# Checklist for postdoctoral grant applications

If some formal errors are discovered while checking the technical details of the applications, then the application will be sent back to the applicant for making amendments and this will extend the period of processing grant applications. The content of the applications will not be evaluated at this stage.

If the applicant fails to make the necessary amendments, then the application will not be processed.

It is not allowed to make other changes in the applications when making the required amendments. The amended version of the application will be compared with the initial version of the application and the amended version can only differ in these aspects that the applicant was asked to change. If it becomes evident that the application has been changed more than allowed, then the Council is entitled to reject the application without processing it.

The application and the additional materials attached to it have to be in English, except for the title in Estonian and the summary in Estonian.

# **Tab: Application**

## **Section: General information**

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| --- | --- |
| Project title in Estonian | Is it in Estonian? Does it begin with a capital letter? It is without any spelling mistakes? |
| Project title in English | Is it in English? Is it capitalised? It is without any spelling mistakes? |
| Postdoctoral fellow |  |
| ResearcherID | Only ResearcherID; ORCID, etc. can be added to the CV. |
| Postdoctoral fellow (CV) | Has the applicant’s CV been added as a PDF file? Does the CV contain all the necessary information? |
| PhD acquisition date | Has the doctoral degree been obtained in Estonia and no later than on 1 January 2016? If not, then has the applicant been on pregnancy, maternity or parental leave, or in compulsory military service? Have the justifications and the exact periods of being away been added? Is the applicant eligible to apply? |
| Institution | Is the institution a positively evaluated R&D institution? |
| Supervisor | Does the supervisor work at the collaborating institution, have a doctoral degree or equivalent qualification, and has not been the (co-)supervisor of the applicant’s doctoral dissertation? |
| Supervisor’s ResearcherID | Only ResearcherID; ORCID, etc. can be added to the CV. |
| Supervisor’s CV | Has the supervisor’s CV been added as a PDF file? Does the CV contain all the necessary information (overview of the research career as well as the list of publications and supervision experience during the past 10 years)? |
| Collaborating institution and country | Has the collaborating institution (foreign R&D institution) been added? |
| Collaborating institution’s confirmation letter | Has the letter of confirmation been added as a PDF file? Is the letter of confirmation addressed to the Council? Does the letter of confirmation include all the necessary information (the confirmation by the collaborating institution and by the supervisor that  * the supervisor is familiar with the topic and with the period of the postdoctoral project and is willing to supervise the postdoctoral fellow on this topic and during this period; * the supervisor and the collaborating institution are aware that the postdoctoral fellow will implement the project (at least partially) in the country where the collaborating institution is situated; * if the application will be approved, the postdoctoral fellow will have a place of work, necessary equipment, and access to the necessary information and research infrastructure)? |
| Project start (the project begins on the first date of the selected month) | Does the project begin in July 2022 at the latest? If not, then has the application for making an exception been added? |
| Project end (the project ends on the last date of the selected month) | Is the duration of the project as least 1 year and no more than 3 years? |
| I have been on parental leave or in compulsory military service after obtaining my first doctoral degree | If yes, then has the comments section been filled in and have the periods of being away been specified? Has the applicant been away after obtaining his/her first doctoral degree? Is the applicant eligible to apply? |
| I have worked and/or studied in Estonia at least for the past 12 months | Does the CV confirm that the applicant has worked and/or studied in Estonia during the past 12 months (12 months before 31 March 2021)? |
| Research type (*basic research or applied research*) |  |
| Total budget | Is the amount a whole number? The amount cannot differ from the fixed grant amounts (grant amount I or II). |
| incl. direct costs of the postdoctoral fellow |  |
| incl. overhead |  |

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

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| --- | --- |
| Preferred Expert Panel |  |
| Please explain and justify your choice | Has the choice been justified? |
| Research field, speciality, and % | It is possible to add up to 3 sub-fields. Do the percentages add up to 100%? |
| Summary in Estonian | Is it in Estonian and without any spelling mistakes? Is the summary written in a popular science format? |
| Summary in English | Is it in English and without any spelling mistakes? Is the summary written in a popular science format? |
| Keywords | Have only keywords been added? Are there no more than 6 keywords? |

**Section: Resubmission of the application**

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| --- | --- |
| Is the application new or partially new?  *-new application*  *-partially new application* | Has it been filled in? |
| Application number of the resubmitted application | Is the number correct? |
| Would you like to have the same reviewers, if possible? |  |
| Amendments in the application | Have the amendments been explained? It is neither allowed to add the scores of the previous application nor criticism, remarks, or opinions with the intention to disparage or influence the reviewers. |

# **Tab: Justification**

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| --- | --- |
| Scientific background of the project | It is not allowed to add any external links that direct the reader to access a more thorough justification. Are there any such links in the text? |
| 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. | It is not allowed to add any external links that direct the reader to access a more thorough justification. Are there any such links in the text? |
| Expected results, their potential applicability, and possible directions for future research | It is not allowed to add any external links that direct the reader to access a more thorough justification. Are there any such links in the text? |
| List of references | Has the list of references together with a suitable title been added? Has it been added as a PDF file? Does the file include descriptive text that should instead be part of the justification? |
| Timetable (e.g., Gantt chart) | Has the timetable together with a suitable title been added? Has it been added as a PDF file? Does the file include descriptive text that should instead be part of the justification? |
| Figure(s) illustrating the relevant issues in the justification | Have the figures illustrating the relevant issues in the justification together with a suitable title been added? Have they been added as PDF files? Do the files include descriptive text that should instead be part of the justification? |
| Risk assessment and mitigation plan | Has the risk assessment and mitigation plan together with a suitable title been added? Has it been added as a PDF file? Does the file include descriptive text that should instead be part of the justification? |

**Tab: Ethics and data**

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

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| --- | --- |
| Confirmation of adherence to the principles of research ethics | Has the adherence to the principles of research ethics been described in accordance with the ethics guidelines? |
| Is the ethics committee decision mandatory? |  |
| Ethics committee licence | Does the attached file meet 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. Has the licence been added in the correct format (as a PDF or .bdoc file)? |
| Does the project necessitate compliance with the Nagoya Protocol? |  |
| Explanation of the chosen answer concerning the Nagoya Protocol | Has the compliance with the Nagoya Protocol been explained? |
| Due diligence declaration | The due diligence declaration has to be declared in the database DECLARE. Have any unsuitable materials been added? |

## **Section: Research data management**

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| --- | --- |
| Research data management | Has data management been described? |

**Section: Budget**

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| --- | --- |
| Grant amount |  |
| Explanation regarding the grant amount | Has the choice of the grant amount been explained? |
| Comments on budget | Has the distribution of the costs been described? |

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| --- | --- |
| Staff costs of the postdoctoral fellow |  |
| Other direct costs required for research, based on the characteristics of the project |  |
| Total |  |
| Overhead |  |
| Total budget with overhead |  |

# **Tab: R&D activity**

## **Section: Applicant’s projects**

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| --- | --- |
| The relationship between the proposed project and the ongoing or recent research of the applicant | It is not allowed to add any external links that direct the reader to access a more thorough justification. Are there any such links in the text? Has the relationship between the proposed project and the ongoing or recent research of the applicant been explained? Is the applicant the PI/member of the (senior) research staff of these projects? |
| A description of the applicant’s previous R&D activities relevant to this project | It is not allowed to add any external links that direct the reader to access a more thorough justification. Are there any such links in the text? |

## **Section: Supervisor’s projects**

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| --- | --- |
| The relationship between the proposed project and the ongoing or recent research of the supervisor | It is not allowed to add any external links that direct the reader to access a more thorough justification. Are there any such links in the text? Has the relationship between the proposed project and the ongoing or recent research of the supervisor been explained? Is the supervisor the PI/member of the (senior) research staff of these projects? |
| A description of the supervisor’s previous R&D activities and supervision of PhD and postdoctoral students in the past 10 years | It is not allowed to add any external links that direct the reader to access a more thorough justification. Are there any such links in the text? Have only the activities and supervision experience in the past 10 years been described? |

# **Tab: Impact**

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

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| --- | --- |
| Research career development | Has it been described? |
| Importance of the project for Estonian culture, society, and/or economy | Has the importance for Estonia been described? It is not allowed to add any external links that direct the reader to access a more thorough justification. Are there any such links in the text? |
| Dissemination of results | Have the dissemination activities for both specialist and non-specialist audiences been described? It is not allowed to add any external links that direct the reader to access a more thorough justification. Are there any such links in the text? |
| Estimated TRL of the results of the project | Has the TRL been selected? |
| Explanation regarding the chosen TRL | Has the explanation regarding the TRL been added? |

# **Tab: Additional information**

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| --- | --- |
| Please choose the language in which you would like to communicate with the Estonian Research Council regarding this application | Has the correct language been selected? |
| Co-supervisor | Is there a co-supervisor? If yes, then does he/she have a doctoral degree or equivalent qualification and is it certain that the co-supervisor has not been the (co-)supervisor of the applicant’s doctoral dissertation? |
| Co-supervisor's CV | Has the co-supervisor’s CV been added as a PDF file? Does the CV contain all the necessary information (overview of the research career as well as the list of publications and supervision experience during the past 10 years)? |
| Additional files | Have only information of administrative nature been added (letters of confirmation, applications for making exceptions, etc.)? |
| Other information related to the application | Has any unnecessary information been added? |

## **Section: Opposing and suggesting reviewers**

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| --- | --- |
| Opposing and suggesting reviewers | Each applicant has the right to oppose as well as suggest potential reviewers. It is allowed to add up to three names in both cases. Have no more names been added and have the choices been explained? |