

Estonian Research Information System

The Estonian Research Information System (ETIS) pools information on Estonian research and development institutions, researchers, research projects and research output. ETIS is at the same time also an information channel for submitting and processing grant applications and for submitting and verifying project reports.

ETIS administrator at TUT (hereinafter TUT administrator) is the Research and Development Analyst of Research Administration Office [Kiira Parre](#). The administrator's task is to organize the data management in ETIS.

ETIS workflow at TUT is as follows:

- To use ETIS you have to log in the system on the webpage <http://www.etis.ee> (the button [⇒LOG IN] at the top-right corner of the page).
- To access ETIS you can use Estonian ID card, Mobile ID, Institutional login (TTÜ Uni-ID) or ETIS password.
- To get ETIS user account and password you have to provide your personal data (full name, personal Estonian ID code (in the absence of Estonian ID code the date of birth: DD/MM/YYYY), e-mail, contact phone, position at TTU) to [TUT administrator](#) or to [ETIS administrator at ETAG](#).
- Head of the structural unit is obliged to designate the administrator(s)/confirmer(s) to enter and/or to confirm the necessary data of the research results/activities (publications, tutorials, scientific equipment, products and services, cooperation offers, collections), and notify [TUT administrator](#) by e-mail.
- The designated administrators/confirmer(s) are responsible for the correctness and quality of the entered data. Before confirmation of the data entered, it is necessary to verify that there is no duplicate entries in ETIS.
- All ETIS users can enter the data of their research results (publications, supervisions, industrial property, etc.) themselves.
- The data of publications generally will be checked and confirmed by administrator designated from TUT Library. Exceptionally, the head of the structural unit can designate the confirmer from the unit. All exceptional cases should be approved by [TUT administrator](#).
- Confirmation grant applications, agreements and reports is the responsibility of TUT Research Administration Office.
- Data concerning R&D projects/contracts registered in TUT will be entered by the Research Administration Office only in accordance with the data ([in standard format](#)) received from the structural units. The completed form must be sent to kersti.vahi@ttu.ee or pille.kasepuu@ttu.ee. The project/contract manager is responsible for the timely delivery of project data.
- The trainings necessary to use ETIS will be organized by [TUT administrator](#) on an ongoing basis according to the need/demand.

In issues concerning ETIS, you can ask for help:

- Data of TUT structure – [Kiira Parre](#) (620 3506)
- Personnel data – [Nelly Kilter](#) (620 2055)
- Creation user account for person who does not have Estonian ID code:
 - [Kiira Parre](#) (620 3506), [Pille Kasepuu](#) (620 3515)
 - doctoral students [Kaire Kaljuvee](#) (620 3575)
- Publications – [Katrín Bobrov](#) (620 3551)
- Industrial property – [Kersti Peekma](#) (620 3522)
- Supervision of doctoral students – [Kaire Kaljuvee](#) (620 3575)
- Scientific equipment – [Kiira Parre](#) (620 3506)
- Grant applications and reporting – [Pille Kasepuu](#) (620 3515), [Anu Johannes](#) (620 3578), [Liina Kotkas](#) (620 3531), [Marika Lunden](#) (620 3526)
- R&D evaluations – [Kiira Parre](#) (620 3506)
- Entering contracts data – [Kersti Vähi](#) (620 3632) or [Pille Kasepuu](#) (620 3515)
- Cooperation; Products and services – [Merle Kangur](#) (620 3679) or [Kersti Peekma](#) (620 3522)
- News – [Kersti Vähi](#) (620 3632) or [Krõõt Nõges](#) (620 3594)

Additional consultations for work with ETIS you can ask from [Kiira Parre](#) or [Pille Kasepuu](#)