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Operational programme “Growth and employment” under the specific aid objective 1.1.1 “Developing and enhancing research and innovation capacities and the uptake of advanced technologies”, Activity 1.1.1.9 “Postdoctoral research”:

**METHODOLOGY FOR COMPLETING THE RESEARCH APPLICATION**

NON-ECONOMIC RESEARCH APPLICATION

General conditions:

1. The methodology for completing the research application form (hereinafter – “methodology”) has been prepared in accordance with the Cabinet Regulation of 9 January 2024 No. 35 „**European Union Cohesion Policy Programme for 2021–2027 under the specific aid objective 1.1.1 “Developing and enhancing research and innovation capacities and the uptake of advanced technologies”, Activity 1.1.1.9 “Postdoctoral research” implementing regulations**(hereinafter – “the Cabinet Regulation of the Activity”), the project implementation requirements set out in the specific aid objective 1.1.1 of the Operational Programme “Growth and employment” “**Developing and enhancing research and innovation capacities and the uptake of advanced technologies**” the explanations included in the application methodology of the postdoctoral research application selection regulations (hereinafter – the selection regulations) and the evaluation criteria of the research application submissions of the Activity 1.1.1.9 “Postdoctoral research” (hereinafter – Activity 1.1.1.9).
2. The methodology is structured according to the sections of the research application form in the POSTDOC information system, explaining the information to be provided by the research applicant in the relevant data fields and annexes of the research application. All guidance notes, explanatory notes and references to regulatory acts in the research application form are in italics and “lilac”.
3. The research application, together with its annexes, shall be submitted through the POSTDOC information system.
4. The person responsible for the submission of the research application, or his/her authorised representative, shall conclude a contract for the use of the POSTDOC information system at least 2 weeks before the deadline for the submission of the research application. To conclude the agreement, the research applicant must complete the contract form available on the LSC website www.lzp.gov.lv and send it signed with an electronic signature to pasts@lzp.gov.lv with the subject “*Agreement for the use of the POSTDOC information system*”. Upon receipt of the agreement, the LSC will send a mutually signed agreement to the institution's email address and grant usage rights to the designated users (staff (administration) (can edit/manage all research applications of the institution), postdoctoral researcher (can edit/manage their own research application) and applicant (can submit research application, approve).
5. The data fields of the research application shall be filled in electronically in the POSTDOC information system and the annexes shall be attached. The methodology for the preparation of the research application is attached to the selection regulations and published on the website of the Latvian Council of Science (hereinafter – “Latvian Council of Science”) [www.lzp.gov.lv](http://www.lzp.gov.lv). The numbering of the annexes to the research application may not be changed or deleted.
6. All data fields of the research application shall be completed in Latvian.
7. Annex 4 “Research project proposal” of the research application must be completed in English, as the scientific quality will be assessed by foreign experts included in the database of scientific experts.
8. The research application shall be accompanied by all the annexes referred to in the selection regulations and, where appropriate, by any additional annexes referred to in the research application.
9. When completing the research application, the applicant shall ensure that the information provided in the data fields of the POSTDOC information system in Latvian matches the information provided in the “Research project proposal” in English, including the timeline, project budget summary, funding plan, activities and monitoring indicators.

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| ***“Submission” section in the Postdoc system*** | | | | | |
| **European Regional Development Fund research application submission** | | | | | |
| Title of the research application in Latvian: | | *The title of the research application must not exceed one sentence. It should concisely reflect the purpose of the research application.* | | | |
| Title of the research application in English: | | *The title of the research application must not exceed one sentence. It should concisely reflect the purpose of the research application in English.* | | | |
| Smart Specialisation Strategy | | *The applicant selects the Smart Specialisation Strategy (RIS3) area corresponding to the research application from the classifier:*  *1. A knowledge-intensive bioeconomy;*  *2. Biomedicine, medical technologies, bio-pharmacy;*  *3. Photonics and smart materials, technology and engineering systems;*  *4. Smart energy and mobility;*  *5. Information and communication technologies.*  *Activity 1.1.1.9 will support research applications that contribute to the objectives of the Smart Specialisation Strategy, including interdisciplinary research applications corresponding to at least one of the defined Latvian Smart Specialisation Areas.*  *An interdisciplinary research application may cover one or more of the defined Latvian smart specialisation areas. In the data field, select one – the main field of research.*  *The relevance of the research application to interdisciplinary research will be assessed by foreign experts, therefore the relevance must be justified both in the research application submission in Latvian in section 1.2 and in appendix 4 “Research project proposal” in English. The justification shall include an explanation of why an interdisciplinary approach has been chosen for the research application and how interdisciplinarity will manifest itself in the implementation of the research application – which scientific fields are involved in the implementation of the research application and how the methods and approaches used in these fields will be integrated during the implementation of the research application to achieve a result that would not be achievable without an interdisciplinary approach*  *Informative material about RIS3 available:*  [*https://www.lzp.gov.lv/lv/dokumenti-un-informativie-materiali-1119*](https://www.lzp.gov.lv/lv/dokumenti-un-informativie-materiali-1119) | | | |
| The research application corresponds to interdisciplinary research | | *If it corresponds to an interdisciplinary research, mark it. If the research is not planned as interdisciplinary research, no mark is needed.* | | | |
| Scientific field, sub-field | | *Mark the relevant field and subfield of science* [*https://likumi.lv/ta/id/335928-noteikumi-par-latvijas-zinatnes-nozaru-grupam-zinatnes-nozarem-un-apaksnozarem*](https://likumi.lv/ta/id/335928-noteikumi-par-latvijas-zinatnes-nozaru-grupam-zinatnes-nozarem-un-apaksnozarem) | | | |
| Research category | | *Mark – Industrial (applied) research. In the second selection round, only industrial research is eligible for support.* | | | |
| Number and title of the selection round of the specific aid objective/Activity : | | European Union Cohesion Policy Programme for 2021–2027 under the specific aid objective 1.1.1 “Developing and enhancing research and innovation capacities and the uptake of advanced technologies ”, Activity 1.1.1.9 “Postdoctoral research”: | | | |
| Type of research application | | *Mark – non-economic research application.* | | | |
| Type of research application | | *NA* | | | |
| **Research applicant:** | | *The research applicant is (according to Sub-paragraph 2.14 of the Cabinet Regulation of the Activity ) a scientific institution (public agency, derivative public person or legal person governed by private law), higher education institution registered in the Register of Scientific Institutions of the Republic of Latvia. The name of the research applicant shall be indicated without abbreviations, i.e., the legal name.* | | | |
| Registration number: | | *The State budget institution indicates the tax number.* | | | |
| Type of research applicant: | | *Select the appropriate applicant type from the classifier:*   1. *Limited liability company.* 2. *Joint-stock company.* 3. *Sole trader.* 4. *Public limited company.* 5. *State-owned limited liability company.* 6. *National agency.* 7. *Association.* 8. *Foundation.* 9. *A derived public body (excluding municipalities and planning regions).* 10. *A public agency set up by a public derivative.* | | | |
| Institutions financed from the State budget | | *Selects the appropriate one from the classifier:*  *Yes – indicate those beneficiaries that receive pre-funding of the research application from the State budget.*  *No – all other.* | | | |
| **Classification of the research application according to the NACE classification of general economic activity:** | | **NACE code** | **Name of the economic activity** | | |
| *Code* | *The research applicant from the NACE Rev. 2.1. classification (klasis) available on the website of the Central Statistical Office ( https://klasis.csp.gov.lv/lv-LV/classifications/NACE2), chooses the appropriate name of economic activity according to NACE Rev. 2.1 for research application, indicating the 4-digit NACE. If the research application is subject to several actions, the main one shall be indicated on the form. This information is used for statistical purposes.* | | |
| Registered address: | | Street, house name, No. | | | |
| State City: | | Municipality: | Town or rural territory: |
| Postal code: | | | |
| E-mail: | | | |
| Website: | | | |
| Postdoctoral researcher: | | Name: | | | |
| Surname: | | | |
| Date the doctoral degree was awarded: | | | |
| Country the doctoral degree was awarded: | | | |
|  | | Nationality (name of country): | | | |
| Contact details: | Name of the applicant's contact person: | | | |
| Position: | | | |
| Phone: | | | |
| E-mail: | | | |

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| ***“Description” section in the Postdoc system*** |
| **SECTION 1 – DESCRIPTION OF THE RESEARCH APPLICATION** |

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| **1.1 Summary of the research application: purpose, main actions/activities, duration, total costs and expected results (<2000 characters):** |
| *It is recommended to write the executive summary after completing all other sections and sub-points.*  *In this point, the research applicant provides a comprehensive, structured summary of the nature of the research application, which gives any interested party an insight into what is planned in the research application.*  *The summary shall state:*   1. *the location of the research application (Institution);* 2. *the objectives of the research application (briefly)* 3. *information on the connection with RIS3, indicating compliance with a specific area (areas) of specialization;* 4. *include information on the main actions (activities) of the research application;* 5. *information on expected results, such as number of publications submitted, new products or technologies developed, attracted entrepreneurs;* 6. *information on the total cost of the research application (the planned support from the European Regional Development Fund may be highlighted);* 7. *information on the duration of the research application (up to 36 months),* 8. *information on the nature of the research application – descriptive keywords (3 to 5 keywords).* |

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| **1.2 Purpose of the research application and justification (<3000 characters):** |
| *The aim of the research application is justified by:*  *1.in line with the objective of Activity 1.1.1.9. The research applicant shall provide a reasoned justification of how the research application and the activities planned therein meet the objective of the Activity referred to in Paragraph 3 of the Cabinet Regulation and how the implementation of the research application will contribute to achieving the objective of Activity 1.1.1.9.-*  to develop the skills of young scientists and increase scientific capacity by providing opportunities for young scientists to start their careers in research institutions and with businesses, as well as enhancing research competencies, renewing human resources, and increasing the number of qualified specialists. *Briefly justify the purpose of the postdoctoral researcher's networking and training plan.*  *2.the scientific objective is justified according to the achievement of the objectives of RIS3. The research applicant shall provide a reasoned justification of how the research application and the activities it proposes to carry out are relevant to the achievement of the RIS3 objectives. (Compliance with RIS3 objectives is based on the documents available in the Policy planning documents database* [*“Guidelines for Science, Technology Development, and Innovation for 2021–2027”*](https://www.izm.gov.lv/lv/media/11501/download?attachment)[*http://polsis.mk.gov.lv/*](http://polsis.mk.gov.lv/)*).  Informative material about RIS3 available:*[*https://www.lzp.gov.lv/lv/dokumenti-un-informativie-materiali-1119*](https://www.lzp.gov.lv/lv/dokumenti-un-informativie-materiali-1119)  *2.1 If an interdisciplinary approach has been chosen in the research application, then a justification is provided as to how interdisciplinarity will manifest itself in the implementation of the research application – which scientific fields are involved in the implementation of the research application and how the methods and approaches used in these fields will be integrated during the implementation of the research application to achieve a result that would not be achievable without an interdisciplinary approach An interdisciplinary research application may cover several of the defined Latvian Smart Specialisation Areas or at least one of the defined Latvian Smart Specialisation Areas and at least one area or sector not defined as a Latvian Smart Specialisation Area.*   1. *according to the solution to the problem (details in sub-point 1.3);* 2. *as achievable, i.e., that the actions identified in the research application can be achieved. When defining the purpose of the research application, note that the purpose of the research application is one that can be achieved with the resources available in the research application within the planned timeline and which corresponds to the competence of the research applicant.*     *The aim of the research application is formulated briefly, clearly and concretely, so that when the implementation of the research application ends, it can be checked whether it has been achieved. Considering that the implementation of the research application is limited in time, the scientific goal must also be achievable during the implementation of the research application.*     * *The research applicant provides a detailed justification of the scientific purpose of the research application in Appendix 4 of the research application submission form “Research project proposal” in English. The scientific quality of the research project proposal of the research application will be assessed by the foreign experts included in the database of scientific experts.* |
| **1.3 The quality and reliability of the activities of the research application, including the scientific novelty of the research, the researched problems and the description of the proposed solution, incl. according to the identified needs of the research target group(s) (<3000 characters>):** |
| * *The problem of the scientific part of the research application and its solution.*   *In this point, the research applicant briefly answers the following questions:*   * ***what is the research application's scientific problem and proposed solution?*** *The research applicant briefly describes the current situation in the field of science related to the research application;* * ***what are the needs of the target group*** *(the needs of the target group of the scientific or economic sector; intermediate consumer and/or end consumer needs)? What are the challenges that need to be addressed and improved? When describing the characteristics, it is preferable to use statistical data (if statistical data, e.g., on the target group, are given in point 1.4, please provide a reference), results of feasibility studies, references to studies, evaluations;* * ***why this research application is necessary, its relevance to the problem?*** *The research applicant describes the problem and the solution to that problem, i.e., justifies why the activities proposed in the research application will best address the defined problems in the scientific field. Justify the inter-relationship between the problem, the objective of the research application, the planned activities.* * ***describes the research methodology and approach to achieve the objective.*** * ***describes the scientific novelty of the research.***   *A detailed description of the research target group(s) is provided by the research applicant in Appendix 4 of the research application form “Research project proposal” in English, ensuring the coherence of the information provided between all sections and annexes of the research application form.*  *The scientific quality of the research project proposal of the research application will be assessed by the foreign experts included in the database of scientific experts.* |
| **1.4 Description of the research target group(s) of the research application and the contribution of the intended research results to the achievement of the RIS3 goals (<3000 characters>):** |
| *Description of the scientific target group of the research application, incl. description of the target group in accordance with the achievement of the RIS3 objectives. Describes the user, intermediate and/or end consumer of the research result.*  *A detailed description of the research target group(s) is provided by the research applicant in Appendix 4 of the research application form “Research project proposal” in English, ensuring the coherence of the information provided between all sections and annexes of the research application form.* |

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| ***“Results” section in the Postdoc system*** | | | | | | |
| **1.5 Actions (activities) and achievable results of the research application:** | | | | | | |
| **No.** | **Research application action**  **activity)\*** | **Description of the action of the research application**  **(<2000 characters, per action>)** | **Result** | **Result in numerical terms** | | **Involved co-operation partner** |
| **Number** | **Unit** |
| *1.* | *Name of the action or activity* | *Examples:*   1. *Describes the research tasks for achieving the scientific goal of the research application (the tasks can be divided into several actions/activities)* | *Examples:*   1. *Technological instruction/ Technological regulations* 2. *Scientific publication* 3. *Scientific conference* 4. *Description of know-how/description of the product or technology that is commercializable* 5. *Mobility and networking trip/team* 6. *Training/training schools* 7. *Speaking at a seminar, participating in a forum, information in a blog, a popular science article, science cafes and other community engagement events.* 8. *Research and innovation project application submitted in Latvian or international project competitions* 9. *Conducted and reviewed bachelor's, master's and doctoral theses* | *1*  *1*  *1*  *1*  *1*  *1*  *1*  *1*  *1* | *Examples:*   1. *Instruction/regulation/patent application/new product/technology* 2. *Scientific publication* 3. *Conference theses or abstract (poster/verbal)* 4. *Description* 5. *Mission reports* 6. *Certificate* 7. *Description* 8. *Statement of submission* | *Co-operation partner no. and name from 1.9. sections* |
| *.* | *..* | *Indicate the scientific research that will be reflected in the scientific publication* | .. | *..* | *..* | *..* |
|  |  | *Indicate the scientific research that will be presented at the conference* |  |  |  |  |
|  |  | *Describes what research results will be included in the protection of technology rights (intangible assets)* |  |  |  |  |
|  |  | *Describes postdoctoral mobility and networking events and the tasks involved* |  |  |  |  |
|  |  | *Describes the postdoctoral training plan* |  |  |  |  |
|  |  | *Describes communication and public involvement activities (describes publicity activities that are implemented in Sub-paragraph 45.3 of the Cabinet Regulation of the Activity . (transfer of knowledge and technology) and 45.7 (involvement of the public in the process of the research application and informing about the results of the research application, which are not related to intellectual property rights)* |  |  |  |  |
|  |  | *Describes research and innovation project applications to be prepared for submission to Latvian or international project tenders* |  |  |  |  |
|  |  | *Describe the number of bachelor, master and doctoral theses to be supervised, reviewed* |  |  |  |  |
|  |  | *..* | *..* | ***..*** | .. | *..* |

1. *The provided examples are only informative and each research applicant indicates actions (activities) and/or sub-actions (sub-activities) relevant to achieving the goal of the specific research application.*
2. *The actions (activities) of the research application are created according to the timeline (Section 8 of this form) and in accordance with the activities supported within the framework of the research application specified in the sub-paragraphs of Paragraph 45 of the* [*Cabinet Regulation*](https://likumi.lv/ta/id/349180#p45) *of the Activity. The numbering of research actions is kept identical in all sections of the Research application.*
3. *A detailed timeline, activities and results is developed in Annex 4, point 3.1 of the research application submission. Gantt chart.*
4. *This section also indicates the planned publicity activites, which are implemented in accordance with Sub-paragraph 45.3 of the Cabinet Regulation of the Activity. (transfer of knowledge and technology) and 45.7 (involvement of the public in the research application process and informing about the results of the research application, which are not related to intellectual property rights) within the supported activity mentioned in the sub-point, in coordination with the information included in Appendix 4 of the Research application submission form “Research project proposal” (either indicated as a separate activity, including publicity activities within other activities, or indicated as a separate section – publicity activities, without indicating the action No.) The information must be identical to that in Appendix 4 of the Research application form “Research project proposal” for the indicated.*

*\* expanded information is given in Table 1.9. A cooperation agreement must be concluded with the co-operation partner after approval of the research application in accordance with* [*Paragraph 31 of the Cabinet Regulation*](https://likumi.lv/ta/id/349180#p31)*.*

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| ***“Indicators” section in the Postdoc system*** |
| **1.6 Monitoring indicators to be achieved in the research application in accordance with the regulatory acts on the implementation of the specific aid objective and activity of the relevant European Union fund:** |

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| **1.6 Monitoring indicators\*** | | | | | | |
| **No.** | **Name of the indicator** | **Initial value** | **Planned value** | | | **Unit** |
| **initial value** | **mid-term value** | **closing value** | **Post-monitoring period (1 year)** |
| **year \_\_\_** | **year \_\_\_** | **year \_\_\_** |
| 1. | Research jobs created in the supported entities |  |  |  |  | Number |
| 2. | Total number of scientific articles |  |  | *Not less than 1* |  | Number |
| 2.1 | Incl. Web of Science/number of Scopus articles |  |  | *Not less than 1* |  | Number |
| 2.1.1 | Incl. highly cited (Q1 or Q2) |  |  |  |  | Number |
| 3. | Number of new products and technologies to be commercialised |  |  |  |  | Number |
| 4. | private investment complementing public support (including grants and financial instruments), EUR |  |  |  |  | EUR |
| 5. | Number of enterprises cooperating with research organisations |  |  |  |  | Number |
| 6. | Research organisations participating in joint research projects |  |  |  |  | Number |

*\*Monitoring indicators to be achieved in accordance with Paragraph 6 of the Cabinet Regulation of the Activity.*

1. *The “initial value” column of the monitoring indicator indicates the values ​​that the applicant planned to achieve in the first year of implementation of the research application.*
2. *The “mid-term value” column of the monitoring indicator indicates the values ​​that the applicant planned to achieve by the submission of the mid-term scientific report. According to* [*Sub-paragraph 27.3*](https://likumi.lv/ta/id/349180#p27) *of the Cabinet Regulation the planned and achieved results will be evaluated by foreign experts. The conclusions and recommendations of the evaluation of mid-term results are evaluated by the beneficiary, the research applicant and the responsible institution, if necessary, by agreeing on amendments to the work plan of the research application*
3. *In the “final value” column of monitoring indicators, the values ​​that the applicant planned to achieve until the submission of the final scientific report are indicated. According to* [*Sub-paragraph 27.4*](https://likumi.lv/ta/id/349180#p27) *of the Cabinet Regulation the planned and achieved results will be evaluated by foreign experts.*
4. *In the monitoring indicators column, "closing value" indicates the total monitoring indicator value(s) that will be achieved at the conclusion of the research application.*
5. *The reporting dates of intermediate values ​​and final values ​​are determined based on Sub-paragraphs 6.1 and 6.2 of Paragraph 6 of the Cabinet Regulation of the Activity.*
6. *The result indicator “research jobs created in the supported entities” is considered fulfilled if an employment contract for employment in the workplace created within the scope of the research application is concluded with the researcher (checked at the request for payment) and the created workplace is maintained for at least one year after the end of the support ( his is confirmed by the fact that the concluded employment contract provides for a term of employment that is not shorter than one year after the end of the implementation of the research application) in accordance with Sub-paragraph 6.3.1 of the Cabinet Regulation.*
7. *The research application must include at least one scientific publication at international level.*
8. *Row 2 “Total number of scientific articles” indicates the total number of scientific articles to be achieved as part of the research application.*
9. *Row 2.1 “Incl. Web of Science/number of Scopus articles” indicates how many of all planned scientific articles will be submitted and published in Web of Science and Scopus database.*
10. *Row 2.1.1. “Incl. highly cited (Q1 or Q2)” indicates how many of the guest scientific articles will be published in journals in the Web of Science and Scopus databases that correspond to Q1 and Q2 level journals.*
11. *At the end of a research application, a scientific article is considered to have achieved its deliverable if it has been published or has received an assurance that it will be published.*
12. *Row 5 “Number of enterprises cooperating with research organisations” indicates the number of enterprises with which cooperation is planned and a cooperation agreement will be concluded, while including these enterprises in section 1.9 “Partners”.*
13. *Row 6 “Research organisations participating in joint research projects” indicates the number of co-operation partners with whom the collaboration is planned and a cooperation agreement will be concluded, if the co-operation partner is a research organisation, while including these enterprises in section 1.9 “Partners”.*

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| ***“Place of implementation” section in the Postdoc system*** |
| **1.7 Place of implementation of the research application:** |
| 1.7.1 Address where the research application will be implemented |
| *Presented in the following order: Country/city or region/street/postcode.*  *Where there are several sites for the implementation of the research application, all the addresses of the actual sites for the implementation of the research application shall be indicated.* |

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| ***“Partners” section in the Postdoc system*** | | | |
| **1.9 Information about the partner(s):** | | | |
| 1.9.1 Name of Partner\*: | *The name of the partner shall be indicated without abbreviations, i.e., the legal name.*  *The co-operation partners of the Activity1.1.1.9 can be a foreign or Latvian scientific institution, university or merchant, which accepts a postdoctoral researcher and provides access to infrastructure, materials or human resources. The co-operation partner may benefit from economic advantages and intellectual property rights in proportion to each co-operation partner's contribution to the research application, according to the* [*Paragraphs 30 to 32 of the Cabinet Regulation of the Activity*](https://likumi.lv/ta/id/349180#p30) *and points 2 and 3 of the Regulations.*  *A cooperation agreement must be concluded with the co-operation partner after approval of the research application in accordance with* [*Paragraph 31 of the Cabinet Regulation*](https://likumi.lv/ta/id/349180#p31)*.*  *If it is not possible to conclude a cooperation agreement with the co-operation partner by the time of submission of the research application, a memorandum setting out the main points of the collaboration and signed by both parties involved in the collaboration shall be annexed to the research application. The memorandum shall be attached as an annex to the research application and must be signed as an electronic document or may be attached as a scanned document*. | | |
| Registration number/Tax number: | *Indicate the tax number* (if applicable)*.* | | |
| **Type of partner:** | *Scientific institution, university or merchant* | | |
| Registered address: | Street, house name, No. | | |
| Country, State City | Municipality | Town or rural territory |
| Postal code: | | |
| E-mail: | | |
| Website: | | |
| Contact person: | Name of contact person: | | |
| Position: | | |
| Phone: | | |
| E-mail: | | |
| Justification for the choice of partner (including the partner's contribution to the research application and the benefits of participation in the research application), including the **purpose and duration of the mobility with the partner.** | *Justify the choice of the specific partner, the mechanism of involvement, the need and the relevance of the expertise to the research application, including information on the partner's contribution to the research application, the purpose and duration of the mobility at the partner institution. Provide information on the benefits to be derived by the partner from the research application, taking into account Paragraph 30 of the Cabinet Regulation of the Activity that the economic advantages and intellectual property rights resulting from the activities carried out by the co-operation partner within the framework of the research application may accrue to the co-operation partner in proportion to the contribution of each co-operation partner to the implementation of the research application.*  *The following criteria are used to select a scientific institution, university or merchant:*  *1. The scientific institution, university or merchant has the necessary experience and expertise to contribute to the achievement of the objective of Activity 1.1.1.9 as set out in the* [*Paragraph 3 of the Cabinet Regulation of the Activity.*](https://likumi.lv/ta/id/349180#p3)  *2. The scientific institution, university or merchant has the necessary experience and expertise to support the scientific objective of the research application, which is in line with the RIS3 objectives.*  *3. The scientific institution, university or merchant has adequate physical facilities which are not available to the research applicant but are necessary for the achievement of the scientific objective of the research application.*  *If the research application is to be carried out with a co-operation partner, it is checked whether the activities described in the research application and the cooperation agreement meet the conditions for an effective collaboration.*  *Where a co-operation partner is to be involved in the implementation of a non-economic research application, the co-operation partner shall not receive public resources for the implementation of the research application, but shall be involved with its own resources and may obtain economic benefits and intellectual property rights in direct proportion to its contribution to the implementation of the research application – the cooperation agreement shall stipulate the rights to the results, including intellectual property rights, generated by the research application, according to the proportionate contribution of tangible assets, intangible assets, financial resources or human resources of each partner. It also provides for the dissemination of research results without exclusivity or discrimination, including through publication in databases of scientific articles.*  *In accordance with Paragraph 29 (c) of the European Commission's statement “Framework for State aid for research and development and innovation” (2022/C 414/01) – all intellectual property rights arising from the research application, as well as related access rights, are allocated to the different co-operation partners in a way that adequately reflects their work packages, contributions and respective interests. No indirect State aid is granted to the undertakings concerned through these entities*  *Please note that by engaging a co-operation partner in the implementation of a research application, the research applicant cannot enter into a legal relationship with the partner which would imply that the transaction is a public procurement contract under the Public Procurement Law or the Law on the Procurements of Public Service Providers, or that the regulatory requirements must be applied to the transaction acts on the procurement procedure and its application procedure for projects financed by the customer.* | | |

*\* If several partners are to be involved in the implementation of the research application, information shall be provided for each partner.*

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| ***“Implementation” section in the Postdoc system*** | |
| **SECTION 2 – IMPLEMENTATION OF THE RESEARCH APPLICATION** | |
| **2.1 Implementation capacity of the research applicant (<4000 characters>):** | |
| 2.1.1 General description | *A general description of the research applicant, the institution's focus and fields of activity, the institution's purpose and vision (a brief description of the research institution's strategy or business development plan);* |
| 2.1.2 The responsible person of the institution for the scientific study of the research application (scientific advisor) | *Name, academic degree, position held, qualifications, short CV (experience in the research area relevant to the research application).*  *Scientific advisor – an employee of the institution of the specific research applicant – head of the department, group, research direction, department, or other entity in whose group the postdoctorate will be included, and who will be able to provide support to the postdoctoral researcher.* |
| 2.1.3 Key research facilities, infrastructure and materials | *Confirm that the institution has sufficient premises and the necessary infrastructure and equipment (list them) to provide a suitable environment for research, training and knowledge transfer, and a workplace for a postdoctoral researcher.* |
| 2.1.4 Previous and current experience in research and mobility programmes in the last 5 years. | *Indicate similar national or international research and mobility projects in which the research applicant has participated or is currently participating during the last five years.* |
| 2.1.5 Related publications and/or research/innovation products developed in the last 5 years. | *Up to five publications or research and innovation products developed at the research applicant institution on the relevant topic of the research application.* |
| **2.2 Description of the implementation, administration and monitoring of the research application, including administration and financial capacity (<6000 characters>)** | |
| *In this section, the research applicant shall provide information on:*   * *the management system of the research application, (i.e., what actions are planned to ensure the successful implementation of the research application;* * *the implementation system of the research application – a description of the implementation system of the research application, i.e., how the research applicant (post-doctoral researcher) is expected to work with the scientific advisor;* * *the monitoring mechanism of the co-operation partners, i.e., how the research applicant will monitor and ensure the quality of the services to be provided (access to infrastructure and human resources) during the implementation (if applicable).*   *The administrative capacity, i.e., a description of the professionals planned to be involved in the administration of the research application;*  *Financial capacity – describes the financial capacity of the research application, the research applicant shall provide information on the financial resources available for the implementation of the research application – prefinancing and co-financing, according to the* [*Paragraph 56*](https://likumi.lv/ta/id/349180#p56) *of the Cabinet Regulation of the Activity.* | |

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| **2.3 Duration of research application implementation\* (in full months):** | *Number of months. The maximum duration of a research application is up to 36 months.*  *The duration of the research application must be in line with section 8 “Timeline” of the research application.* |
| **2.3.1 In the research application, the total duration of the planned mobility abroad:** | *The total duration of international mobility for non-economic research applications is at least 2 months and two types of international mobility can be implemented under the activity:*  *1) Short mobility (compulsory) – at least 2 months during the duration of the research application (within the research costs);*  *2) Long mobility (optional) of at least 6 months during the duration of the research application (with the possibility of additional mobility costs to cover mobility-related transport and subsistence costs, as well as, if applicable, the family allowance of the researcher involved in the research application).* |

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| ***“Risk assessment” section in the Postdoc system*** | | | | | |
| **2.4 Risk assessment of the research application:** | | | | | |
| **No.** | **Risk** | **Risk description** | **Risk impact (high, medium, low)** | **Probability of occurrence (high, medium, low)** | **Risk prevention/mitigation activities** |
| 1. | Financial |  |  |  |  |
| 2. | Implementation | *For example,*  *Failure to achieve the performance indicators provided for in the research application within the specified time (time planning).* | *medium* | *medium* | *For example, the Research application submission is developed and prepared together with the postdoctoral researcher by experienced specialists with appropriate qualifications who are able to estimate the time and resources required for the action (activity) of the research application. The management of the research application develops a monitoring methodology that evaluates the success of the action (activity) at intervals.* |
| 3. | Achievement of results and monitoring indicators |  |  |  |  |
| 4. | Administration |  |  |  |  |
| 5. | Other |  |  |  |  |

*All 4 types of potential risks shall be identified in the research application*

*The research applicant shall identify potential risks that may adversely affect, hinder or impede the progress of the research application, the achievement of the objective, scientific purpose and results of the research application. The research applicant shall identify the risks according to the activities or phases of the research application to which those risks might apply, assess the impact of the risk on the implementation and achievement of the objective of the research application and the likelihood of the risk occurring.*

*The column “Description of the risk” shall describe how the identified risk affects the implementation of the research application, which activities are concerned, specifying the nature of the risk, and describing the circumstances and information that justify the likelihood of its occurrence.*

*The risks of implementing a research application shall be described, for example by classifying them according to their origin:*

* *Financial risks – risks associated with the funding of a research application, such as financial resources for payments, lack of pre-financing, lack of knowledge of market prices, poorly planned financial flows, cost increases and inflation which may cause planned costs to differ significantly from actual costs at the start of the research application, changes in legislation affecting the financial flow of the research application, accounting and progress reporting, risk of double funding if the institution implements several projects simultaneously, risks of inappropriate expenditure.*
* *Implementation risks – risks arising from the malfunctioning or non-operation of processes or procedures foreseen in the research application, resulting in significant disruption or delay in the implementation of the research application, such as inaccurate/illogical definition and planning of actions (activities), technological risks, incomplete/inadequate organisational structure, inadequate implementation of activities, etc. risks related to the personnel involved in the implementation of the research application, such as their insufficient knowledge or skills.*
* *Administrative risks – risks related to the organisational management of the research application and the work of the institution's administration in implementing the research application, the adequacy of human resources, the quality of documentation for payment claims, and changes in the timeline planned for the research application, which may lead to the possibility of other risks. For example, lack of experience in managing a research application, inability of the management team to get along, change of management of the institution. Including risks relating to non-compliance with applicable laws and regulations, including. Non-compliance with the Public Procurement Law and Labour Law, non-compliance with contractual obligations and other legal aspects.*
* *Risks related to the achievement of the results and monitoring indicators – risks related to the achievement of the results and monitoring indicators of the research application activities, e.g., insufficient number of scientific articles produced during the research application / failure to achieve the performance indicator of the research application activity (methodology, rules of procedure, technological description, evaluation, etc.) during the research application.*
* *Other risks (e.g., compliance with contractual obligations, etc.)*

*The column “Risk impact (high, medium, low)” indicates the level of impact of the risk on the implementation of the research application and the achievement of the objective. The assessment of the level of risk impact shall take into account its impact on the research application as a whole – the financial resources of the research application, the time allocated to the research application, the planned activities, the results and other factors specific to the research application. The following risk impact assessment scale can be used:*

* *The impact of a risk is high if the risk has a very significant impact and significantly jeopardises the implementation of the research application, the achievement of the objectives and indicators, requires a significant increase in funding, or results in substantial losses;*
* *The impact of a risk is medium if, in the event of a risk occurring, it could affect the implementation of the research application, hinder the successful implementation of the research application and the achievement of its objectives;*
* *The impact of a risk is low if, in the event of a risk occurring, it has no significant impact and does not affect the implementation of the research application.*

*The column “Probability of occurrence (high, medium, low)” analyses the probability and frequency of occurrence of the risk during the lifetime of the research application or over a certain period of time, e.g., during the lifetime of the activity concerned if the risk is limited to a specific activity. The following scale can be used to determine the likelihood of a risk occurring:*

* *The probability of occurrence is high if it is certain or almost certain that the risk will occur, for example, once a year;*
* *The probability of occurrence is medium if the risk is likely to occur, for example, once during the research application;*
* *The probability of occurrence is low in the case where the risk is unlikely to occur, it can only happen in extreme cases.*

*In the column “Risk prevention/mitigation activities” the activities planned and developed by the research applicant to reduce the level of risk impact or to reduce the likelihood of occurrence, including information on the frequency of implementation and those responsible. When developing the activities, it should be taken into account that the activities must be realistic, economical (the costs must be less than the possible losses), coordinated at all levels and corresponding to the management and control activities developed by the Research applicant (internal laws and regulations), which ensure the quality implementation of the Research application.*

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| *“Related projects” section in the Postdoc information system* |
| 2.5 Substantive connection to other projects submitted/implemented/under implementation |
| *This section describes how the topic of the research application is related to and creates synergy or complementarity with other research projects (e.g., National Research Programmes, fundamental and applied research projects funded by the Latvian Council of Science, etc.)*    *Describes as the Activity 1.1.1.9 will ensure synergy and demarcation with similar postdoctoral support programmes – investments of the Recovery and Resilience Facility (hereinafter – “RRF”) and EU funds are complementary and may be consecutive, the same or substantively similar actions or unfulfilled obligations in the 2014–20 period of EU funds or RRF project cannot be financed at the same time. For the recipient of funding, the risk of double funding should be assessed at least in the following European Union structural funds and RRF programmes and their projects:*   * *RRF plan investment 5.2.1.1.i “Research, Development and Consolidation Grants”, second round “Consolidation and Management Change Implementation Grants”* * *investment 1.2.1.2.i “Increasing energy efficiency in business (including the transition to the use of renewable energy technologies in heat supply and research and development activities (including bioeconomy))” under Activity1.2.1.2.i.2 “Development of innovative products and technologies”,* * *investment 2.2.1.3.i “Aid for the introduction of new products and services in business”,* * *investment 2.3.1.2.i “Development of digital skills of companies”,* * *investment 5.1.1.2.i “Aid instrument for the development of innovation clusters”,* * *investment 5.1.1.2.i “Aid instrument for research and internationalisation”,* * *European Union Cohesion Policy Programme for 2021–2027 Activity 1.1.1.4 “Mobility, exchange and cooperation activities to improve international competitiveness in science”,* * *Activity1.1.2.2 “Development of digital skills of companies”,* * *Activity1.2.1.1 “Support for the development and internationalisation of new products” (2nd, 3rd rounds)* * *Activity1.2.1.4 “Support for the improvement of the technology transfer system”,* * *Activity4.2.4.1 “Support for training of company employees based on industry needs”,* * *EC framework programme “Horizon Europe”, as well as research funded by the State budget.* |

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| ***“Maintenance” section in the Postdoc information system*** |
| **SECTION 3 – COHERENCE WITH HORIZONTAL PRINCIPLES** |
| *The research applicant provides information that the purpose of the research application has an indirect impact on the horizontal principle and describes whether and how the implementation of the research application affects the horizontal principle “Equality, inclusion, non-discrimination and respect for fundamental rights”.*  *Examples in any or all fields can be included in the research application:*  ***Examples of general actions:***  ***For research application staff****:*   * ***women and men will be given equal pay*** *and career development opportunities, including through training, seminars and secondments;* * ***the selection of staff for the management and implementation of the research application*** *will be provided without any direct or indirect discrimination, promotes the attraction of the under-represented sex, the attraction of persons with disabilities and does not discriminate based on race, ethnic origin, gender, age, disability, religion, belief, sexual orientation or other circumstances;* * ***in the process of management and implementation of the research application****, accessibility for persons with disabilities will be ensured, including, adapted workplace and adapted information and communication technologies.*   ***For communication and visual identity activities****;*   * *when implementing communication activities and visual identity activities, language and visual images will be chosen that reduce discrimination and the formation of stereotypes about one of the genders, persons with disabilities, religious beliefs, age, race and ethnic origin or sexual orientation (see The Ministry of Welfare methodological material “Recommendations for communication with society that reduces discrimination and stereotypes”, (available here: https://www.lm.gov.lv/lv/metodiskie-materiali;* [*https://www.lm.gov.lv/lv/media/18838/download)*](https://www.lm.gov.lv/lv/media/18838/download))*).*   ***For public procurement****:*   * *socially responsible procurement will be implemented by buying ethically produced products and services and using public procurement procedures to create jobs, decent working conditions, promote social and professional inclusion, ensure accessibility to the place of service provision/environment/facility/event venue, as well as promote better working conditions for people with disabilities and disadvantaged people.*   ***If the requirements to ensure general and specific HP actions are integrated into the public procurement regulation, then the procurement is considered socially responsible procurement.***   * *In the Socially Responsible Public Procurement Regulation, specific requirements can be provided in accordance with the examples specified in the guidelines developed by the Ministry of Welfare and the Ministry of Justice “Horizontal principle “Equality, inclusion, non-discrimination and respect for fundamental rights” guidelines for implementation and monitoring (2021-2027)” and give additional points in the evaluation of offers.*   ***Examples of specific actions that will address the needs and problems of the identified target group and promote equality, inclusion, non-discrimination and respect for fundamental rights:***   * *consultations of gender equality experts (or activities of a consultative nature) will be provided for the evaluation of teaching materials and programme content from the point of view of gender equality (respectively adding documents, such as consultation protocols, service contracts, etc.). For example, the inclusion of gender equality conditions in the regulations for the selection of postdoctoral researchers;* * *activities will be implemented to promote balanced involvement of women and men in science and research, especially in STEM fields. For example, promotes the attraction of the under-represented gender, especially in an industry or field in which one of the genders is under-represented;* * *in order to ensure the accessibility of the environment of the event venue, the rental of technical solutions will be provided (e.g. mobile ramp, lift, rental of individual induction loops, etc.).* |

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| ***“Publicity” section in the Postdoc information system*** | | | |
| **SECTION 5 – PUBLICITY** | | | |
| **Information and publicity activities for the research application** | | | |
| **Type of activity** | **Description of the activity** | **Implementation period** | **Number** |
| Information poster | *For example, an A3 poster in the common areas of the research applicant in a place visible to the public or at the entrance of the room where the research application is carried out, with information about the research application, including financial support from the European Regional Development Fund.* | *For the entire duration of the research application.* | *1 poster* |
| Information on the internet | *Publications on the research application on the website of the research applicant* | *At least once every 6 months* | *The value is based on the duration of the research application (full months/6* |
| Other (actions planned in the Communication Plan) | *Describes communication actions (new action in each column) according to point 2.3 of the research project proposal.* |  |  |
| .. | *..* |  |  |
| *In this section of the Research Application submission, the research applicant indicates the mandatory publicity activities. The selection shall be open to research applications which have implemented the planned activities to ensure the communication and visual identity requirements in accordance with Articles 47 and 50 of Regulation (EU) 2021/1060[[1]](#footnote-2) and the laws and regulations laying down the procedures for the institutions involved in the management of the European Union Funds for ensuring the implementation of these Funds for the programming period 2021–2027, as well as the communication and visual identity requirements of the European Union Funds for the programming period 2021–2027 and of the Recovery Fund* [*design guidelines.*](https://www.esfondi.lv/normativie-akti-un-dokumenti/2021-2027-planosanas-periods/komunikacijas-un-dizaina-vadlinijas)  *The column “Informative poster” includes information about the poster that the research applicant places at the place of implementation of the research application in a visible way to the public, for example at the entrance to the room where the research application is implemented, with information about the research application, including financial aid from the European Regional Development Fund. Minimum poster size A3.*  *The column “Information on the Internet" indicates information about the planned publications on the research applicant's website about the implementation of the research application, including its goals and results, emphasizing the financial aid received from the European Regional Development Fund. Updating of the research applicant's website on the implementation of the research application is foreseen at least every six months.*  *The column “Other” indicates other publicity actions planned during the implementation of the research application.*  *The publicity activities specified in section 5 “Publicity” must match the information specified in “Research project proposal” section 2.3.* | | | |

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| ***“Maintenance” section in the Postdoc information system*** |
| **SECTION 6 – MAINTAINING THE RESULTS OF A RESEARCH APPLICATION AND**  **ENSURING SUSTAINABILITY** |
| **6.1 Describe how the deliverables achieved in the research application will be maintained after completion of the research application (<3000):** |
| *Describe and justify the sustainability of the research application. A research application is considered sustainable if it continues to provide the scientific target group of the research application with its results 1 year after the completion of the research application.*  *The result indicator “Research jobs created in the supported entities” is considered fulfilled if an employment contract for employment in the workplace created within the scope of the research application is concluded with the researcher (checked at the request for payment) and the created workplace is maintained for at least one year after the end of the support ( his is confirmed by the fact that the concluded employment contract provides for a term of employment that is not shorter than one year after the end of the implementation of the research application)* |
| **6.2 Describe how the sustainability of the monitoring indicators achieved in the research application will be ensured after the completion of the research application (<2000 characters):** |
| *Describe and justify the sustainability of the research application. A research application is considered sustainable if, at least one year after the completion of the research application, it continues to provide the research target group of the research application with its results, as planned in the research application.*  *This section describes and justifies how the research applicant and implementer ensures the sustainability of the achieved results for at least 1 (one) year after the completion of the research application, including the sustainability of the workplace created within the framework of the research application and the development of the research direction. Describes and justifies that the newly created (if applicable) postdoctoral position will be effectively filled to the extent of 1 FTE throughout the post-monitoring period of the research application*. *Describes and justifies how sustainability will be ensured and what contribution will be made to the institution by the competences and skills developed during the postdoctoral research application (if applicable), for example, during the implementation of the research application, the postdoctoral researcher will develop project applications and attract other financial sources to achieve the goals set in the institution's operational strategy, research direction for development, will create a new research group, etc. Describes and justifies how the development of the research direction started in the research application will be continued based on the current strategies developed and the research directions included in the research programme or the merchant's development plan), ensuring an increase in the number of scientific articles published in journals with a highly cited index in accordance with the achievement of RIS3 goals in accordance with the monitoring indicators set in the Activity , and also indicates how the acquisition, approval, defence and maintenance (if applicable) of technological rights (intangible assets) obtained from the performance of the research actions of the research application will be organised.* |
| ***“State aid issues” section in the Postdoc information system*** |
| **SECTION 7 – STATE AID ISSUES** |

|  |  |  |  |
| --- | --- | --- | --- |
| 7.1 | How the research application will be implemented: | *Non-economic research applicant indicates – Not applicable.* | |
| 7.2 | Aid instrument: | *Non-economic research applicant indicates – Not applicable.* | |
| 7.3 | Objective of the aid, or State aid framework, according to which the research application is implemented *(mark one or more that apply)* | | |
| 7.3.1 | *European Commission Regulation no.651/2014 declaring certain categories of aid compatible with the internal* [*market*](http://www.l2d.lv/l.php?doc_id=73799) *by applying Articles* [*107*](http://www.l2d.lv/leul.php?i=89624#Article 107) *and* [*108*](http://www.l2d.lv/leul.php?i=89624#Article 108) *of the* [*Treaty*](http://www.l2d.lv/leul.php?i=89624) | | *Non-economic research applicant indicates – Not applicable.* |
| …. |  | |  |
| 7.4 | The research applicant does not meet the definition of a company in difficulty (as defined in the Cabinet Regulation of the specific aid objective or its *activity*). | | *The research applicant may choose one of the following classifier values:*   * *“Research applicant does not qualify” means that the research applicant does not meet the definition of a merchant in difficulty;* * *“Research applicant does qualify” means that the research applicant does meet the definition of a merchant in difficulty;*   *N/A – if not applicable to the research applicant.* |
| 7.5 | Implementation of the research application has not started (within the timeline set out in the Cabinet Regulation for the specific aid objective or *activity*). | | *The research applicant shall indicate the following classifier value:*   * *“Research application not started”.*   *In accordance with Paragraph 47 of the Cabinet Regulation of the Activity, for non-economic and economic research applications within six months of the decision to approve the research application*  *N/A – if not applicable to the research applicant.* |

*Note: In the case of financial instrument activities, a separate form is completed*

***“Timeline” section in the Postdoc information system***

**8. Timeline for the implementation of the research application**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Timeline for the implementation of the research application** | | | | | | | | | | | | | | | | |
| Action (activities) number of the research application | Timeline for the implementation of the research application (in quarters)\* | | | | | | | | | | | | | | | |
| year \_\_\_ | | | | year \_\_\_ | | | | year \_\_\_ | | | | year \_\_\_ | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *1.* |  |  |  | *v* | *v* | *v* | *v* | *v* |  |  |  |  |  |  |  |  |
| *2.* |  |  |  | *v* | *v* | *v* | *v* | *v* | *v* | *v* |  |  |  |  |  |  |
| *3.* |  |  |  |  |  |  |  |  | *v* | *v* | *v* | *v* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*The timeline for the implementation of the research application shall indicate the timing of the planned actions (activities) of the research application. The information specified in the timeline must match with the information specified in Table 3.1.1 of Section 3 “Implementation” of Annex 4 “Research Project Proposal”.*

*The duration of the research application shall not exceed thirty-six months, in accordance with Paragraph 41 of the Cabinet Regulation of the Activity.*

*In the column “Action number of the research application”, indicate all the actions and their sub-actions from point 1.5 “Actions and achievable results of the research application” of the research application, indicating the timing of implementation with a “v”.*

*The research application can be initiated before the conclusion of the agreement (in accordance with Paragraph 47 of the Cabinet Regulation – the actions referred to in Paragraph 47 of the Cabinet Regulation are applicable within the framework of a research application related to economic activity and not related to economic activity, if they are started within six months after the decision on the approval of the research application).*

*The information in the timeline of the research application submission by year must comply with 9.“Funding plan” of the research application submission, and the actions after the approval of the research application submission (marked with “v”) must comply with the research application submission for the information on the duration of the research application implementation specified in 2.3 point “Duration of the implementation of the research application (in full months)”.* There should be at least one activity planned for each quarter as a minimum.

***“Funding plan” section in the Postdoc information system***

**9.1 FUNDING PLAN**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Funding plan** | | | | | | | |
|  | **Source of funding** | **year \_\_\_\_** | **year \_\_\_\_** | **year \_\_\_\_** | **year \_\_\_\_** | **Total** | |
|  | **Sum** | **Sum** | **Sum** | **Sum** | **Sum,**  **EUR** | **%** |
| 1. | European Regional Development Fund |  |  |  |  |  | *85* |
| 2. | The relevant state budget funding |  |  |  |  |  | *(Max 10)* |
| 3. | Other financing resources |  |  |  |  |  | *(Min 5)* |
| 3.1 | Activities |  |  |  |  |  |  |
| 3.2 | Credit resources |  |  |  |  |  |  |
| 3.3 | Contributions in kind |  |  |  |  |  | *(Max 5)* |
| 3.4 | Other financial resources (specify) |  |  |  |  |  |  |
|  | **Total eligible costs** |  |  |  |  |  | *100 %* |
|  | **Total ineligible costs** |  |  |  |  |  |  |
|  | **Total costs** |  |  |  |  |  |  |

*The research applicant completes the table by entering the relevant amounts in the “white” cells, the rest of the table is automatically filled in*

***"The Funding plan”*** *indicates the breakdown of the costs planned in the research application by year and by funding source, taking into account the timing of the actions and the funding required for the activity as indicated in the “Timeline for the implementation of the research application”.*

*According to Paragraph 61 of the Cabinet Regulation of the Activity, the maximum amount of the* ***Total eligible costs*** *per research application* ***cannot exceed EUR 192,360*** *when submitting a research application****,*** *i.e., the total amount of eligible costs may be lower, but not higher.*

*According to Paragraph 56 of the Cabinet Regulation of the Activity, the* ***funding from the European Regional Development Fund*** *cannot exceed* ***85 %*** *(EUR 162,945) of the total eligible funding of the research application and the required co-financing of the research application must be at least 15 % of the total eligible funding. The required co-financing of 15 % of the total eligible costs of the research application shall be provided in accordance with Sub-paragraphs 56.1 and 56.2 of the Cabinet Regulation of the Activity:*

*1. No more than 10 % of the State budget;*

*2. From the research organisation's available means of financing (economic activity, credit resources, etc., including in-kind contributions in accordance with Sub-paragraph 56.2 of the Cabinet Regulation of the Activity).*

***In the funding plan****, the research applicant:*

* *ensures that the total eligible costs of the research application in the “Total eligible costs” column correspond to the total eligible costs indicated in the “TOTAL” column of the “Research application budget summary”;*
* *ensures that the total cost of the research application in the “Total costs” column corresponds to the total cost indicated in the “TOTAL” column of the “Research application budget summary”.*
* *all eligible costs are* ***arithmetically correct*** *(both horizontally and vertically within the same year) to* ***two decimal places*** *per year, with amounts in* ***EUR****;*

*- if no funding is planned for a column in a given year, indicate “0,00”.*

***“Research application budget summary” section in the Postdoc information system***

**10.1 RESEARCH APPLICATION BUDGET SUMMARY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Seq. No** | **Cost item** | **Application of unitary cost (present or absent\*)** | **Quantity** | | **Unit** | | **Cost of the research application** | | | | | | **TOTAL** | | | |
| **Applicable** | | | | **Not applicable** | |
| **EUR** | | **%** | | **EUR** | | **%** | |
| **1.** | **The cost of remuneration for the staff of the implementation of the research application (gross salary of the post-doctoral researcher + mandatory social insurance contributions of the employer)** | Present | **36** | | **3860** | |  | |  | |  | |  | |  | |
| **2.** | **Research application implementation costs (Research costs)** | Present | ***36*** | | **1000** | |  | |  | |  | |  | |  | |
| **3.** | **Research application administration and infrastructure maintenance costs.**  6% of the postdoctoral salary (gross + employer's mandatory social insurance contributions) | Present | ***36*** | | **231.60** | |  | |  | |  | |  | |  | |
| **4.** | **Costs of ensuring mobility abroad\*** | Present | ***6*** | | **710** | |  | |  | |  | |  | |  | |
| **5.** | **Cost of family allowance\*** | Present | ***6*** | | **660** | |  | |  | |  | |  | |  | |
| **6.** | **A lump sum benefit in case of postdoctoral researcher’s relocation to Latvia\*** | Present | | ***1*** | | **710** | |  | |  | |  | |  | |  | |
| **7.** | **A lump sum benefit in the event of family relocation of a postdoctoral researcher\*** | Present | | ***1*** | | **660** | |  | |  | |  | |  | |  | |
| **8.** | **In-kind contribution (does not exceed 5 % of the eligible costs of the research application)** |  |  | |  | | **0** | |  | |  | |  | |  | |
| **8.1** | Fixed assets (tangible assets) |  |  | |  | |  | |  | |  | |  | |  | |
| **8.2** | Allocated materials (tangible assets) |  |  | |  | |  | |  | |  | |  | |  | |
| **8.3** | Professional activities related to research within the scope of the research application |  |  | |  | |  | |  | |  | |  | |  | |
|  | **Total** |  |  | |  | | **0** | |  | |  | |  | |  | |

***4\**** *The cost of providing mobility in accordance with the standard rate set by the Marie Sklodovska-Curie programme “Postdoctoral Fellowships” of the European Union Framework Programme for Research and Innovation Horizon is EUR 710 per month, if the duration of the postdoctoral researcher's abroad mobility is six months or more. The unitary cost of mobility is applicable only if the postdoctoral researcher has not stayed or performed his main activity (work, studies, etc.) in the country of the planned mobility for more than 12 months during the 36 months prior to the announcement of the selection of research applications.*

*5\* The cost of the family allowance in accordance with the standard rate set by the Marie Sklodovska-Curie programme “Postdoctoral Fellowships” of the European Union Framework Programme for Research and Innovation Horizon is EUR 660 per month, if the duration of the postdoctoral researcher's abroad mobility is six months or more.*

*6\* A lump sum benefit in case of postdoctoral researcher’s relocation to Latvia – EUR 710.*

*7\* A lump sum benefit in the event of family relocation of a postdoctoral researcher – EUR 660.*

*! The cost of the lump sum benefit must be within the maximum total eligible funding of the research application of EUR 192,360. If the maximum available funding is planned for the research application (i.e., if all funding positions (remuneration and unitary costs) are used together with the both monthly mobility allowances and the postdoctoral researcher's and family relocation allowance), the inclusion of the allowances mentioned exceeds this maximum funding for the research application and the planned costs of the research application need to be adjusted accordingly, for example by reducing the duration of the research application.*

*\* In the case of a research application related to non-economic activity, “PRESENT” indicates the unitary cost, while the quantity – item 1, 2, indicates the time limit for the implementation of the research application. In position 3, indicate the amount of 6% of position 1, 'Research application implementation personnel remuneration costs,' in accordance with the simplified cost methodology. In positions 4 and 5 (if applicable), indicate the duration of foreign mobility in months (must be at least 6 months). In positions 6 and 7 (if applicable), indicate 1 Item 4 and 5 (if applicable), indicates the duration of the mobility abroad in months (must be at least 6 months). Item 6 and 7 (if applicable) indicates 1.*

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| **11. ANNEXES TO THE RESEARCH APPLICATION** |
| *The annexes to the research application shall be signed by a secure electronic signature ( pdf), as appropriate, by the responsible official of the research applicant who has a specific signatory rights in the institution, or postdoctoral researcher. The postdoctoral researcher signs the Appendix 4 Research Project Proposal using a pdf signature.*  *If the research application submission is signed by another person, then a power of attorney signed by the responsible official of the research applicant (power of attorney, order, etc., internal regulatory document) is attached to the research application submission, which confirms the right of the relevant person to sign and submit the research application submission for applying for funding from the European Regional Development Fund.*  *The research applicant indicated in the statement must match the research applicant indicated on the title page of the research application submission.* |

In the POSTDOC information system, under the 'Attachments' section, 10 mandatory attachments and additional attachments or supporting documentation (if applicable) must be added.

Please select the name for each attachment from the dropdown menu in the 'Attachment Type' section, adding the corresponding documentation in the order of the rows

Annex 1 “Statement by the research applicant”

Annex 2 “Copy of the postdoctoral researcher's doctorate/PhD diploma

Annex 3 “Curriculum Vitae (CV) of the postdoctoral researcher (to be prepared in English)”

Annex 4 ”Research project proposal”

Annex 5 “Postdoctoral researcher's statement of double funding”

Annex 6 “Application for compliance with the research and knowledge dissemination organization”

Annex 7 “Statement of postdoctoral mobility (7.1.,7.2.)”

Annex 8 “Financial turnover statement of the scientific institution for the years 2022, 2023 and 2024”

Annex 9 Agreement/memorandum of understanding between the postdoctoral researcher and the scientific institution in free form, confirming the planned collaboration between the postdoctoral researcher and the scientific institution

Annex 10 A written confirmation that the postdoctoral researcher is not a citizen of the Russian Federation

Annex 11 Power of attorney or an internal regulatory act of the institution attesting the authority to sign the research application

Annex 12 Translation of documents (if applicable), incl. for a doctorate diploma, if it is not issued in Latvian or English

Annex 13: Other (e.g., Certificate from the Academic Information Centre regarding the evaluation of an educational document issued abroad (if available))

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| **Seq. No** | **Name of Annex** | **Condition** |
| *Mandatory annexes for all research applicants:* | | |
| 1. | *Annex 1* “Statement by the research applicant”, which is signed by the authorized signatory official of the research applicant (in accordance with the form in Annex 1 to the selection regulations “Methodology for completing a research application”); | *Signed by the responsible official of the research applicant who has signatory rights at the institution (pdf or edoc)* |
| 2. | *Annex 2* “Copy of the postdoctoral researcher's doctorate/PhD diploma *(obtained no more than 10 years before the deadline for submission of the research application)*'; | *The doctorate/PhD must have been obtained no more than 10 years before the deadline for submitting the research application. This period may be extended if the person has a valid reason:*   * *maternity leave;* * *parental leave;* * *temporary incapacity for work.*   *If any of the conditions for extending the period of obtaining a diploma apply, supporting documentation must be attached.* |
| 3. | *Annex 3* “Curriculum Vitae (CV) of the postdoctoral researcher (to be prepared in English)” | *Signed by the postdoctoral researcher (electronic signature (pdf or edoc)* |
| 4. | *Annex 4* ”Research project proposal” (to be completed in English) (in accordance with the form in Annex 2 to the selection regulations “Methodology for completing a research application”) | *Signed by the postdoctoral researcher (pdf)* |
| *5.* | [*Annex 5* “Postdoctoral researcher's statement of double funding” (in accordance with the form in Annex 3 to the selection regulations “Methodology for completing a research application”);](file:///C:/Users/lelde.valeine/AppData/Local/Microsoft/Windows/INetCache/Content.MSO/PROJEKTA_RAKSTĪŠANA/pieteikuma%20veidlapas%20pielikumi/Pecdoktoranta_apliecinajums_PostDoc_2024.docx) | *Signed by the postdoctoral researcher (electronic signature (pdf or edoc))* |
| 6. | *Annex 6* Application for compliance with the research and knowledge dissemination organization and the annexes to this application that support the accuracy of the information provided in the application, including the financial management and accounting policy of the research applicant. The application is prepared in accordance with the Methodology for determining the compliance of research and knowledge dissemination organizations (approved by the Ministry of Education and Science on August 1st, 2024, order No. 1-2e/24/229):<https://www.izm.gov.lv/lv/metodika-petniecibas-un-zinasanu-izplatisanas-organizaciju-statusa-izvertejumam> | *The application is signed by the responsible official of the applicant for the research application, who has been granted signing authority in the institution (pdf or edoc), and attaches all relevant annexes* |
| 7. | [*Annex* 7 Statement of postdoctoral mobility (in accordance with the form in Annex 4 to the selection regulations “Methodology for completing a research application”)](file:///C:/Users/lelde.valeine/AppData/Local/Microsoft/Windows/INetCache/Content.MSO/PROJEKTA_RAKSTĪŠANA/pieteikuma%20veidlapas%20pielikumi/Pecdoktoranta_apliecinajums_mobilitate_%20PostDoc_2024.docx) and supporting documentation *(if applicable):*   * If the mobility is to be accompanied by a family, the supporting documentation must include at least one of the following: a) a marriage certificate; b) a legal document justifying the equivalent status of a marriage recognised under the law of the country or region in which the relationship was established; c) a document certifying that the postdoctoral researcher has dependent minor children *(applicable to the family allowance of EUR 660 per month);* * If the postdoctoral researcher is moving to Latvia with his/her family, the supporting documentation must include at least one of the following: a) a marriage certificate; b) a legal document justifying the equivalent status of a marriage recognised under the law of the country or region in which the relationship was established; c) a document certifying that the postdoctoral researcher has dependent minor children *(applicable to the lump-sum family allowance payment of EUR 660);* * If the postdoctoral researcher moves to Latvia, attach supporting documentation confirming that the postdoctoral researcher has not stayed or carried out his/her main activity (work, training, etc.) in Latvia for more than 12 months during the 36 months before the call for research applications (e.g., copy of employment contract or certificate from the training institution or other supporting documents). | *Signed by the postdoctoral researcher (with electronic signature (pdf or edoc)), accompanied by supporting documentation if applying for individual/family relocation allowance or mobility allowance if mobility is planned for 6 months or longer.* *Supportive documentation attachments are numbered as 7.1, 7.2, etc* |
| 8. | [*Annex 8* ”Financial turnover statement of the scientific institution for the years 2022, 2023 and 2024 (in accordance with the Excel sheet attached in Annex 5 to the selection regulations “Methodology for completing a research application”);](file:///C:/Users/lelde.valeine/AppData/Local/Microsoft/Windows/INetCache/Content.MSO/PROJEKTA_RAKSTĪŠANA/pieteikuma%20veidlapas%20pielikumi/Apgrozijuma_parskats_PostDoc_2024_8.pielikums.xlsx) | *Excel format, no signature required* |
| 9. | *Annex 9* Agreement/memorandum of understanding between the postdoctoral researcher and the scientific institution in free form, confirming the planned collaboration between the postdoctoral researcher and the scientific institution in the framework of the research application, if approved, indicating the planned workload of 1 FTE, the duration of the employment contract and other conditions agreed between the research applicant and the postdoctoral researcher (e.g. content of the research application, conditions for technical and financial collaboration, rights, duties and responsibilities of the parties, and conditions for exploitation, implementation and commercialisation of the research application results, etc.). | *Copy of the document or an electronically signed document* |
| 10. | *Annex 10* A written confirmation that the postdoctoral researcher is not a citizen of the Russian Federation, signed by the authorized person of the research application submitter (according to the form attached in Appendix 7 of the 'Methodology for Completing the Research Application Submission Guidelines | *Signed by the responsible official of the research application submitter, who has authorized signing rights in the institution (pdf or edoc)* |
| *Additional Annexes (if applicable):* | | |
| 11. | Power of attorney or an internal regulatory act of the institution attesting the authority to sign the research application (applicable if the research application is signed by a person other than the head or deputy head of the institution) |  |
| 12. | Translation of documents (if applicable), incl. for a doctorate diploma, if it is not issued in Latvian or English |  |
| 13. | Annex 13: Other (e.g., Certificate from the Academic Information Centre regarding the evaluation of an educational document issued abroad (if available)) |  |
| 14. | European Commission decision approving the project submitted under the Marie Sklodowska-Curie Fellowships for Postdoctoral Fellowships programme of the European Union's Horizon Europe research and innovation framework programme *(if applicable)* |  |
| 15. | A copy of the project application submitted under the Marie Skłodowska-Curie Postdoctoral Fellowships programme of the European Union's Horizon Europe research and innovation framework programme *(if applicable)*; |  |
| 16. | Assessment of the scientific quality of the project by experts listed in the European Commission's database of experts *(if applicable)* |  |

The “mid-term Report and" final Report” sections do not need to be completed.

Methodology Annexes:

*Annex 1 “Statement by the research applicant”*

*Annex 2 ”Research project proposal”(to be filled out in English)*

*Annex 2.1. 'Scientific Description/Research Project Proposal' Filling Methodology*

*Annex 3 “Postdoctoral researcher's statement of double funding”*

*Annex 4 “Statement of postdoctoral mobility (7.1.,7.2.)”*

*Annex 5 “Financial turnover statement of the scientific institution for the years 2022, 2023 and 2024”*

*Annex 6 A written confirmation that the postdoctoral researcher is not a citizen of the Russian Federation*

1. *Regulation (EU) 2021/1060 of the European Parliament and of the Council of 24 June 2021 laying down common provisions on the European Regional Development Fund, the European Social Fund Plus, the Cohesion Fund, the Just Transition Fund and the European Maritime, Fisheries and Aquaculture Fund and financial rules for those and for the Asylum, Migration and Integration Fund, the Internal Security Fund and the Instrument for Financial Aid for Border Management and Visa Policy* [↑](#footnote-ref-2)