***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 |  |
| ResearcherID |  |
| Postdoctoral Fellow (CV) | \* (*You can drag PDF files to this box or use the upload button (max 10 MB)*) |
| PhD acquisition date | \* *(The date indicated in the respective document issued by the awarding institution)* |
| Host institution | \* |
| Supervisor | \* |
| Supervisor’s ResearcherID |  |
| Supervisor´s CV | \* (*The supervisor´s CV should contain an overview of his/her research career, the researcherID, publications, and supervision experience in the past 10 years)* |
| Collaborating institution and country | \* |
| Collaborating institution’s confirmation letter | *\* (You can drag PDF files to this box or use the upload button, max 10 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 worked and/or studied in Estonia at least for the past 12 months | \* |
| Research type (*basic research or applied research*) | \* |

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

|  |  |
| --- | --- |
| Preferred expert committee | *\* (You have to choose from the pop-up menu: Agricultural and veterinary sciences; Engineering and technology; Natural Sciences; Humanities and the arts; Medical and health sciences; Social Sciences)* |
| Field of research, speciality and % | \* |
| 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 18,000 characters with spaces.*

|  |  |
| --- | --- |
| Scientific background of the research project, including the interdisciplinarity of the project (if relevant) | \* |
| The main objectives of the project, hypotheses, description of methods, the annual research plans, and the 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 | \* |
| Dissemination of results | Please describe how the results will be disseminated and which measures will be used to exploit and disseminate the results. |
| 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 applicant’s experience is evaluated by the scope of participation in research projects (home and abroad), the number and quality of publications, 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 the 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 R&D activities over the past 10 years (since 2009): research and results (on international level), the number and quality of publications, the 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. |
| 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)).* |

## **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 will be followed. Please use the Ethics Guidelines for explaining the ethical issues related to your project. |
| 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 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. Only .pdf or .bdoc files can be uploaded. *(You can drag the file to this box or use the upload button (max 10 MB))* |
| 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. |
| Due diligence declaration | 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. Only .pdf or .bdoc files can be uploaded. *(You can drag the file to this box or use upload the button (max 10 MB))* |

## **Section: Data management**

|  |  |
| --- | --- |
| Data management | \* 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. The data management plan has to be provided after the grant contract has been signed. |

**Section: Budget**

|  |  |
| --- | --- |
| Research methodology (*experimental or non-experimental)* | \* |
| Explanation on research methodology | 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 the relocation allowance | *Only if you have ticked the box “yes“* |

|  |  |
| --- | --- |
| Grant type | *(Choose small or large)* |
| Personnel costs of the post-doctoral fellow (wages along with any and all state taxes, contributions, benefits and compensation arising from law ) | *\** |
| One-time relocation support cost | *(Will be filled automatically if relocation allowance is applied)* |
| Other direct costs required for research, based on the characteristics of the post-doctoral project | *(Will be calculated automatically)* |
| Total | *(Will be calculated automatically)* |
| Overhead | *(Will be calculated automatically)* |
| Total budget with overhead | *(Will be calculated automatically)* |
| Comments on budget | \* It is important to explain and justify in which way the calculated costs are necessary for achieving the objectives of the project, especially in the case of experimental methods (the maximum length is 1000 characters) |

# **Tab: R&D projects**

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

(*you can browse them from ETIS*)

Research projects, grants, contract work, etc., carried out by the applicant and the supervisor related to the postdoctoral research project. The projects can be either browsed from ETIS or described as free text.

|  |  |
| --- | --- |
| The relationship between the proposed project and the ongoing or recent research of the applicant and the supervisor | \* Please name the 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; by enhancing the potential future career prospects of researchers; strengthening human resources on regional, national or international level, by enhancing intersectorality (mobility between the academic and non-academic sector) and international networking. *(The maximum length is 2,000 characters (incl. spaces))* |

# **Tab: Additional information**

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.

|  |  |
| --- | --- |
| Please choose the language for communicating with you regarding this application | \* Estonian  English |
| Co-supervisor | *If there is a need for a co-supervisor, owing to the specificity of the project, then it has to be explained in detail and his/her CV has to be added.* |
| Co-supervisor's CV | *You can drag PDF files to this box or use the upload button (max 10 MB)* |
| Additional files | *You can drag PDF files to this box or use the upload button (max 10 MB)* |
| 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 and suggesting reviewers**

|  |  |
| --- | --- |
| 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.*