# Checklist for starting 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**

|  |  |
| --- | --- |
| 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? |
| Principal Investigator |  |
| ResearcherID | Only ResearcherID; ORCID, etc. can be added to the CV. |
| Institution | Is the institution a positively evaluated R&D institution? |
| Project start (year) | Does the project begin in 2022? |
| Project end (year) | Does the project end in 2025 at the latest? |
| Preferred Expert Panel |  |
| Please explain and justify your choice(s) | Has it been explained? |
| Research field, speciality, and % | It is possible to add up to 3 sub-fields. Do the percentages add up to 100%? |
| Research type (*basic research or applied research*) |  |
| Grant amount |  |
| Total budget |  |
| Requested budget for 2022 | Is the amount in accordance with the grant type? Is the amount a whole number? |
| PhD acquisition date | Has the doctoral degree been obtained between 1 January 2015 and 1 January 2020? 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? |
| 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) | Has the research experience acquired in a foreign country after obtaining the doctoral degree been described? Have the necessary time periods been added? Is the applicant eligible to apply? |
| 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? |
| 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**

|  |  |
| --- | --- |
| Is the application new or partially new?  -new application  -partially new application | Has it been filled in? |
| Was the application you submitted last year funded for one year by the Estonian Research Council? |  |
| 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**

|  |  |
| --- | --- |
| Scientific background of the research project, incl. the interdisciplinarity of the project (if applicable) | 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 scientific impact, 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 member of the senior research staff, 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? |

# **Tab: Staff**

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

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| --- | --- |
| Participation of senior research staff (their role and distribution of tasks) | Does the PI have a doctoral degree? Do the PI and the member(s) of the senior research staff (if they are participating in the project) have up-to-date CVs (which include information regarding their research degree and position at the time of submitting the application)? Is the selected workload of the PI 1.0 (if not, then has the application for making an exception been added)? Has the position of the PI and the member(s) of the senior research staff at the time of submitting the application and from the beginning of the project been added? Have the participation periods of the PI and the member(s) of the senior research staff been added? Have the competences and the role/tasks of the PI and the member(s) of the senior research staff been described? Do the members of the senior research staff meet the requirements set for starting grant projects? If applying for the grant amount III or IV, then have the requirements set for these grant amounts been met? |

## **Section: Other research staff**

|  |  |
| --- | --- |
| Participation of students and other research staff of the project (their role and distribution of tasks) | Have the competences and the role of the other member(s) of the research staff (if they are participating in the project) been described? Have the research degrees and the participation periods of the other member(s) of the research staff been added? Do the other member(s) of the research staff meet the requirements set for starting grant projects? Have all the people whose salary/scholarship will be covered by the grant been included as the members of the (senior) research staff? |

**Section: External partners**

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| --- | --- |
| Comments on cooperation and on the involvement of partners and experts | Have only these experts and cooperation partners been added whose contribution is necessary for the implementation of this particular project? Has their role been explained? Have no more than 10 entries been added? |

# **Tab: CV**

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

Do the CVs of the PI and the members of the senior research staff include all the necessary information: information regarding their doctoral degree, current position, etc.?

# **Tab: R&D results**

## **Section: Related publications**

|  |  |
| --- | --- |
| Link to the PI’s Google Scholar profile | Have the applicants who have selected Engineering and Technology or Social Sciences as their preferred Expert Panel provided a link to their Google Scholar profile? |
| Comments on the publications, relation to the project, contribution of the PI; possible name change of the PI, parental leave, etc. | Have no more than 7 entries been added? Have these publications been published in the past 10 years? Is the applicant one of the authors of all these publications? Have the full texts been added as PDF files? Has the applicant described his/her contribution to the publications as well as the relationship between the chosen publications and the application? |

## **Section: Industrial properties**

|  |  |
| --- | --- |
| Relationship between the chosen industrial property items and the project | Have no more than 7 entries been added? Is the applicant one of the authors of all these industrial property items? Have the industrial property items been obtained/applied for in the past 10 years? Has the relationship between the chosen industrial property items and the application been described? |

**Section: Related projects**

|  |  |
| --- | --- |
| Participation of the PI in R&D projects and the supervision experience of the PI | Have no more than 10 projects over the past 10 years been added? Is the applicant the PI and/or member of the (senior) research staff of these projects? Has the role of the applicant in these projects been described? Has the relationship between these projects and the application been described? Has the applicant described his/her supervision experience? |

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

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| --- | --- |
| The outcomes of the projects | Have only these PUT, PSG, PRG, and Mob projects of the past 10 years been added which have been led by the applicant? Has the explanation regarding the outcomes of these projects been added? |

# **Tab: Impact**

|  |  |
| --- | --- |
| Importance of the project for Estonian culture, society, and/or economy (outside academia) | Has the importance of the project for Estonia been explained? 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: Budget**

## **Section: Annual budget**

|  |  |
| --- | --- |
| Application type |  |
| Grant amount | Is the chosen grant amount in accordance with the justification for the budget? |
| Maximum annual grant amount, incl. overhead costs |  |
| Staff costs | Has the distribution of staff costs been described? |
| Research costs | Has the distribution of research costs been described? |
| Total direct costs |  |
| Overhead |  |
| Total budget with overhead |  |
| Comments on budget | Is there a justification/explanation why this particular grant amount is applied for (i.e., which costs and/or specifics of the research to be conducted justify the choice of this grant amount)? Have all the requirements set for this particular grant amount been met? |

# **Tab: Bibliometrics**

The bibliometric indicators have to be provided by the applicants in the fields of Medical and Health Sciences, Agricultural and Veterinary Sciences, Exact Sciences, and Biological and Environmental Sciences.

|  |  |
| --- | --- |
| Author |  |
| Period | 2011-2021 |
| Period of being away due to parental leave or compulsory military service |  |
| Number of publications |  |
| Total number of citations |  |
| H-index |  |

**Publications that meet the criteria**

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

# **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? |
| Other information related to the application (e.g., detailed calculation of the budget) | Have only information of administrative nature been added (letters of confirmation, applications for making exceptions, budget, etc.)? |
| 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? |