*This is a sample application form for PoC grant applications. The application has to be submitted via the Estonian Research Information System (ETIS), but the sample application form can be used for preparing the application. It is compulsory to fill in all the fields in the application that have been marked with a star. Before filling in the application form, please see also the **Evaluation Guidelines** for PoC Grant Applications in which the evaluation criteria have been stipulated.*

Full application

Tab: General data

Project title in Estonian	*
Project title in English	*
Principal Investigator	*
Institution	*
Project start (year, month)	*
Project end (year, month)	*
Field of research, speciality and %	*
Requested grant amount in the preliminary application	*The requested grant amount in the preliminary application will be automatically also indicated on this page*
Requested grant amount in the full 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 amount is to be filled in in the tab "Budget" and the amount will be automatically also indicated on this page*

Short presentation of the project in Estonian	* Please write, in Estonian, a short presentation of your project, explaining a) what is the problem addressed in the project, and why it is necessary and important to solve this problem? b) how will this problem be addressed in the project? c) what are the expected outcomes, and where can they be applied?
	This description should be understandable for a non-specialist audience. If the project will receive funding, this summary will be made public. *(Up to 1,000 characters (incl. spaces))*
Short presentation of the project in English	* Please write, in English, a short presentation of your project, explaining a) what is the problem addressed in the project, and why it is necessary and important to solve this problem? b) how will this problem be addressed in the project? c) what are the expected outcomes, and where can they be applied?
	This description should be understandable for a non-specialist audience. If the project will receive funding, this summary will be made public. *(Up to 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 across all sections is up to 20,000 characters with spaces. The list of references, tables, schemes and/or pictures explaining the relevant issues in the justification shall be added as separate files at the bottom of this tab.

Definition of the problem, existing solutions, products and/or services, incl. competitive position and market analysis of the sector; main objectives of the project, methods to achieve the objectives, possible risks together with risk reduction measures, and methods and criteria for assessing the effectiveness of the project	* Please describe the problem or the need that the project is aiming to solve or alleviate and explain why is it necessary to solve this problem; describe the solutions, products, and/or services existing on the market, and analyse their competitive position. Please briefly describe the expected solution to the problem or the need outlined above, the main objectives of the project and the methods to achieve the expected solution; what are the potential risks and risk reduction measures; what are the methods and criteria for assessing the effectiveness of the project.
Scientific background, incl. results of the previous research on which the idea for the project is based on, and the technology readiness level (TRL) of these results together with a justification	* Please briefly describe the most relevant results of the previous research on which the idea for the project is based on and which are directly related to the proposed project. Justify the TRL of these results according to the guidelines provided by the Council. NB! The applications in which the TRL is evaluated as being less than 4 or greater than 6 by the Expert Panel, do not qualify for funding.
Expected outcomes, their estimated TRL by the end of the project, and innovation potential	* Please describe the expected outcomes of the project, their estimated TRL according to the guidelines provided by the Council, how the outcomes will be innovative and/or distinctive compared to existing knowledge and solutions, and the activities which will lead to commercial or social innovation.
Potential impact, incl. the expected effect or benefits of the outcomes of the project, the potential ways of achieving this impact or benefit, and applicability of the outcomes	* Please describe the expected effect or benefits of the outcomes of the project for the economy, society, public policy and/or services, the potential ways of achieving, commercialising or otherwise applying this impact or benefit, and the planned/essential future activities (product development, promotion, etc.) necessary for achieving the applicability of the outcomes along the entire value chain.

Dissemination of results	* Please describe how the results will be disseminated to the wider (specialist and non-specialist) public, incl. for enhancing their commercialisation (if applicable) and application potential.
Project implementation, incl. a reasonable and realistic work plan	* Please provide a clear overview of the planned activities against clearly identified objectives and towards establishing the feasibility of the project.
Importance of the project for Estonian research, culture and society	* Please describe how the project is important for Estonia, e.g., by increasing the visibility of Estonian research; developing Estonian culture and society; encouraging cooperation between R&D institutions and/or government and/or enterprises in Estonia (intersectorality), etc.
List of references used in the justification	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)	*You can drag the file to this box or use the upload button (max 10 MB))*
Tables, schemes, and/or pictures 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

Research ethics, incl. potential ethical risks related to the implementation of the project; the use of research methods that require a review or approval from a specific ethics committee	* Please explain how the adherence to the requirements of general ethical issues and risk mitigation is guaranteed, incl. outlining the measures involving human participation, the collection and use of personal data, experiments with animals, research on genetic resources, etc. Please describe how the requirements of voluntary participation, informed consent, confidentiality and anonymity of subjects will be followed, how the wellbeing of the subjects will be guaranteed, and how the collected data will be stored and protected. Please use the Ethics Guidelines of the Council for analysing the ethical issues related to your project[1]. *(Up to 3,000 characters (incl. spaces))*

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[1] https://www.etag.ee/wp-content/uploads/2020/01/Eetika_Tabel_ENG_2020.pdf

Is the ethics committee decision mandatory?	* *(Please tick the box if yes)*
Ethics committee licence	Please add a valid licence provided by the respective ethics committee for the period of the project. 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[2]?	* *(Please tick the box if yes)*
Explanation regarding the 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[3]. 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. *(Up to 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 describe which data will be created, managed, and/or collected during the implementation of the project; 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. *(Up to 3,000 characters (incl. spaces))*
Explanation about intellectual property rights	* Please give an explanation about if and how the participants of the project, incl. partners (if applicable) have agreed on the issues related to intellectual property rights and obligations. *(Up to 3,000 characters (incl. spaces))*

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[2] Text of the Nagoya Protocol (cbd.int)
[3] https://www.etag.ee/wp-content/uploads/2020/01/Eetika_Tabel_ENG_2020.pdf

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 project. Please explain their relationship. *(Up to 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. *(Up to 3,000 characters (incl. spaces))*

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

Relationship between the chosen industrial property entries and the project	Please explain the importance of up to 5 industrial property items related to this project. *(Up to 3,000 characters (incl. spaces))*

Section: Planned cooperation *(you can browse cooperation partners from ETIS or add a new one)*

Comments on cooperation	Please provide a detailed description about national and/or international cooperation which is planned for achieving the objectives of the project, incl. which (business) partners and/or experts will be involved. *(Up to 3,000 characters (incl. spaces))*
Has an enterprise expressed interest in the project and/or wishes to collaborate?	Please provide a detailed explanation about why the enterprise(s) wish to collaborate and/or has (have) an interest in the outcomes of the project, or which agreements have been made with the enterprises regarding the use of the outcomes of the project. *(Up to 3,000 characters (incl. spaces))*

Tab: Staff

Section: Principal Investigator and senior research staff

The PI and the members of the senior research staff are the people who are employed at the same institution or at a different institution 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 can also include students.

If the applicant and/or the member(s) of the research staff (except for the students) are not employed by the institution and/or by some other Estonian R&D institution at the time 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 members of the 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. Explain how their qualification helps to conduct the activities assigned to them in the project. *(Up to 3,000 characters (incl. spaces))*

Section: Students

Participation of students; their role and distribution of tasks	* Please describe the roles and tasks of the students in the project. *(Up to 3,000 characters (incl. spaces))*

Tab: CV

- Please update your CV in ETIS. General data can be updated from the left-hand sidebar menu "CV". Publications, supervisions, and industrial property items can be added or updated from the left-hand sidebar 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 by pressing "Unconfirm CV".

Tab: Budget
Section: Budget

Direct costs	Please explain why these costs are necessary for achieving the objectives of the project. *(Up to 1,000 characters (incl. spaces))* *The maximum amount that can be applied for, incl. overhead costs, is 100,000 euros.*
Overhead (25% of 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. (Up to 1,000 characters (incl. spaces))*

Tab: Additional information

Please choose the language for communicating with you regarding this application (Estonian or English)	* Estonian English
Other relevant information related to the application	You may add here any relevant information regarding this application, incl. letters of confirmation and support from the 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 you consider to have the highest expertise. Please explain your choices. This information is not binding for the financier. *(Up to 500 characters (incl. spaces))*

Tab: Submission

Declarations

1) I hereby declare that the information contained in this application 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 the application has been compiled with the intention that each part of this application complies with the principles of research integrity and good research practice, and that I have avoided fabrication, falsification, and plagiarism.

4) I hereby declare that I am only responsible for the correctness of the information relating to my own institution.

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.