

*The following is a translation from Estonian. In case of disputes, the Estonian text shall prevail.*

## **Guidelines for Budgeting Personal Research Funding Applications**

The budget proposed in personal research funding grant (hereinafter *grant*) applications shall be prepared pursuant to these guidelines.

### **1. Fixed-Amount Grants of Personal Research Funding**

- 1.1. Each year, the Board of the Estonian Research Council (hereinafter *Council*) establishes fixed amounts for postdoctoral, start-up, and team grants as well as the size of the relocation allowance in case of postdoctoral grants.
- 1.2. The basis for fixing the amounts is the calculated size of direct costs corresponding to the grant type (postdoctoral, start-up, or team grant). Overhead costs will be added to direct costs.
- 1.3. Direct costs consist of staff costs and research costs. Staff costs consist of approximate remuneration costs for the employees and of research scholarships for students. Research costs depend on the specifics of the research field and/or on the methods used in the project.
- 1.4. Depending on the location where the postdoctoral project will be carried out, postdoctoral grants are divided into two: a grant for a postdoctoral fellow going abroad (outgoing) and a grant for a postdoctoral fellow coming to Estonia (incoming).
- 1.5. Based on the estimated staff costs, start-up and team grants are either small or large: one person in case of a small and two in case of a large start-up grant (on a full-time basis), three people in case of a small and five in case of a large team grant (on a full-time basis).
- 1.6. Depending on the specifics of the research field, small and large start-up and team grants are further divided into experimental and non-experimental grants (the former having higher estimated research costs than the latter).
- 1.7. The calculation of direct costs is based on the assumption that staff costs generally make up 60% and research costs 40% of direct costs. This is an estimated ratio and thus it is not fixed for calculating the real expenditure of a research project. The size of a grant is estimated to generally cover the full costs that will arise in the conduct of a research project.
- 1.8. The justification for staff costs serves as the basis for the grant type one is applying for (why is it necessary to involve this particular number of senior or other members of the research staff, i.e., what are their roles and tasks, what is the role of the students involved in the project), what are the estimated research costs, and which costs justify the experimental nature of the grant.
- 1.9. In justified cases, the applicant of a start-up or team grant has the right to request a smaller amount than the fixed amount.
- 1.10. In the grant reports, the postdoctoral fellow/Principal Investigator will only have to show the amounts of staff costs and research costs, which may vary during the period of the project. In case of staff costs, remuneration costs and scholarships have to be mentioned separately. No distinction is necessary in case of research costs.

- 1.11. The fixed amount will remain the same each year, except when the Principal Investigator of a start-up or team grant requests a smaller amount during the period of the project and justifies its necessity. It is not possible to request a large grant during the period of the project if it has been awarded a small grant, except for the grants that, upon the request of the applicant, are smaller than the fixed amount during the first year and that can, if so requested, later increase up to the largest fixed amount of this grant type.
- 1.12. Since 2020, the fixed amounts established in this document apply to all personal research funding projects which have begun in 2018 and 2019 in addition to the applications submitted for personal research funding in 2019.

## 2. Postdoctoral Grant

- 2.1. The budget for the postdoctoral grant shall be drawn up for the entire period of the project. In order to calculate the size of the grant, the budget will be divided proportionally over the budget years of the period. The budget year begins on 1 January and ends on 31 December. If the applicant wishes to begin working on the project later than in the beginning of the budget year, then during the first budget year the Council will reduce the amount of the grant in accordance with the months passed. A later start date extends the end date of the project, i.e., it does not change the period of the project.
- 2.2. **The following direct costs serve as the basis for the fixed-amount postdoctoral grants:**
- 2.2.1. staff costs (salary of the postdoctoral fellow along with any and all state taxes, contributions, benefits, and compensation arising from law) and
- 2.2.2. research costs (travel costs, subcontracting costs, costs related to the publication and popularisation of the R&D results obtained during the implementation of the project, costs related to the protection of intellectual property, and other direct costs that are necessary for conducting research and stem from the characteristics of the project).
- 2.3. **The overhead costs of postdoctoral projects** are ongoing operational costs incurred by the host institution that are related to the management of the grant by the institution and are aimed at providing a high-quality research environment for the participants of the project. The overhead costs account for 25% of the amount of direct costs in case of an incoming postdoctoral grant and 5% in case of an outgoing postdoctoral grant.
- 2.4. **The fixed amounts for postdoctoral grants since 2020:**

	Direct costs (per year)	<i>Direct costs (per month)</i>	Overhead costs (per year)	Total fixed amount (per year)
Postdoctoral grant (incoming, non-experimental)	40,800	3,400	10,200	<b>51,000</b>
Postdoctoral grant (outgoing, non-experimental)	40,800	3,400	2,040	<b>42,840</b>
Postdoctoral grant (incoming, experimental)	43,200	3,600	10,800	<b>54,000</b>
Postdoctoral grant (outgoing, experimental)	43,200	3,600	2,160	<b>45,360</b>

### 2.5. Relocation allowance

- 2.5.1. The postdoctoral fellow is entitled to request a relocation allowance if he/she has not lived, worked, or studied 180 days prior to the closing date of the call in the country where the collaborating institution (in case of outgoing postdoctoral

fellows) or the host institution (in case of the postdoctoral fellows coming to Estonia) is located.

- 2.5.2. The rates of the relocation allowance for postdoctoral grant applications submitted in 2019 are as follows:
  - 2.5.2.1. postdoctoral projects lasting for one year – 4,000 euros;
  - 2.5.2.2. postdoctoral projects lasting for two years – 5,500 euros;
  - 2.5.2.3. postdoctoral projects lasting for three years – 7,000 euros.
- 2.5.3. Depending on the length of the project, the relocation allowance will be paid to the host institution in accordance with the contract (grant contract): in case of a one-year project, in one single instalment of 4,000 euros; in case of a multi-annual project, in several instalments including the first instalment of 4,000 euros the first budget year of the project, the second instalment of 1,500 euros the second budget year, and the third instalment of 1,500 euros the third budget year.
- 2.5.4. Overhead costs will not be calculated on the relocation allowance.

## 2.6. Grant contract

- 2.6.1. The award of the postdoctoral grant is based on a tripartite contract (hereinafter *grant contract*) entered into by the Council, the host institution, and the postdoctoral fellow that is signed for each budget year of the project. The grant contract may be concluded for two consecutive budget years if the contractual period during one of these budget years is six months or less. The contractual period cannot exceed 18 months. The grant contract entails the rights, obligations, and responsibilities of the parties. In the grant contract, the parties agree on the division of direct costs within the limits of the fixed-amount grant. The ratio of remuneration and research costs may be changed up to 20% without making a contractual amendment.
- 2.6.2. The grant is awarded to the host institution that is required to allow the postdoctoral fellow to use the portion of the direct costs of the awarded grant and the relocation allowance for the implementation of the project in compliance with the grant contract.
- 2.6.3. The continuation of funding is organised via the Estonian Research Information System (ETIS) before the grant contract expires, is based on a new grant contract that is entered into by the three parties, and includes the same grant type with its fixed amount established by the Council for the corresponding calendar year.
- 2.6.4. If the project is temporarily suspended, the end date of the project will be extended by the period of suspension. The grant contract will be suspended for the temporary suspension period of the project.
- 2.6.5. If the postdoctoral project is terminated prematurely during the first 12 months, the Council is entitled to reclaim the relocation allowance from the host institution in accordance with the number of unused months.

## 3. Start-Up Grant and Team Grant

- 3.1. The budget proposed in the start-up and team grant applications shall be drawn up for the entire period of the project. In order to calculate the size of the grant, the budget will be equally divided over the budget years of the period. The budget year begins on 1 January and ends on 31 December.

- 3.2. If the applicant requests a later start date for the project than that of the beginning of the budget year, the Council will reduce the grant in accordance with the number of the months that have already passed. The end date of the project will not be extended because of a later start date.
- 3.3. **The following direct costs serve as the basis for the fixed-amount start-up and team grants:**
- 3.3.1. staff costs (salary along with any and all state taxes, contributions, benefits, and compensation arising from law as well as research scholarships). Salary is only intended for the people who have been listed in the project as senior or other members of the research staff and only for the period during which they participate in the project. Scholarships may be paid to students only for the period during which they participate in the project. The participation period is the period that is indicated in the project data in ETIS.
- 3.3.2. research costs (travel costs, acquisition costs of fixed assets directly related to the implementation of the project (in accordance with the definition established by the host institution), subcontracting costs, incl. the costs related to authorisation agreements and contracts for services, costs related to the publication and popularisation of the R&D results obtained during the implementation of the project, costs related to the protection of intellectual property, and other direct costs that are necessary for conducting research and stem from the characteristics of the project).
- 3.4. **The overhead costs of start-up and team projects** are ongoing operational costs incurred by the host institution that are related to the management of the grant by the institution and are aimed at providing a high-quality research environment for the participants of the project. The overhead costs account for 25% of the amount of direct costs.

3.5. **The fixed amounts for start-up grants since 2020:**

	Direct costs (per year)	Overhead costs (per year)	Total fixed amount (per year)
Small start-up grant (non-experimental)	48,200	12,050	<b>60,250</b>
Large start-up grant (non-experimental)	77,100	19,275	<b>96,375</b>
Small start-up grant (experimental)	52,100	13,025	<b>65,125</b>
Large start-up grant (experimental)	83,600	20,900	<b>104,500</b>

3.6. **The fixed amounts for team grants since 2020:**

	Direct costs (per year)	Overhead costs (per year)	Total fixed amount (per year)
Small team grant (non-experimental)	135,000	33,750	<b>168,750</b>
Large team grant (non-experimental)	190,300	47,575	<b>237,875</b>
Small team grant (experimental)	146,600	36,650	<b>183,250</b>
Large team grant (experimental)	205,700	51,425	<b>257,125</b>

### 3.7. Grant contract

- 3.7.1. The award of the start-up or team grant is based on a tripartite contract entered into by the Council, the host institution, and the Principal Investigator for one calendar year. In case of multi-annual projects, a new grant contract is concluded each year. The grant contract entails the rights, obligations, and responsibilities of the parties. In the grant contract, the parties agree on the amount of the grant and on the division of direct costs. The ratio of remuneration and research costs may be changed up to 20% without making a contractual amendment.
- 3.7.2. The grant is awarded to the host institution that is required to allow the Principal Investigator to use the portion of the direct costs of the awarded grant for the implementation of the project in compliance with the grant contract.
- 3.7.3. The continuation of funding is organised annually via ETIS and is based on a grant contract that is entered into by the three parties and includes the same grant type with its fixed amount established by the Council for the corresponding year, except when the Principal Investigator requests a smaller amount.
- 3.7.4. If the project is temporarily suspended, the end date of the project will be extended by the period of suspension. The grant contract will be suspended for the temporary suspension period of the project.

### 4. Proof-of-Concept Grant

- 4.1. The budget proposed in the proof-of-concept grant applications shall be drawn up for the entire period of the project. The budget year begins on 1 January and ends on 31 December.
- 4.2. If the applicant requests a later start date for the project than that of the beginning of the budget year, the Council will reduce the grant in accordance with the number of the months that have already passed. The end date of the project will not be extended because of a later start date.
- 4.3. **The following direct costs serve as the basis for the amount of proof-of-concept grants:**
  - 4.3.1. staff costs (salary along with any and all state taxes, contributions, benefits, and compensation arising from law as well as research scholarships). Salary is only intended for the people who have been listed in the project as senior or other members of the research staff and only for the period during which they participate in the project. Scholarships may be paid to students only for the period during which they participate in the project. The participation period is the period that is indicated in the project data in ETIS.
  - 4.3.2. research costs (travel costs, acquisition costs of fixed assets directly related to the implementation of the project (in accordance with the definition established by the host institution), subcontracting costs as well as engineering and design solutions, incl. the costs related to authorisation agreements and contracts for services, costs related to the publication and popularisation of the R&D results obtained during the implementation of the project, costs related to the protection of intellectual property, and other direct costs that are necessary for conducting research and stem from the characteristics of the project).
- 4.4. **The overhead costs of proof-of-concept projects** are ongoing operational costs incurred by the host institution that are related to the management of the grant by the institution and

are aimed at providing a high-quality research environment for the participants of the project. The overhead costs account for 25% of the amount of direct costs.

4.5. **The amount of a proof-of-concept grant** for the applications submitted in 2019 is up to 100,000 euros (incl. overhead costs).

	Direct costs	Overhead costs	Grant amount
Proof-of-concept grant	80,000	20,000	100,000

#### 4.6. **Grant Contract**

4.6.1. The award of the proof-of-concept grant is based on a tripartite contract entered into by the Council, the host institution, and the Principal Investigator. The grant contract entails the rights, obligations, and responsibilities of the parties. In the grant contract, the parties agree on the amount of the grant and on the division of direct costs. The ratio of remuneration and research costs may be changed up to 20% without making a contractual amendment.

4.6.2. The grant is awarded to the host institution that is required to allow the Principal Investigator to use the portion of the direct costs of the awarded grant for the implementation of the project in compliance with the grant contract.