***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******start-up 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 | \* |
| Principal Investigator | \* |
| ResearcherID |  |
| Host institution | \* |
| Project start (year) | \* |
| Project end (year)  | \* |
| 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 % | \*  |
| Research type (*basic research or applied research*) | \* |
| Research methodology (*experimental or non-experimental)* | \* |
| Grant type | Small/big (*will be filled automatically after saving the budget*) |
| 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)* |
| Requested budget for 2020 | *(The budget is to be filled in in the tab “Budget” and the total sum will be automatically also indicated on this page)* |
| PhD acquisition date | \* *(The date indicated in the respective document issued by the awarding institution)* |
| Research experience (e.g., postdoctoral studies, preferably abroad) | \* *(Please provide the period after doctoral studies, the institution, and specify your tasks.* *The maximum length is 300 characters (incl. spaces))* |
| 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))* |
| 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)* |
| 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)* |
| 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 22,000 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, 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, importance for Estonian research, culture, society, and economy as well as possible directions for future research | \* 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. |
| Dissemination of results | Please describe how the results will be disseminated and which measures will be used to exploit and disseminate the results. |

|  |  |
| --- | --- |
| 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 research projects involving human participation, personal/sensible data, experiments with animals or research on genetic resources. The applicants need to describe how the requirements of 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. |

# **Tab: Staff**

The PI and the members of the senior research staff are the people employed by an Estonian R&D institution. If they are not employed by an 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 senior 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 members of the senior research staff can link their CV to the application on their ETIS desktop.

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

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

## **Section: Other research staff, incl. students**

|  |  |
| --- | --- |
| Participation of students and other research staff of the project (their role and distribution of tasks) | \* Please describe the roles and tasks of students and the members of the other research staff 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”.

## **Section: My CV (ENG)**

*(By ticking the boxes, you can choose which information the reviewers will see)*

# **Tab: R&D results**

In call 2019, the Council will provide the reviewers with an overview of the bibliometric data of the applicants. The applicants are therefore asked to create and link their identifiers (ORCID, ResearcherID) to various databases (Scopus, ISI WoS), check that their profiles in the databases are public, and that the correct publications have been linked to their name. All applicants are also advised to have a public Google Scholar profile. In order to avoid possible authorship issues, the applicants have to specify their personal data (e.g., name change, namesake(s), etc.) under the section “Comments on the publications”. The Council will inform the applicants via e-mail when their overview has been compiled.

## **Section: Related publications**

Please add up to 7 most relevant publications by the PI (*You can browse them from ETIS). Please upload .pdf files of the publications to make them easily accessible for the reviewers.*

|  |  |
| --- | --- |
| Comments on the publications, relation to the project, contribution of the PI; possible name change of the PI, maternity leave, etc. | \* Please indicate the PI's contribution to the publications. *Please explain in detail if your R&D activity has been affected by the maternity leave or because of being in compulsory military service. (The maximum length is 3,000 characters (incl. spaces))* |

## **Section: Industrial properties**

## Please add the most relevant industrial property items by the PI. (*You can browse them from ETIS)*

|  |  |
| --- | --- |
| Relationship between the chosen entries and the project | *Please describe the importance of these industrial property items for this project. (The maximum length is 3,000 characters (incl. spaces))* |

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

Please provide information only about the projects in which the PI has participated.

|  |  |
| --- | --- |
| Participation of the PI in R&D projects and the supervision experience of the PI | \* Please provide information about participating in R&D projects and about supervising students. *(The maximum length is 3,000 characters (incl. spaces))* |

## **Section: Cooperation** *(you can browse them from ETIS and/or add new ones*)

|  |  |
| --- | --- |
| Comments on cooperation and on the involvement of partners and experts | \* Please provide information about the involvement of partners and experts as well as about the R&D cooperation necessary for the implementation of the project. *(The maximum length is 1,000 characters (incl. spaces))* |

# **Tab: Budget**

**Drawing up the budget**

To draw up the budget, please download the “Budget planning tool” (in the upper right-hand corner under the tab “Budget”) and fill in all the budget lines for all years. In order to assist you with planning the budget, the list of the budget lines is more extensive than that of the ETIS form. Please transfer the calculated sums of staff costs and research costs to the column “Average annual sum” in the ETIS application form. Thus, you neither have to show the budget for a fixed year nor the total budget, but the average annual budget, since annual expenses may vary during the period of the project.

**Fixed grant amount**

The application form in ETIS will display the corresponding fixed grant amounts depending on whether a project is experimental or non-experimental, or a small or large one. The average annual sum of the grant budget may be smaller or larger than the fixed grant amount, but in both cases it has to be justified. The Council will not allocate any sums larger than the fixed grant amounts and in case the estimated budget of the project exceeds the fixed grant amount, it is presumed that the host institution will finance the excess part of the budget from its own funds.

**Choosing the grant type**

Once you have drawn up the budget for the project, it is possible to decide whether to apply for a small or large grant. During the evaluation process, the grant type will not be changed, i.e., if the Evaluation Committee concludes that the application does not qualify for a large grant, the re-qualification of the application for a small grant will not be considered.

## **Section: Annual budget**

|  |  |
| --- | --- |
| Application type | *Start-up grant* |
| Research methodology | *Experimental/non-experimental (will be filled automatically according to the information on the first page)* |
| Grant type | *(Choose small or large)* |
| Maximum annual support applied for, including overhead costs | *Will be filled automatically after ticking “small” or “large”* |
| Staff costs | *Please explain the staff costs.* *(The maximum length is 1,000 characters (incl. spaces))* |
| Research costs | *Please explain the research costs. The maximum length is 1,000 characters (incl. spaces))* |
| Total direct costs | *(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 and/or choosing the large fixed-amount grant. **NB!** During the evaluation process, no cuts are made to the grant amount applied for (this is different compared to the calls before 2017). *(The maximum length is 5,000 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 | \* EstonianEnglish |
| 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 | 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.*