

APPROVED

by the Decision No 1 of 23rd August, 2021

of the State research programme “Letonika — Fostering a Latvian and European Society”
Implementation and Supervision Commission
(established by the Order No 1-2e/21/235 of 9 July 2021 of
the Ministry of Education and Science)

AMENDED

by the Decision No 2 of 4th October, 2021

of the State research programme “Letonika — Fostering a Latvian and European Society”
Implementation and Supervision Commission

Procedure of the Open Call for Project Proposals in the State Research Programme “Letonika — Fostering a Latvian and European Society”

General Provisions

1. Procedure of the open call for project proposals in the State research programme “Letonika — Fostering a Latvian and European Society” (hereinafter referred to as — the Procedure) establishes the procedures for the Latvian Council of Science (hereinafter referred to as — the Council) to organize and implement the open call (hereinafter referred to as — the call) to submit project proposals (hereinafter referred to as — the project proposal) in the State research programme “Letonika — Fostering a Latvian and European Society” (hereinafter referred to as — the programme), based on the Cabinet Regulation 560 of 4 September 2018 “Procedures for Implementation of the State Research Programme Projects” (hereinafter referred to as — the Cabinet Regulation) and in compliance with the Cabinet Order No 475 of 7 July 2021 “Regarding the State Research Programme “Letonika — Fostering a Latvian and European Society” (hereinafter referred to as — the Cabinet Order).

2. The Procedure has been drafted on the basis of Paragraph 16 of Cabinet Regulation.

3. Within the framework of the programme, the total State budget funding available for the call is EUR 6 200 000 (six million two hundred thousand) (hereinafter referred to as — the total funding of the call), of which 434 000 euro (four hundred and thirty-four thousand) are intended to cover administrative costs. The total funding of the call according to Paragraph 36 of the Cabinet Regulation shall be used as follows:

3.1 for funding the projects;

3.2 for the implementation of the measure specified in Paragraph 37 of the Cabinet Regulation.

4. Project implementation period is 36 months, starting from the date of entering into force of the project implementation agreement (hereinafter referred to as — the project agreement). Within the framework of the project agreement, the project implementation period may be extended for the time and under the procedure specified in Paragraph 39 of the Cabinet Regulation. One project funding period is 12 (twelve) months.

5. Within the call, it is planned to finance nine projects where for each objective specified in Clause 6 of the Cabinet Order the following maximum project funding is allocated:

- 5.1 for the objective under Sub-Clause 6.1.1 of the Cabinet Order — EUR 1 068 000;
- 5.2 for the objective under Sub-Clause 6.1.2 of the Cabinet Order — EUR 213 000;
- 5.3 for the objective under Sub-Clause 6.2 of the Cabinet Order — EUR 1 068 000;
- 5.4 for the objective under Sub-Clause 6.3 of the Cabinet Order — EUR 641 000;
- 5.5 for the objective under Sub-Clause 6.4 of the Cabinet Order — EUR 427 000;
- 5.6 for the objective under Sub-Clause 6.5.1 of the Cabinet Order — EUR 427 000;
- 5.7 for the objective under Sub-Clause 6.5.2 of the Cabinet Order — EUR 1 068 000;
- 5.8 for the objective under Sub-Clause 6.6.1 of the Cabinet Order — EUR 641 000;
- 5.9 for the objective under Sub-Clause 6.6.2 of the Cabinet Order — EUR 213 000.

6. The Council shall publish the call in accordance with the procedure specified in Paragraph 17 of the Cabinet Regulation and shall administer, ensure, monitor and control the implementation of projects within the framework of project implementation agreements in accordance with the procedures specified in the Cabinet Regulation.

7. The project applicant who meets the requirements of Sub-paragraphs 2.12 and 9.1 of the Cabinet Regulation (hereinafter referred to as — the project applicant) shall prepare the project proposal according to Annex 1 to the Procedure “Project Proposal” (hereinafter referred to as — the project proposal). The period for the submission of project proposal is 42 calendar days from the date of publishing the call (hereinafter — the period for the submission of project proposals).

8. In the notice on the call, the following shall be indicated:

- 8.1 title of the call;
- 8.2 total funding of the call;
- 8.3 period for the submission of project proposals;
- 8.4 website where the information necessary for the submission of project proposals is published.

9. The project applicant shall submit the project proposal covering only one objective specified in Sub-clauses 6.1.1, 6.1.2, 6.2, 6.3, 6.4, 6.5.1, 6.5.2, 6.6.1 or 6.6.2 of the Cabinet Order. The project applicant may submit more than one project proposal for each objective specified in Sub-clauses 6.1.1, 6.1.2, 6.2, 6.3, 6.4, 6.5.1, 6.5.2, 6.6.1 or 6.6.2 of the Cabinet Order.

10. When preparing the project proposal, the project applicant shall plan:

10.1 project results according to the results specified in Paragraph 12 of the Cabinet Regulation (hereinafter referred to as — the scientific results), and shall indicate the numeric indicators of such results in the National Information System of Scientific Activity (hereinafter referred to as — the Information System), project proposal, Part A “General Information”, Section 4 “Project Results”, in compliance with Sub-paragraph 10.3 of the Procedure regarding the results under Clause 8 of the Cabinet Order;

10.2 completion of all horizontal tasks specified in Clause 7 of the Cabinet Order, providing the plan for completion of the tasks in Part I of the project proposal;

10.3 achievement of at least one result in each result under Clause 8 of the Cabinet Order, and shall indicate the result achievement plan in Part I of the project proposal;

10.4 provision of public access to scientific publications and depositing of research data in research data repositories (applying *FAIR*¹ principles);

¹Findable, accessible, interoperable, reusable, see here — <https://www.go-fair.org/fair-principles/>

10.5 according to Sub-clause 8.4 of the Cabinet Order, in compliance with provisions of Chapter III of the Procedure, in the project proposal as well as in case of project implementation, involvement of scientists in the scientific team, including new scientists and university students² and candidates for doctoral degree (hereinafter referred to as — students) from abroad, especially representatives of diaspora³.

II. Conditions for the Participation of the Project Applicant and Cooperation Partner in the Project

11. In order to confirm the compliance of the project applicant to Sub-paragraphs 2.12 and 9.1 of the Cabinet Regulation, the project applicant shall upload to the Information System a completed and signed with a secure electronic signature which has a time seal Part D of the project proposal “Certification of Project Proposal” (hereinafter referred to as — the certification of the project applicant). If it is not possible to provide a secure electronic signature with a time seal, the project applicant shall act according to Clause 18 of Annex 2 “Methodology for the Drawing Up and Submission of the Project Proposal, Project Interim Scientific Report, Project Final Scientific Report” (hereinafter referred to as — the Submission Methodology).

12. Project cooperation partner shall comply with Sub-paragraph 2.18 of the Cabinet Regulation. The project applicant shall engage the project cooperation partner in compliance with Sub-paragraph 9.3 of the Cabinet Regulation. In order to certify the cooperation within the project, the project applicant shall ensure that the project cooperation partner signs Part E “Certification of the project cooperation partner — certification of the scientific institution” (hereinafter referred to as — the certification of the project cooperation partner — certification of the scientific institution) or Part F “Certification of the project cooperation partner — certification of public institution” (hereinafter referred to as — the certification of the project cooperation partner — certification of the public institution) of the project proposal with a secure electronic signature containing a time seal which shall be added by the project applicant to the project proposal. If it is not possible to provide a secure electronic signature, the project cooperation partner shall act according to Clause 22 or 26 of the Submission Methodology.

13. In order to certify the compliance of the project applicant or the project cooperation partner — scientific institution to Sub-paragraph 2.12 of the Cabinet Regulation, the head of respective scientific institution shall submit the financial management and accounting policy and financial turnover statement (Part G of the project proposal “Form of the Financial Turnover Statement”) for 2018. -2020. If the scientific institution has private investors, it freely prepares the certification with regard to non-commercial use of the project proposal related research results. The documents referred to in this Paragraph shall be attached as an annex to the certification of the project applicant and to the certification of the project cooperation partner — certification of the scientific institution according to Sub-clauses 3.2 and 3.3 of the Submission Methodology.

²According to Section 44(1) of the Law on Higher Education Institutions, the students of higher education institutions shall be: students of the bachelor degree study programmes; students of the vocational study programmes; students of the master’s degree study programmes (master’s programme students); residents in medicine; doctoral students.

³ According to Section 1(1) of the Diaspora Law, diaspora is Latvian citizens, Latvians and others who have a link to Latvia, permanently residing outside Latvia, as well as their family members.

14. The documents referred to in Paragraph 13 of the Procedure shall not be submitted by the project applicant or project cooperation partner who is recognised as the one corresponding to the definition of a research organization in the open call for the fundamental and applied research projects of 2021.

15. Within the implementation of the project, the project cooperation partner may apply for the funding allocated to the project from indirect eligible costs proportionally to the part of the direct eligible costs of the project cooperation partner, according to Sub-paragraph 14.2 of the Cabinet Regulation.

16. If the project cooperation partner engages in the implementation of the project, including with its own human resources, they shall participate in the implementation of the project as lead participants or participants (also students). Information about engagement of the project cooperation partner in the implementation of the project with its own human resources shall be indicated in Part A “General Information” of the project proposal, Section 2 “Scientific Team”.

III. Conditions for Participation of Scientific Team in the Project

17. The project applicant shall make the scientific team for the implementation of the project in compliance with Sub-paragraph 2.22 of the Cabinet Regulation.

18. The principal investigator, lead participant of the project and participant of the project specified in the project proposal shall comply with the provisions laid down in Sub-paragraphs 2.13, 2.14, and 2.15 of the Cabinet Regulation. Remuneration of the scientific team personnel involved in the execution of the project shall be established according to the salary policy and remuneration rates of the project applicant and project cooperation partner (if any).

19. A scientist as a principal investigator may be indicated only in one project proposal within the call. If the scientist as the project investigator is indicated in more than one project proposal within the call, the Council shall contact all respective project applicants and ask to notify within one working day in which project proposal the respective scientist is the principal investigator and what position he/she will hold in other project proposals (if applicable).

20. Workload of one person who is a principal investigator, a lead participant of the project and a participant of the project, who is not a student, in the form of full time equivalent (hereinafter referred to as — FTE) shall be planned as follows:

20.1 in one project proposal, as well as in case of implementation of the project, the indicated workload does not exceed 1.0 FTE;

20.2 if more than one project proposal is submitted, in all project proposals submitted during the call, as well as in case of project implementation, the indicated workload does not exceed 1.0 FTE.

21. In the project proposal, as well as in case of project implementation, for students included in the indicated scientific team it is provided for that the total average workload of all students within the entire project implementation period shall be as follows:

21.1 in the project completing the objective under Sub-clause 6.1.2 or 6.6.2 of the Cabinet Order, it is at least 0.75 FTE;

21.2 in the project completing the objective under Sub-clause 6.4 or 6.5.1 of the Cabinet Order, it is at least 1.5 FTE;

21.3 in the project completing the objective under Sub-clause 6.3 or 6.6.1 of the Cabinet Order, it is at least 2.25 FTE;

21.4 in the project completing the objective under Sub-clause 6.1.1, 6.2 or 6.5.2 of the Cabinet Order, it is at least 3.75 FTE.

22. In the project proposal, as well as in case of project implementation, it is provided for that each student is engaged in the project for at least 0.25 FTE on average during the implementation of the project.

23. If the student finishes his/her studies in a respective level during the project implementation and starts studies in a higher level not later than within four months, the engagement of such person in the project within the four-month period shall be considered as compliant with Paragraphs 21 and 22 of the Procedure regarding the engagement of university student in the execution of the project.

24. If the student successfully finishes studies or defends the thesis during the project implementation, the engagement of such person in the project shall be further considered as compliant with Paragraphs 21 and 22 of the Procedure regarding the engagement of student.

IV. Activities to be Supported and Costs

25. The project applicant shall complete Part H “Activities without economic nature” of the project proposal, where the information about the compliance of activities planned in the project application with Sub-paragraph 2.2 of the Cabinet Regulation is provided in accordance with Sub-paragraph 2.1 of the Cabinet Regulation.

26. The project applicant shall include the information in Part A of the project proposal, Chapter 3 “Budget” regarding the items of project’s eligible costs according to Paragraph 14 of the Cabinet Regulation.

V. Procedure for the Drawing Up and Submission of the Project Proposal

27. The project proposal shall be completed and submitted to the Council in an electronic format in the Information System www.sciencelatvia.lv within the period of submission of project proposals.

28. The project applicant shall complete and submit the project proposal according to the Submission Methodology.

29. In order to certify the project proposal in general, the project applicant shall sign Part D of the project proposal “Certification of the project applicant” with a secure electronic signature containing a time seal.

VI. Administrative Evaluation of Project Proposals

30. The administrative evaluation of the project proposals shall be ensured by the Council according to Annex 3 to the Procedure “Methodology for Evaluation of Compliance of Project Proposals with the Administrative Evaluation Criteria”, evaluating the compliance of the project

proposal with administrative criteria specified in Paragraph 19 of the Cabinet Regulation and additional administrative criteria specified in Sub-paragraph 31.2 of the Procedure, within two calendar weeks of the expiry of the period for submission of project proposals.

31. The project proposal shall be evaluated according to the following administrative criteria which are exhaustive (hereinafter referred to as — exhaustive administrative criteria):

31.1 administrative criteria specified in Sub-paragraphs 19.1, 19.2, 19.3, 19.4, 19.5, 19.6, 19.7 and 19.8 of the Cabinet Regulation;

31.2 additional administrative criteria:

31.2.1 cover all horizontal objectives specified in Clause 7 of the Cabinet Order;

31.2.2 cover all achievable results specified in Clause 8 of the Cabinet Order;

32. Considering the results of administrative evaluation of the project proposal, the Council shall complete Annex 4 to the Procedure “Form of Administrative Evaluation Criteria” in compliance with Paragraph 20 of the Cabinet Regulation.

33. If the project proposal does not comply with any exhaustive administrative criteria, after the completion of the administrative evaluation of all project proposals the Council shall send to the Commission a list of project proposals evaluated according to the administrative criteria and non-compliant with exhaustive administrative criteria, at the same time indicating in such list the reason of each non-compliance. The Commission shall evaluate the list and make a decision on the rejection of project proposal according to Sub-paragraph 8.3.2 of the Cabinet Regulation.

VII. Scientific Expertise of the Project Proposal

34. According to Chapter III of the Cabinet Regulation, the Council shall organize the scientific expertise of project proposals (hereinafter referred to as — the expert-examination) by taking the evaluation measures referred to in this Section.

35. For the evaluation of the project proposal the Council according to Sub-paragraph 7.5 of the Cabinet Regulation shall select and engage two or more science experts (hereinafter referred to as — the expert) who meet the requirements of Paragraphs 23 and 24 of the Cabinet Regulation in order to qualify for the evaluation of the objectives specified in Clause 6 of the Cabinet Order. The expert may perform the evaluation of several project proposals according to his/her scientific qualifications and experience.

36. The Council shall ensure that the expert who has agreed to perform the evaluation of the project proposal signs and, by uploading in the Information System, submits to the Council Annex 5 to the Procedure “Certification on the absence of conflict of interest and a commitment to respect confidentiality”.

37. Council with each expert concludes the contract scientific evaluation using the form in Annex 6 to the Procedure “Contract of Scientific Evaluation” (hereinafter referred to as — the expertise contract). The expertise contract may be adjusted in the process of its conclusion according to the content of the project proposal and the specifics of the expertise.

38. The expert shall evaluate the project proposal by giving one to five points for each scientific evaluation criterion listed in Paragraph 26 of the Cabinet Regulation:

38.1 scientific quality of the project according to considerations specified in Paragraph 27 of the Cabinet Regulation;

38.2 impact of the project results according to considerations specified in Paragraph 28 of the Cabinet Regulation;

38.3 project implementation possibilities and provision according to considerations specified in Paragraph 29 of the Cabinet Regulation.

39. Each expert, within two calendar weeks of the conclusion date of the expertise contract, shall evaluate the project proposal, by completing the individual expertise (hereinafter referred to as — the individual expert review) form of the project proposal in the Information System, in compliance with Annex 8 to the Procedure “Form of the Individual/Consolidated Expert Review of the Project Proposal” according to Annex 7 to the Procedure “Methodology of the Performance of Expertise (for the project proposal, project interim scientific report / project final scientific report)” (hereinafter referred to as — the Expertise Methodology).

40. After receiving the expert individual reviews of all project proposals in the Information System, the Council, within five working days, shall organize and implement five expert panels for those experts responsible for the consolidated review of project proposals, by on-line video conference (real-time video and audio transmission) (hereinafter referred to as — the panel):

40.1 Panel 1 — for the objectives under Sub-clause 6.1 of the Cabinet Order;

40.2 Panel 2 — for the objective under Sub-clause 6.2 of the Cabinet Order;

40.3 Panel 3 — for the objective under Sub-clause 6.3 of the Cabinet Order;

40.4 Panel 4 — for the objective under Sub-clause 6.4 of the Cabinet Order;

40.5 Panel 5 — for the objectives under Sub-clauses 6.5 and 6.6 of the Cabinet Order;

41. If only one project proposal is submitted for the completion of the objective specified in Clause 6 of the Cabinet Order, the Council shall not organize the panel of such project proposal, and the expertise of such project proposal shall be performed in accordance with the procedure specified in Paragraph 25 of the Cabinet Regulation.

42. Within three working days from the closing date of each panel, the expert responsible for performing the consolidated review of the respective project proposal, taking into account the individual expert reviews of the respective project proposal, shall complete the consolidated review form of this project proposal (hereinafter referred to as — the consolidated expert review), in compliance with Annex 8 to the Procedure “Form of the Individual/Consolidated Expert Review of the Project Proposal”, as well as within three working days shall coordinate it with other experts who have individually reviewed this project proposal, and submit it to the Information System. If the experts cannot agree on the consolidated expert review due to different views, the experts shall inform the Council. In such case, the Council shall involve one more expert (hereinafter referred to as — the additional expert) who firstly performs the independent review of the respective project proposal, by submitting the individual expert review, and then the additional expert shall get familiar with the initial individual expert reviews. The additional expert shall prepare the consolidated review in agreement with the expert who provided the initial review, whose total number of points provided in the individual expert review is closer to the total number of points provided in the individual review of the additional expert. The additional expert, after the coordination with other expert, shall submit the consolidated expert review to the Information System.

43. The expert is entitled to evaluate only the following number of pages:

43.1 15 pages if the project proposal concerns the objective specified in Sub-clauses 6.1.2, 6.4, 6.5.1 or 6.6.2 of the Cabinet Order, in addition examining up to three pages if certifications of social partners, recommendation letters on cooperation and other documents are enclosed;

43.2 20 pages if the project proposal concerns the objective specified in Sub-clauses 6.1.1, 6.2, 6.3, 6.5.2 or 6.6.1 of the Cabinet Order, in addition examining up to three pages if certifications of social partners, recommendation letters on cooperation and other documents are enclosed;

VIII. Decision Making on Granting the Funding or Rejection of the Project Proposal

44. Based on the consolidated expert reviews submitted to the Information System, the Council shall calculate in the Information System the points of consolidated reviews of each project proposal (hereinafter referred to as — the consolidated review), using the following formula, where:

44.1 C — consolidated review;

44.2 A — evaluation of the criterion under Sub-paragraph 31.1 of the Cabinet Regulation (scientific quality of the project) and its proportion is 30 % of the consolidated evaluation (C);

44.3 B — evaluation of the criterion under Sub-paragraph 31.2 of the Cabinet Regulation (impact of the project results) and its proportion is 50 % of the consolidated review (C);

44.4 C — evaluation of the criterion under Sub-paragraph 31.3 of the Cabinet Regulation (project implementation possibilities and provision) and its proportion is 20 % of the consolidated review (C);

45. The quality threshold of the consolidated expert review shall be at least four points for the criterion specified in Sub-paragraph 26.1 of Cabinet Regulation (scientific quality of the project), at least three points for the criterion specified in Sub-paragraph 26.2 of Cabinet Regulation (the impact of the project results), at least three points for the criterion specified in Sub-paragraph 26.3 of Cabinet Regulation (the project implementation possibilities and provision) and at least ten points for the scientific criteria in total specified in Paragraph 26 of Cabinet Regulation.

46. The Council shall send to the Commission:

46.1 expertise list of project proposals within five working days of the date of submission of consolidated expert reviews of all project proposals to the Information system and of the application of the formula under Paragraph 44 of the Procedure. In this list, project proposals are ranked in order of priority according to the number of points obtained in the consolidated review in each objective specified in Sub-clause 6 of the Cabinet Order (hereinafter referred to as — the list of project proposals), observing Paragraphs 32 and 33.1 of the Cabinet Regulation, and make available to the Information System in the viewing mode the project proposals and consolidated expert reviews included in this list;

46.2 summary of recommendations provided in the consolidated expert reviews for each project proposal (hereinafter referred to as — the expert recommendations).

47. In compliance with Sub-paragraph 33.1 of the Cabinet Regulation, the Commission shall, within a week after the receipt of the list of project proposals and expert recommendations, make a decision referred to in Sub-paragraph 8.3.1 or 8.3.2 of the Cabinet Regulation concerning each project proposal included in the list of project proposals. The Council shall send the decisions made by the Commission to the project applicant.

IX. Conclusion of the Project Contract and Funding

48. The Council shall, within 10 calendar days of the date of taking the decision on granting the funding for the project implementation specified in Sub-paragraph 8.3.1 of the Cabinet Regulation, conclude the project contract with the project implementer (hereinafter referred to as — the project implementer), using Annex 9 to the Procedure “Contract on the implementation of the State research programme “Letonika — Fostering a Latvian and European Society””. If the Commission has taken the decision on the necessity and validity to implement the expert recommendations, the Council shall include the recommendations when drafting the project contract. The text of the project contract may be adjusted in the process of its conclusion according to the specifics of the content of the project.

49. The project implementer shall commence the project implementation within 10 calendar days of the date when the project contract is mutually signed, which is deemed its date of entering into force. The project costs shall be eligible as of the date when the Commission has taken the decision specified in Sub-paragraph 8.3.1 of the Cabinet Regulation on granting the funding for the project implementation. In case of failure to fulfil the provisions of the project contract, project and the Procedure, the Council shall request from the project implementer to repay, in whole or in part, the funding allocated to the project in accordance with the provisions of the project contract.

50. Considering that one project funding period is 12 months, the amount of the advance payment for one project funding period shall be indicated in the project contract. If the project implementer needs to extend the project implementation term, based on Paragraph 39 of the Cabinet Regulation, it may be extended to one year for consolidation and publication of results without additional funding, for which the project implementer shall submit a reasoned submission to the Council at least three calendar months before the project term on the need for an extension, and Annex 10 to the project contract “Results Consolidation Plan”.

51. If the project partner is involved in the project, the project implementer shall conclude the cooperation contract which stipulates financial conditions, the procedures for dispute resolution and non-disclosure of confidential information, provisions on the entry into force of the contract, duration of the contract, procedures for the termination thereof, detailed cooperation plan and budget, taking into account the information specified in the project proposal and also the provisions on intellectual property rights. The project implementer shall submit to the Council the cooperation contract within two calendar weeks of the date of concluding the project contract. The project implementer shall be responsible for making the part of the advance payment and the part of the final payment intended to the project cooperation partners within the term and under the procedures specified in the cooperation contracts.

X. Submission and Review of the Project Interim and Project Final Scientific Report

52. The project implementer, using the Information System, shall submit to the Council the project interim scientific report within one month of the date of half of the project implementation term and the project final scientific report within one month after the end of the project implementation period specified in the project contract. If, taking into account the provisions of Paragraph 50 of the Procedure, the project implementation period has been extended, the project implementer shall submit the final scientific report of the project within one month after the end of the project extension period in the Information System.

53. The Council shall ensure the engagement of experts who meet the requirements referred to in Paragraphs 23 and 24 of the Cabinet Regulation for the review of the project interim scientific report and the project final scientific report under the procedures specified in Paragraph 46 of the Cabinet Regulation.

54. The Council shall:

54.1. ensure that the project interim scientific report and the project final scientific report is reviewed within two months under the procedures specified in Paragraph 46 of the Cabinet Regulation by at least two experts, by completing Annex 10 to the Procedure “Form of the Individual/Consolidated Review of the Project Interim/Final Scientific Report” according to the Expertise Methodology. If the experts cannot agree on the consolidated review of the project interim scientific report or the project final scientific report, the Council shall involve another expert to review the project interim scientific report or the project final scientific report and, taking into account the individual reviews of the project interim mid-term scientific report and the project final scientific report submitted by the previously involved experts, shall prepare and submit to the Information System the consolidated review of the project interim scientific report and/or the project final scientific report, having previously coordinated it with other experts who have provided individual reviews of the project interim scientific report and the project final scientific report;

54.2. summarize the recommendations included in the consolidated review of the project interim scientific report or the project final scientific report, and submit for revision to the Commission, which in accordance with its competence shall decide on the necessity and validity of implementation of the recommendations in the respective performance of the project, instructing the Council to make appropriate amendments.

XI. Interim and Final Report of the Council on the Project Implementation

55. The Council shall, in compliance with Sub-paragraph 7.6 and Paragraph 50 of the Cabinet Regulation, prepare the project interim or final scientific report for the project implementation (hereinafter referred to as — the Council's report) within four months of the final date of evaluation of the interim mid-term scientific reports or the final scientific reports of all projects.

56. The Council's report consists of the following:

56.1 statistics on the financed projects (involved human resources, defended master/doctoral thesis);

56.2 description of the project scientific results according to the goals and objectives of the programme;

56.3 description of scientific cooperation (at international level, consortiums, planned applications to the research and innovation programmes of the European Union (Horizon 2020 and Horizon Europe), etc.);

56.4 social-economic impact of the project results (the interim activities, certain final activities implemented according to the horizontal tasks of the programme);

56.5 information about the publishing of project results for public access, as well as for depositing the research data in the respective repositories (applying FAIR principles);

56.6 other information in compliance with the decisions of the Commission.

XII. Information and Publicity Requirements

57. The project implementer undertakes to publish project information (including on the project implementation, scientific team, activities and achieved results) on the project implementer's website, and undertakes to ensure the maintenance and supplementation of this information in accordance with the achieved project results for at least five years from the date of signing the project execution acceptance and delivery deed specified in Sub-paragraph 59.1.2 of the Cabinet Regulation, which is an annex to the project contract.

58. The project implementer shall, under the procedures and within the period specified in the project contract, ensure the provision of publicity information to the Council which performs the communication and public informing activities concerning the implementation of projects funded within the scope of the open call. The Council shall gather the aforementioned information and ensure the availability of such information to the public. The project implementer shall cooperate with the Council and take part in public awareness and communication activities organised by the Council, including the development of materials on projects, creation of content and joint seminars on the progress of the project implementation.

59. In order to promote the project, the project implementer uses the unified graphic identity created for the State research programmes as a basis, as well as may additionally create a project visual identity mark that describes the project and includes an abbreviation of the name that is consistent with the unified graphic identity of the State research programmes. If the created project visual identity mark is used, it shall be used only together with the unified graphic identity of the State research programmes (or the programme logo).

60. The project implementer and project cooperation partners (if applicable), when conducting public information events, publishing scientific articles and making available other project results to the public, participating in conferences or otherwise presenting project results and activities, shall refer to the programme name, funding source and respective project number, or use the visual identity mark of the project referred in Paragraph 59 of the Procedure. "Guidelines for Publishing Activities Implemented within the Scope of FARP and SRP Projects" (approved by Order No 13 of 14 April 2021 of the Council) are available at: https://lzp.gov.lv/wp-content/uploads/2021/04/publicesanas_vadlinijas.pdf.

XIII. Final Provisions

61. Questions regarding the preparation and submission of the project proposal shall be sent not later than within two working days until the expiry of the period for the submission of the project proposal to the e-mail address: ypp@lzp.gov.lv. Answers to the questions asked by the project applicant shall be sent electronically, whereas frequently asks questions and answers shall be published on the website of the Council www.lzp.gov.lv. Other questions regarding the programme implementation shall also be sent to the above e-mail address.

62. Information about the project proposals approved by the Commission is published on the websites: www.izm.gov.lv and www.lzp.gov.lv.

Annexes

Annex 1 “Project Proposal”;

Annex 2 “Methodology for the Drawing Up and Submission of the Project Proposal, Project Interim Scientific Report, Project Final Scientific Report”;

Annex 3 “Methodology for the Evaluation of the Compliance of the Project Proposal with the Administrative Evaluation Criteria”;

Annex 4 “Form of the Administrative Evaluation Criteria”;

Annex 5 “Certification on the Absence of Conflict of Interest and Commitment to Respect Confidentiality”.

Annex 6 “Contract of Scientific Evaluation”

Annex 7 “Methodology of the Performance of Expertise (for the project proposal, project interim scientific report / project final scientific report)”;

Annex 8 “Form of the Individual/Consolidated Expert Review of the Project Proposal”;

Annex 9 “Contract on the Implementation of the State Research Programme “Letonika — Fostering a Latvian and European Society” Project”:

Annex 1 to the project contract “Project Proposal”;

Annex 2 to the project contract “Allocation of Funding”;

Annex 3 to the project contract “Recommendations for the Project Implementation”;

Annex 4 to the project contract “Calculation of the Value of Project Results in Percentage from the Total Costs of the Project”;

Annex 5 to the project contract “Acceptance and Delivery Deed on the State Research Programme Project Implementation”;

Annex 6 to the project contract “Results Consolidation Plan”;

Annex 7 to the project contract “Financial Statement on the State Research Programme Project Implementation for 2021”;

Annex 8 to the project contract “Changes in the Calculation of the Contract Price of the State Research Programme Project (above 30 %)”;

Annex 9 to the project contract “Changes in the Scientific Team of the State Research Programme Project (above 20 %)”;

Annex 10 to the project contract “Form of the Project Interim/Final Scientific Report”;

Annex 11 to the project contract “Description of Results”;

Annex 12 to the project contract “Content Overview”;

Annex 13 to the project contract “List of Scientific Team”;

Annex 10 “Form of the Individual/Consolidated Review of the Project Interim/Final Scientific Report”.