

**Regulations on UNIVERSITY OF LATVIA and BA SCHOOL OF BUSINESS AND FINANCE Postdoctoral Academic Career Grant Competition**

**I.Genral Provisions**

1. The Regulations on the POSTDOCTORAL Academic Career 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 **Open** Competition for POSTDOCTORAL academic career grants **(**hereinafter - competition), and administer the resources of the Recovery Fund and state budget allocated for financing POSTDOCTORAL academic career grants (hereinafter - project or projects). POSTDOCTORAL academic career grants shall be granted and administered within the framework 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 a UL order.
2. The applicant (hereinafter - postdoctoral researcher) 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 organise the competition according to their respective competence, areas of strategic specialisation and RIS3 priorities for:
   1. seventeen (17) projects funded through UL Consolidation Postdoctoral Grants, of these:
      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. five (5) projects or more (in the event that the planned number of projects to be supported is not met in one of the fields of science), which shall be awarded funding after approval of the projects referred to in Paragraphs 5.1.1, 5.1.2, 5.1.3 and 5.1.4 of the Regulations, on the basis of the highest score and funding referred to in Paragraph 8.1 of the Regulations.
   2. seven (7) projects funded through the BA Consolidation Postdoctoral Grants, on the basis of the consecutive highest scores and subject to funding as specified in point 8.2 of the Regulations.
6. The postdoctoral grant is a targeted research funding obtained in accordance with the internal competition procedures of the institution, the purpose of which is to create foreground and technological knowledge and full research capacity in the relevant scientific fields, including ensurance of co-operation with the business sector and promotion of international co-operation.
7. A postdoctoral researcher may submit only one project application under the call for applications.
8. The total funding available for the competition is **EUR** **1 473 120.00** (one million four hundred and seventy-three thousand one hundred and twenty euro), which shall be used for project financing. The above funding is allocated as follows:

8.1. The funding available to the UL is **EUR** **1 043 460.00** (one million fourty-three thousand four hundred and sixty euro);

8.2. The funding available to the BA is **EUR 429 660,00** (four hundred and twenty nine thousand six hundred and sixty euro);

8.3. 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:

8.3.1. the proportion of the UL and BA RRM project funding specified in the Regulations and Consolidation plan shall be maintained;

8.3.2. the performance indicators specified in the Cabinet Regulation are achieved - within the scope of the BA and UL consolidation – 5 signed agreements, and within the scope of the UL internal consolidation – 10 signed agreements.

8.3.3 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.

1. The total time period for implementation of the project is 12 months (hereinafter - project implementation time period), 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.
2. The maximum amount of funding per project for the duration of the project shall not exceed EUR **61 380.00** (sixty-one thousand three hundred and eighty euro, 00 cents), which comprises the costs of postdoctoral researcher’s remuneration of up to EUR 3 860.00 per month on a full-time basis (in accordance with the UL and BA remuneration policies and rates), including compulsory state social security contributions and other social guarantees specified in the laws and regulations of labour law and remuneration, and one unit cost in accordance with the standard rate of EUR 1 000 per month specified in the Marie Sklodovsk-Curie programme Marie Skłodowska-Curie programme “Postdoctoral Scholarships” under the European Union's research and innovation framework programme Horizon Europe, and the costs of administering the research application and maintaining the infrastructure, not exceeding 5% (EUR 255.00 per month) of the eligible costs of the research application. 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, the UL shall amend these Regulations and the project agreements (grant agreements) and other project implementation documents approved for funding.

**II. Requirements for the Project Applicant**

1. A postdoctoral researcher is a Latvian or foreign scientist who has been elected as a research assistant, researcher or lead researcher in UL or BA and, in accordance with Paragraph 2.7 of the Cabinet Regulation, has obtained a doctoral degree not earlier than 10 years prior to the deadline for submission of a postdoctoral grant. This period may be extended to two years if the person has good cause: parental leave or temporary incapacity. If a doctoral degree is obtained abroad, a certificate from the Academic Information Centre (AIC) regarding the alignment of the doctoral degree must be submitted.
2. In the case of approval of a project application, a postdoctoral researcher must not simultaneously receive remuneration within the scope of this measure and:

* European Union Cohesion Policy Programme 2021-2027 measure 1.1.1.4 "Mobility, Exchange and Cooperation Activities to Improve International Competitiveness in Science" of the specific support objective 1.1.1 "Strengthening Research and Innovation Capacities and Introducing Advanced Technologies into the Common R&D System" of cohesion policy programme 1.1 "Research and Skills";
* European Union Cohesion Policy Programme 2021-2027 measure 1.1.1. 9 “Postdoctoral Research” of the specific support objective 1.1.1 "Strengthening Research and Innovation Capacities and Introducing Advanced Technologies into the Common R&D System".

**III. Support Actions and Costs**

1. The postdoctoral researcher shall carry out a non-commercial project. Activities that are financed or planned to be financed from other funding sources shall not not supported within the framework of the project, including UL and BA academic career grants.
2. Within the framework of the project the following activities shall be supported:
   1. research, fundamental and applied;
   2. acquisition, approval and defence of intangibles arising from research, which result from fundamental and applied research activities (protection of intangibles), if applicable;
   3. knowledge and technology transfer: publication of scientific articles and publications, presentation of research results at conferences and seminars and implementation of other knowledge management activities;
   4. for the postdoctoral researcher involved in postdoctoral grant implementation,
      1. competence development (training);
      2. international mobility and networking activities;
   5. supervision, review of bachelor’s and master's theses and participation in final thesis commissions;
   6. preparation of research or innovation projects for submission to Latvian and international project competitions;
   7. involvement of the public in the conduct of the research application and informing them about project results which are not related to intellectual property rights.
3. In the section “Project Results” of the project application, the postdoctoral researcher shall indicate the planned results to be achieved within the scope of the tasks specified in the project application until the end of the project implementation period, namely:
   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 ERIH PLUS databases;
   2. a project application submitted to an international or national research and development project competition;
   3. other project results to be achieved in compliance with the specific nature of the research and the project tasks specified in the project application, which supplement the abovementioned.
4. The postdoctoral researcher shall ensure that at least the following results referred to in Paragraph 15 of the Regulations are achieved: at least three results referred to in Paragraph 15.1 of the Regulations and at least one result specified in Paragraph 15.2 of the Regulations.
5. The postdoctoral researcher shall include information regarding the eligible costs of the project in the section “Project Budget” of the project application. The postdoctoral researcher is entitled to the following costs (not exceeding the amount of funding specified in Paragraph 10 of the Regulations):
   1. the postdoctoral researcher’s remuneration (monthly salary) (1 FTE) and related costs, 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 UL and BA;
   2. non-economic postdoctoral grant implementation costs of EUR 1000 per month including:
      1. research costs including acquisition of materials necessary for research, protection of technology rights and outsourcing costs;
      2. training costs;
      3. costs of networking activities including mission expenses, conference participation fees and participation costs in information events, as well as publicity costs for the research carried out.
   3. The costs of the UL or BA administrative and infrastructure resources used to ensure the implementation of the research application must not exceed five per cent of the total eligible costs of the research application. The costs may include the following cost items:
      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 domestic missions;
      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.

**IV. Procedure for Preparation and Submission of the Project Application**

1. The postdoctoral researcher shall inform the Scientific Projects Unit of the UL Academic Department about participation in the postdoctoral competition by **07 May 2024** by completing the electronic application form at <https://docs.google.com/forms/d/e/1FAIpQLScIhdGrz_dOB0DevVxPii3ra_lsNNEgb0419nQRog-6z1nM1w/viewform>. The postdoctoral researcher will be granted access to the National Information System for Scientific Activity (hereinafter - NISSA) where the postdoctoral researcher 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 “Postdoctoral Researcher Attestation”, “Confirmation of Structural Unit”, “Confirmation of Scientific Advisor” and “Confirmation of Partnership” (if applicable) and upload them to 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 “Postdoctoral Researcher Attestation”, “Confirmation of Structural Unit”, “Confirmation of Scientific Advisor” and “Confirmation of Partnership” (if applicable) must be completed only in Latvian.
3. The postdoctoral researcher must append a copy of the diploma for obtaining a doctoral degree in Part C “CV” of the project application. If the 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.
4. 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 18 and 20 of the Regulations); all tables, diagrammes, references/ the reference list and other elements are to be included in the project application, up to the maximum allowed. The expert has the right not to read more than 12 pages of the project description.
5. The volume requirements specified in Paragraph 21 of the Regulations shall also apply to the completion of the final scientific report of the project (Annex 2).

**V. Evaluation of Project Applications**

1. After the end of the deadline for submitting project applications, within two weeks the Commission shall evaluate project applications in accordance with the administrative compliance criteria and complete the Project Application Administrative Compliance Assessment Form (Annex 4):
   1. the project application (incl. annexes) is 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 Cabinet Regulation and Regulations regarding the conditions for the participation of a postdoctoral researcher are met;
   4. the eligible costs indicated in the project application and the amount of the requested funding conform to the requirements specified in the Regulations.
2. If the submitted project application does not conform to any of the administrative compliance criteria, within two weeks from the closing date of the competition, the Commission shall take a decision to reject the project application and inform the project applicant thereof. If the Commission lacks information to assess the compliance of the project application specified in Paragraph 23 of the Regulations, it may request additional information.
3. Project applications which conform to the administrative compliance criteria shall be further directed for scientific expert examination of project applications.
4. In order to ensure independent evaluation of the scientific quality of project applications, the UL and BA shall attract the LCS, which ensures scientific expert examination of project applications in accordance with the requirements of the Regulations and Cabinet Regulation.
5. The recruited LCS experts shall evaluate the project application considering the following criteria:
   1. the scientific quality of the project application in accordance with Paragraph 28 of the Regulations;
   2. the impact of the project results in accordance with Paragraph 29 of the Regulations;
   3. the feasibility and support of the project in accordance with Paragraph 30 of the Regulations.
6. The scientific quality of the project application shall be evaluated considering the information provided in the project application, namely:
   1. the scientific quality, reliability and novelty of the research;
   2. the scientific quality of the selected research strategy and methodological solutions, as well as compliance with the objectives set;
   3. the capacity to generate foreground and technological knowledge.
7. The impact of project results shall be evaluated considering 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 initiatives;
   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. research implementation contributes to strengthening the scientific capacity of the postdoctoral researcher;
   6. research develops collaboration within the UL and contributes to the UL competitiveness in the future.
8. The project feasibility and support shall be evaluated considering 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 postdoctoral researcher based on their life course description (CV);
   3. appropriate research management, including quality management. 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 is developed;
   4. the research infrastructure is available for the research.
9. The Commission, on the basis of the consolidated evaluation of the project application submitted by the LCS experts, shall calculate the consolidated evaluation of the project application in percentage, taking into account the proportion of the criterion referred to in Paragraph 27.1 of the Regulations in the amount of 50% of the total assessment, the proportion of the criterion referred to in Paragraph 27.2 of the Regulations in the amount of 30% and the proportion of the criterion referred to in Paragraph 27.3 of the Regulations in the amount of 20% of the total assessment respectively.
10. After receiving consolidated evaluations of all project applications from the LCP, the Commission shall within the scope of the competition,
    1. **for the seventeen (17) projects of the UL internal consolidation**
       1. prepare four (4) lists of project proposals, each list including projects in only one of the UL scientific areas of strategic specialisation (see Paragraph 5.1 of the Regulations). The Commission shall rank the projects on each list in descending order of the scores in percentage and select three (3) projects from each list, i.e. a total of twelve (12) projects above the quality threshold and with the highest scores;
       2. after the selection of twelve (12) or fewer projects (in cases where the planned number of projects to be supported is not reached in one of the scientific fields), the Commission shall draw up an overall list of all the other UL project applications, which shall be ranked in descending order of the scores in percentage and shall select the projects above the quality threshold and with the highest scores;
       3. after the selection of the aforesaid seventeen (17) projects, the Commission shall assess the possibility of financing other projects assessed above the quality threshold in full within the limits of the funding foreseen in Paragraph 8 of these Regulations and prepare a draft decision for each project to be supported and rejected and adopt the decision referred to in Paragraph 36 of these Regulations.
    2. **for the seven (7) projects of the BA consolidation**
       1. prepare one (1) list of projects and rank the projects on the list in descending order of their scores in percentage points and select seven (7) projects above the quality threshold and with the highest score;
       2. after the selection of the aforesaid seven (7) projects, the Commission shall assess the possibility of financing other projects assessed above the quality threshold in full within the limits of the funding foreseen in Paragraph 8 of the Regulations and prepare a draft decision for each project to be supported and rejected and adopt the decision referred to in Paragraph 36 of these Regulations..

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 27.2 of the Regulations. If project applications also score equally in the criterion referred to in Paragraph 27.2, preference shall be given to those project applications which have received a higher score in the criterion referred to in Paragraph 27.1 of the Regulations. If the project proposals are ranked equally under criterion referred to in point 27.2 and criterion referred to in point 27.1, the UL shall, if appropriate, propose to the LCS that an expert consultative meeting be organised

1. The recruited LCS experts shall evaluate the project application, taking into account the criteria specified in Paragraph 27 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 for the project application (Annex 6).
2. The quality threshold shall be at least three points for the criterion specified in Paragraph 27.1 of the Regulations, at least three points for the criterion specified in Paragraph 27.2 of the Regulations, at least three points for the criterion set out in Paragraph 27.3 of the Regulations, and at least nine points for all the criteria specified in Paragraph 27 of the Regulations in total (hereinafter - quality threshold). The Commission shall reject as inadmissible a project proposal whose consolidated score is below the quality threshold.
3. The competition results may be contested in the UL or BA Academic Arbitration Court in accordance with the procedures and within the time period specified in the Administrative Procedure Law.

**VI. Project Funding**

1. The Commission shall, not later than within 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 specified 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.
2. The Commission shall send each postdoctoral researcher consolidated scores of the project application without revealing the identity of the experts, as well as the decision referred to in Paragraph 36 of the Regulations to the e-mail address indicated in the project application within seven days after taking the decision referred to in Paragraph 36 of the Regulations.
3. In case of project approval, a project implementation agreement (grant agreement) (Annex 9) shall be concluded with with the postdoctoral researcher. The postdoctoral researcher shall commence the implementation of the project by **1 September 2024.**

**VII. Submission and Evaluation of the Final Scientific Report of the Project**

1. The postdoctoral researcher shall submit the final scientific report of the project (Annex 2) one month after the closing date for project implementation.
2. 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 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.
3. 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.
4. The postdoctoral researcher 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.

**VII. Other Provisions**

1. 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, amendmends 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 the Project Application and the Final Scientific Report of the Project” and “Methodology for the Evaluation of the Project Application and the Final Scientific Report of the Project” (in English)

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

Annex 9 - “Grant Agreement for Project Implementation”

Annex 1

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**Project application**

**Part A**

**General Information**

|  |  |
| --- | --- |
| 1. Project name (LV) |  |
| 2. Project name (ENG) |  |
| 3. Project applicant | UL or BA |
| 4. Project contact’s name |  |
| 5. Project contact’s surname |  |
| 6. Project contact’s phone No. |  |
| 7. Project contact’s email |  |
| 8. Scientific advisor |  |
| 9. Postdoctoral researcher’s place of work (institution) |  |
| 10. Department where postdoctoral grant is planned to be implemented |  |
| 11. Cooperation partner (if applicable) |  |
| 12. Project's main scientific field and additional scientific fields |  |
| 13. Smart specialisation area |  |
| 14. UL strategic specialisation areas | |  |  | | --- | --- | | Natural sciences |  | | arts and humanities |  | | medicine and health sciences |  | | social sciences |  | |
| 15. Type of research | |  |  | | --- | --- | | fundamental research |  | | applied research |  | |
| 16. Project summary LV (maximum 1500 characters) |  |
| 17. Project summary ENG (maximum 1500 characters) |  |
| 18. Keywords LV (maximum 5 keywords, maximum 250 characters) |  |
| 19. Keywords ENG (maximum 5 keywords, maximum 250 characters) |  |
| 20. Project aim LV (maximum 1500 characters) |  |
| 21. Project aim ENG (maximum 1500 characters) |  |
| 22. 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 ERIH PLUS databases |  |
| 2 | a project application submitted to an international or national research and development project competition |  |
| 3 | other project results to be achieved in compliance with the specific nature of the research and the project tasks specified in the project application, which supplement the abovementioned |  |

## Project Budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No | ECC | Cost Type | Cost Amount | | |
| Year 1 | Year 2 | Total |
| 1. | 1000 | Remuneration in accordance with Paragraph 17.1 of the Regulations |  |  |  |
| 2. | 2100 | Mission expenses, in accordance with Paragraph 17.2 of the Regulation |  |  |  |
| 3. | 2300 | Costs of acquisition of inventory, instruments and materials and costs of delivery in accordance with Paragraph 17.2 of the Regulations |  |  |  |
| 4. | 2200 | External service costs in accordance with Paragraph 17.2 of the Regulations |  |  |  |
| 5. | 2200 | Costs of information and publicity (including costs of publication of scientific research) in accordance with Paragraph 17.2 of the Regulations |  |  |  |
| 6. | **Administrative costs** in accordance with Paragraph 17.3 of the Regulations | |  |  |  |
| Not exceeding 5% of the total eligible costs of the research application | |  |  |  |
| **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 |
| Probability | 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 Doctoral 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 co-operate with the postdoctoral researcher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name, surname) within the framework of the abovementioned project as a cooperation partner.

I hereby declare my readiness to host the postdoctoral researcher in 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 institution2

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*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 to sign 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

Regulations on University of Latvia and BA Sschool of Business and Finance Postdoctoral Academic Career Grant Competition

**Final Scientific Report of the Project**

*To be completed in English only*

**Final scientific project report**

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 (for example, television, radio, social media, etc.) | Activity (for example, interview, popular science article, seminar, etc.) | Planned/reached target audience (a description of the target audience for the activity, and the amount of the audience reached) | Available at (provide a link to where the activity or information about the activity is available) | Date of publication/event |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| n |  |  |  |  |  |

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 the call text Art. #14) | Planned | Achieved | Means of verification | Remarks |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| n |  |  |  |  |  |

Annex 3

Regulations on University of Latvia and BA Sschool of Business and Finance Postdoctoral Academic Career 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 postdoctoral researcher 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 “Postdoctoral Researcher Attestation”, “Confirmation of Structural Unit”, “Confirmation of Scientific Advisor” and “Confirmation of Partnership” (if applicable) and upload the aforementioned 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 “Postdoctoral Researcher Attestation”, “Confirmation of Structural Unit”, “Confirmation of Scientific Advisor” and “Confirmation of Partnership” (if applicable) must be completed only in Latvian.

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 postdoctoral researcher shall coordinate it with each other.

## 1.1. Completion of Part A of the Project Application

4. Part A of the project application shall be completed by the postdoctoral researcher in Latvian and English.

### 1.1.1. “General Information”

5. The section “General Information” shall be completed regarding the project applicant and the 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 (applicant to the UL) shall be indicated* |
| 4. Project contact’s name | *Details of the postdoctoral researcher* |
| 5. Project contact’s surname | *Details of the postdoctoral researcher* |
| 6. Project contact’s phone No. | *Details of the postdoctoral researcher* |
| 7. Project contact’s email | *Details of the postdoctoral researcher* |
| 8. Scientific advisor | *Details of the scientific advisor* |
| 9. Postdoctoral researcher’s place of employment (institution) | *The current workplace, if applicable* |
| 10. Department where postdoctoral grant is planned to be implemented | *The UL or BA unit according to the information specified in the confirmation of the structural unit* |
| 11. Cooperation partner (if applicable) | *The name of the scientific institution* |
| 12. Project's main scientific field and additional scientific fields | *The science field of the project* |
| 13. Smart specialisation area | *The smart specialisation area* |
| 14. UL strategic specialisation areas | *Select one main area:*   * + - natural sciences     - humanities and arts     - medical and health sciences     - social sciences |
| 15. Type of research | *Indication of whether the project will involve fundamental or applied research* |
| 16. Project summary LV (maximum 1500 characters) | *A brief and explanatory summary in Latvian, illustrating the project's aim and the research process, including the planned results and their impact* |
| 17. Project summary ENG (maximum 1500 characters) | *A brief and explanatory summary in English, illustrating the project's aim and the research process, including the planned results and their impact* |
| 18. Keywords LV (maximum 5 keywords, maximum 250 characters) | *Key words in Latvian* |
| 19. Keywords ENG (maximum 5 keywords, maximum 250 characters) | *Key words in English* |
| 20. 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.* |
| 21. 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.* |
| 22. Implementation period (months) | *The number of months* |

### 1.1.2. “Project Results”

6. The section “Project Results” shall be completed by the NISSA, taking into account the provisions of Paragraphs 15 and 16 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 ERIH PLUS databases |  |
| 2 | a project application submitted to an international or national research and development project competition |  |
| 3 | other project results to be achieved in compliance with the specific nature of the research and the project tasks specified in the project application, which supplement the abovementioned |  |

## 

### 1.1.3. Project Budget

7. The section “Project Budget” shall be filled in in the information system by indicating the costs of implementation of the project in compliance with the positions of eligible costs of the project specified in Paragraph 17 of the Regulations and in compliance with the requirements of the Cabinet Regulation. The project implementation costs shall be indicated in the following order:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No. | ECC | Cost Type | Cost Amount | | |
| Year 1 | Year 2 | Total |
| 1. | 1000 | Remuneration in accordance with Paragraph 17.1 of the Regulations |  |  |  |
| 2. | 2100 | Mission expenses in accordance with Paragraph 17.2 of the Regulations |  |  |  |
| 3. | 2300 | Costs of acquisition of inventory, instruments and materials and costs of delivery in accordance with Paragraph 17.2 of the Regulations |  |  |  |
| 4. | 2200 | External service costs in accordance with Paragraph 17.2 of the Regulations |  |  |  |
| 5. | 2200 | Costs of information and publicity (including costs of publication of scientific research) in accordance with Paragraph 17.2 of the Regulations |  |  |  |
| 6. | **Administrative costs** in accordance with Paragraph 17.3 of the Regulations | |  |  |  |
| Not exceeding 5% of the total eligible costs of the research application | |  |  |  |
| **Total** | |  |  |  |

## 1.2. Completion of Part B “Project Description” of the Project Application

8. The postdoctoral researcher must complete the project description form in English. A completed project description form must be saved in PDF file format and uploaded to the NISSA.

9. All sections and subsections of the project description form must be completed and the information entered in the fields provided, taking into account the following conditions 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 postdoctoral researcher shall indicate the research aim and hypothesis (if any), as well as the objectives for achieving the aim. 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* *postdoctoral researcher shall describe the expected scientific results and technological knowledge 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.*  *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   *In this section the postdoctoral researcher 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.*  2.3. Contribution to building the capacity of project participants, as well as improvement of the study environment   *The* *postdoctoral researcher shall describe the intended contribution within the scope of the project to building the capacity/skills, including complementarity of the project applicant and the project cooperation partner in increasing their scientific capacity. The* *postdoctoral researcher 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).*   *If the postdoctoral researcher intends to use the results of the project for improvement of the study environment, the plan shall be described here.*  *The postdoctoral researcher shall describe the development of doctoral and master's theses planned to be supervised or advised as part of the project.*   *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. Postoctoral researcher**  *A* *short description of the postdoctoral researcher shall justify that this 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 postdoctoral researcher’s role and experience in project management, scientific quality assurance and dissemination of results (referring to Curriculum Vitae) shall be described. It is recommended to include a justification that the postdoctoral researcher’s qualifications are appropriate for the aim of the project and will be able to meet all aspects of the research.*   *The use of the funding requested for the implementation of the project shall be justified.*   **3.2. Work Plan**  *In this section, the postdoctoral researcher shall detail 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 postdoctoral researcher shall describe 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.*  *The postdoctoral researcher shall develop a plan to prevent potential risks or reduce the negative effect (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. |  |  |  |  |  | |

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

10. The postdoctoral researcher shall complete *the Curriculum Vitae* and attach a copy of the document certifying the award of a of a doctoral degree. If a of 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. A completed form of *the Curriculum Vitae* and a copy of the document certifying the award of a doctoral degree 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 name of the doctoral grade, the date of acquisition, the 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* |

# 2. Completing and Submission of the Administrative Part of the Project Application

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

## 2.1. Part D “Postdoctoral Researcher Attestation” of the project application

13. The postdoctoral researcher shall complete the attestation by completing the relevant sections of the form.

14. The postdoctoral researcher shall sign the attestation with a secure electronic signature and upload it to NISSA.

## 2.2. Part D “Confirmation of Structural Unit” of the project application

15. 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.

16. The postdoctoral researcher shall upload the confirmation of the structural unit to NISSA.

## 2.3. Part D “Confirmation of Scientific Advisor” of the project application

17. The scientific advisor shall complete the comfirmation by completing the relevant sections of the form and signing it with a secure electronic signature.

18. The postdoctoral researcher uploads the confirmation of the scientific advisor to NISSA.

## 2.4. Part D “Confirmation of Partnership” of the project application

19. The head of the project cooperation partner or an authorised person thereof (with the right of signature) shall complete the confirmation by completing the indicated places of the form and signing it with a secure electronic signature.

20. 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 postdoctoral researcher and deliver the original signed document to the Science Project Unit of the Academic Department until the end of the time period for submitting projects.

21. The postdoctoral researcher shall upload the confirmation of the cooperation partner to NISSA.

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

22. The postdoctoral researcher shall develop the final scientific report of the project within **one month** after the end of the project implementation and upload it to NISSA in the PDF file format.

23. 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.

24. 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, additionally to the report, the postdoctoral researcher shall upload the publisher’s confirmation of the aforementioned publication to NISSA.

25. The postdoctoral researcher shall complete the final scientific report of the project 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. deviations from the edges – 2 cm from each side, 1,5 cm from the top and bottom; 6. 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 summary: *to be the same as in “General Information”*  Keywords: *to be the same as in “General Information”*  **1. Scientific Excellence**  *The postdoctoral researcher shall indicate the research aim and hypothesis (if any), as well as the objectives for achieving the aim. 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 tasks 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 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.*   1. Project name: *to be the same as in "General Information"*   **1. Scientific Excellence**  *The postdoctoral researcher 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.*  *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 post-doctoral researcher 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.*  *The post-doctoral researcher shall list 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). 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 postdoctoral researcher with Latvian or foreign scientific organisations, the types of collaboration (briefly described) and the 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.*    *A description of obstacles to the impact of the project results, if there are any.*  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 postdoctoral researcher’s capacity, as well as to improving the study environment**  *Progress in building the proposed postdoctoral researcher’s capacity (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.*  *Description of how the project has fostered collaboration within the UL.*    Table 4   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Doctoral and master's theses supervised or advised by the postdoctoral researcher within the framework of this project (if a thesis is defended, indicate it 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 postdoctoral researcher 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 and their prevention, as well as their impact on the further progress of the project, its results as well as the budget, shall be described.* |

Annex 6

Regulations on University of Latvia and BA Sschool of Business and Finance Postdoctoral Academic Career 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 research 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 support 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 research 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

Regulations on University of Latvia and BA Sschool of Business and Finance Postdoctoral Academic Career 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 Postdoctoral Academic Career Grant Competition (hereinafter - competition).

The methodology has been developed for independent scientific experts appointed 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 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. Terms Used

# 

|  |  |  |
| --- | --- | --- |
| **1** | **Postdoctoral researcher** | A post-doctoral researcher who manages the project and ensures its implementation - plans and supervises the implementation of the project tasks and scientific ethical norms, timely preparation and submission of 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 expert examination within the framework of the expert examination contract.

## 2.1. Individual assessment of the project application

7. The expert shall complete the individual assessment form of the project application and approve the individual evaluation of the project application within three weeks from entering into the expert contract, access to the project application and all necessary project information, if no other time period has been specified in the expert contract.

8. In the individual assessment, the expert shall examine each criterion and provide an evaluation in points for each criterion, taking into account the criteria indicated in 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 for 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 for 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 for 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 for 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 (determined in accordance with paragraph 32 of the Regulations), the quality threshold shall be at least three points for the criterion specified in paragraph 27.1 of the Regulations (scientific quality of the project application), at least three points for the criterion specified in paragraph 27.2 of the Regulations (impact of project results), at least three points for the criterion specified in paragraph 27.3 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 expert examination 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 evaluation 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”.*  *5. 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 activities envisaged in the project develop cooperation within the University of Latvia and the planned results have a positive impact on the UL long-term competitiveness.* |
| **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 support 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 evaluate the compliance of the scientific qualification and experience of the project applicant with the achievement of the project objectives and performance of the intended tasks on the basis of the submitted life course descriptions in Part C “Curriculum Vitae” of the project application.*  *3. It should be noted that the duration of one project is 12 months. The planned implementation of the project shall be evaluated in connection with the completed part “Project budget” of the project application which provides for costs of remuneration, materials for technical support, missions and publication expenses.* |
| **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 research 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 occur online via video call.

## 2.3. Consolidated evaluation 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 evaluation of the final scientific report of the project

21. The postdoctoral researcher shall, within 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 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 postdoctoral researcher 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 postdoctoral researcher 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 postdoctoral researcher 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 postdoctoral researcher 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 postdoctoral researcher 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 postdoctoral researcher’s capacity building and career development.*  *The expert assesses whether the activities envisaged in the project as a whole have developed collaboration within the University of Latvia.* |
| **3.** | **Criterion: implementation** |
| *The expert shall evaluate how the postdoctoral researcher 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 evaluate whether the project management was effective, including taking into account the overall progress of the project implementation; whether the risk plan planned in Subsection 3.3 “Project management and risk plan” of the project application part “Project Description” was implemented in cases where risks had materialised and whether their solutions were sound.* |

## 3.2. Consolidated Evaluation 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

Regulations on University of Latvia and BA Sschool of Business and Finance Postdoctoral Academic Career 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

Regulations on University of Latvia and BA Sschool of Business and Finance Postdoctoral Academic Career 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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

*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 in accordance with 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).

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UL Vice-Rector: Project Manager:

this Document is signed with a secure electronic signature

and contains a time stamp