Annex 2
to the State research programme
"Letonika — Fostering a Latvian and European Society"
Procedure of the Open Call for Project Proposals

Methodology for the Drawing Up and Submission of the Project Proposal, Project Interim Scientific Report, Project Final Scientific Report

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Introduction

Methodology for the Drawing Up and Submission of the Project Proposal, Project Interim Scientific Report, Project Final Scientific Report (hereinafter referred to as — the Methodology) is developed in accordance with the Cabinet Regulation No 560 of 4 September 2018 "Procedure for the Implementation of the Project of the State Research Programmes" (hereinafter referred to as — the Cabinet Regulation), the Cabinet Order No 475 of 7 July "Regarding the State Research Programme "Letonika — Fostering a Latvian and European Society"" (hereinafter referred to as — the Cabinet Order) and the 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) approved on 23 August 2021 by the Implementation and Supervision Commission of the State Research Programme "Letonika — Fostering a Latvian and European Society".

According to Section 35(1) of the Law on Scientific Activity, State research programme is State commission for the performance of scientific research in a specific economic, educational, cultural, or other sector of priority to the State with the purpose of promoting the development of such sector.

Target audience of the Methodology is project applicants (hereinafter referred to as — the project applicant) in the open call for project proposals (hereinafter referred to as — the call) of the State research programme "Letonika — Fostering a Latvian and European Society" (hereinafter referred to as — the programme), who prepare the project proposal and the necessary documentation for submission thereof within the call.

The programme as the State commission is a policy implementation mechanism with which the issues relevant to the sustainability and development of Latvia are identified and examined, for the solving of which it is necessary to strengthen the scientific capacity (including involving young scientists and university students) and to facilitate the development of knowledge base, to focus the work of Latvian scientific institutions, and the respective scientific research objectives for their solution are established. Considering the above, the programme creates favourable conditions for achievement of goals of the sustainable development of Latvia.

It is planned to involve the strongest groups of scientists for the implementation of the programme, in which the best scientists representing social sciences, humanities and arts and other sciences will cooperate to achieve the goal of the project.

The programme was established and is financed by the Ministry of Education and Science (hereinafter referred to as — the Ministry). The funds in the total amount of 6 200 000 euro are granted from the State budget for the implementation of the programme.

The overarching goal of the programme — to establish inclusive Latvian and European knowledge society in Latvia, the foundation of which are democratic values, Latvian language and culture.

The goal of the programme — to create new knowledge and solutions to facilitate the sustainable development of the Latvian society and the State.

It includes the research of language, history, culture, identity of Latvians and ethnic minorities, research of education transformation opportunities, as well as the increase of the required human capital.

The programme is necessary to develop the knowledge base in the social sciences and humanities, which is part of the national research and innovation system, which creates a broad and in-depth knowledge base that meets the needs of the public and addresses societal challenges. The programme was designed to ensure the implementation of the priorities defined in the Science, Technology Development and Innovation Guidelines 2021-2027, the Education Development Guidelines 2021-2027 and the Official Language Policy Guidelines 2021-2027, and to find scientifically substantiated solutions to the current development challenges of the Latvian state.

Social sciences provide an understanding of societal developments and address societal social development challenges, including those related to science, technology and innovation processes. The humanities form the identity of society and are an additional source of public value in the creation of new solutions and technologies. The programme is intended as an interdisciplinary research programme in the social sciences and humanities, which combines the thematic focus of the previously implemented State research program "Latvian Heritage and Future Challenges for the Sustainability of the State" and "Latvian Language". The project identifies six thematic objectives for the development of the knowledge base in order to address the issues of sustainable development of the State and society:

1. Latvian history, identity of Latvians and ethnic minorities:

1.1 the object of the task is research of Latvian history and acquisition of knowledge for updating the conceptual framework of the identity of Latvians, including diaspora, and minorities. This task includes the following research directions: (a) historical research of different forms of identity and collective affiliation (e.g. Latvian, national, democratic, local, European, cultural), and analysis of their interaction; (b) research of history of Latvia and Latvians; examination of ideas, religious, philosophic and legal views, as well as ideology history in the context of history of Europe and cultural space; (c) research of history of Latvia and cultural heritage, including

intangible cultural heritage, archaeology, traditional culture (folklore) and ethnology from the historic and modern aspect;
1.2. The object of the task is research of National Resistance history (1940-1991), including armed and non-violent resistance, the damage caused by the Union of Soviet Socialist Republics (USSR), the Third National Awakening Movement and Latvia's independence, democratic state system and reconstruction[1] in the in context of the national continuity, strengthening it in the collective memory and the national strategic communication;
2. education transformation. The object of this task is research of blended learning models and development of innovative solutions for digital transformation of learning process rooted in the current good practice. This task includes the following research directions: (a) Innovative research-based and inclusive solutions for education, including the development of appropriate didactics and methodologies for all education levels (priority areas: science, technology, engineering and mathematics (STEM) in grades 1-6, and history in grades 10-12) and their approbation in school practice; (b) current and future competences as well as the educational models, curricula and teaching materials suitable for their development; (c) human-centered learning and knowledge society; (d) opportunities and risks of the digital transformation in education; (e) human resources in education and professional development requirements, including personalized professional development solutions, as well as recommendations for education operational policy makers;
3. demography and migration. The object of this task is examination of modern demographic and migration processes. This task includes the following research directions: (a) analysis of modern demographic and migration processes and their local and international legal aspects, effective management; (b) stimulating re-emigration, migration issues of talented professionals, including labour outflow, inflow, retention, and strengthening diaspora cooperation networks, including in the fields of culture, science, high technology and creative industries; (c) integration of newcomers and an inclusive society;
4. innovative and inclusive governance. The objects of this task are threats to democracy and stability of the country. This task includes the following research directions: (a) solutions to promote public participation in democratic processes, including elections and innovative forms of participation at national and local level (e.g. participatory budgeting, electronic petitions, municipal referendums); (b) public involvement in policy-making and implementation, resilience to different types of threats; (c) trust in institutions; (d) the role of strategic communication in governance;
5. development of the Latvian language in the 21st century and its national role:
5.1 the object of the task is examination of the development and use of contemporary Latvian language. This task includes the research of contemporary Latvian language with statistical, visualization and corpus linguistic methods, as well as the application of new linguistic methods and theories (e.g. applied linguistics, cognitive linguistics, experimental linguistics, lexical functional grammar) and development of new terms in Latvian linguistics in the following research directions: (a) development trends of the Latvian literary or standard language, research on language ideology and language standardization; (b) monitoring of the linguistic habits, attitudes and beliefs of the Latvian population in various communication situations, based on modern sociolinguistic theories and methods, modern and informal sources (social media, colloquial language and other sources); (c) children's language learning, children and young people's language skills and use in educational institutions and diaspora; (d) virtual communication and use of the Latvian language in social media; (e) semantic and grammatical aspects of Latvian language vocabulary; (f) development of scientific principles of Latvian language terminology and practical terminology as a part of scientific activity;
5.2 the object of the task is research of contemporary Latvian language system in the context of static and dynamic language processes and the development of language technologies. This task includes the development of new linguistic directions with statistical, visualization and corpus linguistic methods in the following research directions: (a) development of digital infrastructure

[1] During the period between 1991 and 1993.

for language research: creation of lexical, phonetic and acoustic resources of the Latvian language in the form of digital, machine-readable on-line data, including development of transcribed speech corpora, ensuring their integration into European language resource repositories; (b) acoustic and auditory (perception) research of the Latvian language sound system; (c) semantic pragmatic research of Latvian grammar units and their variants; (d) research of the Latvian language of deaf signs; (e) speech recognition and voice synthesis technologies; (f) language technology solutions for people with disabilities (e.g. automatic subtitling, voice commands);

6. Diversity of the Latvian linguistics:

6.1 the object of the task is development of the regional and historical peculiarities of the Latvian linguistic environment. This task includes the research of contemporary Latvian language with statistical, visualization and corpus linguistic methods, as well as the development of new linguistic directions in the following research directions: (a) research in the field of translation studies, contact linguistics and area linguistics, competitiveness of the Latvian language in the situation of contact languages, European and world multilingual context; (b) research of Latvian dialects, in particular research of lexical and grammatical dialects, as well as sociolinguistic view of modern dialects, their viability and transformation under the influence of extralinguistic factors, based on field research and scientific description of digital repository of dialect materials; development of e-tools and digital lexicographical sources: continuation of the Latvian language dialect atlas, dialect dictionaries and the linguistic part of the Latgalian written spelling tool to form the basis for the inclusion of dialect descriptions in the European Language Atlas and the development of a digital map of Latvian dialects; (c) improvement of the place name system and local usage traditions in the regions, the database of Latvian linguistic and historical place names; (d) modernization and additions to the historical dictionary of the Latvian language and the corpus of ancient texts of the Latvian language; (e) examination of the history and modern situation of the Latgalian written language, improvement of the Modern Latgalian written language corpus (MuLA), development of language technologies for the Latgalian written language;

6.2 the object of the task is development of the Livonian language, language acquisition, cooperation and reproduction of researchers. This task includes the following research directions: (a) research base and digitization of the Livonian language — to create a widely used modern source of Livonian lexicography, as well as to supplement the Livonian language corpus and other databases in order to provide opportunities for language use and acquisition; (b) a program for the involvement of the Livonian language speakers (language experts), within which Livonian language speakers provide research and advisory support, maintenance of the language environment, availability of the Livonian language and maintenance and development of language skills.

Upon the implementation of the project, one thematic objective shall be completed in the call, as well as the completion of all horizontal tasks listed in Clause 7 of the Order and the achievement of all results listed in Clause 8 of the Order shall be ensured.

1. Terms Used

No	Term	Explanation
1.	Scientific team	Scientific personnel and research technical staff which participates in the project implementation (persons who have the required technical knowledge and experience in one or several areas and who under the control of scientists participate in the scientific activity while completing technical objectives. Research technical staff consists of engineers, technicians, laboratory assistants, technologists, operators). A scientific team shall be composed of a principal investigator, lead participants of the project, and participants of the project.

2.	Scientific personnel	Leading researchers, researchers, scientific assistants, academic staff[2] of an institution of higher education, and university students (including also researchers, students, candidates for doctoral degree and young scientists from abroad and diaspora).
3.	Project applicant	The project applicant is a scientific institution registered in the Register of Scientific Institutions of the Republic of Latvia (a subject of public law or a subject of private law) or a higher education institution, as well as complies with the definition of a research and knowledge dissemination organization[3]. The project applicant is responsible for the implementation of the project and achievement of the project results in general.
4.	Project cooperation partner - scientific institution	The project cooperation partner is a scientific institution registered in the Register of Scientific Institutions of the Republic of Latvia (a subject of public law or a subject of private law) or a higher education institution, as well as complies with the definition of a research organization. It participates in the implementation of the project with the property, intellectual property, funding or human resources in its possession or ownership. When making the contribution, the project applicant and cooperation partner shall not have the legal relations corresponding to the characteristics of the public procurement agreement according to the laws and regulation governing the public procurement.
5.	Project cooperation partner - public institution	A public institution to which the performance of scientific activity is determined by an external legal act, its regulations or articles of association, participates in the implementation of the project with the property, intellectual property, funding or human resources in its possession or ownership.
6.	Principal investigator	A scientist who manages the project and ensures the implementation thereof. The principal investigator manages and supervises the performance of the project, is responsible for his or her activity and the activity of other persons involved in the project in conformity with the tasks defined for the project and rules of scientific ethics, for timely drafting and submission of the documentation characterising the progress of the project implementation in accordance with the procedures laid down in Cabinet Regulation. The principal investigator is registered in the National Information System of Scientific Activity (hereinafter referred to as — the Information System).
7.	Lead participant of the project	A scientist who implements the project or sub-project and is responsible for the implementation of the parts thereof.
8.	Participant of the project	A member of the scientific team who completes some scientific objectives in the project implementation and is responsible for the performance of respective parts thereof.
9.	University student	A university student engaged in the scientific team of the project is a student of the bachelor degree study programmes, a student of the vocational study programmes, a student of the master degree study programmes (master's programme student); a resident in medicine and a doctoral student. In this category, candidates for a doctorate degree are included within the call. University students and candidates for a doctorate degree shall be involved in the project according to the

[2] Section 27(1) of the Law on Higher Education

[3] Article 2(83) of the Regulation (EU) No 651/2014 of the European Commission of 17 June 2014 (Official Journal of the European Union, 26 June 2014, No L 187/1), declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (https://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV)

		conditions specified in Paragraphs 21-24 and Sub-paragraph 10.6 of the Procedure.
10.	Responsible contact person of the project applicant in the project (hereinafter — the project contact person)	A natural person who is registered in the Information System, completes information on the project proposal, uploads annexes thereto and reports and also, if necessary, maintains contacts with the staff of the Latvian Council of Science (hereinafter referred to as — the Council) (the principal investigator may also be the project contact person) during the submission of projects. The project proposal shall indicate the project contact person in Section 1 "General information", Part A of the project proposal. If there are cooperation partners in the project, their contact persons shall also be indicated. The contact person and the principal investigator may be the same person.
11.	Project results	scientific results of the project according to Paragraph 12 of the Cabinet Regulation and achievable results according to Clause 8 of the Cabinet Order.

2. Drawing up and submission of the project proposal

1. For the project applicant to be able to submit the project proposal, all parts thereof shall be completed, taking into account the provisions of the Procedure and the Methodology, including the Cabinet Regulation.

2. Part A "General Information" of the project proposal and the sections thereof shall be completed in the Information System. Parts B, C, D, E, F, H and I of the project proposal shall be completed on the form and uploaded in the Information System in the file format indicated in the Methodology.

3. Project proposal's:

3.1 Part A "General Information" and Sections thereof shall be completed in Latvian and English;

3.2 Part B "Project Description" and Part C "Curriculum Vitae" shall be compulsory completed in English (may also be attached as translation in Latvian);

3.3 Part D "Certification of the Project Applicant", Part E "Certification of the Project Cooperation Partner - Scientific Institution", Part F "Certification of the Project Cooperation Partner-Public Institution", Part G "Form of the Financial Turnover Statement", Part H "Activities of Non-Economic Nature" and Part I "Horizontal Objectives and Achievable Results" shall be completed in Latvian only;

4. Parts B, C, D, E, F, G, H and I of the project proposal may be uploaded in the Information System separately, however, everything shall be uploaded and completed in the Information System until the end of the submission period of project proposals set in the call announcement. Prior to the submission of the project proposal, the submitter of the project proposal and the principal investigator shall mutually agree thereon.

2.1 Completion of Part A "General Information" of the project proposal

5. Part A "General Information" of the project proposal shall be completed by the project applicant in the Information System in Latvian and English.

2.1.1 Section One "General Information"

6. Section One "General Information" shall be completed regarding the project applicant and project cooperation partners (if applicable), as well as regarding the entire project in general.

Project Title	*One sentence which describes the goal of the project.*
1. Project applicant	*To specify the name of scientific institution, registration number, address, street, house No, region/city, postal code, e-mail address, website, project contact persons and his/her phone No and e-mail address.*
2. Head of the project applicant or his/her authorised person	*Given name, surname (the given name and surname shall be indicated in the form that is specified in personal identification documents), personal identity number, contact details (phone number and e-mail).*
3. Project contact person	*Given name, surname (the given name and surname shall be indicated in the form that is specified in personal identification documents), personal identity number, contact details (phone number and e-mail).*
4. Project cooperation partner - scientific institution (if applicable)	*To specify the name of scientific institution, registration number, registered address, street, house No, region/city, postal code, e-mail address, website, project contact person and his/her phone No and e-mail address.*
5. Project cooperation partner - public institution (if applicable)	*To specify the name of institution, registration number, address, street, house No, region/city, postal code, e-mail address, website, project contact person and his/her phone No and e-mail address.*
6. Principal investigator	*Given name, surname (the given name and surname shall be indicated in the form that is specified in personal identification documents), personal identity number, contact details (phone number and e-mail).*
7. Field of science according to the Cabinet Regulation No 49 of 23 January 2018 "Regulations on the Latvian Fields and Sub-Fields of Science"[4]	*To select the field(-s) of science of the project according to the Cabinet Regulation No 49 of 23 January 2018 "Regarding the Latvian Fields and Sub-Fields of Science".*
8. Priority direction(-s) in science according to the Cabinet Order No 746 of 13 December 2017 "Regarding the Priority Directions in Science for 2018–2021"	*To select the priority direction(-s) specified in the Cabinet Order No 746 of 13 December 2017 "Regarding the Priority Directions in Science for 2018-2021" according to the selected programme objective.*
9. Field of smart specialisation	*To select the smart specialisation area.*
10. Goal of the project	*To specify the goal of the project in one sentence (maximum 250 characters.) Goal of the project corresponds to the programme goal and the project objective.*
11. Project objective	*To select one of the objectives under Clause 6 of the Cabinet Order.*
12. Justification	*To specify the project objective in one sentence (maximum 250 characters).*
13. Type of research	*To specify whether fundamental or applied research will be carried out within the scope of the project.*
14. Total funding of the project	*To specify the total funding planned for the project (euro), taking into account Paragraph 5 of the Procedure.*

[4] https://likumi.lv/doc.php?id=296661

15. Summary of the project	*To provide a brief and explanatory summary illustrating the goal of the project and the progress of the research, including the planned project results and their impact, and is intended for provision of information about the project on the websites of the Ministry, Latvian Council of Science (hereinafter referred to as — the Council).* *Not more than 1500 characters (with spaces).*
16. Keywords	*Not more than 5 keywords.*
17. Project implementation period	*To specify the implementation period in months in compliance with Paragraph 4 of the Procedure regarding one period of the project funding which is 12 (twelve) months.*

2.1.2 Section Two "Scientific Team"

7. Section Two "Scientific Team" should be completed in the Information System, by indicating the following information about the scientific team involved in the project, covering all staff employed by the institutions which are engaged in the project (project applicant and all cooperation partners), as well as taking into account Sub-paragraph 10.6 and Chapter III of the Procedure:

	Represented institution	**Given name, surname**	**Workload (FTE)**	**CV**
Principal investigator	*To specify the represented institution.*	*To compulsory specify the given name and surname of the principal investigator*	*To specify the workload of the principal investigator in each project implementation year.*	*To enclose CV in accordance with Part C of the project proposal.*
Lead participants of the project	*To specify the represented institution.*	*To compulsory specify the given name and surname of the lead participant of the project.*	*To specify the workload of the lead participant of the project in each project implementation year.*	*To enclose CV in accordance with Part C of the project proposal.*
Participants of the project	*To specify the represented institution.*	*May choose to specify the given name and surname.*	*To specify the workload of the participant of the project in each project implementation year.*	*CV of the participant of the project should not be enclosed.*
Participants of the project - university students	*To specify the represented institution.*	*To specify the information about each planned university student. May choose to specify the given name and surname.*	*To specify the workload of the university students in each project implementation year according to Paragraph 21.-2 of the Procedure.*	*CV of the participants of the project - university students should not be enclosed.*

2.1.3 Section Three "Project Budget"

8. Section Three "Project Budget" should be completed in the Information System, by indicated the project implementation costs according to Paragraph 14 of the Cabinet Regulation, in compliance with Paragraph 11 of the Cabinet Regulation regarding the eligible activities of the project without economic nature (according to Sub-paragraphs 2.1 and 2.2 of the Regulation). The costs of the

submitter of the project proposal and each cooperation partner of the project shall be specified as follows:

No	Type of costs/Economic classification code	Amount of costs			
		Year 1	**Year 2**	**Year 3**	**Total**
1. Direct eligible costs					
1.1 1.2	Remuneration, including compulsory social security contributions of the employer/1000	*Costs for each project implementation year for the remuneration to the personnel involved in the project should be indicated according to Sub-paragraphs 14.1.1 and 14.1.2 of the Cabinet Regulation.*			
1.3	Total workload of the personnel involved in the project (FTE)	*To specify the total workload of the personnel involved in the project in the form of full time equivalent for each project implementation year.*			
	including the total workload of university students, FTE	*To specify the total workload of university students involved in the project according to Paragraphs 21-24 of the Procedure for each project implementation year.*			
2.	Costs of business trips/2100	*Costs for each project implementation year for official trips and business trips to other countries within the project according to Sub-paragraph 14.1.3 of the Cabinet Regulation.*			
3.	Depreciation costs/5000	*Costs for each project implementation year required for project implementation attributing the purchased fixed assets within the project according to Sub-paragraph 14.1.4 of the Cabinet Regulation.*			
4.	Purchase and delivery costs of inventory, instruments and materials/2300	*Costs for each project implementation year for the purchase of inventory, instruments and materials within the project according to Sub-paragraph 14.1.5 of the Cabinet Regulation.*			
5.	Other costs required for the project implementation, incl.:	*According to Sub-paragraph 14.1.6 of the Cabinet Regulation.*			
5.1	Outsourcing costs/2200	*Costs for each project implementation year, related to the provision of research services not performed by the project applicant or cooperation partners, including the performance of particular objectives under the company or royalty contract according to Sub-paragraph 14.1.6.1 of the Cabinet Regulation.*			
5.2	Costs of information and publicity events/2200	*Costs for each project implementation year for publishing the scientific results, as well as for public information events, including the costs for organizing the mid-term scientific conference and project completion scientific conference, the project, programme and science according to Sub-paragraph 14.1.6.2 of the Cabinet Regulation.*			
5.3	Financial service costs/2200	*Costs for each project implementation year according to Sub-paragraph 14.1.6.3 of the Cabinet Regulation.*			
Indirect eligible costs		*To specify the indirect eligible costs of the project implementation which according to Sub-paragraph 14.2 of the Cabinet Regulation are 25 % of the total amount of direct eligible costs for each project implementation year.*			

Total (1.1 + 1.2 ….. +5.3)	*Corresponds to the total requested project funding.*	*Corresponds to the total requested project funding.*	*Corresponds to the total requested project funding.*	*Corresponds to the total requested project funding.*

2.1.4 Section Four "Project Results"

9. Section Four "Project Results" should be completed in the Information System. This section should be completed in compliance with Paragraph 10 of the Procedure. The number of indicated results is binding in case of project funding.

No	Type of result according to the Cabinet Regulation *(Compulsory at least three of Paragraph 12 of the Cabinet Regulation)* **indicating the results, their number should be coordinated with Clause 8 of the Cabinet Order in categories which overlap*	Number *The number should be indicated for the mid-term and end of the project (including the mid-term) according to the opportunities and scope of project*
1.	Original scientific articles which have been submitted or accepted for publication in the journals or collections of conference papers included in Web of Science Core Collection or SCOPUS databases;	*To specify the number*
1.1	Original scientific articles which have been submitted or accepted for publication in the journals or collections of conference papers included in Web of Science Core Collection or SCOPUS databases, the citation index of which reaches at least 50 % of the average citation index in the field. *according to Sub-paragraph 12.1.1 of the Cabinet Regulation*	*To specify the number*
1.2	original scientific articles in the journals or collections of conference papers included in Web of Science or SCOPUS (A or B) databases *according to Sub-paragraph 12.1.2 of the Cabinet Regulation*	*To specify the number*
1.3	original scientific articles which have been submitted or accepted for publication in the scientific publications or collections of conference papers included in ERIH PLUS database *according to Sub-paragraph 12.8 of the Cabinet Regulation*	*To specify the number*
1.4	other anonymously reviewed scientific articles in international journals and collections of articles, except for conference materials *according to Sub-paragraph 12.8 of the Cabinet Regulation*	*To specify the number*
1.5	other anonymously reviewed scientific articles in the journals and collections of articles of Latvia, except for conference materials *according to Sub-paragraph 12.8 of the Cabinet Regulation*	*To specify the number*

2.	Conference materials (except for SCOPUS and Web of Science Core Collection indexed): *according to Sub-paragraph 12.8 of the Cabinet Regulation*	*To specify the number*
2.1	conference materials – full text	*To specify the number*
2.2	conference materials — summaries up to 1 page	*To specify the number*
3.	Reviewed scientific monographs or manuscripts thereof* *according to Sub-paragraph 12.8 of the Cabinet Regulation*	*To specify the number*
4.	Manuscripts of scientific articles included in manuscript databases (preprints) and other scientific articles published under the responsibility of the authors (non-reviewed) *according to Sub-paragraph 12.8 of the Cabinet Regulation*	*To specify the number*
5.	Scientific databases and data sets developed within the scope of the project *according to Sub-paragraph 12.8 of the Cabinet Regulation*	*To specify the number*
6.	Technology rights and other intangible assets: *according to Sub-paragraph 12.2 of the Cabinet Regulation*	*To specify the number*
6.1	prototype of a new product or new technology, including techniques *according to Sub-paragraph 12.4 of the Cabinet Regulation*	*To specify the number*
6.2	new medical treatment and diagnostic methods (including non-commercialized method) which supplement the results referred to in Sub-paragraphs 12.1, 12.2, 12.3 and 12.4 of the Cabinet Regulation *according to Sub-paragraph 12.5 of the Cabinet Regulation*	*To specify the number*
7.	Intellectual property licence agreements: *according to Sub-paragraph 12.3 of the Cabinet Regulation*	*To specify the number*
7.1	registered in international institutions (e.g. WIPO, EPO)	*To specify the number*
7.2	registered in Latvia	*To specify the number*
8.	Reports on policy recommendations and policy impact *according to Sub-paragraph 12.6 of the Cabinet Regulation*	*To specify the number*
9.	Project proposal submitted in an international or national call for research and development projects *according to Sub-paragraph 12.8 of the Cabinet Regulation*	*To specify the number*
10.	Successfully passed master degree State (final) examination complying with the programme goal and objectives *according to Sub-paragraph 12.7 of the Cabinet Regulation*	*To specify the number*
11.	Thesis defended under the established procedure complying with the programme goal and objectives *according to Sub-paragraph 12.7 of the Cabinet Regulation*	*To specify the number*

12.	Other research specific project results (including the data) which supplement the above mentioned results *according to Sub-paragraph 12.8 of the Cabinet Regulation*	*To specify the type and number of results*

2.1.5 Section Five "Project Time Schedule"

10. Section Five "Project Time Schedule" should be completed in the Information System following the project implementation term specified in Paragraph 4 of the Procedure.

11. To specify the institutions involved and months when they will participate in the implementation of the project.

No	**Institution**	**Month of project implementation**			
		1	**2**	**...**	**n**
1.	*To specify the project applicant*	*Months of project implementation for each institution should be specified according to Sub-section 3.2 "Work plan" of Part B "Project Description" of the project proposal*			
2.	*To specify cooperation partners (if applicable)*				
3.					
n					

2.2. Completion and drawing up of Part B "Project Description" of the project proposal

12. The project description should be completed in English and translation in Latvian should be submitted or the project description should be completed in English only. The completed form of the project description should be saved in the form of a PDF file and uploaded to the Information System in the designated place.

13. All sections and sub-sections of the project description should be completed, the information should be entered in the relevant fields, taking into account the following conditions and guidelines:

Part B "Project Description"

Conditions for drawing up the project description:

- the volume does not exceed 15 or 20 pages according to Paragraph 43 of the Procedure;
- font size – not less than 11;
- single line spacing;
- page setup – 2 cm from each side, 1.5 cm top and bottom;
- all tables, charts, references / list of references and other elements should be included in the project description, not exceeding 15 or 20 pages according to Paragraph 43 of the Procedure;

- In addition, the certification/recommendation letters, etc. on cooperation from social partners may be enclosed (by scanning at the end of the same PDF), at the same time not exceeding 3 additional pages together with the project description.

Project title: *indicate the project title*

The description is binding, its progress should be reflected in the project interim and final scientific report, thereby it is recommended to make the description by specifying the work to be done until the mid-term or end of the project, including the activities, to complete horizontal tasks specified in Clause 7 of the Cabinet Order and achievable results specified in Clause 8 of the Cabinet Order. Experts will evaluate the compliance and proportionality of project description with the overall project results.

1. Scientific excellence

1.1 The project contribution to the achievement of the programme's overarching goal and goal and the provision of implementation of the respective objective under Clause 6 of the Cabinet Order.

To describe the planned contribution to the achievement of the programme's overarching goal, specifying the main aspects in the planned research and project implementation to create in Latvia inclusive Latvian and European knowledge society the foundation of which are democratic values, Latvian language and culture.
To describe the plan to achieve the goal of the programme in compliance with the respective objective specified in Clause 6 of the Cabinet Order, chosen in the project proposal.
To describe how the project would develop the knowledge base in social sciences and humanities aimed at developing national research and innovation systems within which the current problems of the public are addressed.

1.2. The project goal, hypothesis, objectives, current situation in the field of science (know-how), including previous research, instruments and databases of other institutions and countries in the project areas.

To specify the research goal and hypothesis (if any) and also the objectives for the achievement of the goal. The goal shows the link with the contribution to the elaboration of the field of science or knowledge base in the field.
The goal of the project should correspond to the plan of the project, may determine a number of directions, taking into account the objective referred to in Clause 6 of the Cabinet Order to be completed within the project. It is recommended to specify numeric indicators (e.g. Scientific project results or indicators) from which it is possible to measure progress towards the achievement of the goal. The goal corresponds to the possibilities of the project applicant (and the project cooperation partner, if applicable) to achieve (i.e. Available resources and specific objectives are sufficient to achieve the respective goal during the project implementation).
The objectives are defined clearly, realistic and achievable and also consistent with the overall project description and project results.

To describe the current situation in the scientific area of the research or know-how, highlighting the role of the research in the context of overarching goal and goals of the programme, the main challenges and priorities, the necessity of the project, originality and the novel characteristics of the project within the context of the research objective (other aspects, e.g. interdisciplinarity or multidisciplinarity).

The description of the know-how should cover the information showing the overall contribution in the achievement of project goal, the achievements of the project applicant, cooperation partners (if applicable) and scientific team in the respective area, as well as new contribution of the

respective project. It is necessary to specify the research, instruments and databases of other institutions and countries to be taken into account in this project.

To describe how the latest research methods and technologies will be identified within the scope of the project, as well as the findings form other fields of science in order to develop the interdisciplinary approach in the project, by getting internationally substantial conclusions.

A detailed description of the research methodology and research approach for the achievement of the objectives pursued. To describe the ability of the project applicant to form and develop an interdisciplinary and inclusive internationally competitive scientific team which uses research methods and technologies that are recognized among the world's scientists in their scientific activity. It is recommended to highlight what innovative methodological solutions would be applied within the scope of the project.

To describe the research methodology and research approach included in the project. If the project provides for experiments or studies involving humans and animals, the project applicant should also describe the ethical aspects of the research.

1.3 Role of cooperation partners in the achievement of goal and objectives of the project and mutual additionality (if applicable).

To describe the role of cooperation partners (if applicable) in the achievement of the project goal, including the scientific capacity of the cooperation partner, sufficiency of available resources to achieve the goal and complete the objectives of the project at a specific time. To justify the necessity of involvement of each cooperation partner.

2. Impact

To compulsory include in the section the plan for the completion of horizontal objectives under Clause 7 of the Cabinet Order and for the achievement of results under Clause 8 of the Cabinet Order.

2.1 Impact of the project and its results on the respective area and research community development in Latvia, its international competitiveness.

To describe the way of developing the research areas and interdisciplinary competitive scientific teams which use the latest research methods and technologies in their scientific activity. To describe how the project plans to get involved in the international cooperation networks and consortiums, if it is necessary for the achievement of the goals of respective scientific project. To describe how the project and its results would strengthen the international competitiveness of scientific team and how it is planned to identify previous research, instruments and databases of other institutions and countries. Plan for the increase of capacity and skills of the university students and candidates for the doctorate degree, young scientists and other scientific personnel involved in the project, the increase of international competitiveness of the scientific team, applying the latest research methods and technologies (e.g. describing the objectives within the scope of the project, which would complement their experience). To describe the application of findings and collected data acquired in the research, in the study and research process, if applicable.

To describe the specific plan for preparation of project proposals in other calls for scientific projects (e.g. contribution to the preparation of new projects for submission thereof to the calls of the European Union research and innovation programmes and other research and innovation support programmes and technology proposals), as well as the networking activities in international cooperation networks and consortiums aimed at getting new contacts, research partners, methods, as well as disseminating the results obtained in the own project. In order to

describe the drawing up of new project (e.g. Horizon Europe calls for project proposals) through the use of the results obtained in this project, to describe the call where it is planned to submit the new project proposals, what forms of cooperation have been established, the thematic framework of the new project proposal and other information.

At the same time to specify how the communication on the scientific project results and findings would be ensured within the scope of the project in the entire Latvian research environment within the project theme, including with scientific institutions, scientists and university students also outside the institutions of the project applicant and project cooperation partners.

The description is binding, the progress thereof must be described in the project interim/final scientific reports. Experts will evaluate the compliance and proportionality of description with the overall project results.

2.2. The project impact on the economic sectors competent for the purpose of the project (including publishing, mass media and ICT sectors) by cooperating with the organizations and specialists of the respective economic sectors.

To describe the project impact on the economic sectors competent for the purpose of the project (including publishing, mass media and ICT sectors) by cooperating with the organizations and specialists of the respective economic sectors.

The plan for the use of project results (also after the end of the project) in cooperation with entrepreneurs (e.g. New technologies, technology instructions), NGOs (e.g. Recommendations) and other potential users of the project results from the respective economic sector based on the measurable parameters. It is recommended describe the approaches / types of cooperation by which the potential users of the project results would be reached.

The description is binding, the progress thereof must be described in the project interim/final scientific reports. Experts shall evaluate the compliance and proportionality of plan with the overall project results.

2.3. Impact of the project and its results on learners in the educational process, by developing digital learning content and innovative pedagogical methods and providing internships and job opportunities, as well as the use of project scientific results in general education and higher education learning processes.

To describe how the university students and young scientists, including from other countries and diaspora, would acquire the skills and knowledge necessary for a research career during the project implementation (e.g. describing the objectives within the scope of the project that would complement their experience).
To describe the impact of the project and its results on learners at all levels in the educational process, including how and whether it is planned to develop digital learning content and innovative pedagogical methods, providing internships and job opportunities, as well as the use of scientific results of the project in general and higher education learning processes.

To describe the plan for integrating scientific results and findings into the study process, acquired within the scope of the project by improving the study programmes according to the current issues in the field. To describe the way to apply digital resources in the study and research process. The plan for the contribution to the improvement of the educational process in the field of science of the project, by developing the programme related currently implemented master and doctoral programmes. The plan for cooperation with the economic sector to prepare the required specialists regarding the theme of the project.

To describe the planned work on doctoral and master's theses which within the scope of the project would be supervised or consulted by the principal investigator or lead participants of the project.

The description is binding, the progress thereof must be described in the project interim/final scientific reports. Experts will evaluate the compliance and proportionality of description with the overall project results.

2.4. The impact of the project and its results on the sectoral policy makers and implementers, by ensuring the mutual cooperation during the project development and by proactively facilitating the changes in the policy.

To describe the identified cooperation partners in the public administration. To describe how their needs would be identified in order to find out and analyze the opinion about the use and application of the project results in practice throughout the project implementation. At the same time, to describe how the sectoral interests would be taken into account by conducting the research (if applicable).
To describe the use of the research results (also after the end date of the project) in cooperation with State and local government institutions (e.g. policy planning or drafting of laws and regulations on the basis of the results).

To describe the plan how the cooperation with policy makers and implementers of related fields would be established within the scope of the project, to plan the respective policy in the specific field, to evaluate its implementation and to develop the recommendations, guidelines and proposals for laws and regulations. To envisage the consultations within the project theme, suggesting specific action for the parties involved, foreseen consequences, expressing them with numeric indicators (key performance indicator (KPI)).

The description is binding, the progress thereof must be described in the project interim/final scientific reports. Experts shall evaluate the compliance and proportionality of plan with the overall project results.

2.5. Impact of the project and its results on the society in general, ensuring the knowledge transfer and raising awareness of the role and benefit of the research to the public, as well promoting involvement in the research process, e.g. using citizen science initiatives.

To describe the approach for effective public information procedures, using the project results (including the promotion of the respective field of science and science in general), publicity measures of the identified target group, intended publicity measures (e.g. popular science articles, informative campaigns, public discussions etc.).
To describe the activities planned within the scope of the project to ensure the knowledge transfer created in the project by involving the public and raising its awareness about the role and benefit of research to the public, facilitating the involvement in the research process, including applying the citizen science initiatives within the scope of the project.
The description is binding, the progress thereof must be described in the project interim/final scientific reports. Experts shall evaluate the compliance and proportionality of plan with the overall project results.

2.6 Scientific results of the project and provision of availability thereof

To describe the planned scientific results and technological findings according to the research goal and tasks (under Section 1 "Scientific Excellence" of the project description).

To list specific plans for publishing scientific publications, publishing of data, reinforcement of intellectual property rights or participation in scientific activities and organisation thereof. It is recommended to describe the topic of the publication, scientific tasks where the publication thereof is planned and also relation thereof with the thematic focus of the project. The number of the submitted and approved scientific publications must correspond to the scope of the project and experience of researchers.

A description of the plan for effective dissemination of the scientific results and technological findings of the project and ensuring the impact on a broader scientific community, establishment of scientific cooperation, ensuring of sustainability of the acquired knowledge (including compliance with Open Access, Open Data, FAIR principles, possibilities to publish research results in the pre-publication archives before publication of articles in magazines, mechanisms for access to the acquired research data, depositing of data in repositories which are part of the current European and global e-infrastructures, etc.).

The quantitative indicators for ensuring the publicity of the project shall be indicated in Chapter 4 "Project Results" of Part A of the project proposal if during the project it is intended to implement the given indicators. Experts shall evaluate the compliance and proportionality of plan with the overall project results. The given outcomes are binding in the case of the project funding.

3. Implementation

3.1. Project applicant and scientific team.

A brief description of the project applicant, an explanation why the respective scientific institution is appropriate for achieving the objective assigned to the project (including the available research infrastructure, provision of premises, previous experience and other aspects according to the project). To outline the justification for the involvement of project cooperation partners in the implementation of the project, the expected contribution and research capacity, including the research infrastructure or scientific capacity in the context of respective project or its individual aspects.

A description of the scientific team of the project, including the significance of the principal investigator and lead participants of the project and experience thereof in project management, ensuring of scientific quality and dissemination of results (with reference to Curriculum Vitae). It is recommended to include the justification for the fact that the scientific team consists of scientists and specialists who would be able to fulfil all research aspects. The distribution of tasks throughout the entire project and qualification of the members of the scientific team in accordance with the project objective.

To justify the use of the funding requested for the project implementation and remuneration of the members of the scientific team.

3.2 Work plan of the project.

The work plan should be divided in work packages according to the project goal and logical sequence of completion of objectives.

A description of the work package must include the title thereof, the start and end month of the project implementation (the project implementation schedule must be depicted by using Gantt and PERT charts), the person who is responsible for implementing the work package, a description of the methodology applied, the equipment and research infrastructure used, official travels planned (if any) and also the distribution of tasks among the members of the scientific team (if a cooperation partner of the project has been engaged in the project, it is necessary to specify the tasks for the

cooperation partner of the project), the achieved results and outcomes (in accordance with Section 2 "Impact" of Part B "Project Description" of the project proposal, and Section 4 "Project Results" of Part A "General Information" of the project proposal).

Upon drafting the work plan of the project, it is necessary to take into account both thematic and chronological considerations while avoiding the overlapping of the work packages. It is also recommended to include in the work plan of the project the measures for the dissemination of results and project management which take a considerable amount of the project implementation time.

It is recommended to justify the allocation of the project funding (in accordance with the information provided for in Section 3 of Part A of the project proposal). The funding should be planned in accordance with the needs of the project, preventing non-proportional allocation of the funding for one specific measure (e.g. remuneration). The funding should be planned also for cooperation and communication activities which are related to the achievement of the goal of the project.

3.3 Project management and risk plan.

The project applicant should describe the management organisation procedures, decision-making process, quality management, monitoring of the project implementation, ensuring of cooperation with the project cooperation partner (if applicable), administration capacity (resources available to the project applicant), issues related to intellectual property management (if applicable) within the scope of the project. The project management mechanisms may be formed in accordance with the practices established by the institution of the project applicant, while also planning a description of specific management aspects for the project.

The project applicant shall develop a plan for the prevention of potential risks or minimising the negative impact (see the table below). To specify different types of risks, e.g. financial risks, implementation risks, risks related to the achievement of results, scientific risks etc. The probability of risks can be high, medium or low and also the impact can be high, medium or low. The measures intended to minimise the probability of risks or impact thereof on the project shall be included under the section on the measures to prevent and mitigate risks.]

Risk assessment

No	Risk	Risk description	Assessment		Risk prevention/mitigating measures
			Probability	Impact	
1.	*name of the risk*	*brief description of the risk*	*e.g. high*	*e.g. low*	*specific measures to prevent or mitigate the risk*
2.					
3.					
n					

2.3 Completion of Part C "Curriculum Vitae" of the project proposal

14. Curriculum Vitae should be completed by the principal investigator and each lead participant of the project in accordance with the respective theme of the project. Curriculum Vitae should be completed in English and translation in Latvian should be submitted or it should be completed in English only.

15. The completed form of Curriculum Vitae shall be saved in the form of a PDF file and uploaded to the Information System. Curriculum Vitae shall be completed in accordance with the following conditions:

Part C "Curriculum Vitae"

Conditions for the completion of Curriculum Vitae:

volume does not exceed 2 pages;

font size – not less than 11;

single line spacing;

page setup – 2 cm from each side, 1.5 cm top and bottom;

Name, surname: *additional versions of the given name and surname used for the identification of the author in publications may be also indicated*
Researcher's identification code /codes, if any (ORCID, Research ID, Scopus Author ID etc.):

EDUCATION

Year *to specify the title of the scientific degree, field of science, institution, country*

WORK EXPERIENCE
To describe current and previous positions and related duties / tasks in the past five years of relevance in the context of the present project

Years of employment [current position]
[institution, country]

Years of employment [position]
[institution, country]

SCIENTIFIC PROJECTS
To specify projects and project proposals of relevance in the context of the present project

SCIENTIFIC PUBLICATIONS
To specify up to five scientific publications or proof of the reinforcement of intellectual property rights of relevance in the context of the present project, in addition specifying the total number of publications, total number of quotes, quoting index, including the source, e.g. Scopus or WoSCC

OTHER INFORMATION
To specify other information not exceeding 2 pages, for example, the number of supervised doctoral or master's theses, duties in editorial boards of scientific publications, international scientific work experience, cooperation with governmental, non-governmental organizations and industry representatives, participation in defining the policy, etc.

3. Drawing up and submission of the administrative parts of the project proposal

3.1 Part D "Certification of the Project Applicant" of the project proposal

16. The head of the project applicant or the authorised person thereof (with signatory rights) should complete the certification of the project applicant by completing the relevant sections of the form and observing the formatting requirements specified in the form.

17. The head of the project applicant or the authorised person thereof should sign the certification of the project applicant with a secure electronic signature and should upload it to the Information System at a designated place.

18. If it is not possible to provide a safe electronic signature, the head of the project applicant or the authorised person thereof should sign the certification and upload the scanned version thereof to the Information System in the form of a PDF file, delivering the original copy with the signature to the Council until expiry of the submission period of the project proposals. The address of the Council is Zigfrīda Annas Meierovica bulvāris 14, Riga, LV-1050, working hours of the Council: every working day from 08:30 to 17:00.

19. The project applicant should enclose the following documents to the certification of the project applicant:

19.1 financial management and accounting policy of the project applicant (in PDF or WORD file format);

19.2 financial turnover statement of the project applicant (Part G of the project proposal for 2018-2020) drawn up in accordance with the last approved annual report of the institution (as of the submission of the project proposal);

19.3 if institution has private investors, the certification of the scientific institution is required with regard to non-commercial use of the research results created in the project;

19.4 financial management and accounting policy (in WORD or PDF file format), financial turnover statement (EXCEL file) and the certification of the project applicant in relation to the investor (in PDF file format) should be submitted to the Information System under section “Documents of the Projects of the Scientific Institution”.

19.5 if the respective project applicant is recognised as corresponding to the definition of a research organization in the open call for the fundamental and applied research projects of 2021, the documentation referred to in this Clause should not be submitted.

3.2 Part E “Certification of the Project Cooperation Partner” of the project proposal

20. The head of the project cooperation partner or the authorised person thereof (with signatory rights) should complete the certification of the project cooperation partner by completing the fields specified in the form and observing the formatting requirements specified in the form.

21. The head of the project applicant or the authorised person thereof should sign the certification with a secure electronic signature and should upload it to the Information System at a designated place.

22. If it is not possible to provide a safe electronic signature, the head of the project cooperation partner or the authorised person thereof should sign the certification and upload the scanned version thereof to the Information System in the PDF file format, delivering the original copy with the signature to the Council until expiry of the submission period of the project proposals. The address of the Council is Zigfrīda Annas Meierovica bulvāris 14, Riga, LV-1050, working hours of the Council: every working day from 08:30 to 17:00.

23. The following documents should be enclosed to the certification of the cooperation partner - scientific institution:

23.1 financial management and accounting policy of the cooperation partner (in PDF or WORD file format);

23.2 financial turnover statement of the cooperation partner (Part G of the project proposal for 2018 -2020) prepared in accordance with the last approved annual report of the institution (as of the submission of the project proposal);

23.3 if institution has private investors, the certification of the scientific institution is required with regard to non-commercial use of the research results created in the project;

23.4 financial management and accounting policy (in WORD or PDF file format), financial turnover statement (EXCEL file) and the certification of the project applicant in relation to the investor (in PDF file format) should be submitted to the Information System under section "Documents of the Projects of the Scientific Institution".

23.5 if the respective cooperation partner is recognised as corresponding to the definition of a research organization in the open call for the fundamental and applied research projects of 2021, the documentation referred to in this Clause should not be submitted.

3.3 Part F "Certification of the Project Cooperation Partner - Public Institution"

24. The head of the project cooperation partner or the authorised person thereof (with signatory rights) should complete the certification of the project cooperation partner by completing the fields specified in the form and observing the formatting requirements specified in the form.

25. The head of the project applicant or the authorised person thereof should sign the certification with a secure electronic signature and should upload it to the Information System at a designated place.

26. If it is not possible to provide a safe electronic signature, the head of the project cooperation partner or the authorised person thereof should sign the certification and upload the scanned version thereof to the Information System in PDF file format, delivering the original copy with the signature to the Council until expiry of the submission period of the project proposals. The address of the Council is Zigfrīda Annas Meierovica bulvāris 14, Riga, LV-1050, working hours of the Council: every working day from 08:30 to 17:00.

3.4 Part G "Form of the Financial Turnover Statement" of the project proposal

27. The project applicant and cooperation partners - scientific institution should complete the financial turnover statement in accordance with Sub-paragraphs 2.1 and 2.2 of Cabinet Regulation which defines activities of non-economic nature which shall be the principal activities of the respective institution.

28. The financial turnover statement should specify how financial flows are separated from principal activities of non-economic nature in the accounting records of the project applicant and cooperation partner - scientific institution according to Sub-paragraphs 2.1 and 22 of the Regulation.

29. The financial turnover statement should comply with the financial management and accountancy policy of the project applicant or cooperation partner - scientific institution.

30. The financial turnover statement should be completed in the EXCEL file format and uploaded to the designated place, taking into account the Clauses 19 and 23 of the Methodology regarding the cases when the financial turnover statement should not be submitted.

3.5 Part H "Activities Without Economic Nature" of the project proposal

31. The project applicant should complete Part H "Activities Without Economic Nature" of the project proposal, taking into account eligible activities without economic nature, specified in Sub-paragraphs 2.1 and 2.2, Paragraphs 11 and 12 of the Cabinet Regulation, and results within the scope of the project.

32. Part H "Activities Without Economic Nature" of the project proposal should be completed according to other parts of the project proposal (especially the information referred to in Section 4 "Project Results" of Part A "General Information" of the project proposal, and Section 3.2 "Work Plan" of Part B "Project Description" of the project proposal).

33. Part H "Activities Without Economic Nature" of the project proposal should be completed using the formatting conditions provided for in the form, as well as the following conditions:

No	**Research activity if the proposal**	**Compliance with eligible non-economic activities**	**Project result**	**Project result in a numeric form**	
				Unit	**Number**
1.	*For example, 4th work package "Preparation of Publications " referred to in Sub-section 3.2 "Work Plan of the Project" of Part B "Project Description" of the project proposal.*	*To choose one of the eligible activities under Paragraph 11 of the Regulations: Research (fundamental or applied research)/studies for policy solutions/technology rights/dissemination of results/public information To describe the activity (up to 200 words), specifying its compliance with one of the types of activities referred to in Sub-paragraph 2.2 of the Regulations (e.g. Publications would be prepared and published in editions avoiding the exclusivity and discrimination)*	*To choose project results according to Paragraph 12 of the Cabinet Regulation and Clause 8 of the Cabinet Order.*	*To specify the unit to express the result (e.g. a number of publications)*	*To specify the number*
2.					
3.					
n					

3.6 Part I "Horizontal Objectives and Achievable Results" of the project proposal

34. The project applicant should complete Part I "Horizontal Objectives and Achievable Results" of the project proposal, taking into account Clause 7 of the Cabinet Order which provides or the common horizontal objectives of the programme, and Clause 8 of the Cabinet Order which provides for the results to be achieved.

35. Part I "Horizontal Objectives and Achievable Results" of the project proposal should be completed according to other parts of the project proposal (especially Part A "General Information" and Part B "Project Description" of the project proposal).

36. Part I "Horizontal Objectives and Achievable Results" of the project proposal should be completed in Latvian using the formatting conditions provided for in the form, as well as the following conditions:

No	**Horizontal objective (under Clause 7 of the Cabinet Order)**	**Description for the fulfilment of horizontal objective**	**Result indicators**	
			Unit	**Number**
1.	To form and develop interdisciplinary and inclusive internationally competitive scientific teams which use research methods and technologies that are recognized among the world's scientists in their scientific activity	*To describe the plan for the establishment of the scientific personnel and research technical staff involved in the project implementation as an independent scientific team which can compete in the field of science(-es) both at national and international level. (up to 1000 characters)*	*To specify the unit to express the result (e.g. number of researchers involved, number of reached people in the campaign, etc.)*	*To specify the number*
2.	To ensure the impact of the research process and research results on the following target groups:	*To describe how the impact of results on the target groups specified in Clauses 7.2.1-7.2.5 of the Order will be achieved within the scope of the project. (up to 3000 characters)*		
3.	To develop the innovative solutions and promote their broader use;	*To describe the plan for the development of innovative solutions and facilitation of their broader use within the scope of the project. (up to 1000 characters)*		
4.	To ensure public access to research results, including by providing free access to scientific publications and depositing newly acquired research data in research data repositories in accordance with the FAIR principles — findable, accessible, interoperable and reusable;	*To describe how the public access to research results will be provided, including by providing free access to scientific publications and depositing newly acquired research data in research data repositories in accordance with the FAIR principles — findable, accessible, interoperable and reusable; (up to 1000 characters)*		
5.	To ensure the transfer of knowledge created in the project by involving the public and raising its	*To describe how the transfer of knowledge created in the project would be ensured by involving the public and raising its awareness of*		

	awareness of the role and benefit of research in addressing the issues of public importance, including by preparing informative popular science articles on the conducted research, its results and benefits to the public;	*the role and benefit of research in addressing the issues of public importance, including by preparing informative popular science articles on the conducted research, its results and benefits to the public;* *(up to 1000 characters)*		
6.	To identify previous research, tools and databases of other institutions and other countries	*To describe the specific activities how the internal research, tools and databases of other institutions and other countries will be identified.* *(up to 1000 characters)*		

No	**Achievable result (under Clause 8 of the Cabinet Order)**	**Description for the result achievement (up to 1000 characters per result)**	**Result indicators**	
			Unit	**Number**
1.	to develop or adapt innovative tools and solutions meeting the needs of the end-user target groups;	*To describe the result achievement plan, including the time schedule, in compliance with Sub-paragraphs 12.2, 12.3, 12.4 or 12.6 of the Cabinet Regulation*		
2.	promoted changes in the operational policy (e.g. by consulting the sectoral policy makers, preparing recommendations and guidelines);	*To describe the result achievement plan, including the time schedule, in compliance with Sub-paragraph 12.6 of the Cabinet Regulation*		
3.	To establish interdisciplinary and transdisciplinary (with partners outside the academic environment) consortia, involvement in international cooperation networks and consortia, project proposals in the European Union and other international programs;	*To describe the result achievement plan, including the time schedule, in compliance with Sub-paragraph 12.8 of the Cabinet Regulation*		
4.	developed human capital, involving young and diaspora scientists in research, providing internship and work opportunities for university students and candidates for doctoral degrees, as well as developing master's and	*To describe the result achievement plan, including the time schedule*		

	doctoral study modules related to the programme;			
5.	scientific monographs and original scientific articles in the journals or collections of conference papers included in Web of Science or SCOPUS (A or B) databases;	*To describe the result achievement plan, including the time schedule, in compliance with Sub-paragraphs 12.1 and 12.8 of the Cabinet Regulation*		
6.	informative popular science articles on the conducted research on different audiences, its results and benefits to the public.	*To describe the result achievement plan, including the time schedule*		

4. Drawing up and completion of the project interim and final scientific report

37. The project applicant (hereinafter referred to as — the project implementer) should develop and submit to the Information System the project interim scientific report within one month of the day when a half of the project implementation period has passed, while the project final scientific report should be submitted to the Information System within one month after the end of the project implemention, using Annex 9 of the Procedure "Contract on the Implementation of the State research programme "Letonika — Fostering a Latvian and European Society" project (hereinafter referred to as — the project contract), Annex 10 "Form of the Project Interim/Final Scientific Report" (hereinafter together referred to as — the project interim and final scientific report).

38. The project interim and final scientific report should be prepared in conjunction with the information specified in the project proposal. If the listed scientific articles which have been approved for publishing cannot be found on the Internet, in addition to the aforementioned report the project applicant should upload to the Information System the certification issued by the publisher regarding the publication.

39. The project interim and final scientific report should be completed in Latvian and translated into English or completed in English only, all sections and sub-sections of the report should be completed by indicating the information in the relevant fields and uploaded to the Information System in the form of a PDF file. Annex 11 "List of Results" to the project contract should be enclosed to the project interim and final scientific report in the Information System.

40. The project applicant should complete the project interim and final scientific report in accordance with the following conditions:

Project interim/final scientific report

Requirements for drawing up the text:

- the volume does not exceed 15 or 20 pages according to Paragraph 43 of the Procedure;
- font size – not less than 11;
- single line spacing;
- page setup – 2 cm from each side, 1.5 cm top and bottom;
- all tables, charts, references / list of references and other elements should be included in the project interim/final scientific report, not exceeding 15 or 20 pages accordingly.

Project title: *indicate the project title*
Summary: *maximum 2000 characters both in English and Latvian, to briefly describe the course of the project implementation, the main results and impact on the Latvian community of researchers of social sciences and humanities, as well as the science development in general and the impact on the public/development of the State. This summary will be used for the programme publicity.*

1. Scientific excellence
To describe the project contribution to the achievement of the programme overarching goal and goals, the project interim scientific report, specifying the achievements and work to be done until the end of the project, while in the project final scientific report specifying the achievements and plans after the end of project implementation.

The principal investigator should describe the research methodology and the progress of research in accordance with Section 1 "Scientific Excellence" and Sub-section 2.6 "Scientific Results and Provision of Availability Thereof" of the project proposal, including the progress towards achieving the goal and objectives. Description should include the information about the progress of performance of objectives and achievable results included in Clauses 6 and 8 of the Cabinet Order.

To describe the scientific results and technological findings made during the implementation of the project in accordance with the plans provided for in the project proposal, in addition describing the methodological or theoretical originality thereof and also the impact of results on the respective field of science or other fields of science and knowledge base.]

2. Impact
This section must also include the description on the performance of the achievable results under Clause 8 of the Cabinet Order, in case of preparation of the interim report the plan should be described for their achievement until the end of the project.

2.1 Impact of the project and its results on the respective area and research community development in Latvia, its international competitiveness.
To specify the information about the fulfilment of the project (according to Sub-section 2.1 of the project description) in preparing new projects in the European Union's and other international programmes for research and innovation support, indicating how the preparation of such projects was based on the project results and scientific findings.

To describe the research areas developed in the project, the way of application of the latest research methods and the purposes for which the previous research, instruments and databases of other institutions and other countries are identified.

To describe how the communication with scientific institutions and scientific community on a regular basis would be ensured within the scope of the project in the areas of social sciences, humanities and arts, including with scientific institutions, scientists and university students also outside the institutions of project applicant and cooperation partners in order to provide methodological assistance and information about the found solutions.

Scientific cooperation of the project scientific team with foreign scientific organizations, types of cooperation (briefly describe) and their inclusion in the project, impact of cooperation on raising the international competitiveness of the Latvian scientific community of social sciences and humanities and arts.

The activities of scientific cooperation within the scope of the project implementation are listed in Table 1.

Table 1

No	Cooperation institution / organization, country	Form of cooperation	Result	Time period
1.				
2.				
3.				
4.				
n				

2.2. The project impact on the economic sectors competent for the purpose of the project (including publishing, mass media and ICT sectors) by cooperating with the organizations and specialists of the respective economic sectors.

To describe how the respective economic sectors are identified and addressed. Course of cooperation and its results. To describe particular cooperation examples and sustainability of cooperation in Table 2.

Table 2

No	In cooperation with	Form of cooperation	Result	Time period
1.				
2.				
3.				
4.				
n				

2.3. Impact of the project and its results on learners in the educational process, by developing digital learning content and innovative pedagogical methods and providing internships and job opportunities, as well as the use of project scientific results in general education and higher education learning processes.
To outline the fulfilment of the planned project description in Sub-section 2.3 with respect to the involvement of university students and young scientists, including from other countries and diaspora, in the project implementation, by promoting their elaboration of their skills and knowledge in the research.

To describe the activities focused on learners at all levels in the educational process, including the way how the issue concerning the development of digital learning content and innovative pedagogical methods is addressed. To describe the internship and job opportunities provided within the scope of the project (or planned), as well as the use of project scientific results in general education and higher education learning processes, indicating specific results and their applicability. To describe the contribution to the improvement of the educational process in the field of science of the project, by developing the programme related currently implemented master and doctoral programmes.

Progress of the increase of envisaged capacity of the project scientific personnel, paying a special attention to the university students, candidates for a doctorate degree and new scientists involved

in the project. Final papers on the project theme defended by the university students involved in the project are listed in Table 3.

Table 3

Doctoral and master papers supervised or consulted by the principal investigator or lead participants within the scope of this project (if the paper is defended, to specify it in the last section of the Table, adding the date and respective doctoral council).				
No	Author of the thesis	Title of the thesis, the level of studies, hyperlink to the database of doctoral/final papers	Supervisor and consultant	Thesis defence date
1.				
2.				
3.				
4.				
n				

2.4. The impact of the project and its results on the sectoral policy makers and implementers, by ensuring the mutual cooperation during the project development and by proactively facilitating the changes in the policy.

To describe the implementation of the plan (in compliance with Sub-section 2.4 of the project description) for the cooperation with related sectoral policy makers and implementers in order to prepare the recommendations and guidelines. Course of giving consultations within the scope of the project theme, suggesting specific action for the parties involved, foreseen consequences, expressing them with numeric indicators (key performance indicator (KPI)). Course of cooperation with sectoral policy makers and implementers during the implementation of the project.

To describe the use of the scientific results of the project in cooperation with institutions, entrepreneurs and NGOs, e.g. in the development of recommendations, laws and regulations, policy planning and other activities. Evaluation on cooperation by the project applicant.

Specific cases, if applicable, shall be described in Table 4. To describe any obstacles in terms of increasing the impact of the project results.

Table 4

No	In cooperation with	Form of cooperation	Result	Time period
1.				
2.				
3.				
4.				
n				

2.5. Impact of the project and its results on the society in general, providing the knowledge transfer and raising awareness about the role and benefit of research to the public.

Within the scope of the public information project, using the results according to the project proposal, and changes, including the results on involvement of the general public, raising its

awareness about the research and its benefit to the public, e.g. knowledge based decision making process and other significant issues.
To describe the performed activities to ensure the transfer of knowledge created in the project, involving the public and raising its awareness about the role and benefit of the research to the public, facilitating the involvement in the research.
To describe what popular science informative materials have been prepared for what kind of target groups.

A description of specific measures or activities for publicity and provision of information to the public is provided in Table 5.

Table 5

No	Communication channel (e.g. radio, TV, social networks, etc.)	Activity (e.g. interview, popular scientific article, seminar, etc.)	Planned/reached target audience (to describe the target audience and its reached amount)	Available (hyperlink)	Date of publication/event
1.					
2.					
3.					
4.					
n					

2.6 Scientific results of the project and provision of availability thereof
The principal investigator should characterize the execution of the plan prepared in Sub-section 2.6 of Part B "Project Description" of the project proposal

for distribution of project results, changes in the plan and the required corrections.

To outline the execution of the plan for dissemination of project results until the respective stage, by describing the provision of sustainability of the acquired knowledge (including compliance with Open Access, Open Data and FAIR principles), especially emphasizing the result publishing in free access journals, depositing of newly acquired knowledge in the research data repositories.

To list the prepared and submitted/approved scientific publications (including Open Access), participation in scientific conferences and registration of intellectual property rights, data publishing (including according to Open Data and FAIR principles). To list according to the division of Section 4 "Project Results" of Part A "General Information" of the project proposal, by specifying the title, date, website or DOI, as well as according to the planned project proposal until the mid-term or end of the project. Results may be unlisted following the reference to Annex 11 to the project contract "List of Results".

3. Implementation
The progress of execution of the work plan of the project and prevention of risks. To briefly describe the execution of work packages and achieved project results according to the work plan of the project in Sub-section 3.1 of the project description.

Course of execution of the work plan of the project, as well as the risks faced by the scientific team during the implementation, ways of addressing them and their anticipation in the risk plan of the risk assessment referred to in Sub-section 3.3. To describe if new risks were identified in the project, describing such risks and prevention thereof and also the impact thereof on further progress, results and budget of the project.

Changes in the organisation of the project management and also the impact thereof on the execution of the project. Also, changes in the composition of the scientific team of the project, if any. To describe how university students and candidates for a doctorate degree are involved in the project implementation.