***NB! 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.*** *This sample application form is based on the application form in the Estonian Research Information System ETIS and its aim is to facilitate the process of compiling the application before you begin filling in the actual application form in ETIS.*

*The application has to be submitted via ETIS.* ***In order to create the application in ETIS****, you should fill in the compulsory fields (marked with a star) under the tab “Application”. 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 data**

|  |  |
| --- | --- |
| 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.)* |
| 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 of the selected month.)* |
| Project end (mm/yyyy)  | \* *(The project ends on the last date of the selected 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(s) 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*) | \*  |
| 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.)* |
| incl. direct costs  | *(The budget is to be filled in in the tab “Budget” and the total sum will be automatically also indicated on this page.)* |
| incl. overhead | *(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**

|  |  |
| --- | --- |
| 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, % | \* (*You have to choose the relevant field(s) from the pop-up menu)* |
| Summary in Estonian | \* Please write, in Estonian, 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 as well. 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, in English, 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 as well. 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). *(The maximum length is 300 characters (incl. spaces).)* |

**Section: Resubmission of the application**

|  |  |
| --- | --- |
| Is the application new or partially new? *-new application**-partially new application*  | *You can choose the option "new application" if you have not submitted this application before (in previous calls) or "partially new" if you have submitted this application in previous calls and are now submitting an improved version.* |
| Application number of the resubmitted application |  |
| Would you like to have the same reviewers, if possible? | *YES/NO answer* |
| Amendments in the application | Please describe the changes made compared to the previous application(s) and explain if the changes stem from the feedback given by the reviewers. (*The maximum length is 3,000 characters (incl. spaces).)* |

# **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 project, incl. (if applicable) the interdisciplinarity and intersectorality of the project | \*  |
| The main objectives of the project, hypotheses (excl. justified exceptional cases), methods, and the work plan together with risk reduction measures and a back-up plan, incl. tentative annual work plans and the availability of the infrastructure necessary for achieving the objectives of the project. | \*  |
| Expected results and their potential applicability as well as possible directions for future research | \* |
| 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 (e.g., Gantt chart) | Please attach only .pdf files. (*You can drag the file to this box or use the upload button (max 10 MB).)* |
| Graph(s) or table(s) illustrating the relevant issues in the justification | Please attach only .pdf files. (*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, and 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, and how the intellectual property issues will be addressed. 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 | (*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)* |
|  Explanation of the chosen answer concerning the Nagoya Protocol | \* *If you have ticked the box “no”, please explain your choice.* 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 maximum length is 3,000 characters (incl. spaces).)* |
| Due diligence declaration | (*This box opens only if you have ticked the box “yes”*) 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. (*The maximum length is 3,000 characters (incl. spaces).)* |

**Section: Budget**

*ETIS will calculate most of the budget fields based on the duration of the project and your selections (whether the project is experimental or non-experimental, and whether you need the relocation allowance). ETIS will also calculate the total sum of direct costs, but you should specify how much of this money you would like to spend on personnel costs. The sum of "Other direct costs" will be decreased by the sum inserted into the field "Personnel costs".*

|  |  |
| --- | --- |
| Research methodology (*experimental or non-experimental)* | \* |
| Explanation on research methodology | Please explain your previous choice (experimental or non-experimental). *The maximum length is 1,000 characters (incl. spaces).* |
| 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“. The maximum length is 1,000 characters (incl. spaces).* |

|  |  |
| --- | --- |
| Personnel costs of the postdoctoral 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 3,000 characters (incl. spaces).)* |

# **Tab: R&D activity**

## **Section: Applicant’s project**

(*You can browse them from ETIS*)

Research projects, grants, contract work, etc., carried out by the applicant 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 | Research projects carried out by the applicant and related to the postdoctoral research project. The projects of the PI can be browsed from ETIS. Please add only these projects which are directly related to this grant application. If the project is not related to your other projects in the same research field(s), please explain the choice of the research topic. *(The maximum length is 3,000 characters (incl. spaces).)* |
| 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. *(The maximum length is 3,000 characters (incl. spaces).)* |

## **Section: Supervisor’s project**

Research projects, grants, contract work, etc., carried out by the supervisor related to the postdoctoral research project. The projects can be described as free text.

|  |  |
| --- | --- |
| The relationship between the proposed project and the ongoing or recent research of 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). *(The maximum length is 3,000 characters (incl. spaces).)* |
| 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 2010): 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. *(The maximum length is 3,000 characters (incl. spaces).)* |

# **Tab: Impact**

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

|  |  |
| --- | --- |
| Scientific relevance and potential applicability of the expected results | \* Please describe how the project will help you improve your research career opportunities in Estonia and how the new knowledge and skills obtained will help to enrich Estonian research (in academic or non-academic sector). (*The maximum length is 3,000 characters (incl. spaces).)* |
| Importance of the project for Estonian culture, society, and/or economy (outside academia) | \* Please describe how the project is important for Estonia, e.g., by developing Estonian culture/society/economy. *(The maximum length is 3,000 characters (incl. spaces).)* |
| Dissemination of results | \* Please explain how the results of the project will be disseminated to the wider public. *(The maximum length is 3,000 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 in which you would like to communicate with the Estonian Research Council regarding this application  | \* EstonianEnglish |
| 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 10 MB).)* |

## **Section: 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 and indicate clearly which reviewers you are opposing and which you are suggesting. If you wish to oppose or suggest the reviewers of your previous application(s), please use the abbreviations R1, R2, R3. etc. This information is not binding for the Council. (The maximum length is 1,000 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 hereby 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.

5) I hereby declare that I am fully aware that all the information regarding the application will be sent to my ETIS desktop.

*If you would like to receive automatic messages regarding your application to your e-mail, please update your message settings in ETIS under “My Account”.*

*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.*