



Eesti Teadusagentuur  
Estonian Research Council

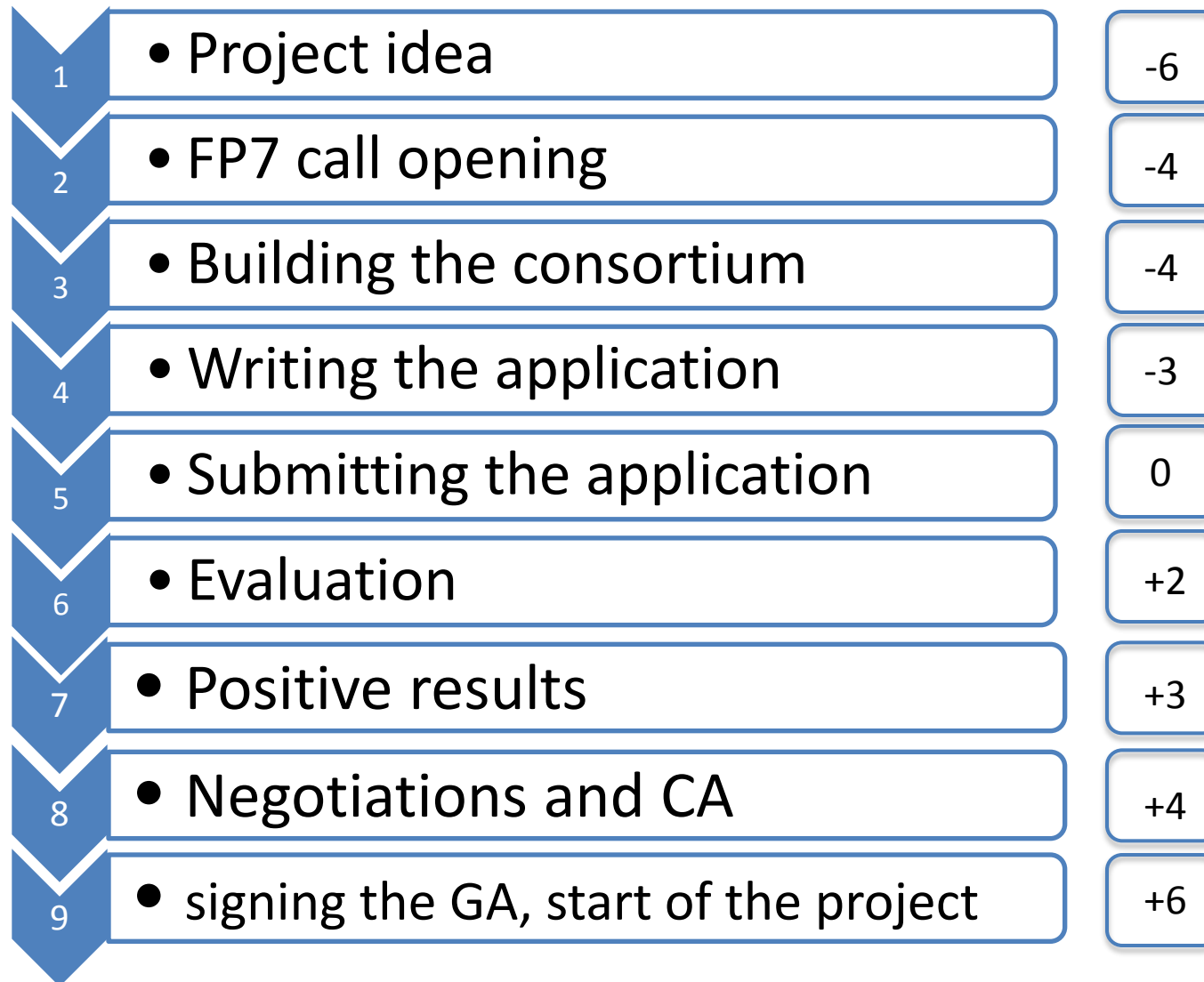
# Preparing the application

**Oskar Otsus**

May 2013

Croatia

# 9 steps from idea to project



# Building your team

- Work out the basic work plan of your project
- What kind of partners do you need?
- Take into account:
  - Project type
  - Minimum and maximum budget
  - Special requirements in WP
    - Involvement of SMEs
    - Cooperation with third countries
    - etc

# Who to invite?

- Friends and partners
- Friends of friends
- Partner searches, ask NCPs
- Conferences and partnering events

Every partner has to have an important role!

# Agreements between partners

## Confidentiality Agreement - voluntary!

- Is signed in the beginning of the project preparations
- Defends confidential information and IPR
- Regulates:
  - What is to be considered confidential information
  - Using the information and restrictions
  - Penalties in case of misuse

## Memorandum of Understanding - voluntary!

- Is signed in the beginning of the proposal writing process
- Regulates:
  - Proposal preparation order
  - Good will (competitive proposals)
  - Costs, etc
  
- Guides: **[www.ipr-helpdesk.org](http://www.ipr-helpdesk.org)**

# Proposal writing

- Prepare a work plan
- Get familiar with rules
  - Work Programme
  - Guide For Applicants
  - Financial guidelines
  - etc
- Create an ECAS account
- Share the proposal writing between partners
- Don't be afraid to ask for help and opinion of a friend
- Don't leave things on the last minute!

# Preparing the budget

**Oskar Otsus**

May 2013

Croatia

# Budget – different cost items

## ❖ Personnel costs

- ❖ Number of working months (full time)
- ❖ Person month rate

## ❖ Other costs

- ❖ Travel costs
- ❖ Durable equipment (depreciation)
- ❖ Consumables
- ❖ Etc

## ❖ Subcontracting

## ❖ Indirect costs (overhead)



# Personnel costs

You must know the value of your **person month**

**Person month = salary + social charges + regular bonuses**

## Example:

2 researchers are participating in an FP7 project and they must calculate their personnel costs:

1st researchers person month rate – 2500 €, works 24 months

2nd researcher person month rate – 1500 €, works 24 months, 50% of his time

Their personnel costs:  $2500 * 24 + 1500 * 12 = 78\ 000\ €$

Person month rate to use in application:  $78\ 000 / 36 = 2167\ €$

# Participants portal. Submitting the application

**Oskar Otsus**

May 2013

Croatia

### LOGIN



Login

[Register your account](#)



### WELCOME

Welcome to the Participant Portal

The Participant Portal is your entry point for electronic administration of EU-funded research and innovation projects, and hosts the services for managing your proposals and projects throughout their lifecycle. Currently the portal covers mainly actions under the 7th EU-Framework Programme for Research and Technological Development (FP7). In the future, its coverage will be extended to other programmes in the area of research and innovation.



### NEED HELP?

- ▶ [Frequently Asked Questions](#)  
(NEW) [Experts area](#) (Quick)
- ▶ [User manual](#)  
[submission user manual](#)
- ▶ [Presentations](#)  
(NEW) [Submission of proposals](#)
- ▶ [Contact the Helpdesk](#)

### WHAT'S NEW

Participant Portal V3.5  
(12/2012)

- ▶ Support for electronic-only submission of Financial Statements (when applicable)

What does it offer today?

<http://ec.europa.eu/research/participants/portal/page/home>

- Depending on your role in projects and organisation, you can view information on projects, negotiate your grant agreement, manage amendments, submit financial and scientific reports or review projects.
- Depending on your roles in projects and organisation, you can assign or revoke access rights to project data for other persons.
- If you are interested in participating as an expert for the European Commission, you can join the database of independent experts for European research and innovation

Forthcoming functionalities

- Expert evaluators will be able to manage the administrative details related to their work as project evaluators.
- The currently separate electronic proposal submission system will be replaced by a new system.
- Direct access to FP7 related information and documentation.

[Home](#)[Funding](#)[Documents](#)[My Organisations](#)[My Proposals](#)[My Projects](#)[My Roles](#)[Notifications](#)[Experts](#)[Support](#)

## LOGIN



Logout

Oskar OTSUS

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

## NEED HELP?

- [Frequently Asked Questions](#) (NEW) [Experts area](#) ([Quick info](#))
- [User manual](#) (NEW) [Electronic proposal submission user manual](#)
- [Presentations](#) (NEW) [Submission of proposals](#)
- [Contact the Helpdesk](#)

## WHAT'S NEW

Participant Portal V3.5  
(12/2012)

- Support for electronic-only submission of Financial Statements (when applicable)
- Role management:
  - new role of FSIGN (Financial Statement)

## HOME

## Manage Organisations

Search an organisation

Register an organisation

Manage organisation data

## Identify Opportunities

Read FP7 related documentation

Search for a call

## Proposals

Browse and/or manage proposals

Browse Proposals of your organisation

## Negotiations

Browse and/or manage negotiations

## Others

Manage roles and delegations

Support

Home Funding Documents My Organisations My Proposals My Projects My Roles Notifications Experts Support

Latest Info FP7 Calls CIP Calls Other Calls Search Calls

## SELECTED SPECIFIC PROGRAMME: COOPERATION

Open Closed Forthcoming

- [Food, Agriculture and Fisheries, and Biotechnology](#) / 3 open calls
- [Information and Communication Technologies](#) / 4 open calls
- [Nanosciences, Nanotechnologies, Materials and new Production Technologies - NMP](#) / 2 open calls
- [Energy](#) / 3 open calls
- [Environment \(including Climate Change\)](#) / 3 open calls
- [Transport \(including Aeronautics\)](#) / 4 open calls
- [Socio-economic sciences and Humanities](#) / 3 open calls
- [Joint Technology Initiatives \(Annex IV-SP1\)](#) / 3 open calls

Food, Agriculture and Fisheries, and Biotechnology ([back to top](#))

Call for proposals

Show 10 entries

Copy Excel Print

Search:

Call Identifier	Call Title	Publication Date	Deadline
<a href="#">FP7-KBBE-2013-7-single-stage</a>	KBBE-2013	2012-07-10	2013-02-05
<a href="#">FP7-OCEAN-2013</a>	The Ocean of Tomorrow 2013	2012-07-10	2013-02-07
<a href="#">FP7-ERANET-2013-RTD</a>	ERA-NET Call 2013	2012-07-10	2013-02-28

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

## LOGIN



Logout

Oskar OTSUS

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

## FP7 SPECIFIC PROGRAMMES

Cooperation

Ideas

People

Capacities

Euratom

## NEED HELP?

[Frequently Asked Questions](#)  
(NEW) [Experts area](#) ([Quick info](#))

[User manual](#)

LOGIN

 Logout

Oskar OTSUS 

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

FP7 SPECIFIC PROGRAMMES

Cooperation





Ideas

People

Capacities

Euratom

NEED HELP?

-  [Frequently Asked Questions](#) (NEW) [Experts area](#) (Quick info)
-  [User manual](#) (NEW) [Electronic proposal submission user manual](#)
-  [Presentations](#) (NEW) [Submission of proposals](#)
-  [Contact the Helpdesk](#)

SELECTED SPECIFIC PROGRAMME: COOPERATION

Open Closed Forthcoming

The Ocean of Tomorrow 2013

[Return to calls](#)

**Identifier:** FP7-OCEAN-2013

**Publication Date:** 10 July 2012

**Budget:** € 55 000 000

**Deadline:** 07 February 2013 at 17:00:00 (Brussels local time)

**OJ Reference:** [OJ C202 of 10 July 2012](#)

**Specific Programme(s):** COOPERATION

**Theme(s):** Food, Agriculture and Fisheries, and Biotechnology ; Nanosciences, Nanotechnologies, Materials and new Production Technologies - NMP ; Energy ; Environment (including Climate Change) ; Transport (including Aeronautics)

Additional information


*This call is implemented jointly between the following themes:*

- Food, Agriculture and Fisheries, and Biotechnology;
- Environment (including Climate Change);
- Transport (including Aeronautics);
- Nanosciences, Nanotechnologies, Materials and new Production Technologies;
- Energy

**The infoday took place on 6 June 2012:** [ec.europa.eu/research/bioeconomy/fish/research/ocean/infoday\\_en.htm](http://ec.europa.eu/research/bioeconomy/fish/research/ocean/infoday_en.htm)

Latest information on Call

◆ 10-07-2012

Information Package  Key documents required for the preparation of your proposal

In order to receive a complete Information Package for this call (call text, work programme, guide for proposers, etc.), you will need to

- Pilot integration with a new negotiation and reporting tool
- National Contact Points
- Other enhancements: simplified search for legal entities, new menu layout (ex: for CIP calls), new layout for electronic receipts, additional notifications.

Participant Portal External User Group 12/11/2012

- Web-streaming and Web forum ([details](#))

[read more](#) 

#### QUICK LINKS



[Research on Europa](#)



[CORDIS website](#)

## Additional Documents

Useful documents on the call and on the framework programme in general

### Click to download file

Select language

[Extract from Work Programme 2013: Call text "The Ocean of Tomorrow 2013" - provided for convenience only](#) 

English

[Communication from the Commission to the Council, the European Parliament, the European Economic and Social Committee and the Committee of the Regions: "A European Strategy for Marine and Maritime Research" COM\(2008\) 534](#) 

English

[Council decision concerning Cooperation Specific Programme](#) 

English

[European Parliament and the Council decision of 18 December 2006 concerning the FP7 EC \(2007-2013\)](#) 

English

[Regulation laying down the rules for the participation to FP7 EC \(2007-2013\)](#) 

English

[Rules for submission of proposals and the related evaluation, selection and award procedures \(the specific arrangements for each call are described in the relevant Guide for Applicants\)](#) 

English

All files have been treated uniformly and compressed to facilitate the access to the individual documents and to optimise the speed of transfer. To access the files, you will need a file compression utility capable of opening the '.zip' format.

All documents as a zip file  (EN only).

Caution: Download time will vary depending on your internet connection. this type of zip file can exceed 40 Mb.



## Electronic Proposal Submission

To access the Electronic Submission Service of the call, please select the funding scheme or objective corresponding to the work programme topic that is most relevant to your proposal from the list below. You will then be linked to the correct entry point.

To access existing draft proposals for this call, please login to the Participant Portal and select the "My Proposals" tab.

Download the [user guide](#) of the Participant Portal Submission Service.

Available activity topics:

Biosensors for real time monitoring of biohazard and man made chemical c...[OCEAN 2013.1]  

Biosensors for real time monitoring of biohazard and man made chemical c...[OCEAN 2013.1]

**Innovative multifunctional sensors for in-situ monitoring of marine envi...[OCEAN 2013.2]**

Innovative antifouling materials for maritime applications[OCEAN 2013.3]

Innovative transport and deployment systems for the offshore wind energy...[OCEAN 2013.4]

- View or contact relevant [National Contact Points](#) for further help.


- Contact mailbox: [RTD-OCEAN-CALL@ec.europa.eu](mailto:RTD-OCEAN-CALL@ec.europa.eu)


02\_Innovative multifunctional sensors for real time monitoring of marine environment and maritime activities [OCEAN 2013.2]


# Step 3


## Create a Draft Proposal

FP7-OCEAN-2013


 Oskar Otsus


 CP

 THU  
07 February 2013 17:00:00  
Brussels Local Time

 14 days left until closure

### Configuration OK


 You're using Explorer 9 on Windows. **Adobe Reader** (version 9 or above) is installed..

 For more information, go to the [help page](#), or read the [Starter Manual](#).

## Create a Draft Proposal

Please enter the following information to create a draft proposal. Please note that fields marked with a star (\*) are **mandatory**.

### Your Organisation

PIC\*   Short name\* 

998483760 ETAg SOOLA TARTU, EE VAT:[ n/a]

Organisations you have been previously associated with. Click to select.

**PIC: 998483760**  
ETAg  
8 SOOLA  
TARTU, EE  
VAT: n/a

**PIC: 999950400**  
ARCHIMEDES  
13A Koidula  
TALLINN, EE  
VAT: EE100544411

Search for your organisation PIC

### Your Proposal

Please choose an acronym for your proposal. It will appear also in the "General Information" section of the submission form Part A and can also be updated there.

Acronym\*

Please restrict acronym to latin characters only

Short Summary (max. 2000 characters)\*  
Character count: 23

Activity Topic (primary)\*

Activity Topic (secondary)



# Step 3

## Create a Draft Proposal

### Create a Draft Proposal

FP7-OCEAN-2013

Oskar Otsus

CP

THU 07 February 2013 17:00 Brussels Local Time

14 days left until closure

#### Configuration OK

You're using Explore Windows. Adobe Reader (version 9 or above) installed.

For more information the help page, or read Starter Manual.

### Submission and Evaluation of Proposals Assent Disclaimer

By pressing the following button, you accept the terms and conditions of usage of this site and more specifically :

#### Proposal pre-registration data

1. Information used for the pre-registration and creation of a draft proposal: Your Organisation, Acronym, Short Summary, Topics/Panels/Codes etc. (Step3) and the list of participants (Step4) – can be used by the services in charge for the planning of evaluations.
2. Short Summary describes briefly the purpose of the proposal with a maximum of 2,000 characters. Entering at least keywords will help the services in the planning of the evaluations. Coordinators may choose to enter 'xxx' at this stage should they prefer not disclosing any data.

#### Part B

3. **File format:** For the proposal content (part B) you must use exclusively PDF ("portable document format", compatible with Adobe Acrobat version 5 or higher, with embedded fonts). Most calls allow only one PDF file comprising the complete technical annex (part B) to be uploaded. You should check the call text and Guide for Applicants for possible exceptions.
4. **Time constraints:** Preparation and uploading of the PDF formatted part B may take some time. You should ensure that this has been completed in time, well before the call closure deadline.

#### Submission

5. In order to be made available for evaluation, proposals must be submitted prior to the call closure deadline. Likewise, modifications to proposals or uploaded attachments are also required to be submitted prior to the call closure deadline or they will not be taken into account. Proposals may be submitted or withdrawn at any time prior to the call closure deadline. There is only ever one version of a submitted proposal, as submission over-writes the previous version.

accept decline

Activity Topic (primary)\*

Activity Topic (secondary)

Innovative antifouling mate

Please select

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 1

Add Partner



## Draft proposal TEST created



Dear Oskar Otsus,

You have successfully created draft proposal **TEST** for the call **FP7-OCEAN-2013**.

You can continue editing your proposal now or access it at a later time (before the deadline **2013-02-07 17:00:00 Brussels Local Time**) from Participant Portal by accessing the My Proposals tab (<https://ec.europa.eu/research/participants/portal/page/myproposals>).

An email containing this information has been sent to the email address *oskar.otsus@etag.ee* (which is associated with your ECAS account *notsusor*).

Continue with this proposal

Go to My Proposals

### Configuration



You're using **Adobe Reader** on Windows. **Adobe Reader (version 9 or above) is installed.**



For more information, go to the [help page](#), or read the [Starter Manual](#).

# Step 4

## Manage Your Related Parties

### FP7-OCEAN-2013

Oskar Otsus

CP

THU 07 February 2013 17:00:00 Brussels Local Time

14 days left until closure

Acronym	ID	PIC	Contact
Acronym			
TEST			

#### Configuratio

You're using Windows (version 9 installed).

For more the help p Starter Ma

### Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 1 [Add Partner](#)

**Consortium eligibility**

Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

**Coordinator** **Contact**

**ETAg**

SIHTASUTUS EESTI TEADUSAGENTUUR  
8 SOOLA, 51013 TARTU, EE  
PIC: 998483760

Oskar Otsus

#### Add partner

**Search for an organisation**

Please enter the PIC of the organisation. If you do not know it, you may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

[search](#) [clear](#) [exit](#)

## Add partner



### Search for an organisation

Please enter the PIC of the organisation. If you do not know it, you may enter a (complete or partial) organisation name (e.g. "Oxford" or "University of Oxford"). Entering additional information like country/city usually leads to better results. You may also search based on VAT number of the organisation in international format (e.g. "GB123456789")

### Search results for **sihtasutus archimedes**

#### SIHTASUTUS ARCHIMEDES

Koidula  
TALLINN, EE

**PIC** 999950400

#### Archimedes Exhibitions GmbH

Saarbrücker Straße 24 B  
Berlin, DE

**PIC** 953674707

#### Sihtasutus Tallinna Teaduspark Tehnopool

Teaduspargi  
Tallinn, EE

**PIC** 951416741

#### Archimedes Center for Innovation and Creation

Bouboulinas  
Athens, EL

**PIC** 993686043

#### SIHTASUTUS TARTU UELIKOOLI KLIINIKUM

PUUSEPA 1A  
TARTU, EE

**PIC** 999518556

#### SIHTASUTUS RAHVUSVAHELINE KAITSEUURINGUTE KESKUS

TOOM RUUTLI  
TALLINN, EE

**PIC** 998833251

#### ARCHIMEDES DEVELOPMENT LIMITED

Albert Einstein Centre  
Nottingham Science and  
Technology Park

#### TALLINNA TEHNOLOOGIAPARGI ARENDAMISE SIHTASUTUS

Akadeemia tee 19  
TALLINN, EE

#### TIIGRIHUPPE SIHTASUTUS

TAMMSAARE TEE  
TALLINN, EE

# Step 4

## Manage Your Related Parties

### FP7-OCEAN-2013

Oskar Otsus

€ CP

THU 07 February 2013 17:00:00  
Brussels Local Time

14 days left until closure

Acronym	ID	PIC	Contact
Acronym			
TEST			

Configuration OK

You're using Explorer 9 on Windows. **Adobe Reader (version 9 or above) is installed..**

For more information, go to the [help page](#), or read the [Starter Manual](#).

## Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 2 [Add Partner](#)

**Consortium eligibility**  
Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

1 **Coordinator**  [Contact](#)

**ETAg**

SIHTASUTUS EESTI TEADUSAGENTUUR  
8 SOOLA, 51013 TARTU, EE  
PIC: 998483760

Oskar Otsus

2 **Partner**  [Contact](#)

**ARCHIMEDES**

SIHTASUTUS ARCHIMEDES  
Koidula , 10125 TALLINN, EE  
PIC: 999950400

kristin kraav

[Save Changes](#) [next >](#)

# Step 4

## Manage Your Related Parties

### FP7-OCEAN-2013

Oskar Otsus

CP

THU 07 February 2013 17:00:00 Brussels Local Time

14 days left until closure

Acronym	ID	PIC	Contact
Acronym			
TEST			

**Configuration OK**

You're using Explorer 9 on Windows. **Adobe Reader (version 9 or above) is installed..**

For more information, go to the [help page](#), or read the [Starter Manual](#).

## Parties

In this step you as coordinator should manage and review the participants of your proposal. Only you as coordinator can edit the elements on this screen.

Note: Your changes will be applied only after you click the "Save changes" button.

Number of participants: 2 [Add Partner](#)

**Consortium eligibility**

Call requires at least 3 participant(s) from different EU member states or associated countries, currently you have 1.

**1** **Coordinator**  **Contact**

**ETAg**

SIHTASUTUS EESTI TEADUSAGENTUUR  
8 SOOLA, 51013 TARTU, EE  
PIC: 998483760

Oskar Otsus

**2** **Partner**  **Contact**

**ARCHIMEDES**

SIHTASUTUS ARCHIMEDES  
Koidula , 10125 TALLINN, EE  
PIC: 999950400

kristin kraav


maria habicht

[Save Changes](#) [next >>](#)


# Step 5


## Edit Proposal

FP7-OCEAN-2013

 Oskar Otsus

 CP

 THU 07 February 2013 17:00:00  
Brussels Local Time


 14 days left until closure


Acronym   ID   PIC   Contact

Acronym

TEST

Configuration OK 

 You're using Explorer 9 on Windows. **Adobe Reader** (version 9 or above) is installed..


 For more information, go to the [help page](#), or read the [Starter Manual](#).

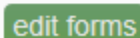
### Edit Proposals' Forms

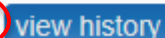
In this step you can edit the administrative forms and upload the proposal itself. 

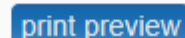
**WARNING:** This proposal contains changes that have not yet been submitted...

#### Administrative Forms


Edit will open the forms in Adobe Reader. 

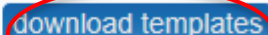




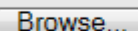


#### Part B and Annexes

In this section you may upload the proposal text itself (in PDF format only) and any other requested attachments. 



Part B





<< Step 4 - Parties

validate

submit

## LOGIN



Logout

Oskar OTSUS

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

## NEED HELP?

- [Frequently Asked Questions](#) (NEW) [Experts area](#) (Quick info)
- [User manual](#) (NEW) [Electronic proposal submission user manual](#)
- [Presentations](#) (NEW) [Submission of proposals](#)
- [Contact the Helpdesk](#)

## WHAT'S NEW

Participant Portal V3.5 (12/2012)

- Support for electronic-only submission of Financial Statements (when applicable)
- Role management:
  - new role of FSIGN (Financial Statement)

## HOME

### Manage Organisations

Search an organisation

Register an organisation

Manage organisation data

### Identify Opportunities

Read FP7 related documentation

Search for a call

### Proposals

Browse and/or manage proposals

Browse Proposals of your organisation

### Negotiations

Browse and/or manage negotiations

### Others

Manage roles and delegations

Support





[Home](#)[Funding](#)[Documents](#)[My Organisations](#)[My Proposals](#)[My Projects](#)[My Roles](#)[Notifications](#)[Experts](#)[Support](#)

## LOGIN



Logout

Oskar OTSUS

In addition to logging out, you must close all your browser windows to avoid any unauthorised access

## NEED HELP?

- [Frequently Asked Questions \(NEW\)](#) [Experts area \(Quick info\)](#)
- [User manual \(NEW\)](#) [Electronic proposal submission user manual](#)
- [Presentations \(NEW\)](#) [Submission of proposals](#)
- [Contact the Helpdesk](#)

## WHAT'S NEW

Participant Portal V3.5  
(12/2012)

- Support for electronic-only submission of Financial Statements (when applicable)
- Role management

## MY PROPOSALS

Refresh

Show 10 entries

Copy

Excel

Print

Search: 

Program ^	Call ^	Funding Scheme ^	Proposal ID ^	Acronym ^	Status ^	Remaining Time	Action
FP7	<a href="#">FP7-SME-2013</a>	BSG-SME	SEP-210019341	Test	Draft	Closed	<a href="#">View-draft</a> <a href="#">Delete</a>
FP7	<a href="#">NCP_FP7-ICT-2011-9</a>	CP-FP-INFISO	SEP-210064060	TEST_KOOLITUS	Draft	113 days left until closure	<a href="#">Edit-draft</a> <a href="#">Delete</a>
FP7	<a href="#">FP7-SPACE-2013-1</a>	CP-FP	SEP-210067382	TEST1	Draft	Closed	<a href="#">View-draft</a> <a href="#">Delete</a>
FP7	<a href="#">NCP_FP7-ICT-2011-9</a>	CP-FP-INFISO	SEP-210070104	Test2	Draft	113 days left until closure	<a href="#">Edit-draft</a> <a href="#">Delete</a>
FP7	<a href="#">FP7-INCO-2013-1</a>	CSA-CA	SEP-210082521	IncoNet EaP	Submitted	Closed	<a href="#">View-draft</a> <a href="#">View-submitted</a>
FP7	<a href="#">FP7-OCEAN-2013</a>	CP	SEP-210091742	TEST	Draft	14 days left until closure	<a href="#">Edit-draft</a> <a href="#">Delete</a>

Showing 1 to 6 of 6 entries

First

Previous

1

Next

Last

# What did we talk about?

- ❖ **Timeline from idea to project**
- ❖ **Building your team**
- ❖ **Preparing the application**
- ❖ **Putting together the budget**
- ❖ **Participants portal**
- ❖ **Submitting the application**

**Oskar Otsus**

Estonian Research Council

tel: +372 7 317 350

e-mail: [oskar.otsus@etag.ee](mailto:oskar.otsus@etag.ee)