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**European Union Cohesion Policy Programme for 2021–2027 under the specific aid objective 1.1.1 “Strengthening research and innovation capacity and transfer of advanced technologies to the R&D system”, measure 1.1.1.9 “Postdoctoral research”:**

**METHODOLOGY FOR COMPLETING THE RESEARCH APPLICATION**

FOR A RESEARCH APPLICATION RELATED TO AN ECONOMIC ACTIVITY

**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 “Strengthening research and innovation capacity and transfer of advanced technologies to the R&D system”, measure 1.1.1.9 “Postdoctoral research” implementing regulations**(hereinafter – “the Cabinet Regulation of the measure”), the project implementation requirements set out in the specific aid objective 1.1.1 of the Operational Programme “Growth and employment” “**Strengthening research and innovation capacity and transfer of advanced technologies to the R&D system**” 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 measure 1.1.1.9 “Postdoctoral research” (hereinafter – measure 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 person, 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 completes the contract form available on the LCS website www.lzp.gov.lv and sends it signed with an electronic signature to [pasts@lzp.gov.lv](mailto:pasts@lzp.gov.lv) with the subject *“Agreement for the use of the POSTDOC information system”*. Upon receipt of the agreement, the LCS will send a bilaterally signed agreement to the organisation's email address and grant usage rights to the designated users (staff (administration) (can edit/manage all research applications of the organisation), postdoctoral researcher (can edit/manage their own research application) and applicant (can submit research application, approve). If an agreement has already been concluded under this measure, it does not need to be concluded again; user rights can be requested as necessary.
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 – “LCS”) [www.lzp.gov.lv](http://www.lzp.gov.lv). When completing the sections in the POSTDOC information system, the applicant should follow the information in this methodology on what information to include in the sections. In the POSTDOC information system, the field names are indicative and do not reflect all the information to be provided. **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.
10. The information in the sections of the POSTDOC information system **should be entered in a sequential manner**, starting with "Application", "1. Description", "1.5 Results", etc., so that the information is readable in other related sections where relevant:

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| ***“Application” section in the POSTDOC information 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 field | *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 technology, pharmaceuticals;*  *3 Photonics and smart materials, technologies and engineering systems;*  *4 Smart energy and mobility;*  *5 Information and communication technologies.*  *Within the framework of the measure 1.1.1.9 support will be provided to research applications activities off which are determined by Paragraph 45 of the Cabinet Regulation of the measure and that contribute to the objectives of the Smart Specialisation Strategy or to the development of areas of specialisation, 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 the research corresponds to an interdisciplinary research, mark it. If the research is not planned as an 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)  *If there are multiple science fields, it is necessary to click on the menu field again and select the appropriate science field again.*  *If you select the main scientific field first, it will appear in bold. The main scientific field can be indicated in bold by stating that it is the "main".* | | | |
| Research category | *Mark Fundamental or Industrial (applied) research.* | | | |
| Number and title of the selection round of the specific aid objective/measure: | European Union Cohesion Policy Programme for 2021–2027 under the specific aid objective 1.1.1 “Strengthening research and innovation capacity and transfer of advanced technologies to the R&D system”, measure 1.1.1.9 “Postdoctoral research”: | | | |
| Type of research application | *Mark – research application related to economic activity.* | | | |
| Type of research applicant   |  | | --- | |  | | *Select the appropriate applicant type from the classifier:*  *SME – The category of micro, small and medium-sized enterprises includes enterprises with fewer than 250 employees and an annual turnover not exceeding EUR 50 million and/or an annual balance sheet sum total not exceeding EUR 43 million.*  *A small enterprise in the SME category is defined as an enterprise with fewer than 50 employees and an annual turnover and/or annual balance sheet sum total not exceeding EUR 10 million.*  *A micro-enterprise in the SME category is defined as an enterprise with fewer than 10 employees and an annual turnover and/or annual balance sheet sum total not exceeding EUR 2 million.*  *A large enterprise – an enterprise with more than 250 employees and an annual turnover exceeding EUR 50 million and/or an annual balance sheet sum total exceeding EUR 43 million.* | | | |
| **Research applicant:** | *The name of the research applicant shall be indicated without abbreviations, i.e., the legal name.*  *Research application may be submitted by:*   * *A tiny (micro), small, medium-sized or large enterprise registered in the Register of Enterprises of the Republic of Latvia; or* * *a scientific institution that does not meet the definition of a research organisation, or*   *a scientific institution that also meets the definition of a research organisation, which submits a research application related to an economic activity as part of the economic activity of the research organisation. In this case, the research application is accounted for by the scientific institution as an economic activity of the scientific institution. Economic activities are pursued within the research application.* | | | |
| Registration number: | *Indicate the number of the entrepreneur registered in the Register of Enterprises of the Republic of Latvia.* | | | |
| 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 available on the website of the Central Statistical Office (*[*https://klasis.csp.gov.lv/lv-LV/classifications/NACE2*](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.* | | |
| Legal address/Correspondence address:  *(to be completed if different from the legal address)* | Street, house name, No. | | | |
| State City: | | Municipality: | Town or rural territory: |
| Postal code: | | | |
| E-mail: | | | |
| Website: | | | |
| Postdoctoral researcher: | Name: | | | |
|  | Surname: | | | |
|  | Phone: | | | |
|  | E-mail: | | | |
|  | Date the doctoral degree was awarded: | | | |
|  | Country the doctoral degree was awarded: | | | |
|  | Nationality (name of country): | | | |
| Contact person: | Name of the applicant's contact person: | | | |
| Position: | | | |
| Phone: | | | |
| E-mail: | | | |

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| ***“Description” section in the POSTDOC information 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 implementation location of the research application (organisation);* 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)*   *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 measure 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 measure referred to in Paragraph 3 of the Cabinet Regulation and how the implementation of the research application will contribute to achieving the objective of measure 1.1.1.9:*  *- research application provides for developing postdoctoral skills and increasing scientific capacity, as well as improving research competences,*   * *research application provides opportunities for postdoctoral researcher to start their career in research institutions or with entrepreneurs,* * *research application ensures the renewal of human resources and the growth in the number of skilled professionals.*  1. *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. Research applicant provides reasoned justification on how the research application and the activities planned therein correspond to achievement of RIS3 objectives, indicating the field of RIS3 and providing information on impact. (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. *3 according to the solution to the problem (details in sub-paragraph 1.3);* 2. *4 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 applications 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 information 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>)** | **Outcome** | **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 commercialisable* 5. *Mobility and networking trip/business trip (if applicable)* 6. *Training/training schools (if applicable)* 7. *Speaking at a seminar, participating in a forum, information in a blog, a popular science article, science cafes and other community engagement events (if applicable)* 8. *Research and innovation project application submitted in Latvian or international project competitions (if applicable)* 9. *Conducted and reviewed bachelor's, master's and doctoral theses (if applicable)* | *1*  *1*  *1*  *1*  *1*  *1*  *1*  *1*  *1* | *Examples:*  *Instruction/regulation/patent application/new product/technology*  *Scientific publication*  *Conference theses or abstract (poster/verbal)*  *Description*   1. *Mission reports* 2. *Certificate* 3. *Description* 4. *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 measures (describes publicity measures that are implemented in Sub-paragraph 45.3 of the Cabinet Regulation of the measure. (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 measure. 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 measures, which are implemented in accordance with Sub-paragraph 45.3 of the Cabinet Regulation of the measure. (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 measures, 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 information 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 measure 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 measure.*

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" indicate 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 measure.*
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 information 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 measure 1.1.1.9 can be a foreign or Latvian scientific institution, university or entrepreneur, which accepts a postdoctoral researcher and provides access to infrastructure, materials or human resources. The cooperation partner may benefit from economic advantages and intellectual property rights in proportion to each cooperation partner's contribution to the research application, according to the* [*Paragraphs 30 to 32 of the Cabinet Regulation of the measure*](https://likumi.lv/ta/id/349180#p30) *and paragraphs 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 entrepreneur* | | |
| 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 (incl. 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 providing information on the partner's contribution to the implementation of the research application, the purpose and duration of the mobility at the partner institution (if mobility is planned). 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 measure 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 entrepreneur:*  *1 The scientific institution, university or entrepreneur has the necessary experience and expertise to contribute to the achievement of the objective of measure 1.1.1.9 as set out in the* [*Paragraph 3 of the Cabinet Regulation of the measure.*](https://likumi.lv/ta/id/349180#p3)  *2 The scientific institution, university or entrepreneur 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 entrepreneur 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 cooperation partner is to be involved in the implementation of an economic research application, the cooperation 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 information 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, area and fields of activity, the objective and vision (a brief description of the entrepreneur’s strategy or business development plan may be given);* |
| 2.1.2 The responsible person of the organisation 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 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 organisation 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 organisation 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: a description of the professionals planned to be involved in the administration of the research application;* * *financial capacity: describe the financial capacity of the research application, the financial resources available for the implementation of the research application – pre-financing and co-financing, as referred to in Paragraphs 74 and 76 of the Cabinet Regulations.* | |

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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.* |
| **2.4 Total planned duration of mobility abroad** | *Number of months to be spent on mobility abroad during the period of the research application. To be completed if mobility abroad is foreseen.* |
| **2.4.1 Description of mobility abroad** | *If mobility abroad is foreseen, indicate the final destination of the mobility abroad and the planned tasks of the mobility.* |

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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 measures** |
| 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 |  |  |  |  |

*The research application shall identify at least the following 4 types of potential risks: financial, implementation, administration and achievement of results and monitoring indicators.*

*The implementation risks of 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 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 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 measures” the measures 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 measures, it should be taken into account that the measures must be realistic, economical (the costs must be less than the possible losses), coordinated at all levels and corresponding to the management and control measures 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 Relevance to other projects submitted/implemented/under implementation (*to be completed if the research application has related projects)* |
| *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 measure 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 measure 1.2.1.2.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 measure 1.1.1.4 “Mobility, exchange and cooperation activities to improve international competitiveness in science”,* * *measure 1.1.2.2 “Development of digital skills of companies”,* * *measure 1.2.1.1 “Support for the development and internationalisation of new products” (2nd, 3rd rounds)* * *measure 1.2.1.4 “Support for the improvement of the technology transfer system”,* * *measure 4.2.4.1 “Support for training of company employees based on industry needs”,* * *EC framework programme “Horizon Europe”, as well as research funded by the State budget.*   *The fields “Title”, “Project number”, “Summary”, “Complementarity”, “Total project costs”, “Source of funding”, “Project commencement” and “Project completion” shall be completed in this section. The* ***examples*** *provided* ***are for information only.*** |

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| ***Section 3. “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 measures****;*   * *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))*).*   ***In relation to public procurements (if applicable):***   * *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 measures 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;* * *measures 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 measures for the research application** | | | |
| **Type of measure** | **Description of the measure** | **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 implementation of 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 paragraph 2.3 of the Research Project Proposal.* |  |  |
| .. | *..* |  |  |
| *In this section of the Research Application, the research applicant shall indicate the mandatory publicity measures – information poster and internet information (at least once every 6 months) and other activities foreseen in paragraph 2.3 (Quality of the proposed measures to communicate the action activities to different target audiences) of the Research Project Proposal.*    *The selection shall be open to research applications which have implemented the planned measures 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 measures specified in section 5 “Publicity” must match the information specified in “Research project proposal” paragraph 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 Maintaining results (<3000 characters):** |
| *Describe how the results achieved in the research application will be maintained after 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 aid (this 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 Sustainability of indicators (<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 benefit will competences and skills developed during the postdoctoral research application give to the organisation, for example, during the implementation of the research application, the postdoctoral research will develop and attract other financial sources to achieve the goals set in the organisation's operational strategy, develop the research direction, create a new research group, etc.*  *Describe and justify how the research direction initiated in the research application will be further developed on the basis of the organisation's current strategies and the research lines included in the research programme or the business development plan, ensuring the number of scientific articles published in high citation index journals, an increase in the number of research projects with high citation rates in line with the RIS3 objectives in accordance with the monitoring indicators set out in the measure, and how the acquisition, validation, defence and maintenance (if applicable) of technological rights (intangible assets) resulting from the research activities carried out in the research application will be organised.* |
| ***“State aid issues” section in the POSTDOC information system*** |
| **SECTION 7 – STATE AID ISSUES** |

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| --- | --- | --- | --- |
| 7.1 | State aid granted under: | *Indicate the type of the planned State aid receipt, selecting one of the two:*   * 1. *European Commission Regulation 2023/2831 on de minimis aid, or*   2. *European Commission Regulation No 651/2014* | |
| 7.2 | Grounds for receiving State aid: | *-If it is indicated that the type of State aid is in accordance with European Commission Regulation No 2023/2831 on the granting of de minimis aid, make a note in the POSTDOC information system that the planned activities of the research application are not directly linked to exports (quantities exported, establishment of a distribution network) and attach a printout of the form prepared in the de minimis aid accounting system (Annex 7b);*  *-If it is indicated that the type of State aid is in accordance with European Commission Regulation No 651/2014, a note shall be made that the Research Application has not been launched and a justification of the incentive effect of the State aid planned under the Research Application shall be attached (Annex 7a (in accordance with the form in Annex 5 to the Selection Regulations "Research Application Form and its Annexes")).* | |
| 7.3 | Compliance with the definition set out in Article 2(18) of European Commission Regulation 651/2014. | | *The research applicant indicates that it does not meet the definition of an enterprise in difficulty;* |
| 7.4 | Implementation of the research application has not been started. | | *The research applicant indicates that the implementation of the research application has not started at the time of submission of the research application in accordance with Paragraph 47 of the Cabinet Regulation for the measure.* |

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

**8. TIMELINE FOR THE IMPLEMENTATION OF THE RESEARCH APPLICATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Action** | **Timeline for implementation (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 by quarters.*

*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 measure.*

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

*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)”.*

*At least one action must be scheduled each quarter.*

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

* 1. **FUNDING PLAN**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Source of funding** | | **Year *2026*,**  **Sum, EUR** | **Year *2027*,**  **Sum, EUR** | **Year *2028*,**  **Sum, EUR** | **year \_\_\_\_**  **Sum, EUR** | **Total** | |
| sum,  EUR | % |
| 1. | Total funding form the European Regional Development Fund\* | *31 195.50* | *31 524.50* | *16 002.75* |  | **78 722.75** | **74.32%\*\*** |
| 2. | Total Private Funding\* | *10 538.50* | *10 924.50* | *5 744.25* |  | **27 207.25** | **25.68%** |
|  | **Total eligible costs** | *41 734* | *42 449* | *21 747* |  | **105 930** | **100%** |
|  | **Total ineligible costs** | *0.00* | *0.00* | *0.00* |  | **0.00** | **-** |
|  | **Total costs** | ***41 734*** | ***42 449*** | ***21 747*** |  | **105 930** | - |

***The completed rows are only an example and are for information only. Each research applicant shall complete the Funding Plan in accordance with its submitted research application****. (The example assumes that the research applicant meets the definition of a medium-sized enterprise (60% ERDF) and submits a research application for industrial research related to an economic activity. The research application foresees that the research applicant will make the research results publicly available +15% ERDF = 75% ERDF for research costs, 60% ERDF for training costs, 50% ERDF for technology protection costs).*

*The research applicant completes the table by entering the relevant sums by year, the rest of the table is automatically filled in*

*“Funding Plan” specifies division of the planned research application costs by years and funding sources in line with the implementation timing of actions specified in the “Timeline for the implementation of the research application” and the funding needed for the relevant action in line with values calculated in 9.2.1 of the “Preparation of a funding plan for a research application related to economic activity”.*

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

*\* 9.2 "Funding Plan" to be completed after 9.2.1. completing the “Preparation of a funding plan for a research application related to an economic activity” and ensuring that the values in Section 9.2 are fully consistent with those in Section 9.2.1.*

*\*\* Permissible ERDF aid intensity for conducting research related to an economic activity:*

*‒ 85% for a research applicant carrying out fundamental research related to an economic activity;*

*‒ for a research applicant to carry out industrial research related to an economic activity:*

*a) 70% for a research applicant who meets the definition of a tiny (micro) or small enterprise;*

*b) 60% for a research applicant that meets the definition of a medium-sized enterprise;*

*c) 50% for a research applicant that meets the definition of a large enterprise.*

*The ERDF aid intensity may be increased by 15 percentage points of the total eligible costs of the research application, up to a maximum of 80% of the total eligible costs of the research application, if the industrial research is made publicly available in at least one of the following ways: dissemination of research results at technical and scientific conferences and in publicly accessible repositories (databases), availability of free software.*

***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”, Section 10.2;*
* *ensures that the total cost of the research application in the “Total” column corresponds to the total cost indicated in the “TOTAL” column of the “Research application budget summary”, Section 10.2.*
* *all eligible costs are* ***arithmetically correct*** *(both horizontally and vertically within the same year) to* ***two decimal places*** *per year, with amounts in* ***EUR****; The research applicant completes the table by entering the relevant amounts in the “white” cells, the rest of the table is automatically filled in automatically;*

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

***“Annex to the Funding Plan” section in the POSTDOC system***

**9.2.1 PREPARATION OF A FUNDING PLAN FOR A RESEARCH APPLICATION RELATED TO AN ECONOMIC ACTIVITY**

Fundamental research?

Public access to research results ensured?

Training for disabled workers?

Large enterprise

Medium-sized enterprise

Small enterprise

Selected in the sample:

Public access to research results ensured

*Medium-sized enterprise*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Funding intensity | | year \_\_\_\_, sum in EUR | year \_\_\_\_, sum in EUR | year \_\_\_\_, sum in EUR | year \_\_\_\_, sum in EUR | Total, EUR | Total, % |
| **Total costs** | | *0* | ***41 734*** | ***42 449*** | ***21 747*** | ***105 930*** | *-* |
| **Total eligible costs\*** | | ***0*** | ***41 734*** | ***42 449*** | ***21 747*** | ***105 930*** | **100%** |
| Total ERDF eligible funding\* | | ***0*** | ***31 195.50*** | ***31 524.50*** | ***16 002.75*** | ***78 722.75*** | ***74.32%*** |
| Total private funding\* | | ***0*** | ***10 538.50*** | ***10 924.50*** | ***5 744.25*** | ***27 207.25*** | ***25.68%*** |
| **Research\*** | | *0* | *41 034* | *41 034* | *20 517* | ***102 585*** | *96.84%* |
| ERDF eligible funding | 75% | *0* | *30 775.50* | *30 775.50* | *15 387.75* | *76 938.75* | *-* |
| Private funding | 25% | *0* | *10 258.50* | *10 258.50* | *5 129.25* | *25 646.25* | *-* |
| **Training\*** | | *0* | *700* | *415* | *0* | ***1 115*** | *1.05%* |
| ERDF eligible funding | 60% | *0* | *420* | *249* | *0* | *669* | *-* |
| Private funding | 40% | *0* | *280* | *166* | *0* | *446* | *-* |
| **Protection of technology rights\*** | | *0* | *0* | *1 000* | *1 230* | ***2 230*** | *2.11%* |
| ERDF eligible funding | 50% | *0* | *0* | *500* | *615* | *1 115* | *-* |
| Private funding | 50% | *0* | *0* | *500* | *615* | *1 115* | *-* |
| **Ineligible costs** | |  |  |  |  |  |  |

***The completed rows are only an example and are for information only. Each research applicant shall complete the Funding Plan in accordance with its submitted research application****. (The example assumes that the research applicant meets the definition of a medium-sized enterprise (60% ERDF) and submits a research application for industrial research related to an economic activity. The research application foresees that the research applicant will make the research results publicly available +15% ERDF=75% ERDF).*

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

*When completing Section 9.2.1 “Preparation of the funding plan for a research application related to an economic activity”, the entrepreneur shall indicate below the table whether the research will be fundamental research (then, according to the measure* [*Cabinet Regulation, sub-paragraph 74.1*](https://likumi.lv/ta/id/349180#p74) *the programme indicates an ERDF intensity of 85%) or industrial research, the entrepreneur shall indicate whether it is a large, medium-sized or small (small, micro, tiny) enterprise.*

*According to the Sub-paragraph* [*74.2 of the Cabinet Regulation of the measure,*](https://likumi.lv/ta/id/349180#p74) *the corresponding ERDF funding intensity shall be indicated. By ticking the empty box above the table "Public access to research results ensured?" according to* [*Sub-section 74.3 of the Cabinet Regulation of the measure*](https://likumi.lv/ta/id/349180#p74)*the ERDF aid intensity is increased by 15 percentage points up to a maximum of 80% in accordance with* [*Sub-paragraph 74.3 of the Cabinet Regulation of the measure*](https://likumi.lv/ta/id/349180#p74)*.*

***"Training"*** *For entrepreneur ticking the appropriate option – large/medium/small enterprise, the programme applies the corresponding aid intensity indicated in* [*Sub-paragraph 76.2 of the Cabinet Regulation of the measure*](https://likumi.lv/ta/id/349180#p76)*and Article 31(4) of European Commission Regulation No 651/2014.*

***"Protection of technology rights"*** *ERDF funding intensity for a research application related to an economic activity under the* [*Sub-paragraph 76.1 of the Cabinet Regulation of the measure*](https://likumi.lv/ta/id/349180#p76) *and Article 28(3) of European Commission Regulation No 651/2014 is 50% for a small or medium-sized enterprise. Eligible costs are determined by* [*Sub-paragraph 64.2 of the Cabinet Regulation of the measure*](https://likumi.lv/ta/id/349180#p64) *(respectively Article 28(2)(a) of European Commission Regulation No 651/2014), where Article 28 of the Regulation applies only to small or medium-sized enterprises.*

*\* Permissible aid intensity of public funding for a research application related to an economic activity:*

* *50% for technology rights protection aid (eligible for a research applicant meeting the definition of a tiny (micro), small or medium-sized enterprise);*
* *aid for training:*

1. *50% for a research applicant that meets the definition of a large enterprise;*
2. *60% if the research applicant meets the definition of a medium-sized enterprise and the training is provided to disabled persons or disadvantaged employees;*
3. *70% for a research applicant who meets the definition of a tiny (micro) or small enterprise.*

*The research application and the co-funding required for its implementation shall be provided from funds at the research applicant's disposal or from credit and other financial resources for which no public aid, including any State or local government guarantee or soft loan, has been received on rebate conditions.*

*The research applicant shall plan all eligible costs* ***arithmetically correctly*** *by year, avoiding mathematical and inattention errors (both horizontally and vertically within the same year) to* ***two decimal places****, with amounts in* ***euro****;*

*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 section 10.2* ***“Research application budget summary”*** *of the research application;*
* *ensures that the total costs of the research application in the* ***“Total costs”*** *column corresponds to the total costs indicated in the* ***“TOTAL”*** *column of section 10.2* ***“Research application budget summary”*** *of the research application.*
* *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***

**10.2 RESEARCH APPLICATION BUDGET SUMMARY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Cost item** | **Quantity** | **Unit, EUR** | **Action or activity no. of the research application** | **Cost of the research application** | | **TOTAL** | **Incl. VAT** |
| **Applicable** | **Not applicable** |
| **1.** | **Research application implementation personnel remuneration costs** |  |  | *1; 2* | ***147 000*** | *0.00* | ***147 000*** |  |
| **1.1** | Postdoctoral salary (gross + employer's compulsory social insurance contributions) | *36* | *4 000* | *1; 2* | *144 000* | *0.00* | *144 000* |  |
| **1.2** | Salaries of researchers, technical and auxiliary staff insofar as they are employed in the implementation of the research application (gross + compulsory employer's social security contributions) | *3* | *1 000* | *1; 2* | *3 000* | *0.00* | *3 000* |  |
| **2.** | **Research application implementation costs (Research costs)** |  |  |  | ***3 000*** | *0.00* | ***3 000*** |  |
| **2.1** | Costs of materials and raw materials incurred as a direct result of implementing the research application | *3* | *1 000* | *2* | *3 000* | *0.00* | *3 000* |  |
| **2.2** | Outsourcing. Costs for contract research, know-how and patents and other services used exclusively for the purposes of the research application. |  |  |  |  |  |  |  |
| **2.3** | Costs of the tools and equipment of the research application insofar as and as long as they are used in the implementation of the research application |  |  |  |  |  |  |  |
| **3.** | **Training** |  |  |  |  |  |  |  |
| **4.** | **Costs of protecting technology rights (if applicable)** |  |  |  |  |  |  |  |
|  | **Total** |  |  |  | ***150 000*** | ***0.00*** | ***150 000*** |  |

*In section 10.2 "Research application budget summary" of the research application, the cost items are defined in accordance with the Paragraph 64 of the Cabinet Regulations of the cost items established in the case of research applications related to an economic activity and the activities to be supported as referred to in Paragraph 45 of the Cabinet Regulation of the measure.*

*The depreciation costs referred to in paragraph 2.3 of the table are attributable to the fixed assets acquired and held as part of the research application and used for research. If the useful life of the fixed assets in the research application does not cover the entire useful life of those assets, only the depreciation costs corresponding to the duration of the research application shall be considered as eligible costs. These costs shall be calculated in proportion to the time and intensity of use of the fixed asset in accordance with laws and regulations governing accounting, but not exceeding 20 per cent per year of the acquisition value of the fixed asset. If the initial acquisition of the fixed assets was co-financed by public funds, the depreciation costs of the fixed assets are eligible only for the private financing part.*

*When planning the budget for a research application, please note that only costs which are necessary for the implementation of the research application and which are required as a consequence of the activities of the research application as specified in paragraph 1.5 may be included in the research application. Costs must ensure the achievement of results (the expected results under paragraph 1.5) and contribute to the achievement of the indicators set out in paragraph 1.6.*

|  |
| --- |
| **11 ANNEXES TO THE RESEARCH APPLICATION** |
| *The annexes to the research application shall be signed by a secure electronic signature (edoc., pdf) by the responsible official of the research applicant who has specific signatory rights in the institution, or postdoctoral researcher, as appropriate.* ***The postdoctoral researcher signs Annex 4, Research project proposal, using a pdf signature (recommended).***  *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.* |

The 10 mandatory annexes and additional annexes or supporting documentation (if applicable) must be added in the "Annexes" section of the POSTDOC information system.

Please select the name of each annex from the menu under "Type of Annex", adding the relevant documentation in order of priority:

* Annex 1: "Statement by research applicant";
  + - Annex 2: “Copy of the postdoctoral researcher's doctorate/PhD diploma”;
    - Annex 3: “Curriculum Vitae (CV) of the postdoctoral researcher (in English)”;
    - Annex 4: “Research project proposal” (in English);
    - Annex 5: "Postdoctoral double funding declaration";
    - Annex 6: "Declaration on compliance of the commercial company with SME" and its annex;
    - Annex 7.a: justification of the incentive effect of the public aid planned as part of the research application
    - Annex 7.b: *de minimis* aid form and its annexes
    - Annex 8: Latest annual report;
    - Annex 9: the financial management and accounting policy;
    - Annex 10: agreement/memorandum of understanding between the postdoctoral researcher and the organisation;
    - Annex 11: power of attorney or internal legal act of the institution certifying the authority to sign the research application;
    - Annex 12: translation of documents
    - Annex 13: other

|  |  |  |
| --- | --- | --- |
| **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 “Research application completion methodology and its annexes”); | *Signed by an electronic signature of 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)*'; | *An electronic copy of the document.*  *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.*  *If the diploma is not in Latvian or English, a translation of the document into Latvian must be attached.*  *Please attach a certificate from the Academic Information Centre on the examination of education documents issued abroad, if available).* |
| 3 | *Annex 3* “Curriculum Vitae (CV) of the postdoctoral researcher (to be prepared in English)” | *Signed by the postdoctoral researcher (by electronic pdf signature)* |
| 4 | *Annex 4* “Research project proposal” (to be completed in English) (in accordance with the form in Annex 2 to the selection regulations “Research application completion methodology”) | *Signed by the postdoctoral researcher (by electronic pdf signature)* |
| *5* | [*Annex 5* “Postdoctoral researcher's statement of double funding” (in accordance with the form in Annex 3 to the selection regulations “Research application completion methodology”);](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* Declaration of the commercial company's eligibility as a small (tiny) or medium-sized commercial company and its annex (4.1) if the applying commercial company has at least one partner commercial company or related commercial company (in accordance with the form in Annex 4 to the selection rules "Research application completion methodology"); | *Signed by an electronic signature of the responsible official of the research applicant who has signatory rights at the institution (pdf or edoc)* |
| 7.a | *Annex 7.a* Justification of the incentive effect of the public aid planned as part of the research application in accordance with the requirements of Article 6(2) and (3) of Commission Regulation No 651/2014 (in accordance with the form in Annex 5 to the selection rules "Research application form and its annexes") *(if commercial aid under EC Regulation 651/2014 is chosen);* | *Signed by an electronic signature of the responsible official of the research applicant who has signatory rights at the institution (pdf or edoc)*  *Aid shall be deemed to have an incentive effect if the research applicant has submitted a written application for aid before work on the research application starts or before the start of the action.*  *NB! If work on the project has started before the project is submitted to the funder, the entire research application will be rejected!* |
| 7.b | *Annex 7.b* Printout of the *de minimis*accounting form *(if de minimis aid is opted for)* prepared in the electronic database of the SRS electronic data base; | *Electronic printout from SRS EDS*  *Where aid is claimed under* [*Commission Regulation 2023/2831 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid*](https://eur-lex.europa.eu/legal-content/LV/TXT/?uri=CELEX:32023R2831)*, the following principles must be respected:*   * *the total de minimis aid for a single undertaking may not exceed EUR 300,000 in any three-year period;* * *the three-year period is defined as a rolling period, i.e., the total amount of de minimis aid granted to a single undertaking in any three-year period from the date of its grant may not exceed a certain threshold (from the date on which the aid is planned to be granted, the aid granted during three calendar years is taken into account (for example, if the aid is planned to be granted on 01.09.2025, the de minimis aid previously granted in the period from 01.09.2022 (inclusive) until 01.09.2025) is taken into account.*   *When applying for aid, the beneficiary must:*  *-complete and submit the de minimis accounting form in the SRS electronic database EDS;*  *-a printout of the de minimis accounting form prepared in the EDS system must be attached to the application*  *The EDS system has a section called "de minimis", where the relevant functionality can be used to fill in the de minimis aid accounting form, providing information on the basic data of the undertaking, as well as its status – autonomous or related company, according to the definition of "single undertaking". This section allows you to keep track of the de minimis aid granted to both the undertaking concerned and its related companies, and the balance of the aid amount available.*  *To qualify for de minimis aid, the balance of the aid amount available to the research applicant must not be less than the amount of ERDF aid requested in the Postdoctoral research in the research application.*  *Guide and explanatory material on de minimis aid available* [*here*](https://www.fm.gov.lv/lv/skaidrojosie-materiali)*.* |
| 8 | *Annex 8*: the most recent annual report submitted in accordance with the requirements of laws and regulations (applicable if the research application is submitted by a private legal entity with an economic activity) or an operational interim report not older than one month before the date of submission of the research application, certified by a sworn auditor (applicable if the research application is submitted by a private legal entity with an economic activity which does not have access to the most recent annual report); | *Signed by an electronic signature of the responsible official of the research applicant who has signatory rights at the institution (pdf or edoc)* |
| 9 | [*Annex 9:*](file:///C:/Users/lelde.valeine/AppData/Local/Microsoft/Windows/INetCache/Content.MSO/PROJEKTA_RAKSTĪŠANA/pieteikuma%20veidlapas%20pielikumi/Apgrozijuma_parskats_PostDoc_2024_8.pielikums.xlsx) the research applicant's financial management and accounting policy; | *Electronic copy* |
| 10 | *Annex 10:* Agreement/memorandum of understanding between the postdoctoral researcher and the organisation in free form, confirming the planned cooperation between the postdoctoral researcher and the organisation 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 or electronically signed document* |
| *Additional Annexes (if applicable):* | | |
| - | 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) |  |
| - | Translation of documents (if applicable), incl. for a doctorate diploma, if it is not issued in Latvian or English |  |

The sections "Interim report" and "Final report" do not need to be completed.

Annexes to the methodology:

Annex 1:form "Statement by research applicant"

Annex 2: “Research project proposal” (to be completed in English)

Annex 2.1 Methodology for completing the “Research project proposal”

Annex 3: form "Postdoctoral double funding declaration"

Annex 4: form “Declaration on compliance of the commercial company with the small (tiny) or medium-sized enterprise”

Annex 4.1: form “Declaration on compliance of the commercial company with the small (tiny) or medium-sized enterprise”

Annex 5: form “Justification of the incentive effect of the public aid planned as part of the research application in accordance with the requirements of Article 6(2) and (3) of Commission Regulation No 651/2014”

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)