Guidelines for submitting doctoral grant applications for creative projects

Revised 01.09.2022

Doctoral students at the Estonian Academy of Music and Theatre may apply for financial support under the ASTRA project to carry out their creative projects. Applications should be filled out electronically, signed digitally and submitted electronically to Liina Jääts, the research secretary (liina.jaats@eamt.ee). The application form can be found on the website for the EAMT Centre for Doctoral Studies.

Applications are open to all doctoral students as long as they are not currently on academic leave or studying as external students.

Applications are accepted on an ongoing basis with no deadline.

In the period from September 1, 2022 to December 31, 2022 the maximum support grant for one creative project is Euro 1540 plus salary costs (a separate budget).

The maximum amount of the support grant will be reviewed every quarter and, if necessary, adjusted.
Doctoral students will be informed of the maximum amount of the support grant in the Guidelines for applying for a creative project, which will be published on the Estonian Academy of Music and Theatre website.

The evaluation of applications

Creative projects that meet at least one of the following criteria have an advantage in the assessment of applications:

- collaboration between universities;
- interdisciplinary research collaboration;
- collaboration with the non-academic sector and/or employers;

  Comment: Examples of collaboration include crowd funding, internship by a potential future employer, using an employer's representative as a consultant, and so on. Employers and the non-academic sector include the State Concert Institute Eesti Kontsert, the Association of Estonian Professional Musicians as well as other concert organisations and professional collectives.
- international research collaboration;
- the project enhances transferable skills;

  Comment: Transferable skills or general skills can be applied in various fields, professional roles and tasks. These include communication skills, developing team work and leadership, skilful expression, knowledge of intellectual property and research ethics, project and time management, communication/

dialogue with an important or influential target group in the specific field, creativity and abstract thinking, teaching and supervisory skills, career planning, etc.

- the project provides a good working conditions and career development opportunities for doctoral students;
- the project is based on top-level research.

Obligations for doctoral grant holders

The financial support is paid on the basis of expense documents. Doctoral students who are granted the support have an obligation to submit all expense documents, an expenses report and upon request of the Centre for Doctoral Studies also a written content report on the creative project.

When carrying out their projects, doctoral students who are granted financial support have an obligation to

1. comply with notification requirements in the format set out below. In the case of funding under the ASTRA project, both **verbal reference** and the **European Union logo** must be used. **A colour poster** (minimum size A3) must be placed where the audience can see it, featuring the logo, official name of the project and the code (EMTASTRA, 2014–2020.4.01.16–0043). The logo must also be featured on all printed materials (posters, flyers, concert programmes etc.) and web-pages. Poster samples and logos are digitally available by following this link: http://www.struktuurifondid.ee/et/logod (NB Please make sure to use the logo of the **European Regional Development Fund**).

An example of verbal reference:

This event is supported by the Estonian Academy of Music's EMTASTRA project (European Union, European Regional Development Fund).

2. At least three comparable price quotes must be obtained before ordering services. In order to demonstrate that comparable quotes have been obtained it is necessary to present the following documents to the research secretary:

- the original invitation to tender / letter sent to potential tenderers (including the invitation to tender, the initial description of the work for which the quote is requested, the evaluation criteria, the deadline for submission of tenders),

- the originals of the comparable quotes (which must also show when the tender was submitted),

- where appropriate, also a written justification of the reasons for deciding which offer to accept.

In order to ensure that the tenders are comparable, the letter requesting a price quote (the invitation for tender) must be sent out **on the same date** and have identical content (what goods or services are required, the amount of the goods or services required, and the deadline for submission).

3. to hire musicians, an invitation for tenders to carry out the creative project must be prepared, which will be published on the Academy's website, www.eamt.ee (additional information may be obtained from the research secretary Liina Jääts liina.jaats@eamt.ee).

Some additional requirements and recommendations:

- Expenses will be reimbursed based on the submitted expense report after the event. Invoices addressed directly to the Estonian Academy of Music and Theatre can be paid before the event (if there are three comparable price quotes, see above).

- The doctoral student's expenses will be reimbursed based on a statement (drawn up by the research secretary) and **original** expenses documents. The following information is needed for the reimbursement of expenses: doctoral student's residential address, IBAN and name of bank.

- For all expenses made via bank transaction or card payments, the applicants should also submit the payment order or account statement;

- Cash transactions are not accepted;

- Scholarships for musicians are not accepted; performers must conclude employment contracts via EAMT. Alternatively, in the case of self-employed entrepreneurs, salaries can be paid on the basis of an invoice. In the case of service contracts, three comparable price quotes must be obtained.

- Ticket sales are not allowed if the organizer of a concert is the academy.

- In justified cases, expenses related to the use of a private car are also reimbursed. The applicant shall then submit fuel receipts, a travel log (separate line for each day) and a copy of the inspection certificate.

- If the travel costs are related to participation in a creative project, the visit can include one day before and one day after the creative project. The necessity of a longer visit must be substantiated and certified.

- Expense documents (such as boarding cards, tickets, invoices, receipts etc.) have to be submitted **in original**.

Information

Further information with regard to documentation and eligibility may be obtained from the research secretary, Liina Jääts (liina.jaats@eamt.ee)