

**State grant programme for foreign students, researchers and teaching staff
SUPPORT FOR THE ACTIVITY OF FOREIGN RESEARCHERS IN ESTONIA
Guidelines for 2018**

Approved no.

The purpose of these guidelines is to set forth the conditions and procedure for disbursement of the foreign researcher grants under the state grant programme for foreign students, researchers and teaching staff. The implementation of the programme is organized by the Archimedes Foundation ("Foundation").

GENERAL PRINCIPLES

1. Support is provided to researchers and teaching staff of foreign origin for their activity at Estonian institutions of higher education.
2. The end user of the support must hold an academic position at a foreign institution of higher education.

AMOUNT OF SUPPORT. DISBURSEMENT

3. Grants for foreign researchers can be either short-term or long-term:
 - 3.1. The short-term grant shall be paid out for a period one to nine days in duration;
 - 3.2. The long-term grant shall be paid out for a period ten days to ten months in duration.
4. The support levels were established by directive of the Minister of Education and Research.
 - 4.1. The rate of the short-term grant is 45 euros per day.
 - 4.2. The rate of the long-term grant is 660 euros per month.
5. The long-term grant shall be paid in full months. The support for a whole month shall be paid out also if the period of work in Estonia is only 10 days long.
6. The grant shall be paid to the hosting institution which organizes the coverage or payment of expenses for the foreign researcher.
7. The hosting institution may use the support to pay per diems or remuneration for work and for compensating lodging or travel expenses, paying state taxes if necessary. No additional tax expenses shall be compensated.

APPLICATION

8. Applications shall be accepted once a year. The deadline is 12 May 2018 (electronic submission window closes automatically at 00:00 on 2 May). The submission window opens one month before the deadline.
9. An application containing a cover letter must be submitted through the electronic interface (www.archimedes.ee/taotlused) accompanied by the following annexes:
 - 9.1. academic CV;
 - 9.2. letter of confirmation from hosting institution regarding hosting and the period of employment in Estonia.
10. If any documents are not in Estonian or English, they must be furnished with translations into either English or Estonian.

11. All documents must be uploaded to the application system. Documents signed on paper shall be submitted in scanned form. The Foundation has the right to check the conformity of documents to the original copies.
12. Applications that are incomplete or arrive late shall not be processed. In the absence of candidates meeting the conditions, the committee has the right to forgo allocating the support.

ALLOCATING SUPPORT

13. The applications shall be evaluated and the decisions to allocate support made by the committee.
14. The quality of the cover letter shall also be taken into consideration in evaluation of applications.
15. The data for approved applicants shall be sent to the hosting institution.
16. If the applicant does not begin work in Estonia in the relevant academic year, they shall forfeit the right to the support.

PAYMENT OF SUPPORT AND REPORTING

17. The Foundation shall pay the support to the hosting institution within 21 days of conclusion of the relevant agreement.
18. After the approval of the results, extension of the support period is only possible with the written consent of the Foundation.
19. The hosting institution shall submit to the Foundation a report regarding the support used. The report, which is not restricted in form and shall detail activities and expenses, shall be submitted:
 - 34.1. by 1 February for foreign researchers during the autumn semester;
 - 34.2. by 1 July for foreign researchers during the spring semester.