APPROVED

by the Decision No 1 of 1 July 2022 of the State Research Programme "Innovation Fund – Sectoral Research Programme" Implementation and Supervision Commission (established by Order No 1-6.1/2022/70 of 28 June 2022 of the Ministry of Economics)

**State Research Programme "****Innovation Fund – Sectoral Research Programme" Procedure for the open call for proposals**

**I. General Provisions**

1. The Procedure of the open call for project proposals of the state research programme "Innovation Fund – Sectoral Research Programme" (hereinafter referred to as the “Procedure”) establish the procedure for the Latvian Council of Science (hereinafter referred to as the “Council”) to organise and implement the call (hereinafter referred to as the “call”) for project proposals (hereinafter referred to as the “project proposals”) of the state research programme "Innovation Fund – Sectoral Research Programme" (hereinafter referred to as the “programme”) based on the Cabinet of Ministers Regulations of 4 September 2018 No 560 "Procedures for the implementation of projects under state research programmes" (hereinafter referred to as the “Cabinet Regulations”) and in accordance with the Cabinet of Ministers Order No 285 of 26 April 2022 "On the state research programme "Innovation Fund – Sectoral Research Programme""(hereinafter referred to as the “Cabinet Order”).

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

3. The total amount of public funding available for the call under the Programme is 11 400 000 *euro* (eleven million four hundred thousand *euro*) (hereinafter *referred to as* total funding for the call). The total funding of the call shall be used in accordance with Paragraph 36 of the Cabinet Regulation:

3.1 funding the project;

3.2 For the implementation of the measures referred to in Paragraph 37 of Cabinet Regulation.

4. Project implementation period is 24 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 financing period lasts at least 10 (ten) months.

5. The call will finance two projects for the tasks set out in Paragraph 6 of the Cabinet Order, with a maximum project funding of:

5.1 5 700 000 *euro* for the area of Subparagraph 6.1 of the Cabinet Order;

5.2 5 700 000 *euro* for the area of Subparagraph 6.2 of the Cabinet Order;

6. The Council shall launch a call in accordance with the procedure laid down in Paragraph 17 of the Cabinet Regulations and shall administer, ensure, monitor and control the implementation of the project within the framework of the project agreement according to Paragraph 37 of the Cabinet Regulations.

7. The project applicant who meets the requirements of Subparagraphs 2.12 and 9.1of the Cabinet Regulation (hereinafter referred to as the “project proposer” ) shall prepare a project proposal according to the Annex 1 to the procedure "Project Proposal" (hereinafter referred to as the “project proposal”). The period for the submission of project proposal is 40 calendar days from the date of publishing the call (hereinafter referred to as the “period for the submission of project proposals”).

8. The Council shall state in the notice of call:

8.1 title of the call;

 8.2 the total funding for the call;

  8.3 time limit for the submission of the project proposals;

 8.4 website which includes the necessary information for the submission of the project proposal.

9. One project proposal covers only one of the areas set out in Subparagraphs 6.1 or 6.2 of the Cabinet Order. A project proposer may submit more than one project proposal for each of the areas set out in Subparagraphs 6.1 or 6.2 of the Cabinet Order.

10. When preparing a project proposal, the project proposer shall:

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 Provisions”, Section 4 “Project Results”, in compliance with Subparagraph 10.3 of the Procedure regarding the results under Paragraph 8 of the Cabinet Order;

10.2 the implementation of all the horizontal objectives set out in Paragraph 7 of the Cabinet Order, including a plan for the implementation of these objectives in Part I of the project proposal;

10.3 achievement of at least one result in each result under Paragraph 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]](#footnote-1)*principles);

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

11. In order to certify the proposer's compliance with the requirements set out in Subparagraphs 2.12 and 9.1 of the Cabinet Regulations, the project proposer shall upload to the Information System a completed and signed, with a secure electronic signature and time-stamp, Part D of the project proposal, "Certification by the project proposer" (hereinafter referred to as “certification of the project proposer”). If it is not possible to provide a secure electronic signature with a time stamp, the project proposer shall follow the procedure set out in Paragraph 18of 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 “submission methodology”) to the Procedure.

12. The project cooperation partner complies with the requirements set out in Subparagraph 2.18 of the Cabinet Regulations. The project proposer shall engage project cooperation partner in accordance with Subparagraph 9.3 of the Cabinet Regulations. In order to certify the cooperation within the project, the project proposer shall ensure that the project partner signs Part E "Certification of the Project Cooperation Partner – Scientific Institution" (hereinafter referred to as “certification of the project cooperation partner – scientific institution”) or Part F "Certification of the Project Partner – Public Institution" (hereinafter referred to as the “certification of the project cooperation partner – public institution”) of the project proposal with a secure electronic signature and a time stamp which the project proposer shall attach to the project proposal. If it is not possible to provide a secure electronic signature with a time stamp, the project cooperation partner shall follow the procedure set out in Paragraph 22 or 26 of the Submission Methodology.

 13. In order to certify compliance of the project proposer or the project cooperation partner – scientific institution with Subparagraph 2.12 of the Cabinet Regulation, the head of the respective scientific institution shall submit the financial management and accounting policy of the scientific institution and the financial turnover report (Part G of the “Form of the Financial Turnover Statement” of the project proposal) for the year 2019-2021. If the scientific institution has private investors, it must provide a free-form declaration that the results of the research related to the project proposal will not be used for commercial purposes. The documents referred to in this Paragraph shall be attached as an annex to the certification of the project proposer and to the certification of the project cooperation partner – certification of the scientific institution according to Subchapters 3.2 and 3.3 of the Submission Methodology.

14. 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 Subparagraph 14.2 of the Cabinet Regulation.

15. If the project cooperation partner is involved in the implementation of the project, including through its own human resources, they may participate in the implementation of the project as main performers or performers (which may include students). Information on the involvement of the project cooperation partner in the implementation of the project with its own human resources shall be indicated in the Chapter 2 "Scientific Team" of Part A "General Information" of the project proposal.

**III. Conditions of participation in the project for the scientific team**

16. The project proposer shall make the scientific team for the implementation of the project in compliance with Subparagraph 2.22 of the Cabinet Regulation.

17. The project lead, lead participant of the project and participant of the project specified in the project proposal shall comply with the provisions laid down in Subparagraphs 2.13, 2.14, and 2.15 of the Cabinet Regulation. The remuneration of the staff of the scientific team that is involved in the project implementation shall be determined in accordance with the remuneration policy and remuneration rates of the project proposer and cooperation partners of the project (if any).

18. A scientist can only be named as project leader in one project proposal per call. If a scientist as a project leader is indicated in more than one project proposal within the call, the Council shall contact all the respective project proposers concerned and ask them to notify within one working day in which project proposal the respective scientist is project leader and what position the scientist will hold in other project proposals (if applicable).

19. If the project is to involve persons who have been, during the last 10 years, employed in an academic or scientific capacity, or have received funding for an academic or scientific activity, in a country against which the European Union has imposed sanctions and these sanctions are in force at the deadline for submission of project proposals, the project proposer must carry out a comprehensive security risk assessment before involving the person concerned in the project.

20. The workload in full-time equivalent (hereinafter referred to as “FTE”) of one person, being the project leader, the project leading participant and project participant, who is not a student, shall be planned per project proposal and shall not exceed 1,0 FTE.

21. For the students included in the research groups indicated in the project proposal, and in the case of project implementation, the total average workload of all students over the duration of the project shall beat least 1,5 FTE.

22. The project proposal, as well as the project implementation, shall require that each student is employed in the project for at least 0.25 FTE on average during the project implementation period.

23. If during the project period the student finishes studies at a certain level and no later than four months later starts studies at the next level, his/her involvement in the project during that four-month period shall be deemed to comply with the requirements of Paragraphs 21 and 22 of the Procedure regarding the involvement of the student in the project.

24. If during the project period the doctoral student successfully finishes the doctoral study programme and defends the doctoral thesis, during the project implementation period, his/her involvement in the project shall be deemed to comply with the requirements of Paragraphs 21 and 22 of the Procedure regarding the involvement of the student in the project.

**IV. Supported activities and costs**

25. The project proposer shall complete Part H of the project proposal "Non-economic activities", which provides information on the compliance of the activities planned in the project proposal with Subparagraph 2.2. of the Cabinet Regulation, in accordance with Subparagraph 2.1 of the Cabinet Regulation.

26. The project proposer must include information about the eligible cost items for the project in Chapter 3 “Budget” of Part A of the project proposal in accordance with Paragraph 14 of the Cabinet Regulation.

**V. Procedures for the preparation and submission of the project proposal**

 27. The project proposal shall be completed and submitted to the Council electronically via the Information System [www.sciencelatvia.lv](http://www.sciencelatvia.lv) within the deadline for submission of project proposals.

28. The project proposer shall complete and submit the project proposal in accordance with the project proposal form and the methodology for its preparation and submission.

 29. In order to certify the project proposals a whole, the proposer shall sign Part D of the project proposal 'Certification of the project proposer' with a secure electronic signature with a time stamp.

**VI. Administrative assessment of project proposals**

30. The administrative assessment of project proposals shall be carried out by the Council in accordance with Annex 3"Methodology for the Evaluation of the Compliance of the Project Proposal with the Administrative Evaluation Criteria" to the Procedure, assessing the compliance of the project proposal with the administrative criteria set out in Paragraph 19 of the Cabinet Order and the additional administrative criteria set out in Subparagraph 31.2 of the Procedure within two calendar weeks of the deadline for the submission of project proposals.

31. The project proposal shall be assessed according to the following administrative criteria, which shall not be supplemented (hereinafter referred to as the “non-complementary administrative criteria”):

31.1 the administrative criteria set out in Subparagraphs 19.1, 19.2, 19.3, 19.4, 19.5, 19.6, 19.7 and 19.8 of Cabinet Regulation;

31.2 additional administrative criteria:

31.2.1 whether it covers all the horizontal objectives of the programme as set out in Paragraph 7 of the Cabinet Order;

31.2.2 cover all achievable results specified in Paragraph 8 of the Cabinet Order.

32. When carrying out the administrative assessment of a project proposal, the Council shall complete Annex 4 "Form of the Administrative Evaluation Criteria" to the Procedure, in accordance with Paragraph 20of the Cabinet Regulations.

33. If a project proposal does not comply with one of the non-complementary administrative criteria, the Council shall, after the completion of the administrative examination of all project proposals, send to the Commission a list of the non-compliant project proposals assessed against the non-complementary administrative criteria, together with the reasons for each non-compliance. The Commission assesses the list and, in accordance with Subparagraph 8.3.2 of the Cabinet Regulation, takes a decision on the rejection of the project proposal.

**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 “expertise”) by taking the evaluation measures referred to in this Chapter of the Procedure.

35. For the scientific expertise of the project proposal the Council according to Subparagraph 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 under Subparagraph 6 of the Cabinet Order. An expert may carry out the assessment of several project proposals according to his/her scientific qualifications and experience.

36. The Council shall ensure that the expert who has agreed to carry out the evaluation of the project proposal signs and submits to the Council, uploading it into the Information System, Annex 5 “Certification on the Absence of Conflict of Interest and Commitment to Respect Confidentiality” to the Procedure.

37. The Council shall conclude a agreement with each expert for the expertise using the form set out in Annex 6 “Agreement of Scientific Evaluation" to the Procedure (hereinafter referred to as the “expertise agreement”). The expertise agreement may be adjusted during the agreeing process according to the content of the project proposal and the specificities of the expertise.

38. The expert evaluates the project proposal by awarding one to five points for each scientific evaluation criterion set out in Paragraph 26 of the Cabinet Regulation as follows:

38.1 the scientific quality of the project in accordance with the considerations set out in Paragraph 27 of the Cabinet Regulations;

38.2 the impact of the project results in accordance with the considerations set out in Paragraph 28 of the Cabinet Regulations;

38.3 project possibilities and assurance in accordance with the considerations set out in Paragraph 29 of the Cabinet Regulations.

39. Within two calendar weeks from the date of conclusion of the expertise agreement, each expert shall assess the project proposal by completing the individual evaluation of the project proposal form (hereinafter referred to as “individual evaluation of the expert”) in the Information System, in accordance with Annex 8 “Form of the Individual/Consolidated Expert Evaluation of the Project Proposal” to the Procedure in accordance with the Annex 7 “Methodology of the Performance of Expertise (for the project proposal, project interim scientific report/project final scientific report)” to the Procedure (hereinafter referred to as the “methodology of the performance of expertise”).

40. Within three working days of the submission of the individual expert evaluations, the expert responsible for the execution of the consolidated expert evaluation of the project proposal concerned, taking into account the individual expert evaluations of the project proposal concerned, shall complete the consolidated expert evaluation form for that project proposal (hereinafter referred to as consolidated expert evaluation) in the Information System, in accordance with Annex 8”Form of the Individual/Consolidated Expert Review of the Project Proposal” to the Procedure, and within five working days, it shall be agreed with the other experts who have individually assessed the project proposal and submitted to the Information System. If the experts are unable to agree on a consolidated assessment due to a difference of opinion, 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 evaluation of the respective project proposal in accordance with the procedure specified in Paragraph 39 of the Cabinet Regulation, by submitting the individual expert evaluation, and then the additional expert shall get familiar with the initial individual expert evaluations. The additional expert shall prepare the consolidated evaluation within the term stated in this paragraph, reaching an agreement with the expert who provided the initial evaluation, whose total number of points provided in the individual expert evaluation is closer to the total number of points provided in the individual evaluation of the additional expert. The additional expert, in agreement with the other expert, submits the consolidated assessment to the Information System.

41. The expert is allowed to evaluate only 15 pages of a project proposal, with up to three additional pages if there are supporting documents from the social partners, letters of recommendation on cooperation, etc.

**VIII. Decision to grant funding or reject a project proposal**

 42. Based on the consolidated expert evaluation submitted to the Information System, the Council shall calculate in the Information System the points of consolidated evaluation of each project proposal (hereinafter referred to as the “consolidated score”), using the following formula, $K=\left(3A × 0,3\right)+\left(3B × 0,5\right)+\left(3C × 0,2\right), $where:

42.1 K – the consolidated score;

42.2 A – score of the criterion under Subparagraph 31.1 of the Cabinet Regulation (scientific quality of the project) and its proportion is 30% of the consolidated score (K);

 42.3 B – score of the criterion under Subparagraph 31.2 of the Cabinet Regulation (impact of the project results) and its proportion is 50% of the consolidated score (K);

 42.4 C – score of the criterion under Subparagraph 31.3 of the Cabinet Regulation (project implementation possibilities and provision) and its proportion is 20% of the consolidated score (K).

43. The quality threshold of the consolidated expert evaluation shall be at least four points for the criterion specified in Subparagraph 26.1 of Cabinet Regulation (scientific quality of the project), at least three points for the criterion specified in Subparagraph 26.2 of Cabinet Regulation (the impact of the project results), at least three points for the criterion specified in Subparagraph 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.

44. The Council shall forward to the Commission:

44.1 the list of expertise evaluation for all project proposals within five working days of the date of submission of consolidated expert evaluations of all project proposals to the Information System and of the application of the formula under Paragraph 42 of the Procedure. In the list of project proposals, all evaluated project proposals are ranked in order of priority according to the number of points obtained in the consolidated evaluation in the objective specified under Subparagraph 6 of the Cabinet Order (hereinafter – list of project proposals), observing Paragraph 32 of the Cabinet Regulation, and make available to the Information System in the viewing mode the project proposals and consolidated expert evaluations included in this list;

44.2 summary of recommendations provided in the consolidated expert evaluations for each project proposal (hereinafter referred to as the “expert recommendations”).

 45. In compliance with Subparagraph 33.1 of the Cabinet Regulation, the Commission shall, within a week after receiving the list of project proposals and expert recommendations, make a decision referred to in Subparagraph 8.3.1 or 8.3.2 of the Cabinet Regulation concerning each project proposal included in the list of project proposals. The decisions taken by the Council shall be forwarded to the project proposers.

**IX. Project agreement conclusion and financing**

46. The Council shall, within 10 calendar days of the date of taking the decision on granting the funding for the project implementation specified in Subparagraph 8.3.1 of the Cabinet Regulation, conclude the project agreement with the project implementer (hereinafter referred to as the “project implementer”), using Annex 9 "Agreement on the Implementation of the State Research Programme "Innovation Fund – Sectoral Research Programme" Project" to the Procedure. If the Commission has decided on the necessity and validity of implementing the expert recommendations, the Council shall include the recommendations in the preparation of the project agreement. The text of the project agreement may be adjusted during the project preparation process to reflect the specific content of the project.

47. The project proposer shall start implementing the project no later than 5calendardaysfrom the date of the mutual signing of the project agreement, which shall be the date of its entry into force. The project costs shall be eligible as of the date when the Commission has taken the decision specified in Subparagraph 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 agreement, 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 conditions of the project agreement.

48. Given that a project shall have a financing period of at least 10 months, the amount of the advance payment per financing period shall be specified in the project agreement. 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 agreement “Results Consolidation Plan”.

49. If the project cooperation partner is involved in the project, the project implementer shall conclude the cooperation agreement which stipulates financial conditions, the procedures for dispute resolution and non-disclosure of confidential information, provisions on the entry into force of the agreement, duration of the agreement, 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 participant must submit the cooperation agreement to the Council within 2 calendar weeks after the conclusion of the project agreement. The project proposer is responsible for transferring the advance and final instalments of the project to the project partners within the time limits and in accordance with the procedures laid down in the cooperation agreements.

**X. Submission and evaluation of the interim and final scientific report of the project**

50. The project proposer submits to the Council, through the Information System interim scientific report within one month from the date of half way through the projects deadline and the final scientific report of the project within one month after the end date of the project implementation period set out in the project agreement. If, taking into account the provisions of Paragraph 48 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.

51. 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 evaluation of the project interim scientific report and the project final scientific report under the procedures specified in Paragraph 46 of the Cabinet Regulation.

52. Council:

52.1 ensure that the project interim scientific report and the project final scientific report is evaluated 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 Evaluation of the Project Interim/Final Scientific Report” according to the Expertise Methodology. If the experts cannot agree on the consolidated evaluation of the project interim scientific report or the project final scientific report, the Council shall involve another expert to evaluation the project interim scientific report or the project final scientific report and, taking into account the individual evaluations of the project interim scientific report and the project final scientific report submitted by the previously involved experts, shall prepare and submit to the Information System the consolidated evaluation of the project interim scientific report and/or the project final scientific report, having previously coordinated it with other experts who have provided individual evaluations of the project interim scientific report and the project final scientific report;

52.2 summarize the recommendations included in the expert consolidated evaluation of the interim scientific report or the final scientific report of the project and submit them for consideration by the Commission, which shall decide, within its terms of reference, on the necessity and feasibility of implementing those recommendations in the execution of the project concerned, instructing the Council to amend the project agreement accordingly, if necessary;

52.3 organize, if necessary after further evaluation of the projects, in cooperation with the Commission, an evaluation of the progress of the project, with the participation of the experts involved in the evaluation of the project proposal, the project proposers, including, if appropriate, other experts in the field. An evaluation of the progress of the project will be organised in case the consolidated evaluation of the interim scientific report is "to continue the project".

**XI. Council interim and final report on the implementation of the programme**

 53. The Council shall, in compliance with Subparagraph 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 scientific reports or the final scientific reports of all programme’s projects. To ensure transparency of information, the Council may combine all the projects in the programme when preparing the Council's report.

 54. The content of the Council report includes:

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

54.2 a description of the scientific results of the projects in line with the programme's aim and objectives; 54.3. a description of the scientific cooperation (at international level, consortia, planned proposals to the European Union Framework Programmes for Research and Innovation (Horizon 2020 and Horizon Europe), etc.);

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

 54.5 information on the publication of project results in open access, as well as in repositories suitable for depositing research data (using FAIR principles);

54.6 other information as decided by the Commission.

**XII. Information and Publicity Requirements**

55. 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 Subparagraph 59.1.2 of the Cabinet Regulation, which is an annex to the project agreement.

56. The project implementer shall, under the procedures and within the period specified in the project agreement, ensure the provision of publicity information to the Council which performs the communication and public informing activities concerning the implementation of project funded within the scope of the 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.

57. In order to promote the project, the project implementer uses the unified graphic identity[[2]](#footnote-2) 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 project's established visual identity is used, it is used only together with the common graphic identity (or programme logo) of the state research programmes.

58. 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 57 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**

59. Questions regarding the preparation and submission of the project proposal shall be sent no later than within two working days until the expiry of the period for the submission of the project proposal to the e-mail address: vpp@lzp.gov.lv. The Council sends replies to questions asked by project proposers, electronically, while frequently asked questions and answers are published on the website of the Council [www.lzp.gov.lv](http://www.lzp.gov.lv). Other questions regarding the programme implementation shall also be sent to the above e-mail address.

60. Information about the project proposals approved by the Commission is published on the websites: [www.izm.gov.lv](http://www.em.gov.lv) and [www.lzp.gov.lv](http://www.lzp.gov.lv).

Approved by the Ministry of Education and Science.

**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 assessing the eligibility of project proposal to the administrative assessment criteria";

**Annex 4** "Administrative assessment criteria form";

**Annex 5** "Declaration of no conflict of interest and respect of confidentiality";

**Annex 6** "Agreement for the expertise";

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

**Annex 8** "Individual/consolidated evaluation form for the expertise of the project proposal";

**Annex 9** "Agreement on the Implementation of the State Research Programme "Innovation Fund – Sectoral Research Programme" Project":

Annex 1 to the project agreement "Project Proposal";

Annex 2 to the project agreement "Allocation of Funding";

Annex 3 to the project agreement "Recommendations for the Project Implementation";

Annex 4 to the project agreement "Calculation of the Value of Project Results in Percentage from the Total Costs of the Project";

Annex 5 to the Project Agreement "Acceptance and Delivery Deed on the State Research Programme Project Implementation";

Annex 6 to the project agreement "Results Consolidation Plan";

Annex 7 to the project agreement "Financial Report on the State Research Programme Project Implementation for 2022";

Annex 8 to the project agreement "Changes in the Calculation of the Contract Price of the State Research Programme Project (up to 30%)";

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

Annex 10 to the project agreement "Form of the Project Interim/Final Scientific Report";

Annex 11 to the project agreement "Description of Results";

Annex 12 to the project agreement "Content Overview";

Annex 13 to the project agreement "List of Scientific Team";

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

1. Findable, accessible, interoperable, reusable, please see –<https://www.go-fair.org/fair-principles/> [↑](#footnote-ref-1)
2. <https://izm.gov.lv/images/VPP_grafiska/VPP_GRAFISK_IDENTITTE.pdf> (other materials in the introduction - <https://izm.gov.lv/lv/zinatne/valsts-petijumu-programmas>) [↑](#footnote-ref-2)