***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.***

***This is a sample application form for******starting grant applications****. The 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****, you have to fill in the fields: Project title in English, Institution, Project end, Research methodology. All the other tabs will be unlocked after saving these fields.*

***NB! While filling in the application form 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 |  |
| Institution | \* |
| Project start (year) | \* |
| Project end (year) | \* |
| Preferred Expert Panel | \* *(You have to choose from the pop-up menu: Exact Sciences; Biological and Environmental Sciences; Agricultural and Veterinary Sciences;* *Engineering and Technology; Humanities and the Arts; Medical and Health Sciences; Social Sciences)* |
| Please explain and justify your choice(s) | \* |
| Research field, speciality, and % | \* (*You have to choose from the pop-up menu)* |
| Research type (*basic research or applied research*) | \* |
| Grant amount | \* |
| Total budget | *(The budget is to be filled in in the tab “Budget” and the annual amount will be automatically also indicated on this page)* |
| Requested budget for 2022 | *(The budget is to be filled in in the tab “Budget” and the annual amount 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 abroad (e.g., postdoctoral studies, working as a researcher at an R&D institution or at a research-intensive enterprise, etc. in a foreign country) | \* *Please provide the period(s) 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(s) of being away and an explanation. The maximum length is 300 characters (incl. spaces))* |
| Summary in Estonian | *\** Please write, in Estonian, an abstract-like description of your project, explaining what the idea is all about, what are the expected outcomes, and why they 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 are the expected outcomes, and why they 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 application" if you have submitted this application in previous calls and are now submitting an improved version*.* |
| Was the application you submitted last year funded for one year by the Estonian Research Council? | *YES/NO answer* |
| 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. Please list the shortcomings in the previous application(s) identified by the reviewers and describe the amendments made to address these shortcomings. (*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 **22,000** characters with spaces. The list of references, risk assessment and mitigation plan, and figures shall be added as separate files at the end of the form.

|  |  |
| --- | --- |
| Scientific background of the research project, incl. the interdisciplinarity of the project (if applicable) | \* |
| The main objectives of the project, research questions and/or (excl. justified exceptional cases) hypotheses, 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, their potential scientific impact, and possible directions for future research | \* Please describe the potential scientific impact of the project and the potential applicability of the expected results, considering the specifics of the research field. |

|  |  |
| --- | --- |
| 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 15 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 15 MB))* |
| Figure(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 15 MB))* |
| Risk assessment and mitigation plan | Please attach only .pdf files. (*You can drag the file to this box or use the upload button (max 15 MB))* |

**Tab:** **Ethics and data/Research ethics and research data**

**Section:** **Meeting the requirements of research ethics**

|  |  |
| --- | --- |
| Confirmation of adherence to the principles of research ethics | \* The applicants are required to consider the potential ethical risks related to the implementation of the project (e.g., questions related to human participation or involvement of animals; gender, age, cultural, etc. diversity issues; political, religious, societal, historical, and other sensitive topics; maintenance of biodiversity, environmental intervention, etc.) and to provide an action plan explaining how these questions will be dealt with. The research integrity issues related to this project have to be considered as well (incl. intellectual property issues). 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 | It is only allowed to add an ethics committee licence that meets all the following requirements: 1) the licence has been issued for implementing this particular project, 2) the licence has been issued to the applicant or to the supervisor, 3) the licence is valid during the period of the project. Only .pdf or .bdoc files can be uploaded. *(You can drag the file to this box or use the upload button (max 15 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 | \*Please explain your choice also in case you have ticked the box "no". 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 15 MB))* |

**Section: Research data management**

|  |  |
| --- | --- |
| Research data management | \*Please describe 1) which data will be created, managed, or collected; 2) will the data be shared or made public and in which way; 3) how the data will be stored during the period of the project; 4) how the data will be preserved after the end of the project, and 5) the action plan to address the legal requirements of data management. The data management plan has to be provided after the grant contract has been signed. (*The maximum length is 5,000 characters (incl. spaces))* |

# **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.

The members of the senior research staff are academic staff members who have been awarded a doctoral degree or have equivalent qualification, and doctoral students, who are employed or study at the institution during the implementation of the project and who shall be fully or partially remunerated from the grant.

## **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**

#### Other members of the research staff are academic and non-academic staff members without a doctoral degree or equivalent qualification, and students (excl. doctoral students), who are employed or study at the institution during the implementation of the project and whose work is related to the topic of the project. Please add the members of the other research staff from ETIS (all staff members should have an account in ETIS).

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

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

|  |  |
| --- | --- |
| Comments on cooperation and on the involvement of partners and experts | \* Please describe the external partnerships (e.g., national or international cooperation) necessary for the implementation of the project which has no contractual nature. You can enter up to 10 entries. *(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 sidebar menu “CV”. Publications, supervisions, and industrial property items can be added or updated from the left-hand menu “CV”. 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”.

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

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

# **Tab: R&D results**

## **Section: Related publications**

Please add up to 7 most relevant publications over the past 10 years (since 2011) by the PI (You can browse them from ETIS). Please upload .pdf files of the publications to make them easily accessible for the reviewers.

|  |  |
| --- | --- |
| Link to the PI's Google Scholar profile | If applying in the fields of Engineering and Technology or Social Sciences, then the applicants are asked to create a Google Scholar profile (if not already present), provide a link to their profile, check that the status of their profile is public, and that the correct publications have been linked to their name. 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”. |
| Comments on the publications, relation to the project, contribution of the PI; possible name change of the PI, parental leave, etc. | \* Please indicate the importance of the publications to this project and the PI's contribution to the publications. Please explain if your R&D activity has been affected by the parental leave or because of being in compulsory military service. *(The maximum length is 3,000 characters (incl. spaces))* |

## **Section: Industrial properties**

## Please add up to 7 most relevant industrial property items over the past 10 years (since 2011) by the PI (You can browse them from ETIS). (*You can browse them from ETIS).*

|  |  |
| --- | --- |
| Relationship between the chosen industrial property items 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 in the past 10 years (since 2011). NB! The PI must have been the Principle Investigator or the member of the senior research staff or other research staff (according to ETIS). You can enter up to 10 entries. *(You can browse them from ETIS)*.

|  |  |
| --- | --- |
| 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 during the past 10 years. *(The maximum length is 3,000 characters (incl. spaces))* |

## **Section: Previous grants obtained from the Estonian Research Council**

Please add the previous project(s) (with the acronyms PSG, PUTJD, MOB) which has/have been led by the PI and funded by the Estonian Research Council (if applicable).

|  |  |
| --- | --- |
| The outcomes of the projects | Please describe three most noteworthy results, including the references to the relevant publications, of the previous project(s) carried out with the research or mobility funding awarded by the Estonian Research Council. *(The maximum length is 3,000 characters (incl. spaces).)* |

# **Tab: Impact**

|  |  |
| --- | --- |
| 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. When filling in this section of the application, please refer to criteria 6.1 and 6.2 of the Evaluation Guidelines. *(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))* |
| Estimated TRL of the results of the project | \* Please add the estimated technology readiness level (TRL) of the results of the project in accordance with the guidelines provided by the Council. The guidelines for Social Sciences, and Humanities and the Arts: <https://www.etag.ee/wp-content/uploads/2019/03/Technology-readiness-levels-in-HU-and-SO-fields.pdf>. The guidelines for other research fields: <https://www.etag.ee/wp-content/uploads/2019/01/Technology-readiness-levels.pdf>. |
| Explanation regarding the chosen TRL | \* |

# **Tab: Budget**

**Drawing up the budget**

To draw up the budget, please download the "Budget 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 application form. Please transfer the calculated sums of staff costs and research costs to the column "Average annual sum" in the ETIS application form. Therefore, 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 average annual sum of the 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 institution will finance the excess part of the budget from its own funds.

**Choosing the right grant amount**

Once you have drawn up the budget for the project, it is possible to decide which grant amount (I-IV) is the most suitable one to apply for.

## **Section: Annual budget**

|  |  |
| --- | --- |
| Application type | *Starting grant* |
| Grant amount | Grant amount I; Grant amount II; Grant amount III; Grant amount IV |
| Maximum annual grant amount, incl. overhead costs |  |
| 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 if applying for the grant amounts III and IV. In case of applying for the grant amounts III and IV, it is obligatory to add the detailed calculation of the budget in the "Budget tool" (i.e., the .xlsx file) under the tab "Additional information", while in case of applying for the grant amounts I and II, adding the .xlsx file of the "Budget tool" is only optional. *(The maximum length is 5,000 characters (incl. spaces).)* |

# **Tab: Bibliometrics**

In call 2021, the applicants are required to provide an overview of their bibliometric data. If applying in the fields of Engineering and Technology, Exact Sciences, or Social Sciences, then the applicants are asked to create a Google Scholar profile (if not already present), provide a link to their profile, check that the status of their profile is public, and that the correct publications have been linked to their name.

If applying in the field of Humanities and the Arts, then it is important that the applicant's ETIS CV contains all the relevant publications, yet no bibliometric data has to be provided.

The applicants in the fields of Agricultural and Veterinary Sciences, Medical and Health Sciences, and Natural Sciences (Exact Sciences as well as Biological and Environmental Sciences) have to review and, if necessary, update their list of publications in the Clarivate Analytics Web of Science database. The applicant has to import the publications (except for meeting abstracts and corrections/corrigenda) published during the last ten years (since 2011), which are listed in the Clarivate Analytics Web of Science database. The publications can be imported using the author's name or the identifier(s) (e.g., the Researcher ID). It is important to keep in mind that only the publications that have been published before the confirmation of the application can be imported and that the publications that are going to be published afterwards cannot be additionally imported.

|  |  |
| --- | --- |
| Author |  |
| Period | 2011-2021 |
| Period of being away due to parental leave or compulsory military service | *Pre-filled according to the information on the first page* |
| Number of publications | *Will be calculated automatically* |
| Total number of citations | *Will be calculated automatically* |
| H-index | *Will be calculated automatically* |

**Publications that meet the criteria**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Authors | Title | Journal | Year | WOS identifier | Number of citations |
|  |  |  |  |  |  |

# **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 when evaluating the applications.

|  |  |
| --- | --- |
| Please choose the language in which you would like to communicate with the Estonian Research Council regarding this application | \* Estonian  English |
| Other information related to the application (e.g., detailed calculation of the budget) | *Only information of administrative nature (letters of confirmation, copies of diplomas, etc.) may be uploaded here. (You can drag files to this box or use the upload button (max 15 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 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 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.

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.*