or use the upload button (max 10 MB)).*  |
| Timetable (Gantt chart) | *You can drag the file to this box or use the upload button (max 10 MB)).* |
| Graph or table explaining the relevant issues in the justification | *You can drag the file to this box or use the upload button (max 10 MB)).* |

# **Tab: Ethics and data**

## **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 project. Please use the Ethics Guidelines for explaining the ethical issues related to your project. *(The maximum length is 3,000 characters (incl. spaces))* |
| Is the ethics committee decision mandatory? | \* *(Please tick the box if yes)* |
| Ethics committee licence | A valid licence during the project period 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 the tests at the latest. |
| Does the project necessitate compliance with the Nagoya Protocol? | \* *(Please tick the box if yes)* |
| Compliance with the Nagoya Protocol | For the use of animals, plants, or microorganisms in compliance with the Nagoya Protocol, please give details on what type of genetic material will be used and how exactly. For further information, please refer to Section 6 of the Ethics Guidelines. The due diligence declaration has to be submitted only if the utilisation of the genetic resources in question is within the scope of the Nagoya Protocol. If the due diligence declaration has already been declared in DECLARE, it should be added to the application. If the due diligence declaration has not been declared yet, it must be declared by the end of the project at the latest. *(The maximum length is 3,000 characters (incl. spaces))* Only .pdf or .bdoc files can be uploaded. *(You can drag the file to this box or use upload the button (max 3 MB))*  |
| Due diligence declaration | Only .pdf or .bdoc files can be uploaded. (You can drag the file to this box or use upload the button (max 3 MB)) |

## **Section: Data management**

|  |  |
| --- | --- |
| Data management | \* Please explain which data will be generated during the implementation of the project and how the data will be managed. *(The maximum length is 3,000 characters (incl. spaces))* |
| Explanation about intellectual property rights | \* Please give an explanation about whether the participants of the project have agreed on the issues related to intellectual property rights and obligations. *(The maximum length is 3,000 characters (incl. spaces))* |

# **Tab: R&D activity**

## **Section: Related projects** (*you can browse them from ETIS*)

|  |  |
| --- | --- |
| Relationship between the chosen project entries and the project | Please add up to 5 projects directly related to the proposed proof-of-concept project. *(The maximum length is 3,000 characters (incl. spaces))* |

## **Section: Related publications** (*you can browse them from ETIS*)

|  |  |
| --- | --- |
| Relationship between the chosen publication entries and the project | Please add up to 5 most relevant publications showing the research findings important for this project. Please explain. *(The maximum length is 3,000 characters (incl. spaces))* |

## **Section: Related industrial property** (*you can browse them from ETIS*)

|  |  |
| --- | --- |
| Relationship between the chosen industrial property entries and the project | Please indicate the importance of up to 5 industrial property items related to this project. *(The maximum length is 3,000 characters (incl. spaces))* |

## **Section: Planned cooperation** (*you can browse them from ETIS*)

|  |  |
| --- | --- |
| Comments on cooperation | Please provide information about national and/or international and/or intersectoral R&D cooperation which is planned for achieving the objectives of the proposed project; which (business) partners and/or experts are likely to be involved in in the implementation of the project. *(The maximum length is 3,000 characters (incl. spaces))* |
| Does an enterprise have an interest in the project? | Please explain if there are any contracts with enterprises regarding the use of the outcomes of the project. *(The maximum length is 3,000 characters (incl. spaces))* |

# **Tab: Staff**

## **Section: Principal Investigator and research staff**

The PI and the members of the research staff are the people who are employed at the host institution or at a different institution which is instrumental in the implementation of the project during the implementation of the project and who have the necessary qualification for carrying out the research tasks foreseen in the project. The members of the research staff also include students whose work is related to the topic of the project.

If the applicant and/or the member(s) of the research staff (except for the students) are not employed by the host institution and/or by the Estonian R&D institution at the moment of submitting the application, then their letters of confirmation must be uploaded under the tab “Additional information”.

The PI can add his/her CV under the tab “CV”.

The members of the research staff have to confirm their updated CVs themselves. It is advisable to inform them to do so (i.e., to update their CV and to confirm it). The other members of the research staff can link their CV to the application on their ETIS desktop.

## **Section: Principal Investigator and research staff**

|  |  |
| --- | --- |
| Participation of research staff (their role and distribution of tasks) | \* Please describe the roles and tasks of the members of the research staff; explain how their qualification helps to conduct the activities of the project. *(The maximum length is 3,000 characters (incl. spaces))* |

## **Section: Students**

|  |  |
| --- | --- |
| Participation of students (their role and distribution of tasks) | \* Please describe the roles and tasks of students in the project. *(The maximum length is 3,000 characters (incl. spaces))* |

# **Tab: CV**

- Please update your CV in ETIS. General data can be updated from the left-hand menu “CV”. Publications, supervisions, and industrial property items can be added or updated from the left-hand menu “Research”. In order to add or update the data of the projects, you should contact the ETIS administrator of your institution.

- In order to attach your CV to the application, you should tick the checkboxes and press “Confirm CV”. The CV can be changed until the application has been submitted. In order to make changes to the CV, you should unlock the confirmed CV first by pressing “Unconfirm CV”.

# **Tab: Budget**

## **Section: Annual budget**

|  |  |
| --- | --- |
| Direct costs | Please explain why these costs are necessary for achieving the objectives of the project. *(The maximum length is 1,000 characters (incl. spaces)) The maximum amount that can be applied for, incl. overhead costs, is 100,000 euros.* |
| Overhead (25% from direct costs) | *Will be calculated automatically.* |
| Total amount applied for | *The total amount will be automatically calculated and indicated under the tab “General data”.* |
| Co-funding (if present) | *It is also possible to add a comment. (The maximum length is 1,000 characters (incl. spaces))* |

# **Tab: Additional information**

|  |  |
| --- | --- |
| Please choose the language for communicating with you regarding this application | \* EstonianEnglish |
| Other information related to the application | Please add any relevant information regarding this application, incl. confirmation letters from enterprises etc. *(You can drag files to this box or use the upload button (max 3 MB))* |
| Opposing and suggesting reviewers | If you would like to oppose some reviewers from reviewing your application, please enter up to 3 names in the following textbox. You can also suggest the reviewers (up to 3 names) who have the highest expertise in this field. Please explain your choices. This information is not binding for the financier. *(The maximum length is 500 characters (incl. spaces))* |

# **Tab: Submission**

*Declarations*

1) I hereby declare that the information contained in this proposal is accurate and comprehensive.

2) I hereby declare that I have the consent from all participants regarding their participation and the content of this application.

3) I hereby declare that each part of this application complies with ethical principles (including the highest standards of research integrity, as set out, for instance, in the European Code of Conduct for Research Integrity, and, in particular, that fabrication, falsification, plagiarism, or other research misconduct has been avoided).

4) I declare that I am only responsible for the correctness of the information relating to my own institution. Each applicant remains responsible for the correctness of the information related to him/her and declared above.

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

*Please print out the .pdf file of your application and check if all the relevant information has been provided.*