

## Guidelines for submitting doctoral grant applications for creative projects

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 in printed form to Margit Võsa, the doctoral studies specialist in Room A201 or sent electronically to [margit@ema.edu.ee](mailto:margit@ema.edu.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.

In 2017, applications will be assessed by the commission in four rounds (February, April, September, November). In each application round, the maximum amount paid as financial support is EUR 2,000. The average support per creative project is EUR 1,000. The deadline for applications is the first working day of the month of each application round.

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.

The financial support is paid on the basis of expense documents. Doctoral students who are granted the support have an obligation to submit to the Centre for Doctoral Studies all expense documents, an expenses report and a written content report on the creative project within one week of the project being carried out.

When carrying out their projects, doctoral students who are granted financial support have an obligation to comply with notification requirements in the format set out below. In the case of funding under the ASTRA project, both verbal reference and the ASTRA 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.). Poster samples and logos are digitally available by following this link: <http://www.strukturifondid.ee/kujundusfailid-20142020/> (NB Please make sure to use the logo of the **European Regional Development Fund**).

Examples of verbal reference:

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

**Some additional requirements and recommendations:**

- Expenses will be reimbursed based on the submitted expense report after the event. Invoices addressed directly to the Centre for Doctoral Studies can be paid before the event.
- 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;
- Grants for musicians are not accepted; performers must conclude employment contracts via EAMT. Alternatively, in the case of self-employed entrepreneurs, salaries can be paid the basis of an invoice. In the case of service contracts, three comparable price quotes must be obtained.
- Ticket sales are allowed, but this requires prior coordination.
- 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.