

**Regulations on UNIVERSITY OF LATVIA and BA SCHOOL OF BUSINESS AND FINANCE Internal Research and Development Grant Competition**

1. General Questions

1. The Regulations on the **Internal Research and Development Grant Competition** (hereinafter - Regulations) prescribe the procedures by which the University of Latvia (hereinafter - UL) and the BA School of Business and Finance (hereinafter - BA), on the basis of Cabinet Regulation No. 721 of 5 December 2023 “Regulations for the implementation of 5.2.1.r. ‘Higher Education and Science Excellence and Governance Reform’ investment 5.2.1.1.i. ‘Research, Development and Consolidation Grants’ of the second round of ‘Consolidation and Governance Change Implementation Grants’ of the Latvian Recovery and Resilience Mechanism Plan, reform and investment track 5.2 ‘Ensuring a Change in the Governance Model of Higher Education Institutions’” (hereinafter - Cabinet Regulation), organise and implement the Internal Competition for Research and Development Grants (hereinafter - Competition), and administer the resources of the Recovery Fund and the State budget allocated for financing **Internal Research and Development Grants** (hereinafter - Project). The **Internal** **Research and Development grants** shall be granted and administered within the scope of the jointly planned Recovery and Resilience Mechanism Project of UL and BA provided for in the Cabinet Regulation (hereinafter - the RRM Project). The UL and BA shall jointly set up a Commission (hereinafter - Commission) which shall be approved by an UL order.
   1. T erms used in the Regulations:
      1. Project applicant – UL (UL internal consolidation grant projects) or BA (UL and BA consolidation grant projects)
      2. Project manager (project contact person) – a Latvian or foreign scientist who applies for a project, manages it and ensures implementation thereof, i.e. plans and supervises the performance of project tasks, is responsible for their own performance and the performance of other persons involved in the project in conformity with the tasks specified in the project and the norms of scientific ethics, for the progress of project implementation, preparation and submission of project reports and other documentation in a timely manner;
      3. Scientific team of the project - elected scientific staff and scientific technical staff who participate in the implementation of the project. The composition of the scientific group shall consist of the project manager, project core team and project team members;
      4. Project core team – elected researchers who implement the project and are responsible for the implementation of its parts;
      5. Project team members – members of the scientific team who perform separate scientific research tasks in the implementation of the project.
      6. Cooperation partner – a scientific institution or enterprise, including foreign ones;
      7. Unit – a UL and BA internal unit which applies and implements the project.
2. The project applicant shall submit a completed project application for the competition (hereinafter - project application) in accordance with the procedures and in the amount specified in the Regulations (Annex 1).
3. The deadline for submission of project applications is **7 May 2024** **(hereinafter - project application submission deadline).**
4. The UL and BA shall announce the competition. The competition call must specify:
   1. the name of the competition;
   2. the funding of the competition;
   3. the project application submission deadline;
   4. the website containing the necessary information and documentation for submitting project applications.
5. The UL and BA shall conduct the competition in accordance with their respective competence, RIS3 priorities and UL strategic specialisation areas for:
   1. **thirteen (13) UL internal consolidation grant projects**:
      1. three (3) projects in natural sciences;
      2. three (3) projects in humanities and arts;
      3. three (3) projects in medical and health sciences;
      4. three (3) projects in social sciences;
      5. one (1) or several projects for which financing is granted pursuant to Paragraphs 5.1.1, 5.1.2, 5.1.3, 5.1.4 of the Regulations for the approval of the finance of twelve (12) projects and on the basis of the highest consequitive score and t and the funding referred to in Paragraph 8.1 of the Regulations. See Paragraph 31 of the Regulations.
   2. **eight (8) UL and BA consolidation grant projects**:
      1. eight (8) projects in social sciences in BA thematic research areas (green and circular economy, digital transformation and innovation in the financial sector, strategic resilience and security in cyberspace) involving both BA and UL scientific staff.
      2. After approval of the eight (8) projects referred to in Paragraph 5.2.1 of the Regulations, additional projects may also be approved, taking into account the highest consequitive score and the funding referred to in Paragraph 8.1 of the Regulations. See Paragraph 31 of the Regulations.
6. **Internal research and development grant** – targeted research funding to be obtained through an internal competition within the institution, aimed at generating foreground and technological knowledge and a strong research capacity in the relevant scientific fields, including through collaboration with the business sector and international cooperation.
   1. **UL internal consolidation grant projects** shall be prepared and implemented by UL scientific staff in the UL department responsible for the project. It is also recommended that BA researchers be involved in the scientific group. The project applicant is the UL.
   2. **UL and BA consolidation grant projects** are prepared and implemented by both BA and UL scientific staff in the BA or UL department responsible for the project. Projects shall be implemented in the form of cooperation projects between BA and UL. The project applicant is the BA.
7. A project manager may submit only 1 (one) project application under the call for applications.
8. The total funding available for the call for applications is **EUR** **4 200 000, 00** (four million two hundred thousand euro), which is envisaged for financing of projects and divided as follows:
   1. The funding available for UL internal consolidation grants is **EUR 2 600 000** (two million six hundred thousand euro);
   2. The funding available for UL and BA consolidation grants is **EUR 1 600 000** (one million six hundred thousand euro).
   3. If the allocated funding is not used, it may be reallocated to other activities provided for in the UL Consolidation plan or to other types of academic career grants or to research and development grants proportionally to the number of project proposals assessed above the quality thresholds but not funded, provided that:
      1. the proportion of the UL and BA RRM project funding specified in the Regulations and Consolidation plan shall be maintained;
      2. the performance indicators specified in Paragraph 16.2.4 and Paragraph 16.2.7 of the Cabinet Regulation are achieved, namely, within the scope of **the BA and UL consolidation at least 8** signed agreements, including at least four until 30 September 2024 and within the scope of the **UL internal consolidation**, **at least 13** signed agreements, including at least 6 until 30 September 2024 respectively;
      3. the funding redistribution step towards other types of UL and BA academic career grants or research and development grants is the amount of funding requested in the project application assessed above the quality threshold. The reallocation of funds shall be decided by the Commission.
9. The total time period for implementation of the project shall be up to **18 months** (hereinafter - time period for implementation of the project), but not longer than until **28 February** 2026. The project shall be completed on the day when the results of the project specified in the section “Project Results” of the project application have been achieved and the Latvian Council of Science (hereinafter - LCS) expert evaluation of the final scientific report of the project specified in Paragraph 40 of the Regulations (Annex 8) has been received.
10. The maximum amount of funding per project for the duration of the project shall not exceed EUR **200 000.00** (two hundred thousand euro).
11. Requirements for Project Manager and Scientific Team
12. The project application shall specify the scientific team of the project, which shall be composed of elected scientific staff and scientific technical staff who participate in the implementation of the project. The scientific team shall consist of the project manager, project core team and project team members.
    1. **The project manager** is a Latvian or foreign scientist who submits the project, manages it and ensures implementation thereof, i.e. plans and supervises the performance of project tasks, is responsible for their own performance and the performance of other persons involved in the project in conformity with the tasks specified in the project and the norms of scientific ethics, for the progress of project implementation, preparation and submission of project reports and other documentation in a timely manner. The project manager shall have:
       1. at least 3 (three) years' experience as a researcher or equivalent experience in an appropriate capacity;
       2. with at least 3 (three) publications in journalsincluded *in the Web of Science Core Collection,* *SCOPUS* or ERIH PLUS databases or scientific (individual) monographs in the last 5 (five) years[[1]](#footnote-2).
    2. **Scientific team** of the project - elected scientific staff and scientific technical staff who participate in the implementation of the project. The composition of the scientific group shall consist of the project manager, project core team and project team members
    3. **Project core team** – elected researchers who implement the project and are responsible for the implementation of its parts;
    4. **Project team members** – members of the scientific team who perform separate scientific research tasks in the implementation of the project.
    5. **13 (thirteen) UL internal consolidation grant projects** (in accordance with Paragraphs 8.3.2 and 5.1 of the Regulations) shall be prepared and implemented by the UL scientific staff in the UL unit responsible for the project. It is recommended that the project scientific team should also include researchers from the BA. The UL shall be indicated as the project applicant in Part A of the project application form..
    6. **8 (eight) UL and BA consolidation grant projects** (in accordance with Paragraphs 8.3.2 and 5.2 of the Regulation) shall be prepared and implemented as cooperation projects involving both BA and LU scientific staff in the scientific team (mandatory administrative eligibility criterion). The projects shall be implemented in the UL and BA unit responsible for the project. The BA shall be indicated as the project applicant in Part A of the project application form..
    7. During the implementation of the project, all members of the scientific team shall keep records of the hours worked on the project, separating the activities carried out in the project from the work and results carried out in other projects, in order to avoid the risk of double funding.
13. Supported Actions and Costs
14. The project applicant shall implement a non-commercial project. Activities that are financed or planned to be financed from other funding sources shall not be supported within the framework of the project.
15. The following activities shall be supported within the framework of the project:
    1. research, fundamental and applied;
    2. purchase and supply of equipment, instruments and materials necessary for the implementation of the project (e.g. physical, biological, chemical and other materials, experimental animals and their maintenance, reagents, chemicals, laboratory vessels, medicines, refrigerants, heat carriers, carrier gases, oils, energetic materials and electricity insofar as they are used for research purposes);
    3. external services (including work under company contracts), research services (e.g. inspection, testing, certification and other activities to ensure research data comparable to studies carried out in other countries), protection of intangibles, translation, as well as other activities necessary for the implementation of the main activities of the project;
    4. domestic and foreign missions;
    5. depreciation (applicable to fixed assets acquired and at the disposal of beneficiary or cooperation partner, which are used for research purposes, and to the use of licences for technical knowledge, patents or other intellectual property rights acquired from external sources);
    6. transfer of knowledge and technology, i.e. publication of scientific articles and publications, presentation of research results at conferences and seminars, as well as implementation of other knowledge management activities;
    7. improvement of professional competence (training) of scientific or academic personnel involved in the project implementation.
16. All the planned outcomes within the scope of the tasks specified in the project application until the end of the project implementation period shall be indicated in the section **“Project Results**” of the project application, namely:
    1. **original scientific articles** published, submitted or accepted for publication in journals or conference proceedings included in the *Web of Science Core collection,* *SCOPUS* or ERIH PLUS databases;
    2. conference materials (excluding indexed in *SCOPUS* and *Web of Science Core collection*);
    3. peer reviewed scientific monographs or manuscripts thereof;
    4. manuscripts of scientific articles contained in manuscript databases (*preprints*) and scientific articles published under the responsibility of the authors (not peer-reviewed);
    5. scientific databases and datasets developed as part of the project;
    6. technology rights, namely, know-how, applications for rights or applications for registration;
    7. licenses for intellectual property or transfer agreements;
    8. reports on policy recommendations and impact of policies;
    9. **a project application submitted** to an international or national competition for research and development projects;
    10. a successfully defended Master's thesis on the theme of the project;
    11. a doctoral thesis on the theme of the project successfully defended in accordance with a specified procedure;
    12. other project results consistent with the specific nature of the research (including data) and complementing the above.
17. The scientific team of the project that at least the following results referred to in Paragraph 14 of the Regulations are achieved: **at least one** **(1)** of the results referred to in Paragraph 14.1 of the Regulations **and at least one (1) of** the results specified in Paragraph 14.9 of the Regulation.
18. The following items of eligible costs of the project shall be included in the section “Project Budget” of the project application (pursuant to Paragraph 37 of the Cabinet Regulation and not exceeding the amount of financing specified in Paragraph 10 of the Regulations):
    1. Remuneration (monthly salary) of the members of the scientific team involved in the implementation of the project (who work on the basis of the employment contract) and the costs related thereto, including mandatory state social insurance contributions paid by the employer, holiday pay and leave allowance in proportion to the time worked in the project, sickness absence expenses, in accordance with the remuneration policy and remuneration rates of the project applicant. The remuneration should be commensurate with the activities to be performed in the project and the working time spent thereon, as well as taking into account the intensity of activities to be implemented in the project;
    2. expenditure on local and foreign missions and work (service) trips for personnel involved in the implementation of the project in accordance with the laws and regulations regarding the procedures for reimbursement of expenses related to official travel (e.g., participation in conferences, including participation fees, daily subsistence allowances, hotel (accommodation) expenses, travel (transport) expenses, expenses related to the acquisition of an insurance policy during the official travel period);
    3. depreciation (applicable to fixed assets acquired and held for research purposes by the beneficiary and co-operation partners, and the use of licenses for technical knowledge, patents or other intellectual property rights acquired from external sources);
    4. costs of acquisition and supply of equipment, instruments and materials necessary for the implementation of the project (for example, physical, biological, chemical and other materials, experimental animals and maintenance thereof, reagents, chemicals, laboratory vessels, medicinal products, cold agents, heat carriers, carrier gases, oils, energy materials and electricity insofar as it is used for research), which are accounted for in accordance with the regulatory enactments regulating accounting;
    5. external service costs (including work under company contracts), costs of research services (e.g. inspection, testing, certification and other activities to ensure research data comparable to studies carried out in other countries), costs of protection of intangibles, translation, as well as other service costs necessary for the implementation of the main activities of the project;
    6. publicity costs for publication of scientific articles and publications, presentation of research results at conferences and seminars, and implementation of other knowledge management activities;
    7. the costs of professional competence development (training) of the scientific or academic staff involved in the implementation of the project;
    8. administrative costs: the administrative costs of the UL and BA project management and project implementation staff intended to ensure the day-to-day functioning of the institution in order for the organisation to operate and not directly linked to the achievement of the project results. Administrative costs shall be planned up to five (5) per cent of the total project costs, that is not exceeding the maximum amount of financing per project specified in Paragraph 10 of the Regulations. Administrative costs include:
       1. stationery, office supplies and hire or purchase of office equipment;
       2. rent, utilities and maintenance costs (including proportional coverage of the costs of the use of shared facilities and shared resources of the institution);
       3. telecommunications, Internet and postal services costs;
       4. IT maintenance costs (e.g. necessary licenses and software updates);
       5. the cost of the domestic mission;
       6. the costs of health insurance, mandatory health check, means of vision correction;
       7. other costs not included in the costs of the project but necessary for achieving the results of the project.
19. Procedure for Preparation and Submission of the Project Application
20. The project manager (project contact person) shall inform the Scientific Projects Unit of the UL Academic Department about participation in the postdoctoral competition by **7 May 2024** by completing the electronic application form at <https://docs.google.com/forms/d/e/1FAIpQLSe0RX8TeMFUrGuI2H9uBIC2LQSwo-LwtfxoXEp_1VM_O69KaA/viewform> electronically.

The project manager will be granted access to NISSA where the project manager shall complete Part A of the project application, Part B of the project application “Project Description” (hereinafter - Project Description), Part C of the project application “Curriculum Vitae” (hereinafter - CV), Part D of the project application “Attestation of Project Manager”, “Confirmation of Structural Unit” and “Confirmation of Partnership” (if applicable) and upload them to NISSA (if applicable).

1. The project application sections must be completed in the language of field names. Part A and its sections must be completed in Latvian and English, Part B “Project Description” and Part C “CV” must be completed in English; Part D “Attestation of Project Manager”, “Confirmation of Structural Unit” and “Confirmation of Partnership” (if applicable) must be completed only in Latvian.
2. The project manager shall append the CVs and copies of the diplomas the diploma for obtaining a doctoral degree shall be appended in Part C “CV”. If a doctoral degree has been obtained abroad, additionally a certificate from the Academic Information Centre (AIC) regarding the alignment of the doctoral degree must be submitted.
3. The amount of Part B of the project application must not exceed 12 pages (excluding the supplemental documents of Parts C and D referred to in Paragraphs 17 and 19 of the Regulations respectively); all tables, diagrammes, references/ the reference list and other elements are to be included in the project application, up to the maximum allowed (font Times New Roman, font size 12). The expert has the right not to read more than 12 pages of the project description.
4. The volume requirements specified in Paragraph 20 of of the Regulations shall also apply to the completion of the final scientific report of the Project (Annex 2).
5. Evaluation of Project Applications
6. After the end of the deadline for submission of project applications, the Commission shall, within 2 (two) weeks, evaluate project applications in accordance with the following administrative conformity criteria and complete the Project Application Administrative Compliance Assessment Form (Annex 4):
   1. the project application (including annexes) has been submitted to NISSA within the specified time period;
   2. the project application includes minimum achievable results specified in the Regulations;
   3. the requirements of the Regulations regarding the conditions for participation of the project applicant, the scientific project leader and the scientific group have been fulfilled (Paragraph 11 of the Regulations);
   4. the eligible costs indicated in the project application and the amount of the requested funding conform to the requirements specified in the Regulations.
7. If the submitted project application does not conform to any of the administrative conformity criteria, the Commission shall, within 2 (two) weeks from the closing date of the competition, take a decision to reject the project application and inform the project manager thereof. If the Commission lacks information in order to assess the conformity of the project application with the conditions of Paragraph 22 of the Regulations, it may request additional information.
8. Project applications which conform to the administrative compliance criteria shall be further directed for scientific expertise of project applications.
9. In order to ensure independent evaluation of the scientific quality of project applications, the UL and BA shall attract the LCS, which ensures scientific expertise of project applications in accordance with the requirements of the Regulations and Cabinet Regulation.
10. The recruited LCS experts shall evaluate the project application taking into account the following criteria:
    1. the scientific quality of the project application pursuant to Paragraph 27 of this Regulation;
    2. the impact of the project results pursuant to Paragraph 28 of the Regulations;
    3. the feasibility and support of the project pursuant to Paragraph 29 of this Regulations.
11. **The scientific quality of** the project application shall be evaluated taking into account the information provided in the project application:
    1. the scientific quality, reliability and novelty of the study;
    2. the scientific quality of the selected study strategy and methodological solutions, as well as compliance with the objectives set;
    3. the ability to generate new knowledge or technological knowledge.
12. **The impact of** project results shall be evaluated taking into account the information provided in the project application, namely:
    1. the expected transfer of acquired knowledge and skills in future activities and in the development of scientific capacity;
    2. research development opportunities, including contributions to the preparation of new projects for submission to the competitions under the European Union's research and innovation framework programme Horizon Europe and other research and innovation support programmes and technology initiative;
    3. the research will generate knowledge relevant to the relevant sector, economic and societal development;
    4. sustainability of the acquired knowledge and a qualitative plan for its dissemination, including the intended scientific publications and public outreach;
    5. the research implementation contributes to strengthening the scientific capacity of the project applicant;
    6. the research develops collaboration within the UL and contributes to the UL competitiveness in the future.
13. **The project feasibility and support** shall be evaluated taking into account the information provided in the project application, namely:
    1. the quality of the research action plan and its relevance to the aim pursued. The resources envisaged are adequate and sufficient to achieve the aim. The research aims to ensure efficient use of resources. The planned stages and tasks are clearly defined, relevant and reliable;
    2. the scientific qualification of the project manager and the scientific group on the basis of the submitted life course descriptions (CVs);
    3. appropriate research management, including quality management, is envisaged. The management organisation shall allow the research progress to be monitored. Potential risks are assessed and a plan to prevent them or mitigate their negative effects from developing;
    4. the research infrastructure is available for the research.
14. On the basis of the consolidated evaluation of the project application submitted by the LCS experts, the Commission shall calculate the consolidated evaluation of the project application in percentage, taking into account the proportion of the criterion referred to in Paragraph 26.1 of the Regulations (scientific quality of the project application) in the amount of 30%, the proportion of the criterion referred to in Paragraph 26.2 of this Regulation (impact of project results) in the amount of 50% and the proportion of the criterion referred to in Paragraph 26.3 of this Regulation (possibilities and provision for project implementation) in the amount of 20% of the total assessment.
15. After the receipt of consolidated evaluations of all project applications from THE LCP, the Commission shall within the scope of the competition:
    1. **for the thirteen (13) projects of the UL internal consolidation (with the UL as an applicant)**:
       1. prepare four (4) project application lists, each of them including projects in only one of the UL strategic specialisation areas (see Paragraph 5.1 of the Regulations). The Commission shall range the projects referred to in each list in descending order of their scores in percentage and select three (3) projects from each list, i.e. twelve (12) projects in total above the quality threshold and with the highest scores;
       2. after the selection of the twelve (12) aforementioned projects, prepare a common list of applications for all other UL projects, ranging the projects in descending order of their scores in percentage and selecting another one (1) project above the quality threshold and with the highest score;
       3. after selection of the (13) projects, assess the possibility of full funding of additional projects above the quality threshold within the scope of the financing specified in Paragraph 8 of the Regulations, prepare a draft decision regarding each approved and rejected project, and take the decision referred to in Paragraph 35 of the Regulations.
    2. **for the eight (8) UL and BA consolidation projects (with the BA as an applicant)**:
       1. prepare one (1) list of projects ranging the projects in descending order of their scores in percentage and selecting eight (8) projects above the quality threshold and with the highest scores;
       2. after the selection of the eight (8) aforementioned projects, assess the possibility of full funding of additional projects above the quality threshold within the scope of the financing specified in Paragraph 8 of the Regulations, prepare a draft decision regarding each approved and rejected project, and take the decision referred to in Paragraph 35 of the Regulations.
       3. In the event of equal scores, preference shall be given to project proposals which have obtained a higher score in the criterion referred to in Paragraph 26.2 of the Regulations (impact of project results). If project applications also score equally in the criterion referred to in Paragraph 26.2, priority shall be given to those project applications which have received a higher score in the criterion referred to in Paragraph 26.1 of the Regulations. If the project proposals are ranked equally under criterion referred to in point 26.1 and criterion referred to in point 26.2, the UL shall, if appropriate, propose to the LCS that an expert consultative meeting be organised.
16. The recruited LCS experts shall evaluate the project application, taking into account the criteria specified in Paragraph 26 of the Regulations and in accordance with the methodology for evaluation of the project application and the final scientific report of the project (Annex 7) (hereinafter - methodology for scientific evaluation), completing and approving the individual and consolidated evaluation form of the project application (Annex 6).
17. In the consolidated assessment points of a project application the quality threshold shall be at least 3 (three) points for the criterion specified in Paragraph 26.1 of the Regulations (scientific quality of the project application), at least 3 (three) points for the criterion specified in Paragraph 26.2 of the Regulations, at least 3 (three) points for the criterion specified in Paragraph 26.3 of the Regulations, and at least 9 (nine) points for all the criteria specified in Paragraph 26 of the Regulations in total (hereinafter - quality threshold). The Commission shall reject as inadmissible a project application whose consolidated score is below the quality threshold.
18. The competition results may be contested in the UL or BA Academic Arbitration Court in accordance with the procedures and within the time period laid down in the Administrative Procedure Law.
19. Project Funding
20. The Commission shall, not later than within 2 (two) weeks from the date of receipt of the LCS scientific evaluations, after carrying out the administrative and scientific evaluation of the project applications in accordance with the procedure laid down in the Regulations, take one of the following decisions:
    1. a decision to finance the project;
    2. a decision to reject the project if the project application has not reached the quality threshold;
    3. a decision to reject the project if there is insufficient funding to finance a project application that has reached the quality threshold.
21. The Commission shall send each project manager consolidated scores of the project application without revealing the identity of the experts, as well as the decision referred to in Paragraph 35 of the Regulations to the e-mail address indicated in the project application within seven days after taking of the decision referred to in Paragraph 35 of the Regulations.
22. In case of project approval, project implementation agreement (a grant agreement between the project manager and the UL and BA. Grant agreement forms will be drawn up by the end of the project competition) shall be concluded. The implementation of the project shall commence not later than **1 September 2024.**
23. Submission and Evaluation of the Final Scientific Report of the Project
24. The project manager shall submit the Final Scientific Report of the Project (Annex 2) within 1 (one) month after the final date of implementation of the project.
25. For the evaluation of the quality of the final scientific reports of projects, the UL and BA shall attract the LCS, which ensures the scientific expert evaluation of the final scientific reports of projects in accordance with the requirements of the Regulations and Cabinet Regulation. The opinion of the quality evaluation of the final scientific report of the project may be used as recommendations for definining further research activities and directions of the project implementer.
26. For the scientific evaluation of the final scientific report, the LCS shall attract the same experts who evaluated the relevant project application. If this is not possible, the LCS shall select other appropriate experts.
27. The project implementer shall ensure information regarding the source of funding in publication, dissemination and publicity activities financed by the project indicating the name of the project, as well as the name, number and other information of the RRM project in accordance with the mandatory publicity conditions specified in the guidelines or other regulatory enactments.
28. Other Provisions
29. If, after the approval of the Regulations, amendments are made to the Cabinet Regulations and other external normative acts (unit cost methodology and/or other methodologies or guidelines) that impose different criteria for the allocation of project costs and otherwise affect the project application, amendments shall be made to these Regulations and to the project agreements (grant agreements) and other project implementation documents approved for funding.

**Annexes:**

Annex 1 - “Project Application”

Annex 2 - “Final Scientific Report of the Project”

Annex 3 – “Methodology for the Preparation and Submission of the Project Application, and the Final Scientific Report and Financial Statement of the Project”

Annex 4 - “Project Application Administrative Compliance Assessment Form”

Annex 5 - “Methodology for Assessing the Compliance of the Project Application with the Administrative Compliance Criteria”

Annex 6 - “Individual/Consolidated Project Application Evaluation Form” and “Individual/Consolidated Project Application Evaluation Form” (in English)

Annex 7 – “Methodology for Evaluation of Project Application and Final Scientific Report” and “Methodology for the Evaluation of the Project Application and the Final Scientific Report” (in English)

Annex 8 – “Evaluation Form for the Final Scientific Report of the Project”

Annex 9 – “Grant Agreement for Project Implementation

Annex 1

to Regulations on University of Latvia and BA School of Business and Finance Internal Research and Development Grant Competition

**Project Application**

**Part A**

**General Information**

|  |  |
| --- | --- |
| 1. Project name (LV) |  |
| 2. Project name (ENG) |  |
| 3. Project applicant | *UL (UL internal consolidation grants)*  *or*  *BA (UL and BA consolidation grants)* |
| 4. Project contact’s name | *Project manager preparing the project application for NISSA* |
| 5. Project contact’s surname |  |
| 6. Project contact’s phone No. |  |
| 7. Project contact’s email |  |
| 8. Project contact’s place of work (institution) |  |
| 9. Department where the project is planned to be implemented | *UL and/or BA unit/units* |
| 10. Cooperation Partner (if applicable) |  |
| 11. Project's main scientific field and additional scientific fields |  |
| 12. Smart specialisation area |  |
| 13. UL strategic specialisation areas | *Select one main area:*   * + - natural sciences     - humanities and arts     - medical and health sciences     - social sciences |
| 14. Type of research | * + - fundamental research     - applied research |
| 15. Project summary LV (maximum 1500 characters) |  |
| 16. Project Summary ENG (maximum 1500 characters) |  |
| 17. Keywords LV (maximum 5 keywords, maximum 250 characters) |  |
| 18. Keywords ENG (maximum 5 keywords, maximum 250 characters) |  |
| 19. Project aim LV (maximum 1500 characters) |  |
| 20. Project aim ENG (maximum 1500 characters) |  |
| 21. Implementation period (months) |  |

**Project results**

|  |  |  |
| --- | --- | --- |
| No | Type of result | Number at the end of the project |
| 1 | original scientific articles published, submitted or accepted for publication in journals or conference proceedings indexed in *the Web of Science Core collection, SCOPUS* or *ERIHS PLUS* databases | *Minimum 1 required* |
| 2 | conference materials (excluding indexedin *SCOPUS* and the *Web of Science Core collection,* *ERIH PLUS*); |  |
| 3 | Peer reviewed scientific monographs or manuscripts thereof |  |
| 4 | Manuscripts of scientific articles contained in manuscript databases (*preprints*) and scientific articles published published under the responsibility of the authors (not peer-reviewed) |  |
| 5 | Scientific databases and datasets developed as part of a project |  |
| 6 | Technology rights, i.e. patent applications |  |
| 7 | licenses for intellectual property or transfer agreements |  |
| 8 | Reports on policy recommendations and impact of policies |  |
| 9 | A project application submitted to an international or national competition for research and development projects | *Minimum 1 required* |
| 10 | Successfully defended Master's thesis on the theme of the project |  |
| 11 | A doctoral thesis on the theme of the project successfully defended in accordance with a specified procedure |  |
| 12 | Other project results consistent with the specific nature of the research (including data) and complementing the above |  |

Chapter 4. **Project budget**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | ECC | Cost Type | Cost Amount | | |
| Year 1 | Year 2 | Total |
| 1. | 1000 | Remuneration pursuant to Paragraph 16.1 of the Regulations |  |  |  |
| 2. | 2100 | Mission expenses pursuant to Paragraph 16.2 of the Regulations |  |  |  |
| 3. | 5000 | Depreciation costs pursuant to Paragraph 16.3 of the Regulations |  |  |  |
| 4. | 2300 | Costs of acquisition of inventory, instruments and materials and costs of delivery pursuant to Paragraph 16.4 of the Regulations |  |  |  |
| 5. | 2200 | External service costs pursuant to Paragraph 16.5 of the Regulations |  |  |  |
| 6. | 2200 | Costs of information and publicity (including costs of publication of scientific studies) pursuant to Paragraph 16.6 of the Regulations |  |  |  |
| 7. | 2200 | Costs of improvement of professional competence (training) of scientific or academic personnel involved in project implementation pursuant to Paragraph 16.7 of the Regulations |  |  |  |
| 8. | n/a | Administrative costs pursuant to Paragraph 16.8 of the Regulation *(not exceeding 5% of the total eligible costs of the project)* |  |  |  |
|  | **Total** | |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part B  Project Description  Project title:  Project Abstract:  Keywords:  1. Scientific Excellence  (description)  2. Impact  2.1. Project's scientific results and technological knowledge, the dissemination plan  (description)  2.2. Socio-economic impact and publicity of the results  (description)  2.3. Contribution to the capacity building of the project’s scientific team, including students, as well as to the improvement of the study environment  (description)  3. Implementation  3.1. Project applicant and scientific team  (description)  3.2. Work plan  (description)  3.3. Project management and risk management  (description)  Table No 1   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Risk assessment | | | | | | | No. | Risk | Risk description | Assessment | | Risk prevention/reduction measures | | Transparency | Impact | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | 3. |  |  |  |  |  | | N |  |  |  |  |  | |

|  |
| --- |
| Part C  Curriculum vitae  Name, surname:  Researcher identification code/codes, if any (ORCID, Research ID, SCOPUS Author ID, etc.):  EDUCATION  Date dental degree [Scientific discipline]  [faculty/department/institution/country]  WORK EXPERIENCE  Date [current Employment]  [institution, country]  Date [position]  [institution, country]  SCIENTIFIC PROJECTS  SCIENTIFIC PUBLICATIONS  [specify up to five scientific publications or proof of the reinforcement of intellectual property rights of relevance in the context of the project, in addition specifying the total number of publications, total number of quotes, quoting index, including the source, for example, Scopus or Web of Science Core Collection]  OTHER INFORMATION  [other information not exceeding 2 pages, for example, the number of supervised doctoral or master’s theses, duties in editorial boards of scientific publications, international scientific work experience, pedagogical experience, etc.] |

**Part D**

**Confirmation of Partnership**

**CONFIRMATION**[**[1]**](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Funiversityoflatvia387-my.sharepoint.com%2Fpersonal%2Fraitisv_edu_lu_lv%2F_vti_bin%2Fwopi.ashx%2Ffiles%2Fb9a27d8d26414bc6b8e391e6d7befef9&wdenableroaming=1&mscc=1&wdodb=1&hid=E42604A1-509B-8000-21E6-C2FD8850E245&wdorigin=ItemsView&wdhostclicktime=1705911609969&jsapi=1&jsapiver=v1&newsession=1&corrid=375587a2-78cc-4fd2-b62c-435a12ed339f&usid=375587a2-78cc-4fd2-b62c-435a12ed339f&sftc=1&cac=1&mtf=1&sfp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Normal&ctp=LeastProtected#_ftn1) **to the University of Latvia / BA School of Business and Finance**

on cooperation in the implementation of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name)

the project application

for the University of Latvia and the BA School of Business and Finance Postdoctoral Academic Career Grant Competition of the second round of the Consolidation and Governance Change Implementation Grants under Investment 5.2.1.1.i "Research, Development and Consolidation Grants" of reform 5.2.1.r "Higher Education and Science Excellence and Governance Reform" for “Ensuring Change of the Higher Education Governance Model”

I hereby confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (legal name of the institution)

represented by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (position, name, surname) undertakes to cooperate with the project applicant (*UL or BA*) within the framework of the abovementioned project as cooperation partner.

I hereby declare my readiness to host the researcher (professor) to my institution, to provide the necessary access to research facilities, infrastructure and other resources to carry out the activities planned under the research project (without obtaining economic advantages and intellectual property rights arising from the activities carried out in the framework of the project application).

Signatories of the institution 2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

*position signature full name date*

[[1]](https://euc-word-edit.officeapps.live.com/we/wordeditorframe.aspx?ui=en%2DUS&rs=en%2DUS&wopisrc=https%3A%2F%2Funiversityoflatvia387-my.sharepoint.com%2Fpersonal%2Fraitisv_edu_lu_lv%2F_vti_bin%2Fwopi.ashx%2Ffiles%2Fb9a27d8d26414bc6b8e391e6d7befef9&wdenableroaming=1&mscc=1&wdodb=1&hid=E42604A1-509B-8000-21E6-C2FD8850E245&wdorigin=ItemsView&wdhostclicktime=1705911609969&jsapi=1&jsapiver=v1&newsession=1&corrid=375587a2-78cc-4fd2-b62c-435a12ed339f&usid=375587a2-78cc-4fd2-b62c-435a12ed339f&sftc=1&cac=1&mtf=1&sfp=1&instantedit=1&wopicomplete=1&wdredirectionreason=Unified_SingleFlush&rct=Normal&ctp=LeastProtected#_ftnref1) If the letter is prepared by a foreign partner, the UL must submit it with a translation into Latvian

(not to be notarised).

2 Persons entitled as a cooperation partner (head of the institution, dean of the faculty of the institution, director of the department of the institution, director of the scientific institute of the institution).

3 The confirmation must be accompanied by information from which it can be ascertained that the confirmation has been signed by the signatory (by providing a link to the website of the cooperation partner's institution where the signatories of the cooperation partner can be consulted, or by attaching an authorisation (power of attorney, internal regulatory act, administrative management certificate) from the institution of the cooperation partner certifying that the signatory of the confirmation is considered to be the signatory.

Annex 2

to Regulations on University of Latvia and BA School of Business and Finance Internal Research and Development Grant Competition

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Final scientific report of the project** *(to be completed in English only*)    **Final Scientific Report of the Project**    Project title:    **1. Scientific excellence**  (description)    **2. Impact**  2.1. Scientific results of the Project  (description)    2.2. Research development opportunities  (description)      2.3. Socio-economic impact of results  (description)      2.4. Publicity and communication  (description)    Table x   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No | Communication channel (e.g. television, radio, social media, etc.) | Activity (e.g. interview, popular science article, seminar, etc.) | Planted/reached target audience (a description of the target audience for the activity and the amount of the audience reached) | Available at (a link to where the activity or information about the activity is available) | Date of publication/event | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | 3. |  |  |  |  |  | | 4. |  |  |  |  |  | | 5. |  |  |  |  |  |     2.5. Contribution to the capacity building and career development of the project applicant      **3. Implementation**  (description)  Table x  Achieved results   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No | Results (in line with Paragraph 14 of the Regulations) | Planned | Achieved | Means of verification | Remarks | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | 3. |  |  |  |  |  | | 4. |  |  |  |  |  | | 5. |  |  |  |  |  | |

Annex 3

to Regulations on University of Latvia and BA School of Business and Finance Internal Research and Development Grant Competition

Methodology for the Preparation and Submission of the Project Application and the Final Scientific Report and Financial Statement of the Project

The methodology has been developed in compliance with Cabinet Regulation No. 721 of 5 December 2023 “Regulations for the implementation of 5.2.1.r. ‘Higher Education and Science Excellence and Governance Reform’ investment 5.2.1.1.i. ‘Research, Development and Consolidation Grants’ of the second round of ‘Consolidation and Governance Change Implementation Grants’ of the Latvian Recovery and Resilience Mechanism Plan, reform and investment track 5.2 ‘Ensuring a Change in the Governance Model of Higher Education Institutions’” (hereinafter - Cabinet Regulation).

**1. Preparation and Completion of the Project Application**

1. The project manager shall complete Part A of the project application, while Part B of the project application “Project Description” (hereinafter - Project Description), Part C of the project application “Curriculum Vitae” (hereinafter - CV), Part D of the project application “Attestation of Project Manager”, “Confirmation of Structural Unit” and “Confirmation of Partnership” (if applicable) shall be uploaded to the National Information System for Scientific Activity (hereinafter – NISSA).

2. The project application sections must be completed in the language of field names. Part A and its sections must be completed in Latvian and English, Part B “Project Description” and Part C “CV” must be completed in English; Part D “Attestation of Project Manager”, “Confirmation of Structural Unit” and “Confirmation of Partnership” (if applicable) shall be completed in Latvian only.

3. The documentation related to the project application may be uploaded separately to the information system; however, everything must be uploaded, as well as completed in the information system within the time period for submission of project applications specified in the Regulations. Prior to submitting a project application, the project applicant and the project manager shall co-ordinate it with each other.

**2.1. Completion of Part A of the Project Application**

1. Part A of the project application shall be completed in NISSA both in Latvian and English.

***2.1.1. “General information”***

5. The section “General Information” shall be completed regarding the project applicant and cooperation partners (if applicable).

|  |  |
| --- | --- |
| 1. Project Name (LV) | *It must not exceed one sentence, and shall concisely reflect the aim of the project in Latvian* |
| 2. Project name (ENG) | *It must not exceed one sentence, and shall concisely reflect the aim of the project in English* |
| 3. Project applicant | *The name of the scientific institution*   * + - *UL (UL internal consolidation grants)*     - *BA (UL and BA consolidation grants)* |
| 4. Project contact’s name | *The details of the person preparing the project application for NISSA* |
| 5. Project contact’s surname | *The details of the person preparing the project application for NISSA* |
| 6. Project contact’s phone No. | *The details of the person preparing the project application for NISSA* |
| 7. Project contact’s email | *The details of the person preparing the project application for NISSA* |
| 8. Project contact’s place of work (institution) | *The current workplace, if applicable* |
| 9. Department where the project is planned to be implemented | *The UL or BA unit according to the information specified in the confirmation of the structural unit* |
| 10. Cooperation Partner (if applicable) | *The name of the scientific institution* |
| 11. Project's main scientific field and additional scientific fields | *The science field of the project* |
| 12. Smart specialisation area | *The smart specialisation area* |
| 13. UL strategic specialisation areas | *1* *major area:*   * + - natural sciences     - humanities and arts     - medical and health sciences     - social sciences |
| 14. Type of research | *Indication of whether the project will involve fundamental or applied research* |
| 15. Project summary LV (maximum 1500 characters) | *A brief and explanatory summary in Latvian, illustrating the aim of the project and the progress of research, including planned results and their impact* |
| 16. Project Summary ENG (maximum 1500 characters) | *A brief and explanatory summary in English, illustrating the aim of the project and the progress of research, including the planned results and their impact* |
| 17. Keywords LV (maximum 5 keywords, maximum 250 characters) | *Key words in Latvian* |
| 18. Keywords ENG (maximum 5 keywords, maximum 250 characters) | *Key words in English* |
| 19. Project aim LV (maximum 1500 characters) | *Drafted in Latvian, succint, clear and specific so that at the end of the project implementation it can be ascertained that the aim has been achieved.* |
| 20. Project aim ENG (maximum 1500 characters) | *Drafted in English, succint, clear and specific so that, at the end of the project, it can be ascertained that the aim has been achieved.* |
| 21. Implementation period (months) | *The number of months* |

### 2.1.2. “Scientific Team”

6. The section “Scientific Team” shall be completed in the information system, indicating the following information regarding the scientific team involved in the project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Institution represented (UL/BA) | Name, surname | Load | CV |
| Project Manager | Represented scientific institution | The name of the project manager | Project manager load/FTE | A CV in conformity with Part C of the project application |
| Project Core Team | Represented scientific institution | The name of the project core team member | Specifies the load/FTE of the project core team | A CV in conformity with Part C of the project application |
| Project Team members, including  students | Represented scientific institution | The name of the project team member, if known | Specifies project team member load/FTE | Project team member’s CV is not required |

***2.1.3. “Project Results”***

6. The section “Project results” shall be completed in NISSA, taking into account the provisions laid down in Paragraphs 14 and 15 of the Regulations regarding the project results to be achieved.

|  |  |  |
| --- | --- | --- |
| No | Type of result | Number at the end of the project |
| 1 | original scientific articles published, submitted or accepted for publication in journals or conference proceedings indexed in *the Web of Science Core collection, SCOPUS* or *ERIHS PLUS* databases | *Minimum 1 required* |
| 2 | conference materials (excluding indexedin *SCOPUS* and the *Web of Science Core collection,* *ERIH PLUS*); |  |
| 3 | Peer reviewed scientific monographs or manuscripts thereof |  |
| 4 | Manuscripts of scientific articles contained in manuscript databases (*preprints*) and scientific articles published published under the responsibility of the authors (not peer-reviewed) |  |
| 5 | Scientific databases and datasets developed as part of a project |  |
| 6 | Technology rights, i.e. patent applications |  |
| 7 | licenses for intellectual property or transfer agreements |  |
| 8 | Reports on policy recommendations and impact of policies |  |
| 9 | A project application submitted to an international or national competition for research and development projects | *Minimum 1 required* |
| 10 | Successfully defended Master's thesis on the theme of the project |  |
| 11 | A doctoral thesis on the theme of the project successfully defended in accordance with a specified procedure |  |
| 12 | Other project results consistent with the specific nature of the research (including data) and complementing the above |  |

***2.1.4. Project Budget***

7. The section “Project budget” shall be completed in the information system, indicating the costs of implementation of the project in conformity with the positions of eligible costs of the project specified in Paragraph 16 of the Regulations and observing the requirements of the Cabinet Regulation. The project implementation costs shall be indicated in accordance with the following procedures:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | ECC | Cost Type | Cost Amount | | |
| Year 1 | year 2 | Total |
| 1. | 1000 | Remuneration pursuant to Paragraph 16.1 of the Regulations |  |  |  |
| 2. | 2100 | Mission expenses pursuant to Paragraph 16.2 of the Regulations |  |  |  |
| 3. | 5000 | Depreciation costs pursuant to Paragraph 16.3 of the Regulations |  |  |  |
| 4. | 2300 | Costs of acquisition of inventory, instruments and materials and costs of delivery pursuant to Paragraph 16.4 of the Regulations |  |  |  |
| 5. | 2200 | External service costs pursuant to Paragraph 16.5 of the Regulations |  |  |  |
| 6. | 2200 | Costs of information and publicity (including costs of publication of scientific studies) pursuant to Paragraph 16.6 of the Regulations |  |  |  |
| 7. | 2200 | Costs of improvement of professional competence (training) of scientific or academic personnel involved in project implementation pursuant to Paragraph 16.7 of the Regulations |  |  |  |
| 8. | n/a | Administrative costs pursuant to Paragraph 16.8 of the Regulation *(not exceeding 5% of the total eligible costs of the project)* |  |  |  |
|  | **Total** | |  |  |  |

**2.2. Completion of Part B “Project Description” of the Project Application**

8. The project description form shall be completed in English. A completed project description form is saved in PDF file format and uploaded to NISSA.

9. All sections and subsections of the project description form must be completed, the information shall be entered in the fields intended for it taking into account the following conventions and guidelines:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part B “Project Description”**  The requirements for completing the project description are as follows:   1. maximum 12 pages 2. font size not less than 11 3. single line spacing 4. 2 cm margins on each side, 1,5 cm margins at the top and bottom   all tables, charts, references/the reference list, and other elements should be included in the project description not exceeding 12 pages.  Project name: *to be the same as in "General Information"*  Project summary: *to be the same as in “General Information”*  Keywords: *to be the same as in “General Information”*  **1. Scientific Excellence**   *The research aim and hypothesis (if any), as well as the objectives for achieving the aim are stated. The aim demonstrates the link to the contribution to the knowledge base of a scientific field or several scientific fields by generating foreground or technological knowledge. The project aim should be consistent with what is envisaged in the project; it is not advisable to have several parallel aims, especially if the research plan does not describe how to achieve them all. It is recommended to specify indicators (e.g. scientific results) against which the achievement of the aim can be measured. The aim is consistent with the ability of the applicant (and project cooperation partner, if applicable) to achieve it (i.e. the resources available and the tasks identified are sufficient to achieve the objective within the timeframe of the project). The objectives are clear, realistic and achievable and consistent with the project's aim, implementation plan and scientific results.*   *The current state of the scientific field or scholarship of the research is described and the role of the research in the context of the field, the main challenges and priorities, the necessity, originality and novelty of the project in the context of the research field (other aspects such as interdisciplinarity or multidisciplinarity) are highlighted.*   *The scientific profile must include information showing the overall development of the field of research, what the project applicant has done in the field, and what new contributions the project will make.*  *The research methodology and the research approach to achieve the stated aim shall be described in detail. It is recommended to highlight what innovative methodological solutions will be applied within the project. If the project involves experiments or research involving human and animal subjects, the postdoctoral researcher should also describe the ethical aspects of the research.*    **2. Impact**   2.1. Scientific results and technological knowledge of the project and the dissemination plan thereof   *The expected scientific results and technological knowledge are described in compliance with the aim and tasks of the research (in compliance with Section 1 “Scientific Excellence” of Part B “Project Description” of the project application) and the impact thereof on the knowledge base in the relevant and/or other scientific fields is revealed.*  *The plan for effective dissemination of the project's scientific results and technological advances and for ensuring impact on the wider scientific community, for building scientific collaborations, for ensuring the sustainability of the knowledge generated (including adherence to Open Access and FAIR principles, the possibility to publish research results in pre-publication archives before publishing journal articles, mechanisms for accessing the generated research data, depositing data in repositories that are part of existing European and global e-infrastructures, etc.) is outlined.*  *In order to describe the preparation of new project applications (e.g. Horizon Europe project competitions) using the results obtained in this project, it is recommended to describe the intended call for new project proposals, the cooperation established, the thematic framework of the new project application, etc.*  *Specific plans for scientific publications, publication of data, strengthening of intellectual rights or participation in and organisation of scientific events should be listed according to the breakdown of the performance indicator table (see below). It is recommended to describe the scope of the publication, the scientific journals in which they are planned to appear and their relevance to the project topic. The number of scientific publications submitted and accepted should be appropriate to the scope of the project and the experience of the researchers.*  *Quantitative indicators shall be indicated in the “Project results” section of Part A of the project application. The experts will assess the relevance and proportionality of the planned results to the overall project results. The outputs indicated are binding if the project is funded.*  2.2. Socio-economic impact and publicity of results   *This section shall describe the use of research results (also after the end of the project) in co-operation with state and local government institutions (for example, policy planning or development of normative acts based on results), entrepreneurs (for example, new technologies, technological instructions), NGOs (for example, recommendations) and other potential users of project results based on measurable parameters.*   *If the project is clearly fundamental, it is necessary to anticipate its future impact by identifying the parties involved and the sectors potentially benefiting from the results of the project. It is recommended to describe the types of approach/cooperation by which potential users of the project results will be reached.*  *Where applicable, projects should include possible knowledge and technology transfer measures. If the project results are to be patented, the patent strategy must be specified.*  *The approach to effective public information using the project results (including promotion of its science field and science in general), publicity measures for the identified target group, planned publicity measures (for example, popular scientific articles, information campaigns, public discussions, etc.), possible communication channels, as well as tools for more successful public information should be described.*   *The description is binding, its progress will have to be reflected in the final scientific report of the project. The experts will assess the relevance and proportionality of the measures referred to in this subsection to the overall project results.*   *The description is binding, its progress will have to be reflected in the final scientific review of the project. The experts will assess the relevance and proportionality of the measures referred to in this Subpart with the results of the project as a whole.*  2.3. Contribution to building the capacity of project participants, as well as improvement of the study environment  *The intended contribution within the scope of the project to building the capacity/skills shall be described including complementarity of the project applicant and the project cooperation partner in increasing their scientific capacity. The researcher (professor)* *shall describe how researchers will acquire the skills and knowledge needed for their research careers when implementing the project (e.g. describing tasks within the project that will add to experience).*  *It shall describe how within the framework of the project it is planned to promote collaboration within the UL, for example, to take advantage of interdisciplinarity, and how co-operation activities will have a positive impact on the UL competitiveness in the long term.*   *If the results of the project are intended to be used for improvement of the study environment, the plan shall be described here.*   *The development of doctoral and master's theses planned to be supervised or advised as part of the project shall be described.*   *The experts will assess the relevance and proportionality of the measures referred to in this section with the results of the project as a whole.*  **3. Implementation**   **3.1. Project applicant and scientific team.**  *A* *short description shall justify that the scientific institution is suitable for achieving the aim set by the project and fulfilling its tasks (including available research infrastructure, provision of premises, past experience and other aspects relevant to this project). If any project cooperation partner is involved in the project, here shall be presented the justification for the involvement of the project cooperation partner in the implementation of the project, the expected investment and the capacity thereof. The project cooperation partners shall be attracted if the project applicant does not have the research infrastructure or the necessary scientific capacity for the implementation of the relevant project or individual aspects thereof. If necessary, cooperation with organisations abroad which are not project partners within the meaning of this competition may also be described. Possibilities for attracting additional funding or further developing the project idea are described.*   *The scientific team of the project, including the role and experience of the project manager and core team in project management, scientific quality assurance and dissemination of results shall be described (referring to the curriculum vitae). It is recommended to include a justification* *that the scientific team consists of scientists, researchers and specialists who will be able to meet all aspects of the study. The division of tasks throughout the project and the qualification of the members of the project research team as appropriate to the project aim.*  *The use of the funding requested for the implementation of the project shall be justified.*  **3.2. Work Plan**   *This section details the work plan according to the aim of the research and the performance of the tasks, highlighting the work stages.*   *The description of a work stage shall indicate its name, the start and end month within the implementation of the project (the project implementation schedule shall be presented using the Gantt chart), a description of the methodology used, the equipment and research infrastructure used, the intended missions (if any), (if the project involves a project co-operation partner, the tasks for the project cooperation partner), the results and outcomes obtained (in accordance with Section 2 “Impact” of Part B “Project Description” of the project application).*   *Both thematic and chronological considerations should be taken into account when developing the work plan, and overlapping work phases should be avoided. The linkage of the identified work packages to the aim of the research project should be described. It is recommended that the work plan also include dissemination and project management activities that take a certain amount of time to complete.*   *An explanation of the financial breakdown of the project is recommended (as provided in the "Project Budget" section of Part A of the project application. The funding should be planned according to the needs of the project without a disproportionate share of the funding going to one need (e.g. to remuneration).*  **3.3. Project Management and Risk Plan**   *The section describes the management organisation, decision making, quality management, personnel matters, monitoring of project execution, ensuring co-operation with the project cooperation partner (if applicable), administration capacity (resources available to the project applicant), intellectual property management issues (if applicable) within the scope of the project. Project management mechanisms may be established in accordance with the practices already implemented by the project applicant institution, while providing for a description of project-specific management aspects.*  *A plan to prevent potential risks or reduce the negative effect shall be developed (see Table 1). Several types of risks, such as financial risks, implementation risks, achievement risks, scientific risks, etc., shall be indicated. The risk likelihood may be high, medium or low, and similarly the impact may be high, medium or low. The section on risk prevention and mitigation actions shall describe the planned measures to reduce the likelihood of risk materialisation or its impact on the project.*   Table 1   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | No | | Risk *– name and type – implementation, achievement of results, financial, etc.* | | Description of risk – *causes, consequences, impact, incl. on which – planned result / target group* | | Assessment | | | | Causes and/or measures for prevention/mitigation of consequences | | | Probability (extremely unlikely to happen – 1, unlikely – 2, likely – 3, extremely likely – 4) | | Impact (low – 1, medium – 2, high – 3) | | | 1 | | *name and type of risk* | | *brief description of risk* | | *factor from 1-4* | | *factor from 1-3* | | *specific measures to prevent or mitigate the likelihood of causes or consequences of the risks* | | | 2. |  | |  | |  | |  | |  | | | N. |  | |  | |  | |  | |  | | |

## 2.3. Completion of Part C “Curriculum Vitae” of the Project Application

10. The project manager and the core team of the project shall complete *the Curriculum Vitae* *in* English and attach copies of documents certifying the award of a doctoral degree. If a doctoral degree is obtained abroad, a certificate from the Academic Information Centre (AIC) on the alignment of the doctoral degree must be submitted.

11. Copies of completed forms of *the Curriculum Vitae* and documents certifying the award of doctoral degrees shall be uploaded to NISSA in the PDF file format. The *Curriculum Vitae* shall be completed in compliance with the following requirements:

|  |
| --- |
| **Part C “curriculum vitae”**  The requirements for completing the *Curriculum Vitae* are as follows:   1. maximum 2 pages 2. font size not less than 11 3. single line spacing 4. 2 cm margins on each side, 1,5 cm margins at the top and bottom  **Name, Surname:**  *additionally, the name and surname forms used to identify the author in publications can be indicated*  **Researcher identification code (s)**, if any (ORCID, Research ID, SCOPUS Author ID, etc.):  **EDUCATION**  *the title of the doctorate degree, acquisition date, scientific field, institution and state thereof*  **EXPERIENCE**   *a description of current and past positions and related duties/tasks in the last five years that are relevant in the context of this project*   **RESEARCH PROJECTS**  *projects and project proposals relevant in the context of this competition*    **SCIENTIFIC PUBLICATIONS**  *up to five scientific publications or intellectual property assertions relevant to the context of the project, including the total number of publications, the total number of citations, the citation index, indicating a source, e.g. Scopus or Web of Science Core Collection*  **OTHER INFORMATION**  *other information within the 2-page limit, e.g. the number of doctoral or master's theses supervised, editorial board memberships, international research experience, teaching experience* |

# 3. Completion and Submission of the Administrative Part of the Project Application

12. The administrative part of the project application is Part D, which consists of “Attestation of Project Manager”, “Confirmation of Structural Unit”, “Confirmation of Scientific Advisor” and “Confirmation of Partnership” (if applicable), completed in Latvian.

**3.1. Part D “Attestation of Project Manager” of the Project Application**

13. The project manager shall complete the attestation by filling in the relevant sections of the form.

1. The project manager shall sign the completed attestation with a secure electronic signature and upload it to NISSA.

**3.2. Part D “Confirmation of Structural Unit” of the project application**

15. The head of the unit and the executive director of the unit shall complete the certification, completing the relevant sections of the form and signing it with a secure electronic signature.

16. The business unit receipt is uploaded by THE project manager to NZDIS.

**3.3. Part D “certification of the Co-operation Partner” of the Project application**

17. The head and the executive director of the structural unit shall complete the confirmation by completing the relevant sections of the form and signing it with a secure electronic signature.

18. If it is not possible to ensure a secure electronic signature, the head of the project cooperation partner or a person authorised by the head of the project cooperation partner shall sign the confirmation and send it in the format of a scanned PDF file to the scientific team, who shall deliver the original signed document to the Scientific Project Department of the Academic Department until the end of the time period for submitting projects.

19. The project manager uploads the confirmation of the cooperation partner to NISSA.

# 4. Development and Completion of the Final Scientific Report of the Project

20. The project manager and the scientific team shall develop the final scientific report of the project within **one (1) month** after the end of the project implementation and upload it to NISSA in the PDF file format.

21. The final scientific report of the project must be completed in English, with all sections and sub-sections of the report completed and information indicated in the fields provided for it.

22. The final scientific report of the project shall be formed by linking it to the information indicated in the project application. If scientific publications approved for publication cannot be found on the Internet, the project manager shall, in addition to this report, upload the publisher’s confirmation concerning the aforementioned publication to NISSA.

23. The final scientific report of the project shall be completed in compliance with the following requirements:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Final Scientific Report of the Project**  The text formatting requirements are as follows:   1. maximum 12 pages 2. font size not less than 11 3. single line spacing 4. 2 cm margins on each side, 1,5 cm margins at the top and bottom 5. all tables, diagrammes, references / the reference list and other elements should be included in the final scientific report of the project not exceeding 12 pages   **Project name:** *the name of the project*   **1. Scientific Excellence**   *The section shall describe the research methodology and the progress of research in compliance with Section 1 “Scientific Excellence” and Subsection 2.1 “Scientific results and technological knowledge of the project and their dissemination plan” of Part B “Project Description” of the project application, including the progress in fulfilling the aim and objectives of the project application, including progress in the fulfilment of objectives and tasks..*   *The scientific results and technological advances achieved during the project shall be described as specified in the project application, additionally describing their methodological or theoretical originality and the impact of the results on the development and knowledge base of their own or other scientific fileds*  **2. Impact**   **2.1. Scientific results of the project**   The section shall characterise *the implementation of the plan for distribution of the project results, ensurance of the obtained knowledge sustainability, changes in the plan and necessary corrections as specified in Subsection 2.1 “Scientific results and technological knowledge of the project and their dissemination plan” of Part B “Project Description” of the project application*.   *scientific publications prepared and submitted/approved for publication (including Open Access and publication of research results in pre-publication archives), participation in scientific conferences and strengthening of intellectual property rights, publication of data (including Open Data, FAIR data, deposit of data in repositories belonging to existing European and global e-infrastructures) are listed here. They shall be listed in accordance with the Section “Project Results” of Part A of the project application with the indication of the name, date, website or DOI.*  **2.2. Research development opportunities**   *The scientific cooperation of the project manager or the core team of the project* *with Latvian or foreign scientific organisations and the types of cooperation (briefly described) and integration into the project as planned in Subsection 2.1 "Scientific results and technological knowledge of the project and their dissemination plan" of Part B "Project Description" of the project application.*  *Possibilities to participate in the preparation of new project applications, including in a programme of the EU Framework Programme for Research and Innovation “Horizon Europe”, using the results obtained in this project in accordance with the planned in Subsection 2.1 "Scientific results and technological knowledge of the project and their dissemination plan" of Part B "Project Description" of the project application.*   *A description of whether additional funding has been secured to further develop the research project idea*.   *The scientific cooperation activities within the framework of the project implementation shall be accounted in Table 1.*  Table 1   |  |  |  |  |  | | --- | --- | --- | --- | --- | | No | Cooperation institution/organisation, State | Type of cooperation | Result | Time period | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | N |  |  |  |  |     **2.3. Socio-economic impact of results**  *Use of scientific results of the project in cooperation with institutions, entrepreneurs and NGOs, for example, in development of new technologies, development of technological instructions, development of normative acts, policy planning and other activities. Cooperation assessment of the project implementer. For specific cases, if applicable, please refer to Table 2.*  *A reflection of the project's contribution to the scientific field or fields (as indicated in the "General Information" section of Part A of the project application) over the lifetime of the project.*  *If there are any obstacles to the impact of the project results, they are described here.*  Table 2   |  |  |  |  |  | | --- | --- | --- | --- | --- | | No. | Cooperation with | Type of cooperation | Result | Time period | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | N |  |  |  |  |     **2.4. Publicity and communication**  *Informing of the public within the project framework using the results in accordance with the planned and changes in the project application, including how the target audience indicated in Subsection 2.2 “Socio-economic impact and publicity of results” of Part B “Project Description” of the project application has been reached.*  *Table 3 shall indicate specific measures or activities with a view to publicity and public information.*  Table 3   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No | Communication channel (e.g. television, radio, social networks, etc.) | Activity (e.g. interview, popular science article, seminar, etc.) | Planned / Reached audience (description of the target audience of the activity and the audience reached) | Available (specifying the hyperlink to the activity or information on the activity) | Date of publication / occurrence | | 1. |  |  |  |  |  | | 2. |  |  |  |  |  | | 3. |  |  |  |  |  | | 4. |  |  |  |  |  | | N |  |  |  |  |  |   **2.5. Contribution to building the capacity of the scientific group, as well as improving the study environment**  *Progress* *in building the proposed scientific capacity of the project team (planned in Subchapter 2.3 “Contribution to building the capacity of project participants, as well as improvement of the study environment” of Part B “Project Description” of the project application).*  *If activities have been performed to improve the study environment by using the results obtained in the project, list them here.*  *The description of how within the framework of the project it is planned to promote collaboration within the UL.*  Table 4   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Promotions and master's works, supervised or advised by a researcher (professor), within the framework of this project (If a thesis is defended, it should be indicated in the last column of the table by adding the date and relevant promotion council) | | | | | | No | Author of the thesis | Thesis name, study level, hyperlink to doctoral/graduate thesis database | Supervisor and advisor | Date of defense | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | N |  |  |  |  |   **3. Implementation**  *Progress in the implementation of the project work plan and risk prevention.*  *Progress of implementation of the project work plan in view of Subchapter 3.2 “Work Plan” of Part B “Project Description” of the project application, as well as the risks encountered by the project manager and the scientific team during implementation, how they have been addressed and whether they were already provided for in the risk plan of Subchapter 3.3 “Project Management and Risk Plan” of Part B “Project Description” of the project application. If new risks were identified during the project, the risks, their prevention, as well as their impact on the further progress of the project, its results as well as the budget, shall be described*.*as well as their impact on the further progress of the project, results and also the budget, describe here.* |

Annex 6

to Regulations on University of Latvia and BA School of Business and Finance Internal Research and Development Grant Competition

**Individual/ Consolidated Evaluation Form of the Project Application**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name:  Expert/I: | | | |
| 1. | Criterion: Scientific quality of the project application | | Maximum 5 points |
| 1.1. | Observation: scientific quality, reliability and novelty of the research | (justification) | |
| 1.2. | Observation: scientific quality of the chosen research strategy and methodological solutions, as well as compliance with the stated objectives |
| 1.3. | Observation: capacity of the project to generate foreground or technological knowledge |
| 2. | Criterion: impact of project results | | Maximum 5 points |
| 2.1. | Observation: expected transfer of acquired knowledge and skills into further action and development of scientific capacity | (justification) | |
| 2.2. | Observation: research development opportunities, including contributions to the preparation of new projects for submission to competitions under the European Union's Framework Programme for Research and Innovation “Horizon Europe” and other research and innovation support programmes and technology initiatives |
| 2.3. | Observation: the resaerch will lead to the creation of knowledge relevant to the field concerned and to economic and societal development |
| 2.4. | Observation: sustainability of acquired knowledge and a qualitative plan for its dissemination, including scientific publications and public outreach |
| 2.5. | Observation: implementation of the research contributes to strengthening the scientific capacity of the research staff, including students |
| 2.6. | Observation: the research develops collaboration within the UL and contributes to the UL competitiveness in the future |  | |
| 3. | Criterion: feasibility and security of the project | | Maximum 5 points |
| 3.1. | Observation: quality of the research work plan and its relevance to the aim pursued. The envisaged resources are adequate and sufficient to achieve the aim. The research intends to ensure efficient use of resources. The planned work stages and tasks are clearly defined, relevant and realistic | (justification) | |
| 3.2. | Observation: scientific qualification of the project applicant according to the life course descriptions submitted (CVs) |
| 3.3. | Observation: appropriate research management, including quality management, is envisaged. The management organisation allows the resaerch progress to be monitored. Potential risks have been assessed and a plan to prevent them or mitigate the negative effect has been developed |
| 3.4. | Observation: availability of the necessary research infrastructure |
| 3.5. | Observation: the institution implementing the research has the necessary knowledge and competence |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | Scientific quality | Impact | Implementation | TOTAL  (score) |
| Points |  |  |  |
| Weight | 30% | 50% | 20% |

Annex 7

to Regulations on University of Latvia and BA School of Business and Finance Internal Research and Development Grant Competition

**Methodology for Evaluation of the Project application and the final Scientific Report of the Project**

# Introduction

The methodology for evaluation of the project application and the final scientific report of the project (hereinafter - methodology) has been developed for preparation and provision of evaluation of the documentation necessary for the University of Latvia and BA Sschool of Business and Finance Internal Research and Development Grant Competition (hereinafter - Competition) with the total implementation time of the project up to 18 months.

The methodology has been developed for independent scientific experts attracted by the Latvian Council of Science (hereinafter - LCS) to perform evaluation of the scientific quality of the project application and the final scientific report of the project.

The methodology has been developed in conformity with Cabinet Regulation No. 721 of 5 December 2023 “Regulations for the implementation of 5.2.1.r. ‘Higher Education and Science Excellence and Governance Reform’ investment 5.2.1.1.i. ‘Research, Development and Consolidation Grants’ of the second round of ‘Consolidation and Governance Change Implementation Grants’ of the Latvian Recovery and Resilience Mechanism Plan, reform and investment track 5.2 ‘Ensuring a Change in the Governance Model of Higher Education Institutions’” (hereinafter – Cabinet Regulation).

# 1. Terms used

# 

|  |  |  |
| --- | --- | --- |
| 1 | Project Manager | The scientific employee who manages the project and ensures its implementation, i.e. plans and supervises the implementation of the project tasks and scientific ethical norms, and provides for timely preparation and submission of the documentation describing the scientific progress of the project in accordance with the procedure specified in the Regulations. |
| 2 | Project Secretary | A LCS specialist who organises the selection of experts for evaluation of the project application and the final scientific report of the project. |
| 3 | Expert | A foreign scientist recruited by the LCS who independently evaluates the project application and the final scientific report of the project, and whose scientific qualification, evaluation competence and work experience conform to the requirements of the Cabinet Regulation, as well as the science filed and subject matter of the specific project application and final scientific report. |
| 4 | Rapporteur | An expert recruited by the LCS who performs individual scientific evaluation of the project application or the final scientific report of the project, as well as develops the consolidated evaluation of the project application and the final scientific report of the project, co-ordinating it with the other expert. |

# 2. Scientific Evaluation of Project Application

1. The process of scientific evaluation of project applications shall be organised by the project secretaries.

2. The project secretary, in accordance with the requirements of the Cabinet Regulation and internal rules of the LCS regarding guidelines and basic principles for selection of foreign experts, shall invite two suitable experts from the list of experts for each project application for scientific evaluation of the project application.

3. Before receiving access to the project application, the expert shall:

3.1. certify that there is no conflict of interest, as well as undertake to comply with the confidentiality requirements by signing and sending the LCS a declaration of absence of conflict of interests and respect of confidentiality (hereinafter - expert's declaration) via electronic mail;

3.2. enter into an expert agreement with the LCS.

4. Upon receiving the expert's certificate and concluding the contract with the expert, the LCS shall provide the expert with access to the project application and to all information necessary for the evaluation of the project application.

5. The expert shall perform the scientific evaluation of the project application by applying their knowledge in the relevant scientific field and argumentating the evaluation with scientific substantiations.

6. During the examination of the research application, the expert shall cooperate with the LCS, as well as observe the instructions provided by the LCS concerning the procedures for carrying out the expertise within the framework of the expertise contract.

## 2.1. Individual Assessment of the Project Application

7. The expert shall complete the individual evaluation form and approve the individual evaluation of the project application within three weeks of the conclusion of the expert agreement and access to the project application and all necessary project information, unless a different deadline is set in the expert agreement.

8. In the individual evaluation, the expert assesses each criterion and provides an evaluation in points for each criterion, taking into account the provisions of this methodology.

9. The criteria shall be evaluated by awarding between 1 and 5 points per criterion. Where the project proposal exceeds the requirements of the previous lowest criterion but does not fully meet the requirements of the next highest criterion, the score may also be expressed as a fifth of a point, i.e. 0.2. For each point, a description of the evaluation shall be as follows:

9.1. Excellent – 5 points (an excellent application meeting or exceeding the highest requirements of the relevant scientific field in the criterion; any shortcomings in the application are minor);

9.2. Good – 4 points (a good project application complying with the requirements of the relevant scientific filed in the criterion; however, certain deficiencies are noted);

9.3. Satisfactory – 3 points (a satisfactory project application generally complying with the requirements of the relevant scientific field in the criterion; certain deficiencies have been detected which will make it difficult to realise the project and achieve high results);

9.4. Weak – 2 points (a weak project application partially or only generally satisfying the requirements of the relevant scientific field in the criterion; deficiencies are detected which make it difficult to successfully realise the project and achieve the aim);

9.5. Unsatisfactory – 1 point (an unsatisfactory project application not conforming to the requirements of the relevant scientific filed; the information provided is insufficient for the performance of the evaluation, as well as significant deficiencies have been detected which make the realisation of the project and achievement of the aim questionable).

10. In the consolidated expert evaluation of the project application, the quality threshold shall be at least three points for the criterion specified in Paragraph 26.1 of the Regulations (scientific quality of the project application), at least three points for the criterion specified in Paragraph 26.2 of the Regulations (impact of project results), at least three points for the criterion specified in Paragraph 26.3 of the Regulations ( project feasibility and support), and at least nine points for all criteria specified in Paragraph 28 of the Regulations in total.

11. The weight of the criteria against the total evaluation of the project application in points shall be:

11.1. scientific quality of the project application - 30%;

11.2. impact of project results – 50%;

11.3. feasibility and support of the project - 20%.

12. The expert shall provide a reasoned justification for the evaluation of each criterion in points.

13. Within three working days from the date of receipt of the expert's individual assessment of the project application, the project secretary shall assess the conformity of this individual assessment with the considerations referred to in the Cabinet Regulation and the Regulations, as well as with the expertise methodology, returning this evaluation to the expert, if necessary, for clarification/revision and giving reasons for the return by sending a notification by electronic mail. In the event of a return, the expert shall, within three working days of the receipt of the notification from the LCS, refine, revise and confirm the individual assessment.

14. The expert shall complete the individual evaluation form in accordance with the following criteria and considerations:

|  |  |  |
| --- | --- | --- |
| Individual/consolidated assessment of the project application | | |
| Project Name:  Expert/I: | | |
| 1. | Criterion: Scientific quality of the project application | Maximum 5 points |
| 1.1. | Observation: scientific quality, reliability and novelty of the research | *The expert shall justify the score given by considering the fulfilment of the criterion as a whole and the fulfilment of each criterion consideration.*  *1. The information specific to the criterion is given in Section 1 “Scientific Excellence” of the 'Project Description' part of the project application; however,* ***evaluating the criterion, the project application as a whole must be assessed****.*  *2. The scientific excellence of the project, including the selected research strategy and methodological solutions, as well as the capacity to create foreground or technological knowledge and justification for the necessity of the project and novelty of the project in the context of the research field, shall be evaluated in compliance with the specificities of the relevant scientific field or fields and the project, as well as the specificities of the institution of the project applicant.*  3. In case of an interdisciplinary project application, the expert shall evaluate the synergy of disciplines, evaluating the contribution of representatives of each discipline to the achievement of the objectives of the project. |
| 1.2. | Observation: the scientific quality of the chosen research strategy and methodological solutions, as well as compliance with the stated objectives |
| 1.3. | Observation: capacity of the project to generate foreground or technological knowledge |
| 2. | Criterion: impact of project results | Maximum 5 points |
| 2.1. | Observation: expected transfer of acquired knowledge and skills into further action and development of scientific capacity | *The expert shall justify the score given by considering the fulfilment of the criterion as a whole and the fulfilment of each criterion consideration.*  *1. The information specific to the criterion is given in Section 2 “Impact” of Part B “Project Description” of the project application; however,* ***evaluating the criterion, the project application as a whole must be assessed****.*  *2. The results and their expected impact, including the planned transfer of results in further activities and development of scientific capacity, possibilities for further development of research (for example, preparation of new research projects, involvement in international cooperation networks), shall be evaluated in compliance with the specificities of the relevant scientific filed or fields and the project, as well as the specificities of the institution of the project applicant.*  *3. The expert shall evaluate what plans are described in the project application for identification of the involved parties, application of the correct forms of co-operation and transfer of knowledge acquired in the project (e.g. recommendations, guidelines, prototyping, etc.). They evaluate the cooperation of the project applicant with state and local government institutions, non-governmental organisations and entrepreneurs.*  *4. The sustainability of project results is assessed in conjunction with the envisaged scientific publications and the dissemination of project results at scientific conferences. Particular attention should be paid to ensuring the sustainability of results in accordance with the principles of Open Access, Open Data, FAIR (findable, accessible, interoperable, reusable), as well as the project applicant’s choice for the deposit of data. The relevance and scope of the planned scientific results for the project theme, budget and implementation period shall be evaluated. Information regarding distribution of project results can be found in the subsection “Scientific results and technological knowledge of the project and their dissemination plan” of the project application part “Project Description”.*  *6. The expert shall evaluate whether the project will contribute to informing and involvement of the public in order to ensure the transfer of knowledge created in the project, involving the public and promoting their awareness regarding the knowledge created within the scope of the project, as well as contribution to the society in solving the issues examined within the scope of the specific project. It should be assessed whether there is a plan within the framework of the project to involve stakeholders in the use of its results. The potential of the project to inform the public about the results of the project and to increase the socio-economic impact of the results of the project (Subsection 2.2 “Socio-economic impact and publicity of results” of the project application part “Project Description”) shall be evaluated.*  *6. The expert shall assess whether the project as a whole, including the activities foreseen in Section 2.3, develops collaboration within the University of Latvia by streamlining existing collaborations or creating new ones, and whether the planned results will have a significant impact on the competitiveness of the University of Latvia in both the short and the long term in the project area.*  *7.The expert assesses:*  *(a) whether the scientific team includes researchers from* ***both UL and BA****;*  b) whether the project involves a **cooperation partner** (enterprise, scientific institution, incl. foreign) is involved in the project. |
| 2.2. | Observation: research development opportunities, including contributions to the preparation of new projects for submission to competitions under the European Union's Framework Programme for Research and Innovation “Horizon Europe” and other research and innovation support programmes and technology initiatives |
| 2.3. | Observation: the study will lead to the creation of knowledge relevant to the field concerned and to economic and societal development |
| 2.4. | Observation: sustainability of acquired knowledge and a qualitative plan for its dissemination, including scientific publications and public outreach |
| 2.5. | Observation: implementation of the research contributes to strengthening the scientific capacity of the research staff, including students |
| 2.6. | Observation: the research develops collaboration within the UL and contributes to the UL competitiveness in the future |
| 3. | Criterion: feasibility and security of the project | Maximum 5 points |
| 3.1. | Observation: quality of the research work plan and its relevance to the aim pursued. The envisaged resources are adequate and sufficient to achieve the aim. The research intends to ensure efficient use of resources. The planned work stages and tasks are clearly defined, relevant and realistic | 1. *The expert shall justify the score given by considering the fulfilment of the criterion as a whole and the fulfilment of each criterion consideration. The information specific to the criterion is given in Section 3 “Implementation” of the project application part “Project Description” and in Part C “Curriculum Vitae” of the project application; however,* ***evaluating the criterion, the project application as a whole must be assessed****.****.***  *The feasibility of the project, including the prepared research work plan, the intended research management and its quality management,* *the information provided regarding the data management plan, the intended resources, the available infrastructure shall be evaluated according to the specificities of the relevant scientific filed or fields and the project.*  2. The expert shall assess the qualifications, experience and suitability of the project manager and the scientific team to achieve the aim of the project and to carry out the tasks envisaged, taking into account :  (a) the curricula vitae of the members of the scientific team in the 'Curriculum Vitae' section of the project application;  (b) whether the scientific team includes post-doctoral fellows, doctoral and master's students, incl. from abroad.  3. It should be noted that the duration of one project is up to 18 months. The planned implementation of the project shall be evaluated in association with the completed part of the project application “Project budget”, which provides for costs for remuneration, materials for technical security, official travel and publication expenses. The maximum amount of funding per project is EUR 200 000. |
| 3.2. | Observation: scientific qualification of the project applicant according to the life course descriptions submitted (CVs) |
| 3.3. | Observation: appropriate research management, including quality management, is envisaged. The management organisation allows the resaerch progress to be monitored. Potential risks have been assessed and a plan to prevent them or mitigate the negative effect has been developed |
| 3.4. | Observation: availability of the necessary research infrastructure |
| 3.5. | Observation: the institution implementing the research has the necessary knowledge and competence |

## 2.2. Expert consultative meeting

15. To ensure that the expert acting as rapporteur produces an objective and reasoned consolidated score for the project application, based on a UL proposal, the LCS organises a consultative meeting of rapporteurs (hereinafter - the consultative meeting), i.e. an expert panel. The consultative meeting is purely advisory, with the aim of providing the rapporteur with as comprehensive a view as possible of the level (readiness) of the project proposals submitted to the call, as well as of the scientific disciplines therein, to support the rapporteur in developing a consolidated evaluation score for the project proposal. Prior to organising a consultative meeting, project secretaries shall re-verify that the rapporteurs have no conflict of interest with the project applicant.

16. In order to ensure the success of the consultative meeting, the project secretary shall invite one rapporteur to chair the consultative meeting at each consultative meeting. The chair of the consultative meeting shall be appointed on the basis of their scientific and administrative experience in order to organise the work of the consultative meeting and to lead a reasoned and consultative discussion among the rapporteurs, with the aim of providing the rapporteurs with a comprehensive view of the situation as regards the submitted project proposals.

17. All rapporteurs attend the consaltative meeting.

18. Consaltative meetings take place online via video call.

## 2.3. Consolidated assessment of the project application

19. The rapporteur shall, in compliance with tasks and deadlines of the expert contract, develop the consolidated evaluation score for the project application in compliance with Annex 6 to the Regulations “Individual/consolidated project application evaluation form”. The rapporteur shall develop the consolidated evaluation score of the project application taking into account individual project application evaluation scores of both experts, and prior to submitting it to the LCS shall co-ordinate it with the other expert.

20. The project secretary shall, within three working days, assess the conformity of the consolidated scoring of the project application to the methodology and approve it. If the consolidated score of the project application is inadequate or does not provide sufficient reasoning for the score given where the weaknesses and shortcomings of the project application are identified, it shall be returned to the rapporteur. The rapporteur, within three working days from the date of receipt of the notification of the returned evaluation by e-mail, shall revise the consolidated evaluation of the project application and submit it to the project secretary for approval, subject to prior agreement with the other expert.

# 3. Scientific evaluation of the final scientific report of the project

## 3.1. Individual assessment of the final scientific report of the project

21. The postdoctoral researcher shall, within 1 (one) month from the end of the project implementation, complete the final scientific report of the project (hereinafter - final report). The scientific expert examination of the final report shall be performed by at least two experts.

22. The project secretary shall ensure access to the final report of the relevant project and to the application of the same project for each expert involved.

23. The expert shall, within 3 (three) weeks from signing the expert's declaration and entering into the expert contract, perform individual evaluation of the final report, completing the evaluation form of the final scientific report of the project (Annex 8) and confirming it.

24. The expert shall evaluate the final report according to the following criteria:

|  |  |
| --- | --- |
| Individual/consolidated evaluation of the final report | |
| Project Name:  Expert/I: | |
| 1. | Criterion: Scientific excellence |
| *The expert shall evaluate how* *the researcher (professor)* *achieved the planned in the project application until the end of the project. This will be based on Chapter 1 "Scientific Excellence" of the final report, while being linked to the final report as a whole and to the project application. In this section, the expert shall provide comments and suggestions on research opportunities after the closure of the project in order to achieve scientific excellence.*  The expert shall assess whether the results of the researcher (professor) during the relevant period demonstrate their high research capacity and whether the results described are appropriate to contribute to the knowledge base of the scientific field(s). |
| 2. | Criterion: impact |
| *The expert shall evaluate how* *the researcher (professor)* *achieved the planned in the project application until the end of the project.* *This will be based on Chapter 2 'Impact' of the final report, while being linked to the final report as a whole and the 'Project Description' part of the project application. In this section, the expert shall comment and make suggestions on the impact of the project and the dissemination of the knowledge obtained, as well as on the communication activities after the closure of the project.*  *The expert shall evaluate whether the* *researcher (professor)* *has achieved the planned in the section “Project Description” of the project application. The expert shall evaluate whether the plans described in the project application for identifying stakeholders, applying the right forms of cooperation and transferring the knowledge generated by the project (e.g. in recommendations, guidelines, prototyping, etc.) have been implemented as planned. The expert shall evaluate the cooperation of the researcher (professor) with state and local government institutions, non-governmental organisations and entrepreneurs. The expert shall evaluate whether the submitted scientific publications are appropriate to the theme, purpose and budget of the project, and whether the principles of Open Data, Open Access and FAIR have been observed in the preparation thereof, as well as evaluate the policy of the project implementer in the deposit of data.* ***At the same time, it shall be evaluated whether the fulfilment of scientific results (publications, participation in conferences, registration of intellectual property) has been achieved according to the planned stage of implementation in the project application.***  *It shall be assessed whether the project's work on informing the public about the project results and raising the socio-economic impact of the project results have ensured the transfer of knowledge created in the project, involved the public and raised their awareness of the role of the project in addressing the specific thematic issues of the project.*  The expert shall evaluate whether the international cooperation planned in the project (including writing of new projects, involvement in international cooperation networks, etc.) has taken place to the extent foreseen by the project and has contributed to the achievement of the aim set by the project, as well as to the capacity building and career development.  *The expert shall assess whether the project as a whole, including the activities foreseen in Section 2.3, have developed collaboration within the University of Latvia, either by streamlining existing collaborations or by creating new ones, and whether the planned results have had an impact on the UL competitiveness in the project area.* |
| 3. | Criterion: implementation |
| *The expert shall evaluate how* *the researcher (professor)* *achieved the planned in the project application until the end of the project. This will be based on Section 3 “Implementation” of the final report, while being linked to the project application part “Project Description” and the final report as a whole. In this section, the expert shall provide comments and suggestions for more successful implementation of projects.*  The expert shall assess whether the management of the project has been effective, including taking into account the overall progress of the project. The expert shall assess the information provided by the project implementer on the development and maintenance of data management plans. Whether the risk plan outlined in the Sub-section 3.3 " Project Management and Risk Plan'" of the "Project Description" section of the project application has been implemented in cases where risks materialised, and whether the solutions were robust. |

## Consolidated assessment of the final report

27. When both experts have completed and approved their individual evaluations of the final report, the project secretary shall provide both experts with access to the individual evaluation completed by both experts and shall disclose to each expert the identity of the other expert.

28. In the consolidated evaluation of the final report, both experts agree on a consolidated evaluation, summarising the assessments provided in their individual evaluations and the comments justifying them.

29. The rapporteur shall draw up the consolidated evaluation score of the final report in accordance with Annex 8 to the Regulations while taking into account individual evaluations of both experts, and, prior to submitting it to the LCS, shall co-ordinate it with the other expert.

Annex 8

to Regulations on University of Latvia and BA School of Business and Finance Internal Research and Development Grant Competition

**Evaluation Form for the Final Scientific Report of the Project**

|  |  |
| --- | --- |
| **Individual/Consolidated Evaluation of the Final Scientific Report of the Project** | |
| Project Name:  Expert/I: | |
| **1.** | **Criterion: scientific excellence** |
| (comment) |
| **2.** | **Criterion: impact** |
| (comment) |
| **3.** | **Criterion: implementation** |
| (comment) |

Annex 9

to Regulations on University of Latvia and BA School of Business and Finance Internal Research and Development Grant Competition

Date as on time stamp

**Grant Agreement for Project Implementation**

**The University of Latvia (hereinafter - UL)**, reg. No 3341000218, legal address: Raina bulv. 19, Riga, LV-1586, represented by its *vice-rector \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* acting in accordance with the UL Administration Rules of Procedure (approved by the University of Latvia order No 1-4/559 of 15 November, 2021) and order No 1/10 “On Signature Rights in Projects Implemented by the UL” of January 13, 2020, on the one hand, and

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*name, surname personal identification number*

(hereinafter - *Project Manager*), on the other hand, together referred to **the Parties** on the basis of Cabinet Regulation No. 721 of 5 December 2023 “Regulations for the implementation of 5.2.1.r. ‘Higher Education and Science Excellence and Governance Reform’ investment 5.2.1.1.i. ‘Research, Development and Consolidation Grants’ of the second round of ‘Consolidation and Governance Change Implementation Grants’ of the Latvian Recovery and Resilience Mechanism Plan, reform and investment track 5.2 ‘Ensuring a Change in the Governance Model of Higher Education Institutions’” (hereinafter - Cabinet Regulation), implement the project and agree on the following provisions:

1. Subject Matter of the Agreement

1.1. Project implementation in case of approval of the project application

“\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

(project name)

(hereinafter - **Project**) according to the activities planned in the project application.

**II.** **Obligations and Contributions of the Parties**

2.1. The Parties shall be responsible for achieving the objectives and results specified in the Project.

2.2. Activities shall be implemented in accordance with this agreement, Project and the agreement the UL and the Central Finance and Contracting Agency (hereinafter - CFCA) entered into (hereinafter - **Agreement**).

2.3. The Parties agree to cooperate in all phases of Project implementation, contributing to the implementation of the activities included in the Project and sharing the risks attributable to matters within the Parties' competence.

III. Duration and Amount of the Agreement

3.1. The Parties shall ensure the implementation of the Project between \_\_\_\_. \_\_\_ .2024 and \_\_. \_\_ .2026.

3.2. The total cost of the Project shall be \_\_\_\_\_\_\_\_ **euro** (the sum in words).

3.3. The Parties shall have the right to amend and supplement the Agreement by mutual agreement in writing. An oral amendment to the Agreement shall be null and void.

3.4. The Agreement may be terminated prematurely if the CFCA unilaterally terminates the agreement with the UL or if the Project Manager fails to fulfil their obligations and the UL may therefore suffer harm or damage.

IV. Liability of the Parties

4.1. The UL undertakes:

4.1.1. to ensure implementation of the Project in conformity with the terms of the Agreement and this agreement, within the specified time periods;

4.1.2. ensure that the outputs and outcomes of the Project are used in conformity with the aim of the Project;

4.1.3. to ensure qualitative exchange of information between Project participants/partners and involved persons;

4.1.4. to co-ordinate and monitor the financial flow of the Project in accordance with the budget, activities and time schedule of the Project so that the planned activities of the Project take place in conformity with the terms and provisions of the Project and this agreement, within the specified time periods;

4.1.5. to ensure accounting of individual project costs. Costs must be clearly identifiable, verifiable and separable from other costs;

4.1.6. to examine financial documents and utilisation in conformity with the Project requirements, the laws and regulations of the UL and the Republic of Latvia;

4.1.7 to co-ordinate procurement for the Project. To monitor the progress of the procurement process within the framework of the Project, to participate in the preparation and conclusion of contracts for the supply of goods and services, to control the performance of contracts entered into force;

4.1.8. to harmonise the financial and substantive reports (payment requests, progress reports, VAT reports, etc.) provided for in the implementation agreement and to control that they are submitted within the specified time periods in accordance with the procedures specified in the Agreement;

4.1.9. to identify the financial risks of the Project and propose necessary amendments to the Project;

4.1.10. to ensure and supervise that all documentation related to implementation of the Project and fulfilment of the agreement obligations (including contracts, orders, invoices, other accounting documents certifying equivalent payment) accurately specifies the number of the Agreement, while contracts and orders include a reference that the Project is co-financed by the Recovery Fund (hereinafter - RF);

4.1.11. to ensure and monitor the organisation of the specified publicity measures and the provision of information regarding the Project;

4.1.12. to ensure storage of all documentation related to the implementation of the Project by the time period specified in the Agreement, observing the provisions for the storage of documents provided for in the laws and regulations of the European Union and the Republic of Latvia. After the Project implementation, all originals of documents related to the Project implementation shall be stored in accordance with the procedures provided for in the laws and regulations of the Republic of Latvia;

4.1.13. to ensure the availability of project implementation documentation for inspections of supervising institutions.

4.2. Duties of the project manager:

4.2.1. to ensure implementation of the Project in conformity with the terms of the Agreement and this agreement, within the specified time periods;

4.2.2. to ensure the availability of project implementation documentation for inspections by the UL and supervising institutions;

4.2.3. to ensure that the outputs and outcomes of the Project are used in conformity with the aim of the Project;

4.2.4. to plan and perform procurements for the Project needs, which are related to the acquisition of resources necessary for the implementation of Project activities;

4.2.5. to prepare and submit the intended financial and substantive reports in conformity with the procedures and within the time periods specified in the Agreement;

4.2.6. to inform the UL without delay of any circumstances which hinder or restrict the implementation of the Project in conformity with the planned Project activities and which may affect the outcomes of the Project;

4.2.7. to prepare and submit to the UL necessary clarifications, esxplanations and amendments during the implementation of the Project until full fulfilment of all contractual obligations;

4.2.8. to ensure that all documentation related to the implementation of the Project and fulfilment of the obligations under the agreement (including agreements, orders, invoices, other equivalent accounting documents certifying payment) accurately specifies the Agreement and Project identification numbers, while contracts and orders include a reference that the Project is co-financed by the RF;

4.2.9. to prepare and ensure the organisation of the specified publicity measures and provision of information regarding the Project;

4.2.10. to cover from their own resources the ineligible costs of the Project which have arisen due to their own action or inaction;

4.2.11. to reimburse the money into the bank account opened for implementation of the UL Project within 10 (ten) working days after the UL request, if the activities of the Project Manager have resulted in ineligible costs detected by the UL or during other inspections.

4.3. The Parties shall, when implementing the project, use such professionally recognised or generally accepted operational methods, techniques and practices in the relevant sector that ensure the implementation of the Project in the highest possible quality, within the specified time periods and in accordance with the project plan, in order to achieve the Project objectives and outcomes in accordance with the provisions of this grant agreement.

4.4. The Parties shall be mutually liable for any damage caused to the other Party by the performance, improper performance or non-performance of this agreement and the Agreement.

V. Accessibility of Project Results and Information

5.1. The results of the research, which are not intended to be commercialised, are to be disseminated in the form of trainings and publications.

5.2. The property rights to intellectual property (including invention, plant variety, design, trademark, topography of semiconductor products and copyrighted work) created in the implementation of the Project, or created with the use of UL resources, belong to the UL.

5.3. The property rights to intellectual property created with the use of a third party's resources are determined by the agreement with that third party. If the ownership of intellectual property rights is not specified in the agreement with a third party, the ownership of the intellectual property rights shall be determined pursuant to Paragraph 5.2 of this agreement.

5.4. The Parties may, in accordance with the procedures provided for by the UL, conclude an agreement on the commercialisation of intellectual property, which shall stipulate the proportion of the distribution of revenue between the UL and the Project Manager.

5.5. Intellectual property objects are commercialised at market price. If it is not possible to determine the market price, the proof of the market price shall be a public auction of intellectual property in conformity with the laws and regulations regarding the organisation of auctions or a documented negotiation procedure between the UL and the buyer which has resulted in the UL obtaining the maximum price for its intellectual property rights.

5.6. The Parties shall certify that all information and results related to the implementation of the Project are available to the competent, controlling and audit institutions of the European Union and the Republic of Latvia throughout the implementation phase of the Project. The place of implementation of the Project at the stage of its introduction and at the post-project stage shall be accessible to the competent and audit institutions.

5.7. The Parties undertake not to disclose any information of a confidential nature received from the other Party which that Party has become aware of concerning the other Party in connection with the performance of its obligations under the Agreement and this agreement.

5.8. Information shall not be considered confidential insofar as it is publicly available in accordance with the laws and regulations of the Republic of Latvia.

5.9. The Parties shall ensure the sustainability of the results achieved in accordance with the terms of the Agreement.

VI. Conditions of Force Majeure

6.1. The Parties shall be relieved of liability for partial or total non-performance of this agreement if it arose after the conclusion of this agreement due to force majeure, exceptional circumstances which the Parties could not foresee and remedy.

6.2. Force majeure in the text of this agreement shall be understood to mean any unforeseen contingency or event beyond the control of the Parties which has not been caused by their conduct, while preventing either Party from fulfilling its obligations under this agreement and which could not have been avoided by taking appropriate precautionary measures. A Party which is unable to fulfil its obligations may not cite as force majeure defects in equipment or materials or delays in their delivery (unless those problems arise directly from force majeure), labour disputes, strikes, financial problems or political situations, etc.

6.3. If either Party is confronted with force majeure, it shall immediately, but not later than 3 (three) working days, be obliged to notify the other Party, indicating the nature, probable duration and expected consequences of the circumstances that have arisen.

6.4. Neither Party shall be liable for failure to comply with this agreement and the obligations arising therefrom if their performance is impeded by force majeure. The Parties shall take the necessary measures to reduce the damage they cause. If, in the event of force majeure, it was possible for the Parties to take measures to reduce the damage, but they did not do so, the responsible Party shall compensate the other Party for the damage caused.

VII. Dispute Procedure

7.1. Disagreements between the Parties relating to the performance of their obligations under the agreement shall be settled by mutual agreement. The agreement shall be in writing and shall form an Annex to this agreement.

7.2. If the Parties cannot agree, disputes shall be settled in accordance with the procedures provided for in the laws and regulations of the Republic of Latvia.

VIII. Final Provisions

8.1. This agreement shall enter into force only in case of approval of the project application and shall be in effect until fulfilment of the obligations of the Parties.

8.2. The Parties shall declare by the conclusion of this agreement that there are no circumstances prohibiting the Parties from concluding this agreement.

8.3. The UL has the right to verify that there is no conflict of interest and, if necessary, to request that measures be taken to prevent the conflict of interest.

8.4. The agreement is drawn up in Latvian on six pages and signed with a secure electronic signature and contains a time stamp.

8.5. The approved Project application with its annexes is an integral part of this agreement and is available electronically in the National Information System for Scientific Activity (hereinafter - NISSA).

\* This contract shall be entered into with the project manager **only** in UL internal consolidation grant projects, if only UL researchers are present in the scientific group of the project.

UL Vice-Rector: Project Manager:

this Document is signed with a secure electronic signature

and contains a time stamp

1. between 2019-2023 and including 2024 until the submission of the project application [↑](#footnote-ref-2)