

APPROVED BY  
Latvian Research Council Order No 1-13/42 of 24 May 2022  
‘Regarding the Approval of the Regulations for the Open Tender for 2022 Fundamental  
and Applied Research Projects’;  
Latvian Research Council Order No. 1-12/46 of 17 June 2002 “Amendment to the  
Regulations for the Open Tender for 2022 Fundamental and Applied Research Projects”  
and Latvian Research Council Order No. 1-13/28 of 24 March 2023  
“Amendment to the Regulations for the Open Tender for 2022 Fundamental and  
Applied Research Projects”

## **Regulations for the Open Tender for 2022 Fundamental and Applied Research Projects**

### **1. General provisions**

1. The Regulations for the Open Tender for 2022 Fundamental and Applied Research Projects (‘Regulations’) prescribe the procedures by which the Latvian Council of Science (‘Council’) organizes and implements the open tender for 2022 fundamental and applied research projects (‘open tender’) and manages the State budget funds allocated for the funding of the fundamental and applied research projects (‘project’ or ‘projects’) on the basis of the procedures laid down in Cabinet Regulation 725 ‘Procedures for Evaluating Fundamental and Applied Research Projects and Managing the Financing Thereof’ of 12 December 2017 (‘Cabinet Regulation 725’).

2. The Regulations have been drafted on the basis of Section 10 of Cabinet Regulation 725. The project applicant (‘project applicant’), in accordance with the procedures and to the extent laid down in the Regulations, submits for the open tender the project proposal form in accordance with Annex 1 ‘Project Proposal’ of the Regulations (‘project proposal’).

“3. The total amount of state budget financing is **18 113 327 euro (eighteen million, one hundred and thirteen thousand, three hundred and twenty-seven euro)** (hereinafter – tender financing), consisting of state budget financing in the amount of 13 613 327 euro (thirteen million, six hundred and thirteen thousand, three hundred and twenty-seven euro ) (hereinafter – initial financing) and an additional state budget grant in the amount of 4 500 000 euro (four million, five hundred thousand euro) (hereinafter – supplementary financing). The supplementary financing shall be allocated to the financing of 15 (fifteen) research

projects. Tender financing shall be allocated in accordance with the procedure specified in the tender rules, as per Cabinet regulations No. 725 Paragraph 26:

3.1. to finance projects;

3.2. to organise review of project applications, project midterm scientific reports and project final scientific reports, remuneration to foreign scientific experts (hereinafter - expert), as well as communication activities.”

4. The deadline for the submission of project applications is 18 August 2022 (‘deadline for the submission of project applications’).

5. The Council announces the open tender in accordance with Section 9 of Cabinet Regulation 725. The following is indicated in the announcement for the open tender:

5.1. title of the open tender;

5.2. funding of the open tender;

5.3. time limit for the submission of the project proposal;

5.4. website which includes the necessary information and documentation for the submission of the project proposal.

6. The tender shall be implemented across all fields of science defined in Cabinet Regulation No. 595 of 27 September 2022 “Regulations on groups of scientific fields, fields of subfields and their subfields in Latvia” (hereinafter – Cabinet Regulation No. 595), which shall be allocated to six groups of scientific fields for the purposes of the tender (hereinafter – science sector groups):

6.1. natural sciences;

6.2. engineering and technology;

6.3. medical and health sciences;

6.4. agricultural, forestry and veterinary sciences;

6.5. social sciences;

6.6. humanities and arts.

7. The total duration of the implementation of the project is 36 months. The project is implemented in phases, each phase lasting 12 months. The project is completed on the date on which the Council signs the acceptance certificate referred to in Section 48.1.2 of Cabinet Regulation 725 for the completion of the tasks set out in Chapter 3 ‘Project results’ of the project application without any objections, in the manner and within the deadlines set out in the agreement for the completion and financing of a fundamental and applied research project (‘project agreement’),

accompanied by the expert evaluation of the final scientific report of the project referred to in Section 36 of Cabinet Regulation 725 and the final financial statement referred to in Section 46 of Cabinet Regulation 725, as approved by the Council.

8. The maximum amount of the funding per project throughout the project is EUR 300,000 (three hundred thousand euros) and the minimum amount of the funding is EUR 150,000 (one hundred fifty thousand euros).

## **2. Requirements for the project applicant and project partner**

9. The applicant meets the requirements of Section 2.7 of Cabinet Regulation 725.

10. For the achievement of the project objective, the project applicant may attract a partner or partners in compliance with Section 7 of Cabinet Regulation 725. Upon implementing a project jointly with its partners, the project applicant takes full responsibility for the project and fulfilment of the obligations.

11. If the project applicant finds a partner, the payment of the direct eligible costs specified in Section 18.1 of the Regulations is planned in the project budget in the following amount:

11.1. for the project applicant: no less than 51 per cent;

11.2. for the partner(s): no less than 20 per cent.

## **3. Conditions for participation in the scientific team**

12. The members of the scientific team, namely the project leader, the lead project participant, and the project participant, indicated in the project application must comply with the requirements set out in Sections 2.3, 2.4, and 2.5 of Cabinet Regulation 725. The project leader is also determined in accordance with Section 8 of Cabinet Regulation 725.

13. The scientific team specified in the project application submitted as part of the tender must include university students<sup>1</sup> and doctoral candidates ('student'). The total workload of the students throughout the implementation of the project shall be not less than 3.0 of the full-time equivalent (FTE), taking into account that the student is employed in a project with at least 0.25 FTE during the respective round of the project.

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<sup>1</sup>In accordance with Section 44, Paragraph 1 of the Law on Higher Education Institutions.

14. If during the project a student finishes studies at a certain level and no later than within four months thereafter begins studies at the next level, the respective four-month period can be deemed to be in line with the condition for the hiring of students referred to in Section 13 of the Regulations. If during the project a student successfully finishes doctoral studies or defends a doctoral thesis, then until the conclusion of the project, the involvement of this person is deemed to be in line with the condition for the hiring of students referred to in Section 13 of the Regulations.

15. The remuneration of the scientific team members specified in Section 2.2 of Cabinet Regulation 725 involved in the project is determined within the scope of the project in accordance with the remuneration policy and remuneration rates of the project applicant and partners of the project (if any).

#### **4. Supported activities and costs**

16. The project applicant implements the project in accordance with Section 6 of Cabinet Regulation 725.

17. The project applicant indicates in Chapter 3 'Project Results' of Part A of the project proposal the expected results to be achieved until the conclusion of the project and indicates how much of the results it is expected to achieve by the mid-term stage of the project:

17.1. original scientific articles (at least one is mandatory):

17.1.1. original scientific articles whose quoting index is at least 50 per cent of the average quoting index in the sector which have been submitted or accepted for publication in the magazines or conference symposia included in Web of Science Core Collection or SCOPUS databases;

17.1.2. original scientific articles which have been submitted or accepted for publication in magazines or conference symposia included in Web of Science Core Collection or SCOPUS databases;

17.1.3. original scientific articles which have been submitted or accepted for publication in the scientific publications or conference symposia included in ERIH PLUS database;

17.1.4. other peer-reviewed scientific articles in international magazines and collections of articles, except for conference materials;

17.1.5. other peer-reviewed scientific articles in the magazines and collections of articles of Latvia, except for conference materials;

17.2. conference materials (except for SCOPUS and Web of Science Core Collection indexed):

17.2.1. conference materials: full text;

17.2.2. conference materials: summaries up to 1 page;

17.3. reviewed scientific monographs or their manuscripts;

17.4. manuscripts of scientific articles included in manuscript databases (preprints) and other publications published under the responsibility of the authors (non-reviewed);

17.5. scientific databases and data sets developed within the scope of the project;

17.6. technology rights: the know-how and the following rights or their combination, including applications or registrations for those rights:

17.6.1. patents;

17.6.2. functional models;

17.6.3. design rights;

17.6.4. topographies of semiconductor products;

17.6.5. supplementary protection certificates for medical products, or for other products, for which such supplementary protection certificates can be obtained;

17.6.6. plant breeder certificates;

17.6.7. software copyright;

17.7. intellectual property licences or transfer agreements;

17.8. new non-commercial treatment and diagnostic techniques;

17.9. reports on action policy recommendations and on the impact of action policy;

17.10. project proposal submitted in an international or national call for research and development projects;

17.11. successfully defended master's thesis within the thematic focus of the project;

17.12. doctoral thesis successfully defended according to certain procedures within the thematic focus of the project;

17.13. other project results according to the specific nature of scientific research complementary to those listed above.

18. The project applicant must include information about the eligible cost items for the project in Chapter 4 'Project Budget' of Part A of the project proposal. The project applicant may include the following in the eligible costs:

18.1. Direct eligible costs:

18.1.1. the remuneration (monthly salary) and related costs, including employer mandatory state social insurance contributions, holiday pay and holiday

allowance paid in proportion to the time worked as part of the project, sick leave expenses for members of the research team involved in the implementation of the project who are working on the basis of an employment contract, in accordance with the project applicant's remuneration policy, and payment rates. Remuneration must be commensurate with the activities to be carried out in the project and the time spent on these tasks, taking into account the intensity of the activities to be carried out as part of the project;

18.1.2. expenses of local and foreign official trips and business trips for the members of the scientific team in accordance with the regulations setting the procedures for the reimbursement of expenses relating to official trips (for example, participation in conferences, including the participation fee, daily allowance, accommodation expenses, travel expenses, expenses related to the purchase of an insurance policy during the official trips);

18.1.3. the depreciation costs (costs that are applicable to the fixed assets purchased within the project, and at the disposal of the project applicant and the partner, and are used for research and the purchase of technical knowledge, patents and other intellectual property licences (intangible assets) from external sources) provided the transaction takes place meeting the conditions for competition, and there have been no secret agreements. If the period of use of the fixed assets or intangible assets within the scope of the project does not cover the whole period of their useful life, depreciation costs are deemed eligible costs only if they were incurred during the project. These costs are calculated in proportion to the period and intensity of use of the fixed assets or intangible assets according to the accounting procedures and good accounting practices;

18.1.4. the purchase costs and supply costs of the equipment, tools and materials necessary for the project (for example, physical, biological, chemical and other materials, test animals and their storage, reagents, chemicals, laboratory vessels, medicinal products, cooling agents, heat carriers, carrier gases, oils, energy materials and electricity, insofar as it is used for research) that were accounted for in accordance with the laws and regulations governing accounting;

18.1.5. the costs of external services (including work based on work contracts), costs of providing research services (for example, inspection, testing, certification and other costs in order to provide research data that are comparable to the research carried out in other countries), costs of protecting technology right, translation, and other service costs necessary for the implementation of the primary activities of the project;

18.1.6. the costs of information and publicity (including costs of publishing scientific studies);

18.2. the indirect eligible costs which are not directly linked to the achievement of the project results, but which support and create the appropriate conditions for the implementation of the activities to be supported and the achievement of the project results, and which are project costs, administrative costs of the project applicant intended for the operation of the research institution, namely:

18.2.1. utilities, including electricity, rent, lease, water supply and sewers, heating (thermal energy) and gas, garbage collection;

18.2.2. communication services (postage, internet costs, other telecommunications costs, IT maintenance costs, including necessary licences and software updates);

18.2.3. office expenses (stationery, office supplies, computer goods, photocopying services, rental or purchase of office equipment);

18.2.4. total cost of maintenance and servicing of the equipment in use;

18.2.5. maintenance costs for indoor premises, including shared-use premises;

18.2.6. cost of household care materials;

18.2.7. travel expenses;

18.2.8. remuneration of scientific and administrative staff directly or indirectly involved in the implementation of the project, including mandatory state social insurance contributions;

18.2.9. other costs not included in the direct eligible costs of the project, but necessary to achieve the project results;

18.3. indirect eligible costs are planned as a single cost item, applying an indirect cost flat rate of 15 per cent of the remuneration costs of the members of the scientific team<sup>2</sup>. The project applicant and the project partner(s) (if any) must draft and approve internal procedures for the use and control of the indirect costs of the project, which the Council is entitled to request,<sup>3</sup> and which the project applicant (performer) must present to the Council. If the project applicant involves a partner, the indirect eligible costs of the project are divided between the project applicant and the partner in proportion to the division of the direct eligible costs of the project between the project applicant and the project partner. The flat rate for indirect costs is applied taking into account the simplified cost option method for similar types of operations for the implementation of projects of European Union funds in the 2014–2020 planning period. Accordingly, the basis for calculating indirect costs is direct

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<sup>2</sup> <https://eur-lex.europa.eu/legal-content/LV/TXT/HTML/?uri=CELEX:02013R1303-20190511&from=LV>,

<sup>3</sup> The Council is entitled to request the internal rules for the use and control of indirect costs of the project approved by the project applicant and/or the participant, as part of the verification carried out as per Section 48 of Cabinet Regulation 725, when verifying the appropriateness of the use of funds, and when deciding on the reimbursement of the funds received under the project in accordance with Section 50 of Cabinet Regulation 725.

eligible staff costs, and the method for calculating indirect costs is: indirect costs are 15 per cent of direct eligible personnel costs (including scientific and technical staff)<sup>4</sup>;

18.4. when preparing the financial report on the use of the funding allocated to the project for the previous financial year referred to in Section 33.1 of Cabinet Regulation 725, **the project applicant** does not provide supporting documents on the use of indirect eligible costs calculated at the indirect cost flat rate.

## **5. Procedures for the preparation and submission of the project proposal**

19. The project applicant must fill in the project application and submit it to the National Research Information System ('Information System') in accordance with Annex 2 'Methodology for the Preparation and Submission of the Project Application, Mid-term Scientific Report of the Project, Final Scientific Report of the Project and Financial Statement of the Project' of the Regulations ('submission methodology') within deadline for the submission of project applications specified in the announcement for the open tender.

20. In accordance with Cabinet Regulation 595, the project applicant must indicate the science sector in which the project will be implemented or if the project is cross-sectoral, the main science sector in which the project is to be carried out, in Chapter 1 'General Information' of Part A of the project proposal.

21. In accordance with Cabinet Regulation 595, the project applicant may indicate up to three science sectors, and the assignment of the project proposal to any of the science sector groups is determined on the basis of the science sector which is indicated first, in Chapter 1 'General Information' of Part A of the project proposal.

22. In order to certify the project proposal, the project applicant must add the certification of the project applicant in the Information System, in Part D 'Certification by the Project Applicant' of the project application. If the project applicant has involved a partner, Part E 'Certification of the project partner' of the project proposal is also uploaded to the Information System. The certification of the project applicant and the certification of the project partner is prepared and submitted in accordance with the submission methods.

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<sup>4</sup>Available at: [https://www.esfondi.lv/upload/Vadlinijas/vadlinijas\\_vienkarsotas\\_izmaksas.pdf](https://www.esfondi.lv/upload/Vadlinijas/vadlinijas_vienkarsotas_izmaksas.pdf)



## 6. Administrative assessment of project applications

23. Once the deadline for the submission of project applications expires, the Council assesses the project applications within a period of two weeks, in accordance with the administrative compliance criteria specified in Section 4 of Cabinet Regulation 725 by filling in Annex 12 ‘Form for the Evaluation of Administrative Compliance of the Project Application’ to the Regulations, in accordance with Annex 3 ‘Methodology for the Evaluation of the Compliance of the Project Application with the Administrative Compliance Criteria’ to the Regulations (‘administrative evaluation methodology’).

24. Based on Section 13 of Cabinet Regulation 725, the Council refers project applications to the relevant expert committee of the Council (‘expert committee’) for an report on the relevance of the project topic to one or more of the priority scientific fields, according to the scientific field indicated in Part A, Chapter 1 ‘General Information’ of the project application, in accordance with Sections 20 and 21 of the Regulations (if other scientific fields are additionally indicated, according to the first scientific field indicated in the project application).<sup>5</sup>.

25. The expert committee must comply with the deadline referred to in Section 22 of the Regulations to provide to the Council a report stating if the project proposal meets the administrative compliance criterion referred to in Section 12.3 of Cabinet Regulation 725, in accordance with the administrative evaluation methodology.

26. If the information specified in Chapter 1 of Part A of the project proposal is not within the competence of the expert committee, the expert committee must report this to the Council, which hands the project proposal over for the provision of a report to another expert committee or must hire an expert from another expert

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<sup>5</sup> The draft law ‘Amendments to the Law on Scientific Activity’ provides for the addition of Section 37 of the Transitional Provisions, which stipulates that ‘The priority fields of science approved by the Cabinet Order 746 “On Priority Fields of Science in 2018–2021” of 13 December 2017 are valid until 31 December 2022, but must apply until the full implementation of the project agreements concluded in 2018, 2019, 2020, 2021, and 2022, based on tenders for fundamental and applied research projects.’ [https://titania.saeima.lv/LIVS13/SaeimaLIVS13.nsf/webAll?SearchView&Query=\(Title=\\*Groz%C4%ABjumi+Zin%C4%81tnisk%C4%81s+job%C4%ABbas+likum%C4%81\\*\)&SearchMax=0&SearchOrder=4](https://titania.saeima.lv/LIVS13/SaeimaLIVS13.nsf/webAll?SearchView&Query=(Title=*Groz%C4%ABjumi+Zin%C4%81tnisk%C4%81s+job%C4%ABbas+likum%C4%81*)&SearchMax=0&SearchOrder=4). The draft law will be reviewed in the 2nd and 3rd readings before the deadline for the submission of project proposals, and will take effect in accordance with the established procedure.

committee for the examination of the project proposal. This is specified in the minutes of the respective meeting of the expert committee. If any of the members of the expert committee is in a conflict of interest in relation to the evaluation of the project proposal, this is specified in the minutes of the respective meeting of the expert committee and the member of the expert committee in question must not take part in the preparation of the report referred to in Sections 24 and 31 of the Regulations.

27. In completing Annex 3 to the Regulations, the Council submits a list of evaluated project applications and a summary of the evaluation of the project applications' compliance with the administrative eligibility criteria set out in Section 12 of Cabinet Regulation 725 to the Commission for the Implementation and Monitoring of Fundamental and Applied Research Projects ('evaluation commission') established by the Council, acting in accordance with Section 101.2 of Cabinet Regulation 725, for the evaluation commission to provide its opinion, and the Council must adopt a decision in accordance with Section 14 of Cabinet Regulation 725.

#### **7. Selection of experts for the scientific evaluation of the project application, mid-term scientific report and final scientific report of the project**

28. The Council organizes and carries out the selection of experts for the scientific evaluation of project applications, mid-term scientific reports and final scientific reports.

29. The function of project secretaries, as set out in Section 2.6 of Cabinet Regulation 725, is performed by employees of the Council or by natural individuals hired by the Council based on a contract for the performance of duties as a project secretary ('project secretary').

30. The Council selects experts on the basis of Sections 16 and 17 of Cabinet Regulation 725 and in accordance with the guidelines and basic principles for the selection of foreign scientific experts for scientific research project application tenders ('expert selection guidelines') approved by the Latvian Council of Science<sup>6</sup>.

31. If the project secretary is in a conflict of interest with the project applicant, partner, or members of the scientific team specified in the project proposal, the

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<sup>6</sup> <https://lzp.gov.lv/programmas/fundamentalo-un-lietisko-petijumu-projekti-programma-flpp/projekta-istenotajiem>,

Council must assign the organizing of the evaluation of the project proposal, mid-term scientific report or final scientific report of the project to another project secretary.

32. The project secretary selects at least two experts to ensure the scientific evaluation of each project proposal, mid-term scientific report and final scientific report of the project in accordance with the expert selection guidelines.

33. The project secretary prepares a list of experts for the scientific evaluation of each project proposal, mid-term scientific report and final scientific report of the project. The list is prepared taking into account the conditions referred to in Section 16 of Cabinet Regulation 725, and the undesirable experts (if applicable) specified in Section 9 of Part D ‘Certification by the Project Applicant’.

34. The individual evaluation of the project application, the mid-term scientific report or final scientific report is carried out by no less than two experts in accordance with the procedures and within the time laid down in the expert agreement concluded with the Council. The two experts carry out the evaluation individually and one of the experts then prepares a consolidated evaluation of the project application, mid-term scientific report or final scientific report (‘rapporteur’), which the rapporteur coordinates with the other expert.

35. If, during the evaluation of the project application, mid-term scientific report or final scientific report of the project, the project secretary finds that the expert does not comply with the declaration of absence of conflict of interest and commitment to confidentiality enclosed with the expert agreement, the project secretary informs the expert in question, in accordance with the terms of the expert agreement, and the Council; the project secretary does not use the expert for the evaluation of the project, and must hire a new expert, in accordance with the procedure laid down in the Regulations.

## **8. Scientific evaluation of the project proposal**

36. The expert assesses the project application in accordance with the criteria of Section 19 of Cabinet Regulation 725, as well as the considerations of Section 20, 21, and 22 of Cabinet Regulation 725, as per Annex 5 ‘Methodology for the Evaluation of the Project Proposal, Mid-Term Scientific Report and Final Scientific Report of the Project’ to the Regulations (‘scientific evaluation methodology’), filling in and confirming Annex 6 ‘Form for the Individual and Consolidated

Evaluations of the Project Proposal’ to the Regulations, specifically its part concerning the individual evaluation via the information system within three weeks after the signing of the expert agreement.

37. Within one month after the submission of the two individual evaluations, the rapporteur must prepare a consolidated evaluation of the project application in accordance with Annex 6 ‘Form for the Individual and Consolidated Evaluations of the Project Proposal’, following the scientific evaluation methodology. The two experts must confirm the consolidated evaluation of the project application in the information system (‘consolidated evaluation score of the project application’), and the rapporteur must submit it to the Board.

38. The quality threshold in the consolidated evaluation score of the project proposal is at least 4 points for the criterion specified in Section 19.1 of Cabinet Regulation 725, at least 3 points for the criterion specified in Section 19.2 of Cabinet Regulation 725, at least three points for the criterion specified in Section 19.3 of Cabinet Regulation 725 and at least 10 points for all the criteria specified in Section 19 of Cabinet Regulation 725 (‘quality threshold’). The Council rejects project applications whose consolidated scores do not meet the quality threshold.

39. Taking into account the consolidated evaluation score provided by experts for the project proposal, the Council must calculate the consolidated evaluation in percentage for each project proposal, taking into account the following formula:

$$K = \frac{(A \times 50) + (B \times 30) + (C \times 20)}{5}$$

(‘consolidated evaluation of the project proposal’), where:

39.1. K is the consolidated evaluation of the project proposal, as a percentage;

39.2. A is the evaluation of the criterion referred to in Section 19.1 of Cabinet Regulation 725 (its proportion is 50 per cent of the consolidated evaluation of the project proposal, in accordance with Section 24 of Cabinet Regulation 725);

39.3. B is the evaluation of the criterion referred to in Section 19.2 of Cabinet Regulation 725 (its proportion is 30 per cent of the consolidated evaluation of the project proposal, in accordance with Section 24 of Cabinet Regulation 725);

39.4. C is the evaluation of the criterion referred to in Section 19.3 of Cabinet Regulation 725 (its proportion is 20 per cent of the consolidated evaluation of the project proposal, in accordance with Section 24 of Cabinet Regulation 725);

## **9. Funding of projects**

40. The Council adopts one of the following decisions within three months of the final date of the tender, in accordance with the scientific evaluation of the project applications subject to the procedure laid down in the Regulations, and Section 25.2 of Cabinet Regulation 725, taking into account the opinion of the evaluation committee:

40.1. decision on the funding of the project;

40.2. decision on the rejection of the project if the project proposal did not reach the quality threshold;

40.3. decision on the rejection of the project if the funding of the open tender is insufficient for financing the project that reached the quality threshold.

41. The Council allocates the open tender funding to projects in each group of science sectors to those project proposals in the list of project proposals that reached the quality threshold in two rounds in the following manner:

41.1. in the first round, 30 per cent of the funding of the open tender is allocated to each group of science sectors in equal parts, and the funding is allocated to project applications in accordance with the consolidated grade (expressed as a percentage) of the project applications, in descending order;

41.2. in the second round, 70 per cent of the funding of the open tender is allocated by adding the share of the funding of the open tender remaining from the first round (if any) proportionally to the amount of the funding requested in the project applications evaluated in each group of science sectors that were above the quality threshold relative to the total amount of funding requested in project applications, and the funding is allocated to projects in accordance with the consolidated grade (expressed as a percentage) of the final project application in descending order.

41.3. If all of the project applications evaluated in a particular group of science sectors (that are above the quality threshold) are funded from the part of the open tender financing referred to in Section 41.1 of the Regulations, the project applications above the quality threshold in that scientific sector group are not included in the calculation of the distribution of the second round of the tender referred to in Section 41.2 of the Regulations.

42. If within one group of science sectors, multiple project applications eligible for the funding are last in the list of projects and have the same consolidated percentage grade, the funding is allocated to the project that has the highest score in the first criterion specified in the consolidated evaluation score of the project application (Section 19.1 of Cabinet Regulation 725) ('first criterion'). If the project

applications obtain the same score in terms of the first criterion, the funding is awarded to the project which in accordance with the information specified in the consolidated evaluation score for the project application received the highest score in terms of the second criterion (Section 19.2 of Cabinet Regulation 725) ('second criterion'). If the project applications received the same score for the first and second criteria, the Council invites experts who gave the consolidated evaluation scores of the project proposals via e-mail. Within one week after the Council's e-mail invitation and by agreement, the experts provide the Council with an e-mailed opinion stating which project application of all the project applications with the same score should receive the funding, taking into account the scientific quality of each project application. Taking into account the opinion provided by the experts, the Council takes one of the decisions referred to in Section 40 of the Regulations for each project application.

43. The Council includes project applications in the list of project applications that meet the quality threshold, but for which there is not enough open tender funding in the reserve list of project applications, in descending order based on the consolidated percentage score of the project application in the relevant scientific sector group ('reserve list of project applications').

43.<sup>1</sup> The council shall allocate supplementary financing to project applications on the project reserve list in descending order of inclusion, as per paragraphs 41 and 42 of the tender rules.

44. If the allocation of the open tender funding the groups of scientific sectors made in accordance with the procedure set out in Section 41 and 42 of the Regulations does not result in complete use of the funding, but the remaining amount is not sufficient to fund one additional proposal from the group of scientific sectors concerned, the unused funding is pooled among the groups of scientific sectors. Project applications are funded in the scientific sectors with the highest remaining unused funding, calculated in accordance with Section 41.3 of the Regulations. No more than one project application may be funded per group of scientific sectors. In this case, it is taken into account that the funding in the group of scientific sectors is calculated in proportion to the amount of funding indicated in the project applications above the quality threshold, relative to the total amount of funding indicated in the project applications. This allows funding to be used as efficiently as possible within the group of scientific sectors for which it is calculated. The project applications with the highest consolidated percentage scores in the relevant groups of scientific sectors are selected from the reserve list of project applications. In the

case of multiple proposals in a scientific sector that have the same consolidated percentage score, the procedure referred to in Section 42 of the Regulations applies.

45. If, in a given group of scientific sectors, the applicant whose project has been awarded the funding and the project leader do not conclude a project agreement with the Council in accordance with Annex 7 ‘Agreement for the completion and financing of a fundamental and applied research project’ to the Regulations (‘project agreement’) and within the time set in Section 47 of the Regulations, the funding awarded to this project application based on the Council decision specified in Section 40.1 is allocated by the Council to the next project from the reserve list of project applications in the relevant group of scientific sectors, for which the Council must adopt the decision referred to in Section 40.1 of the Regulations. If there are no more project applications above the quality threshold on the reserve list of project applications in a given group of scientific sectors, the Council allocates the funding to a project application in another group of scientific sectors, in accordance with the procedure laid down in Sections 41 and 44 of the Regulations.

46. The Council uses the Information System to send the consolidated evaluation score to each project applicant without revealing the identity of the experts.

47. On the basis of the decision of the Council referred to in Section 40.1 of the Regulations, the Council concludes a project agreement with the project applicant and the project leader no later than 30 December 2022. The content of the project agreement may be updated by the contracting parties during the agreement negotiations, taking into account the specific features of the subject of the project. Once the project agreement takes effect, the project applicant and the project leader are recognised as and further referred to as project participants in these Regulations.

48. If the project agreement is concluded in accordance with the decision specified in Section 40.1 of the Regulations, the project applicant and the project partner (if any) must, in compliance with the provisions of Section 7 of Cabinet Regulation 725, conclude a cooperation agreement which governs financial conditions, dispute resolution, non-disclosure of confidential information, provisions for the agreement taking effect, duration of the agreement, procedures for its termination, detailed cooperation plan and budget, taking into account the information specified in the project application and the intellectual property rights regulations. The project participant must submit the cooperation agreement to the Council within 2 (two) calendar weeks after the conclusion of the project agreement.

49. The project participant starts the implementation of the project under the project agreement no later than January 2023. Project costs are eligible if incurred between 1 January 2023 and 31 December 2025, inclusive. If the provisions of the project agreement and Cabinet Regulation 725, the Council requests the project participant to repay, in whole or in part, the funding awarded to the project in accordance with the project agreement and Cabinet Regulation 725.

49.<sup>1</sup> The party implementing a project, which is to be assigned financing for the implementation of the project as per paragraph 43.<sup>1</sup> of the tender rules, shall commence performance of the project under a contract within no more than two weeks following conclusion of the project contract. Project expenses shall be attributable if arising no earlier than 1 March 2023, and no less than 36 minutes following the date of conclusion of the project contract.

50. On the basis of Cabinet Regulation No. 725 Paragraph 5, the duration of project execution may be extended by up to one year for the purpose of consolidating and publishing results, without assigning supplementary financing or evaluation of a follow-up final scientific report, provided that the party implementing such project submits to the council a justified application to this effect, in addition to Annex 9 to the project contract “Result consolidation plan”, drafted in accordance with the procedures and timelines stipulated in the project agreement.

## **10. Submission and evaluation of the mid-term scientific report and final scientific report of the project, and the financial statement of the project**

51. In accordance with Section 33.2 of Cabinet Regulation 725, the project participant must, within one month after the last day of the 18th month of the project, use the information system to submit the mid-term scientific report for the project, while in accordance with Section 33.3 of Cabinet Regulation 725, the project participant must, within one month after the last day of the project, use the information system to submit the final scientific report for the project (Annex 7 ‘Form for the mid-term/final scientific report of the project’ to the project agreement). If, in accordance with Section 50 of the Regulations, the Council decides to extend the project, the project participant submits the final scientific report of the project to the information system within one month after the end of the extension period. The project participant must complete and submit the financial statement for the project in the information system within one month after the end of the previous financial year. If the project period has been extended, the financial



statement for the project covering the remaining project amount is submitted in the information system within 1 month after the end of the extended project period. In accordance with Section 45 of Cabinet Regulation 725 the financial statement for the project is examined within one calendar month after the submission of the statement in the information system. If the project's financial statement complies with Chapter III of Cabinet Regulation 725, these Regulations, and the project agreement, the Council approves it.

52. The project participant completes the mid-term scientific report or the final scientific report in accordance with Chapter 4 of the Submission Methodology. The project secretary uses the same experts for the scientific evaluation of the mid-term scientific report or the final scientific report as for the evaluation of the project application. If this is not possible, the project secretary selects other suitable experts.

53. Prior to the evaluation of the mid-term scientific report and final scientific report of the project, the expert signs the certification and concludes the expert agreement in accordance with Section 37 of the Regulations.

54. The expert fills in and approves the individual evaluation of the mid-term scientific report of the project and the final scientific report of the project in the information system within three weeks after the signing of the expert agreement. The approval of the evaluation in the information system is deemed to take place on its submission.

55. Once the evaluation specified in Section 34 of the Regulations is completed, the rapporteur must, within one week after the approval of the individual evaluations of the mid-term scientific report or the final scientific report of the project prepared by both the expert, enter the consolidated evaluation score of the mid-term scientific report or final scientific report of the project in the information system (Annex 8 'Form for the evaluation of the mid-term/final scientific report of the project' to the Regulations) by providing the evaluation in accordance with Sections 34 and 35 of Cabinet Regulation 725. Both the experts approve the consolidated evaluation of the mid-term scientific report and final scientific report of the project in the information system. If the experts disagree on the consolidated evaluation of the mid-term or final scientific report, a third expert is called in accordance with the procedure laid down in the Regulations.

56. If during the evaluation of the mid-term scientific report and final scientific report of the project, the project secretary discovers that the actions of the

expert do not comply with the expert's certification, the project secretary reports this to the Council (via e-mail, at flpp@lzp.gov.lv), and the Council decides on concluding an agreement with a new expert.

57. Having received the consolidated evaluation of the mid-term scientific report of the project and the final scientific report of the project, the Council acts in accordance with Sections 35 and 36 of Cabinet Regulation 725. If the Council discovers that the funding allocated to the project was not used in accordance with the provisions of the project agreement, the Council acts in accordance with Sections 48 and 50 of Cabinet Regulation 725.

## **11. Council procedure for the preparation of reports on the scientific merit of projects**

58. In accordance with Section 37 of Cabinet Regulation 725, the Council uses the mid-term or final scientific reports submitted by the project participants in accordance with Section 33 of Cabinet Regulation 725 and prepares a report on the scientific merit of the projects, which must include information about:

58.1. the mid-term scientific reports of the projects and final scientific reports of the projects;

58.2. the use of the open tender funding allocated to the projects and involvement of the scientific team members;

58.3. the numeric indicators of the results achieved as part of the projects;

58.4. the monitoring of the sustainability of the project results, including contributions to the development of priority fields of science.

58.5. the submission and evaluation process of the project application, mid-term scientific report of the projects and final scientific report of the projects and their results.

## **12. Information and publicity requirements**

59. In accordance with the procedures and within the time laid down in the project agreement, the project participant ensures the provision of information to the Council which enables informing the public about the implementation of the projects funded within the scope of the open tender. The Council collects this information and ensures the availability of it to the public.

60. In publications and activities related to the distribution and publicity of project results (except for conference theses consisting of no more than one page) financed via the funding allocated to the project, the project participant provides information about the source of funding, indicating the names of the open tender and the project, and the number of the project, and the fundamental and applied research logo (available on the website of the Council, at About — Graphic Symbols). If the project participant fails to specify the above information, the corresponding costs pertaining to the distribution and publicity of the project results must not be considered eligible costs in the manner defined in Section 18.1.6 of the Regulations, and may not be associated with the results of the project. The ‘Guidelines for FLPP and NRP project publicity’ (approved by Council Order 13 of 14 April 2021) are available at: [https://lzp.gov.lv/wp-content/uploads/2021/04/publicesanas\\_vadlinijas.pdf](https://lzp.gov.lv/wp-content/uploads/2021/04/publicesanas_vadlinijas.pdf).

61. The project participant undertakes to publish the project information (including information about the project, planned results based on the project schedule, scientific team, activities and the results achieved) on the website of the project participant and undertakes to ensure the maintaining and expanding of such information, based on the project results achieved. The project participant must carry out two information activities for the project: one at the mid-term and one at the final stage of the project, as specified in Section 7 of the Regulations.

62. The project participant must cooperate with the Council and take part in public awareness and communication activities organised by the Council, including the preparation of materials on projects, production of content, and arranging of joint seminars on the progress of the project.

### **13. Final provisions**

63. Information about project applications funded in the open tender is published by the Council on the website [www.lzp.gov.lv](http://www.lzp.gov.lv) and is uploaded in the information system.

64. Questions related to the preparation of a project application and its submission must be sent to the following e-mail address: [flpp@lzp.gov.lv](mailto:flpp@lzp.gov.lv). The Council sends replies to questions asked by project applicants, 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 related to the open tender are sent to the official e-mail address of the Council.

65. Amendments regarding rewording paragraphs 3 and 6 of the tender rules, supplementing the rules with paragraphs 43.<sup>1</sup> and 49.<sup>1</sup>, and amendments to Annex No. 7 to the rules shall take effect simultaneously with the law „On the State Budget for the Year 2023 and the Budget Framework for the Years 2023, 2024 and 2025”, which determines the assignment of supplementary financing in the amount of 4 500 000 *euros* for the Fundamental and Applied Research Projects Open Call for the Year 2022. In accordance with the provisions of paragraphs 3, 40, 43.<sup>1</sup>, 47 and 49.<sup>1</sup> of the tender rules, a decision on project financing for those projects which are assigned supplementary financing, shall be adopted by the council on account of the opinion offered by the evaluation committee. The council shall conclude a project contract with the project applicant and the project manager, within no more than two weeks following the effective date of the law „On the State Budget for the Year 2023 and the Budget Framework for the Years 2023, 2024 and 2025” (inclusive).

Annexes:

Annex 1 ‘Project Application’;

Annex 2 ‘Methodology for the Preparation and Submission of the Project Application, Mid-term Scientific Report of the Project, Final Scientific Report of the Project and Financial Statement of the Project’;

Annex 3 ‘Form for the Evaluation of Administrative Compliance of the Project Application’;

Annex 4 ‘Methodology for the Evaluation of the Compliance of the Project Application with the Administrative Compliance Criteria’;

Annex 5 ‘Methodology for the Evaluation of the Project Proposal, Mid-Term Scientific Report and Final Scientific Report of the Project’;

Annex 6 ‘Form for the Individual/Consolidated Evaluation of the Project Application’;

Annex 7 ‘Agreement for the Completion and Financing of a Fundamental and Applied Research Project’ with the following annexes:

Annex 1 ‘Project Application’ to the Agreement;

Annex 2 ‘Calculation of the Value of Project Results as a Percentage of the Total Cost of the Project’ to the Agreement;

Annex 3 ‘Report on the Impact of the Project’ to the Agreement;

Annex 4 ‘Fundamental and Applied Research Project Budget Changes (up to 20%)’ to the Agreement;

Annex 5 ‘Supplementary Agreement on Amendments to the Agreement for the Completion and Financing of the Fundamental and Applied Research Project (exceeding 20%)’ to the Agreement;

Annex 6 ‘Fundamental and Applied Research Project Scientific Team Changes (exceeding 50%)’ to the Agreement;

Annex 7 ‘Acceptance Certificate for the Completion of the Objectives of the Fundamental and Applied Research Project’ to the Agreement;

Annex 8 ‘Form for the Evaluation of the Mid-term/Final Scientific Report of the Project’ to the Agreement;

Annex 9 ‘Description of Results’ to the Agreement;

Annex 10 ‘Plan for the Consolidation of Results’ to the Agreement;

Annex 11 ‘List of the Scientific Team’ to the Agreement.

Approved by the Ministry of Education and Science on 19 May 2022 (Ministry of Education and Science letter No 4-28e/22/1497 of 19.05.2022).

Approved by the Commission for the Implementation and Supervision of Fundamental and Applied Research Projects (Meeting Minutes No 19) on 24 May 2022.

Approved by the Ministry of Education and Science on 14 June 2022 (Ministry of Education and Science letter No 4-28e/22/1775).

Approved by the Commission for the Implementation and Supervision of Fundamental and Applied Research Projects (Meeting Minutes No 20) on 15 June 2022.

Head of  
Latvian Council of Science  
Muižniece

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