**Annex 2**

To the regulations of the 2023–2026 project application open tender of the National Research programme

“‘Latvian Culture: a Resource for National Development’

 **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**

**Contents**

[Introduction 1](#_Toc139040281)

[1. Definitions of terms 2](#_Toc139040282)

[2. Preparation and submission of the project application 4](#_Toc139040283)

[2.1. Preparation of Part A ‘General information’ of the project application 4](#_Toc139040284)

[2.1.1. Chapter 1 ‘General information’ 4](#_Toc139040285)

[2.1.2. Chapter 2 ‘Scientific Team’ 5](#_Toc139040286)

[2.1.3. Section 3 ‘Project budget" 6](#_Toc139040287)

[2.1.4. Chapter Four ‘Project outcomes’ 7](#_Toc139040288)

[2.1.5. Chapter Five ‘Project schedule’ 9](#_Toc139040289)

[2.2. Completion and presentation of Part B ‘Project description’ of the project application 9](#_Toc139040290)

[2.3. Filling in Part C ‘Curriculum Vitae’ of the project application 15](#_Toc139040291)

[3. Preparation and submission of the administrative parts of the project application 16](#_Toc139040292)

[3.1. Part D of the project application ‘Certification by the Project Applicant’ 16](#_Toc139040293)

[3.2. Part E ‘Certification of the project partner’ of the project application 16](#_Toc139040294)

[3.3. Part F ‘Certification of a Project Partner that is a Public Authority’ 17](#_Toc139040295)

[3.4. Project application Part G ‘Financial turnover statement form’ 17](#_Toc139040296)

[3.5. Part H of the project application ‘Non-economic activities’ 18](#_Toc139040297)

[4. Submission of information about the development of the data management plan, formatting and completing of the mid-term scientific and final scientific report of the project 19](#_Toc139040298)

# Introduction

The ‘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’ (‘Methodology’) has been developed in compliance with Cabinet Regulation 560 ‘Procedure for the implementation of National Research Programme projects’ of 4 September 2018 (‘Cabinet Regulation’) and in compliance with Cabinet Order 101 ‘On the 2023–2026 National Research Programme “Latvian Culture: a Resource for National Development”’ of 2 March 2023 (‘Cabinet Order’), and regulations of the open tender of the 2023–2026 National Research Programme ‘Latvian Culture: a Resource for National Development’ (‘Regulations’) approved by the Implementation and Monitoring Commission of the National Research Programme ‘Latvian Culture: a Resource for National Development’ on 15 June 2023 .

According to Section 35(1) of the Law on Scientific Activity, a national research programme is a state commission to perform scientific research in a specific economic, educational, cultural or other sector of national priority, with the aim of promoting the development of that sector.

The target audience of the Methodology includes the project applicants (‘project applicant’) of the project application open tender (‘tender’) for the National Research Programme ‘Latvian Culture: a Resource for National Development’ (‘programme’), who prepare a project application and the necessary documentation for submission as part of the tender.

As a government commission, the programme is a policy implementation mechanism that identifies and researches issues of importance for Latvia’s sustainability and development, which must be the focus of the work of Latvian scientific institutions; the programme also identifies relevant scientific research tasks to address them. In view of the above, the programme creates favourable conditions for achieving Latvia’s sustainable development goals.

The Programme will involve the strongest scientific groups, bringing together researchers from humanities, arts, and social sciences to work together and achieve the project’s objectives.

The Programme has been created and is funded by the Ministry of Culture. The programme has been allocated a total of EUR 1,433,800 from the state budget. The project financing under the programme is EUR 1,333,800.

The general goal of the programme is the development and effective use of Latvian culture for the sustainable development of Latvia.

 The goal of the Programme is to develop a knowledge base for the current and historical processes of Latvian culture, the cultural and creative industries as agents of these processes, and the contribution of culture to the sustainable development of the country.

In line with the Programme’s implementation goal, the Programme has three tasks:

1. to develop a new knowledge base for the current trends in Latvian culture and creative industries (literature, music, theatre and dance, visual arts, design, architecture, audiovisual and film arts, interdisciplinary creative forms and cultural heritage, including traditional culture and crafts), including:

1.1 the accessibility of cultural products and services to the Latvian public, including access to contemporary cultural forms, as well as the role and interaction of the public and private sectors in shaping cultural products and services;

1.2. employment and income generation patterns and trends in the cultural and creative industries and the relevance of the provision of education at all levels for job market demand and trends;

1.3. the impact of digital technologies on cultural consumption patterns, the processes of creation and distribution of cultural content, and the generation of income from creative activities;

2. to develop a new knowledge base for historical processes of significance for Latvia’s cultural and creative industries with lasting impact on contemporary culture, including cultural developments during the years of Soviet occupation;

3. to develop approaches for assessing the social and economic impact of cultural and creative industries, in particular on the quality of life and on well-being, health, education, and social inclusion, environment and climate, and innovation, increasing the knowledge and understanding of the current and potential contribution of the cultural and creative industries to these fields and contributing to the sustainable development of the country.

The project must complete all the tasks set in the tender, as well as the horizontal tasks.

#  1. Definitions of terms

|  |  |  |
| --- | --- | --- |
| No | Term | Definition |
| 1. | Scientific team | scientific staff and scientific technical staff (persons who have the necessary technical knowledge and experience in one or more fields and who, under the supervision of scientists, participate in scientific activities by performing technical tasks. Scientific technical staff (engineers, technicians, laboratory technicians, process specialists, operators) involved in the implementation of the project. The scientific team consists of the project leader, the lead project participants (if required), and the project participants |
| 2. | Scientific staff | lead researchers, researchers, research assistants, university academic staff [[1]](#footnote-1)and students |
| 3. | Project applicant | the applicant is a scientific institution registered in the Register of Scientific Institutions of the Republic of Latvia (public or private), or a higher education institution, and meets the definition of a research organisation[[2]](#footnote-2). The applicant is responsible for the implementation of the project and the achievement of the overall project outcomes |
| 4. | Project partner that is a scientific institution | a scientific institution registered in the Register of Scientific Institutions of the Republic of Latvia (public or private), or a higher education institution, and meets the definition of a research organisation, and participates in the project with its staff or scientific infrastructure |
| 5. | Project partner that is a public authority | a public body required to perform scientific activities by an external regulation, its statute or its articles of association, and is engaged in the implementation of the project with property, intellectual property, funds, or human resources in its possession or ownership |
| 6. | Project leader | the scientist who manages the project and ensures its implementation. The project leader plans and supervises the completion of the project tasks, is responsible for their own activities and the activities of other persons involved in the project in accordance with the tasks and science ethics standards set in the project, and for the timely preparation and submission of documentation describing the progress of the project in accordance with the procedures laid down in these regulationsThe project leader is registered in the National Research Information System (‘information system’).  |
| 7. | Lead project participants | the scientists implementing the project or sub-project and responsible for implementing parts of it |
| 8. | Project participants | members of the scientific group who perform individual scientific tasks in the implementation of the project and are responsible for conducting the relevant parts of the project |
| 9. | University students | The students involved in the project’s scientific team are bachelor students, professional programme students, master students, medical resident students, and doctoral students.[[3]](#footnote-3) The university students must be involved in the project in accordance with the provisions of Sections 21–24 of the Regulations |
| 10. | Project contact person | a natural individual registered in the National Research Information System (‘information system’) completes the information about the project application, uploads its annexes, and, if necessary, maintains contact with the staff of the Latvian Science Council (the project contact person may also be the project leader) during the project submission, with the staff of Ministry of Finance in the implementation of the project. The project applicant indicates the project contact person in Chapter 1 ’General information’ of Part A of the project application. If the project has partners, their contact persons are also indicated. The contact person and the project leader may be the same person. |

# 2. Preparation and submission of the project application

 1. In order to be able to submit a project application, the applicant must complete all parts of the application form, taking into account the provisions of the Regulations and the Methodology, including those set in the Regulation.

 2. Part A ‘General information’ of the project application and its chapters are filled in the National Research Information System (‘information system’). Parts B to H (inclusive) of the project application are filled in using the form and uploaded to the information system in the file format specified in the Methodology.

 3. Project application:

 3.1. Part A and its chapters are completed in Latvian and English;

 3.2. Part B ‘Description of the Project’ and Part C ‘Curriculum Vitae’ are completed in English (may additionally be submitted with a translation in Latvian);

 3.3. Part D ‘Certification by the project applicant’, Part E ‘Certification by the project partner that is a scientific institution’, Part F ‘Certification by the project partner that is a public authority’, Part G ‘Financial turnover statement form’ and Part H ‘Non-economic activities’ are completed in Latvian only.

 4. Parts B to H of the project application can be uploaded separately in the information system, but everything must be uploaded and completed in the information system before the deadline for the submission of project applications set for the tender. The project leader approves the project application before it is submitted.

## 2.1. Preparation of Part A ‘General information’ of the project application

 5. Part A ‘General information’ of the project application is completed by the applicant via the information system, in Latvian and English.

### 2.1.1. Chapter 1 ‘General information’

 6. The first chapter, ‘General information’, is completed via the information system for the applicant and its partners (if any), as well as for the project as a whole.

|  |  |
| --- | --- |
| **Project name** | *One sentence reflecting the goal of the project* |
| **1. Project applicant** | *Name of the scientific institution, registration number, address, street, house number, municipality/city, postal code, e-mail address, web address, project contact person and their phone number and e-mail address* |
| **2. Project applicant manager or their authorised representative** | *Name, surname (the name and surname is indicated in the form that is specified in the personal identification documents), personal identity number, contact details (phone number and e-mail).* |
| **3. Project contact person** | *Name, surname (the name and surname is indicated in the form that is specified in the personal identification documents), personal identity number, contact details (phone number and e-mail).* |
| **4. Project partner that is a scientific institution (if applicable)** | *Name of the scientific institution, registration number, registered address, street, house number, municipality/city, postal code, e-mail address, web address, project contact person and their phone number and e-mail address* |
| **5. Project partner that is a public authority (if applicable)** | *Name of the authority, registration number, address, street, house number, municipality/city, postal code, e-mail address, web address, project contact person and their phone number and e-mail address* |
| **6. Project leader** | *Name, surname (the included name and surname is indicated in the form that is specified in the personal identification documents), personal identity number, contact details (phone number and e-mail).* |
| **7.** Project main scientific field and additional scientific fields[[4]](#footnote-4) | *The scientific field of the project is selected in accordance with Cabinet Regulation 595 ‘Regulations on Latvian scientific field groups, scientific fields, and sub-fields’ of 27 September 2022.**Up to three science sectors may be specified in total.* |
| **8. Smart specialisation area, if applicable** | *Select the smart specialisation are (if applicable)* |
| **9. Project objective** | *State the purpose of the project in one sentence (no more than 250 characters). The goal of the project is in line with the programme’s goal and tasks*  |
| **10. Thematic goals of the project** | *Certify that the project application covers all the three thematic tasks set in Cabinet Order 101 ‘On the national research programme “Latvian Culture: a Resource for National Development”’ of 2 March 2023 (‘Order’)* |
| **11. Explanation**  | *Not applicable (indicate ‘N/A’ in the field)* |
| **12. Type of research** | *Specify whether fundamental or applied research will be carried out within the project, or both.* |
| **13. Total funding of the project** | *Indicate the total funding planned for the project (in euros), taking into account Section 5 of the Regulations* |
| **14. Summary of the project**  | *Provide a brief and explanatory summary illustrating the project’s goal and the progress of the study, including the expected outcomes and their impact, which can be used to provide information about the project on the Ministry’s, Council’s and Administration’s websites**No more than 1500 characters (including spaces).* |
| **15. Keywords** | *No more than 5 keywords.* |
| **16. Project period** | *The implementation period is indicated in months, in accordance with Section 4 of the Regulations* |

### 2.1.2. Chapter 2 ‘Scientific Team’

###

 7. Chapter 2 ‘Scientific Team’ is filled in via the information system, indicating the following information about the scientific team involved in the project, encompassing all the institutions involved in the project (project applicant and all partners):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Institution represented** | **Name, surname** | **Workload (FTE)** | **CV** |
| **Project leader** | *Indicate the institution represented* | *The name and surname of the project leader must be indicated* | *Indicate the workload of the project leader for each year of project implementation* | *Adds a CV in accordance with Part C of the project application* |
| **Lead project participants** | *Indicate the institution represented* | *The names of the main participants of the project must be indicated* | *Indicate the workload of the lead project participants for each year of project implementation* | *Adds a CV in accordance with Part C of the project application* |
| **Project participants** | *Indicate the institution represented* | *One can select whether to specify the name and surname* | *Indicate the workload of the project participant for each year of project implementation* | *Do not enclose the CVs of project participants* |
| **Student project participants**  | *Indicate the institution represented* | *Indicate information about every planned student. One can select whether to specify the name and surname* | *Indicate student workload for each year of the project implementation in accordance with Sections 21 to 24 of the Regulations* | *CVs of the student project participants are not enclosed* |

### 2.1.3. Section 3 ‘Project budget"

 8. Section 3 ‘Project budget’ is filled via the information system, indicating the costs of implementing the project in accordance with Section 14 of the Regulation, subject to the provisions of Section 11 of the Regulation concerning the non-economic activities to be supported by the project (in accordance with Section 2.2 of the Regulation). The project implementation costs incurred by the project applicant and each project partner (if any) is specified as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Type of costs/Economic classification code** |  | **Amount of expenses** |
| **Month 1–12** | **Month 12–24** | **Month****25–36** | **Total** |
| **1. Direct eligible costs** |  |  |  |  |
| 1. | Remuneration, including employer compulsory social insurance contributions/ECC 1000 | *Indicate the project staff remuneration costs for each year of implementation of the project in accordance with Sections 14.1.1 and 14.1.2 of the Regulation* |
| total workload of staff assigned to the project in FTE  | *Indicate the total workload in full-time equivalent of the staff involved in the project for each year of project implementation* |
| incl. total student workload FTE | *Indicate the total workload of students participating in the project in accordance with Sections 21 to 22 of the Regulation for each year of implementation of the project (no less than 3.0 full-time equivalents over the duration of the project)* |
| 2. | Official trip expenses/ECC 2100 | *Costs per year of project implementation for official and business trips abroad within the framework of the project in accordance with Section 14.1.3 of the Regulation* |
| 3. | Depreciation costs/ECC 5000 | *The costs for each year of implementation of the project, necessary for the implementation of the project, attributable to the fixed assets acquired under the project in accordance with Section 14.1.4 of the Regulation* |
| 4. | Costs of purchasing and delivering equipment, tools, and materials/ECC 2300 | *Costs for the purchase of equipment, tools and materials for each year of implementation of the project, as necessary for the project in accordance with Section 14.1.5 of the Regulation* |
| 5. | Other costs necessary for the implementation of the project, incl.:  | *In accordance with Section 14.1.6 of the Regulation* |
| 5.1. | costs of external services/ECC 2200  | *Costs related to the provision of research services not performed by the project applicant or partners in each year of implementation of the project, including specific tasks under a contractor or royalty agreement in accordance with Section 14.1.6.1 of the Regulation* |
| 5.2. | information and publicity costs/ECC 2200 | *Costs of the publication of scientific outcomes and of public information activities for each year of implementation of the project, including the costs of organising the mid-term scientific conference and the final scientific conference of the project, in what pertains the project, the programme, and science, in accordance with Section 14.1.6.2 of the Regulation* |
| 5.3. | cost of financial services/ECC 2200  | *Costs in accordance with Section 14.1.6.3 of the Regulation for each year of implementation of the project* |
| Total direct eligible costs (1.+2.+3.+4.+5.) | *The total of the costs referred to in Sections 1 to 5* |
| **6. Indirect eligible costs (15% of the total direct eligible costs for the remuneration of the members of the scientific team referred to in Sections 14.1.1 and 14.1.2 of the Cabinet Regulation)** | *Indicate the indirect eligible costs of implementing the project, as per the total cost of remuneration of the scientific team referred to in Sections 14.1.1 and 14.1.2 of the Cabinet Regulation, which is 15% for each year of implementation of the project* |
| **Total direct + indirect eligible costs (1.+2.+3.+4.+5.+6.)** | *Matches the total project funding requested* | *Matches the total project funding requested* | *Matches the total project funding requested* | *Matches the total project funding requested* |

### 2.1.4. Chapter Four ‘Project outcomes’

 9. Chapter Four ‘Project outcomes’ is filled in via the information system, taking into account the provisions of Section 12 of the Regulations pertaining to the project outcomes to be achieved. At least three different types of outcomes to be achieved and their numerical values within the project must be specified. The number of outcomes indicated is binding if the project is funded.

|  |  |  |
| --- | --- | --- |
| No | Type of outcome according to Cabinet Regulations *(at least three from Section 12 of the Cabinet Regulation are mandatory)**\* when marking outcomes, the number of outcomes must be aligned with the overlapping categories set in Section 8 of the Cabinet Order* | Quantity *The number is indicated for the mid-term and end of the project (including the mid-term) according to the capacity and size of the project* |
| 1. | 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 | *Enter the number* |
| 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*in accordance with Section 12.1.1 of the Cabinet Regulation* | *Enter the number* |
| 1.2. | original research articles published in journals or conference proceedings listed in the *Web of Science* or *SCOPUS* databases*in accordance with Section 12.1.2 of the Cabinet Regulation*  | *Enter the number* |
| 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*in accordance with Section 12.8 of the Cabinet Regulation* | *Enter the number* |
| 1.4. | other peer-reviewed scientific articles in international magazines and collections of articles, except for conference materials*in accordance with Section 12.8 of the Cabinet Regulation* | *Enter the number* |
| 1.5. | other peer-reviewed scientific articles in the magazines and collections of articles of Latvia, except for conference materials*in accordance with Section 12.8 of the Cabinet Regulation* | *Enter the number* |
| 2. |  conference materials (except for SCOPUS and Web of Science Core Collection indexed):*in accordance with Section 12.8 of the Cabinet Regulation* | *Enter the number* |
| 2.1. | conference materials: full text | *Enter the number* |
| 2.2. | conference materials: summaries, up to 1 page | *Enter the number* |
| 3. | Reviewed scientific monographs or their manuscripts**\****in accordance with Section 12.8 of the Cabinet Regulation* | *Enter the number* |
| 4. | Manuscripts of scientific articles included in manuscript databases (preprints) and scientific articles published under the responsibility of the authors (non-reviewed)*in accordance with Section 12.8 of the Cabinet Regulation* | *Enter the number* |
| 5. | Scientific databases and data sets developed within the scope of the project*in accordance with Section 12.8 of the Cabinet Regulation* | *Enter the number* |
| 6. | Technology rights and other intangible assets:*in accordance with Section 12.2 of the Cabinet Regulation* | *Enter the number* |
| 6.1. | prototype of a new product or technology, including methods*in accordance with Section 12.4 of the Cabinet Regulation* | *Enter the number*  |
| 6.2. | new treatment and diagnostic methods (including a method that cannot be commercialised) that complement the results referred to in Sections 12.1, 12.2, 12.3 or 12.4 of the Cabinet Regulation*in accordance with Section 12.5 of the Cabinet Regulation* | *Enter the number*  |
| 7. | Intellectual property licence agreements:*in accordance with Section 12.3 of the Cabinet Regulation* | *Enter the number*  |
| 7.1. | registered with international institutions (e.g. WIPO, EPO) | *Enter the number* |
| 7.2. | registered in Latvia | *Enter the number* |
| 8. | Reports on action policy recommendations and on the impact of action policy*in accordance with Section 12.6 of the Cabinet Regulation* | *Enter the number*  |
| 9. | Project proposal submitted in an international or national call for research and development projects*in accordance with Section 12.8 of the Cabinet Regulation* | *Enter the number* |
| 10. | Successful completion of the national (final) master examination in accordance with the goals and tasks of the programme*in accordance with Section 12.7 of the Cabinet Regulation* | *Enter the number* |
| 11. | A doctoral thesis defended in the prescribed manner, in accordance with the goal and tasks of the Programme*in accordance with Section 12.7 of the Cabinet Regulation* | *Enter the number* |
| 12. | Other research outcomes (including data) relevant to the specific nature of the project, complementing the above outcomes*in accordance with Section 12.8 of the Cabinet Regulation* | *Indicate the type and number of outcomes*  |

### 2.1.5. Chapter Five ‘Project schedule’

###

 10. Chapter Five ‘Project schedule’ is filled via the information system in accordance with the deadline for the implementation of the project as laid down in Section 4 of the Regulations.

 11. Indicate the institutions involved and the months during which they will participate in the implementation of the project.

|  |  |  |
| --- | --- | --- |
| **No** | **Institution**  | **Month of project implementation** |
| **1** | **2** | **...** | **n** |
| **1.** | *Indicate the project applicant* | *The months of implementation of the project are indicated for each institution in accordance with Part B ‘Project description’ of the project application, Section 3.2 ‘Work plan’.* |
| **2.** | *Indicate the partners (if any)* |  |  |  |  |
| **3.** |  |  |  |  |  |
| **n** |  |  |  |  |  |

## 2.2. Completion and presentation of Part B ‘Project description’ of the project application

 12. The project description must be completed in English and translated into Latvian, or prepared in English only. The completed form of the description of the project is saved as a PDF file and uploaded to the information system, in the appropriate location.

 13. All chapters and sub-chapters of the description of the project are completed by entering the information in the relevant fields, taking into account the following conditions and guidelines:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part B ‘Description of the Project’**Provisions for preparing the description of the project:the size does not exceed 15 pages;font size: no less than 11;single line spacing;page margins: 2 cm on the sides, 1.5 cm top and bottom;all tables, charts, references/list of references and other elements must be included in the description of the project, not exceeding 15 pages.additionally (scanned, at the end of the same PDF as the social partner certification/letters of recommendation on cooperation, etc.) one may add up to a maximum of 23 pages to the project description.Project title: indicate the project title*The description is binding and its progress will have to be reflected in the mid-term and final scientific report for the project, so it is recommended that the description indicates what needs to be done by the mid-term and final scientific report for the project.* Experts evaluate the compliance and proportionality of the plan in the context of the overall project results.**1. Scientific excellence**1.1. Contribution of the project to the achievement of the programme’s general goal, goal, and thematic tasks*Describe the planned contribution of the project to the general goal of the programme, indicating the main aspects of the planned research and project implementation to* ***promote the effective use of Latvia’s artistic and cultural capital for the sustainable development of the country, taking into account the goals and horizontal tasks set in the Cabinet Order***.*Describe how it is planned to develop* *human capital and expand the knowledge base in humanities, arts, and social sciences.****Describe how the project will raise public awareness about*** the meaning of ***Latvia’s artistic and cultural capital and the importance of this fields for society, the country, and the economy, with an emphasis on the*** *effective use of Latvia’s artistic and cultural capital for sustainable development.****Describe how the project will develop the knowledge base and human capital in humanities, arts, and social sciences as part of Latvia’s artistic creation and cultural heritage processes, their social and economic impact and sustainability.***1.2. Project goal, hypothesis, tasks, current situation in the science sector*Specify the research goal and hypothesis (if any), and the tasks enabling the achievement of the objective. The objective demonstrates a link with the contribution to the knowledge base of the science sector or several science sectors by creating new knowledge and findings.* *The project objective must be in line with the plans for the project; it is not recommended to set out several parallel objectives, especially if achieving all of them is not described in the research plan. It is recommended to specify the indicators (for example, scientific results) with which one can measure progress towards the achievement of the objective. The objective is consistent with the capacity of the applicant (and project partner, if any) to achieve it (i.e. the resources available and the tasks identified are sufficient to achieve the objective within the timeframe of the project).**The tasks are defined clearly; they are realistic and achievable, and consistent with the project objective, implementation plan and outcomes.**A description of the current situation or expertise in the scientific field of the research, highlighting the role of the research in sectoral context, the main challenges and priorities, the necessity of the project, the originality and novel characteristics of the project within the context of the research field (other aspects, such as interdisciplinarity or multidisciplinarity).**The description of the expertise must cover the information showing the overall development of the research field, the achievements of the project applicant and the scientific team in the relevant area, and the new contribution of the project.**Provide a detailed description of the research methodology and research approach for the achievement of the objectives set. It is recommended to highlight what innovative methodological solutions would be applied within the scope of the project.**Describe the research methodology and research approach involved in the project. If the project provides for research involving humans and animals, the project applicant must also describe the ethical aspects of the research.*1.3. Contribution of the partners to the achievement of the project goal and complementarity (if applicable)*Describe the role and importance of the partners (if any) in achieving the project goal, including the scientific capacity of the partner, the sufficiency of the resources available to achieve the project goal and to complete the tasks within the set timeframe. Explain the need for each partner.***2. Impact**2.1. Impact of the project and its outcomes on the humanities, arts, and social sciences, and their research community in Latvia*A strategy for the development of artistic creativity and cultural heritage research methods, including digital methods, as well as their communication across the Latvian research community within the thematic framework of the project, including with scientific institutions, researchers, and students beyond the project applicant and partner institutions.**Describe how the research fields of the project will be developed, involving researchers in these areas, as well as a plan for the creation of an interdisciplinary competitive scientific team using the latest research methods and technologies. Describe how the project and its outcomes will strengthen the international competitiveness of the scientific team.* *Describe the plan to prepare new projects (e.g. contribution to the preparation of new projects for submission to tenders under the European Union framework programmes for research and innovation and other research and innovation support programmes and technology initiatives) using the outcomes and scientific knowledge obtained in this project, as well as involvement in international networks and consortia.**In order to describe the preparation of new projects (for example, for Horizon Europe project tenders) using the outcomes obtained in this project, it is recommended to describe the open tender, in which it is planned to submit the new project applications, as well as what partners will be involved, the scope of topics covered by the new project application, and other information.* 2.2. Impact of the project and its results on policy-makers and implementers of policies in the cultural sector, in policy planning recommendations and in cooperation with heritage and remembrance institutions*Describe the plan for cooperation with policy-makers, institutions, NGOs, and businesses using the outcomes of the research (also after the end of the project), e.g. development of policies, recommendations, guidelines or laws and regulations, as well as the provision of advice, with particular emphasis on the role of the artistic creation and cultural heritage sectors in the sustainable development of the country, society, and economy (economic impact), and in the development of national identity.**A strategy to improve the knowledge of policy-makers and cultural heritage institutions in the use of research methods, including digital methods, in their work. Including a description of how cultural heritage and remembrance institutions will be involved in the project’s scientific activities.**Describe the plan for how the scientific team is to transfer knowledge and data to heritage and remembrance institutions within the project, and use the research findings as methodological material where appropriate.**Describe how the specific results of the programme are to be achieved in line with the specific project outcome set in Section 10 of the Regulations, which is:*1. *A report on the role and interaction of the public sector (including municipalities) and the private sector (including businesses) in shaping the cultural offer, including an assessment of the structure of the offer by region and by cultural offer fields, and proposals for possible policy changes to improve the competitiveness of private actors in the cultural sector.*
2. *A report on the availability of culture, including contemporary art forms, to the people of Latvia, by region and cultural field, with proposals, incl. for a methodology to create a ‘cultural services shopping basket’.*
3. *A report on the employment and income generation patterns and trends in the cultural and creative industries, with proposals for possible policy and legislative changes to improve income opportunities for creative work and social protection for workers in the sector.*
4. *A report on the sufficiency of vocational, vocational secondary, and higher cultural education for long-term job market demand, and proposals for a custom methodology for identifying job market demand in the cultural and creative sectors.*
5. *A report on the impact of the development of digital technologies on cultural consumption patterns, as well as on the processes of creating and distributing cultural content and the possibilities of generating income from creative work, and proposals for possible changes in policy and legislation to improve the accessibility and competitiveness of Latvian cultural products in the digital environment, the digital skills of those working in the sector, and the possibilities of generating income from the distribution of creative works in the digital environment*
6. *A report on the current and potential contribution of the cultural and creative industries to improving the quality of life and well-being of people in Latvia, their health, education, social inclusion, environmental and climate issues, and innovation, including in the context of achieving the UN Sustainable Development Goals, with proposals for methodologies and indicators for assessing the social impact of cultural and creative industries.*

2.3. The impact of the project and its results on students as part of the education process through internships and work opportunities, the use of the project’s scientific outcomes in higher education teaching, and capacity building for students and the scientific team*A plan to improve the capacity and skills of the students and doctoral candidates and other research staff involved in the project, to strengthen the scientific team in the project field and to improve its international competitiveness by applying the latest research methods and technologies (e.g. by describing the tasks within the project that will complement the experience).* *Plan for investment to improve the educational process in the project’s scientific fields through the development of related master and doctoral programmes. Describe cooperation with the economic sector in order to train professionals needed in the project field. Describe how the insights and data gathered through research can be used in the process of study and research**Provide a description of the planned doctoral and master theses which would be supervised or consulted by the project leader or lead project participants within the scope of the project.*2.4. The impact of the project and its outcomes on society as a whole, through knowledge transfer and raising awareness of the role and contribution of research to society, and through the development of resources necessary for society*Describe the target groups identified by the project applicant. Describe how the target groups’ views on cultural heritage and artistic creation will be researched, processed, and how their needs will be identified in order to ensure focused knowledge transfer.**Provide a description of the approach to effective public information procedures using the project results (including the promotion of the respective science sector and science in general), the target group identified for publicity measures, planned publicity measures (for example, popular science articles, information campaigns, public discussions, etc.).**Describe the activities envisaged in the project to involve the wider public, raising their awareness of the research and its contribution to society, for example in knowledge-based decision-making and other relevant issues.*2.5. Scientific outcomes of the project, and ensuring the accessibility of the outcomes*Describe the expected scientific outcomes and technological advances in line with the aim and goals of the research (in accordance with Section 1 ‘Scientific Excellence’ of the project description).**Provide a list of specific plans for publishing scientific publications, data, for registering intellectual property rights, or for participating in scientific activities and organising them, in accordance with the breakdown in the result indicator table (see below). It is recommended to describe the topic of the publication, scientific journals where the publishing is to take place, and the association of the publication with the subject field of the project. The number of the submitted and approved scientific publications must be appropriate to the scope of the project, and the experience of its researchers.**Describe how public access to research outcomes will be ensured, including by publishing the outcomes in open access journals and posting new research data in research data repositories according to the principle of ‘as open as possible’ and FAIR (findable, accessible, interoperable, reusable).* **3. Implementation**3.1. Submitter of the project application and scientific teamA brief description of the project applicant, an explanation why the respective scientific institution is appropriate for achieving the objective set for the project (including the available research infrastructure, premises, previous experience, and other aspects according to the project). *If a project partner is involved in the project, provide an explanation for involving the project partner in the project, their expected contribution and capacity. A project partner is involved if the project applicant has no research infrastructure or the necessary scientific capacity for the implementation of the project or its certain aspects. If necessary, cooperation with foreign partners who are not partners within the meaning of this tender may also be described.**A description of the scientific team of the project, including the significance of the project leader and lead project participants, and their experience in project management and achieving scientific quality and dissemination of results (with reference to their CVs). It is recommended to include an explanation supporting the fact that the scientific team is composed of scientists and specialists who will be able to handle all the aspects of the research. The assignment of tasks throughout the entire project, and the qualifications of the members of the scientific team in accordance with the project objective.**Provide information about the creation, maintenance, and management of a research data management plan for the research carried out as part of the project, and the management and availability of the data obtained, linking them to the results and outcomes, in accordance with Chapter 2 ‘Effect’ of Part B ‘Project description’ of the project application.**Explain the use of the funding requested for the project and remuneration of the members of the scientific team.*3.2. Project activity plan*The project activity plan can be divided into action phases according to the project goal and the logical sequence of its tasks.**The description of the work stage includes the name of the work stage, the start and end month of the work stage (a visual representation of the project schedule is recommended, e.g. a Gantt chart), the person responsible for the work stage, a description of the methodology used, the equipment and research infrastructure used, the official trips planned (if any), and the distribution of tasks among the members of the scientific team (if the project involves a partner, indicate the tasks of the partner) the results and outcomes (as specified in the Section 2 ‘Impact’ of the project description and Section 4 ‘Project Outcomes’ Part A ‘General Information’ of the project application). Indicate the outcomes to be achieved by the mid-term stage and the end of the project.**In drafting the work plan, one must take into account both the thematic and chronological considerations while avoiding the overlapping of the work stages. It is also recommended to include in the work plan the measures for the publicity of results and project management measures which take a considerable amount of the project time.**It is recommended to explain the allocation of the project funding (in accordance with the information provided in Chapter 3 of Part A of the project application).* The funding must be planned in accordance with the needs of the project, preventing non-proportional allocation of the funding for one specific measure (for example, wages).3.3. Project management and risk planThe project applicant describes the management organisation procedures, decision-making process, quality management, monitoring of the project, management of cooperation with the project partner (if applicable), administrative 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 arranged in accordance with the practices established by the institution of the project applicant, also including a description of specific management aspects for the project.**The project applicant develops a plan for the prevention of potential risks, or minimising their negative impact (see table below). Indicate several types of risks, e.g. financial risks, implementation risks, result achievement risks, etc. The likelihood of the risks can be high, medium or low, and the impact can be high, medium or low.* The measures intended to minimise the likelihood of the risks or their impact on the project is included in the section on the measures to prevent and minimise risks.

|  |
| --- |
| Risk assessment |
| No | Risk | Risk description | Assessment | Risk prevention/mitigation measures |
| Probability | Impact |
| 1. | *risk name,* | *brief description of the risk* | *for example, high* | *for example, low* | *specific measures to prevent or mitigate the risk* |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| n |  |  |  |  |  |

 |

## 2.3. Filling in Part C ‘Curriculum Vitae’ of the project application

 14. *The Curriculum Vitae* is to be completed by the project leader and each lead participant according to the field of the project application. *The Curriculum Vitae* must be filled in English and translated into Latvian, or prepared in English only.

 15. The completed curriculum vitae form is saved as a PDF file and uploaded to the information system. The curriculum vitae is completed in accordance with the following:

|  |
| --- |
| **Part C ‘Curriculum Vitae’** *Conditions for the completion of the curriculum vitae:*the size does not exceed 2 pages;font size: no less than 11;single line spacing;page margins: 2 cm on the sides, 1.5 cm top and bottom;**Name, surname:** *additional forms of the name and surname used to identify the author in publications may be specified***Researcher identification code/codes,** if any (ORCID, Research ID, Scopus Author ID, etc.): **EDUCATION**Year *name of the doctoral degree, discipline, institution, country*  **WORK EXPERIENCE** *describe the current and previous positions and responsibilities in the last five years relevant in the context of this project*employment years [current employment] [institution, country]Employment years [position] [institution, country]**SCIENTIFIC PROJECTS***projects and project applications of relevance in the context of the project***SCIENTIFIC PUBLICATIONS***specify up to five scientific publications or proof of the reinforcement of intellectual property rights of relevance in the context of the project, in addition specifying the total number of publications, total number of quotes, quoting index, including the source, for example, Scopus or Web of Science Core Collection***OTHER INFORMATION***provide other information within the 2-page limit, e.g. number of doctoral or master theses supervised, editorial board positions, international research experience, cooperation with government, NGOs, and industry, participation in defining of policy, etc.* |

# 3. Preparation and submission of the administrative parts of the project application

## 3.1. Part D of the project application ‘Certification by the Project Applicant’

 16. The manager of the project applicant or their authorised person (with signature powers) fills in the project applicant statement by completing the relevant parts of the form and observing the formatting requirements specified in the form.

 17. The manager of the project applicant or their authorised representative signs the certification with a secure electronic signature and uploads it in the specified location in the information system.

 18. If it is not possible to provide a secure electronic signature, the manager of the project applicant or their authorised person must sign a statement and upload its scanned version to the Information System in the form of a PDF file, delivering the original copy with the signature to the premises of the Council before the deadline for the submission of the project applications expires. The address of the Council is Smilšu iela 8,Riga, LV-1050; its working hours are: every business day, 08:30 to 17:00.

 19. The project applicant must attach the following documents to the project applicant statement:

19.1. financial management and accounting policy of the project applicant (PDF or WORD file);
19.2. financial turnover statement of the project applicant for 2020ؘ–2022 (Part F of the project application) prepared in accordance with the last approved annual accounts of the institution (at the time of the submission of the project application);
19.3. If the partner has private investors, there must be a statement by the scientific institution that the results of the research related to the project will not be used for commercial purposes.
19.4. The financial management and accounting policy (in WORD or PDF file format), the financial turnover statement (in EXCEL file format), and the investor statement (in WORD or PDF file format) are submitted in the ‘Scientific institution project documents’ section of the National Research Information System;
19.5. if the project applicant is deemed compliant with the definition of a scientific organisation in the 2023 open tender for fundamental and applied research projects, or in the project application open tenders announced in 2023 by any other national research programme, the documentation specified in this section need not be submitted.

## 3.2. Part E ‘Certification of the project partner’ of the project application

 20. The head of the project partner or their authorised person (with signature powers) fills in the project partner certification by completing the relevant parts of the form and observing the formatting requirements specified in the form.

 21. The head of the project partner or their authorised representative signs the certification with a secure electronic signature and uploads it in the specified location in the information system.

 22. If it is not possible to provide a secure electronic signature, the head of the project partner or their authorised person must sign a statement and upload its scanned version to the Information System in the form of a PDF file, delivering the original copy with the signature to the premises of the Council before the deadline for the submission of the project applications expires. The address of the Council is Smilšu iela 8,Riga, LV-1050; its working hours are: every business day, 08:30 to 17:00.

 23. The following documents are enclosed with the certification of the partner that is a scientific institution:

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

 23.2. financial turnover statement of the partner for 2020ؘ–2022 (Part F of the project application) prepared in accordance with the last approved annual accounts of the institution (at the time of the submission of the project application);

 23.3. if the partner has private investors, there must be a statement by the scientific institution that the results of the research related to the project will not be used for commercial purposes.

 23.4. The financial management and accounting policy (in WORD or PDF file format), the financial turnover statement (in EXCEL file format), and the investor statement (in WORD or PDF file format) are submitted in the ‘Scientific institution project documents’ section of the National Research Information System;

23.5. if the partner is deemed compliant with the definition of a scientific organisation in the 2023 open tender for fundamental and applied research projects, or in the project application open tenders announced in 2023 by any other national research programme, the documentation specified in this section need not be submitted.

## 3.3. Part F ‘Certification of a Project Partner that is a Public Authority’

 24. The head of the project partner or their authorised person (with signature powers) fills in the project partner certification by completing the relevant parts of the form and observing the formatting requirements specified in the form.

 25. The head of the project partner or their authorised representative signs the certification with a secure electronic signature and uploads it in the specified location in the information system.

 26. If it is not possible to provide a secure electronic signature, the head of the project partner or their authorised person must sign a statement and upload its scanned version to the Information System in the form of a PDF file, delivering the original copy with the signature to the premises of the Council before the deadline for the submission of the project applications expires. The address of the Council is Smilšu iela 8,Riga, LV-1050; its working hours are: every business day, 08:30 to 17:00.

## 3.4. Project application Part G ‘Financial turnover statement form’

 27. The project applicant or project partner (which is a scientific institution) completes the financial turnover statement in accordance with Section 2.2 of the Regulation, which defines activities of non-economic nature: these must be the principal activities of the institution.

 28. The financial turnover statement indicates how the financial flows for the main non-economic activities referred to in Section 2.2 of the Regulation are separated in the accounts of the applicant or the partner that is a scientific institution.

 29. The financial turnover statement must comply with the financial management and accounting policy submitted by the applicant or the partner that is a scientific institution.

 30. The financial turnover statement is prepared in EXCEL file format and uploaded to the location provided for it, taking into account the situations in which a financial turnover statement is not required, as referred to in Sections 19 and 23 of this methodology.

## 3.5. Part H of the project application ‘Non-economic activities’

 31. The project applicant fills in Part H ’Non-economic activities’ of the project application, taking into account the non-economic activities to be supported and the outcomes of the project as defined in Section 2.2, Section 11, and Section 12 of the Regulation.

 32. Section H ‘Non-economic activities’ of the project application are to be filled in as specified in the other sections of the project application (in particular the information specified in Section 4 ‘Project outcomes’ of Part A ‘General information’ and Section 3.2 ‘Work plan’ of Part B ‘Project description’ of the project application).

 33. Project application Section H ‘Non-economic activities’ is completed using the formatting requirements set in it and the following conditions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Research application activity** | **Eligibility of non-economic activities to be supported** | **Result** | **Result in numerical terms** |
| **Unit** | **Quantity** |
| 1. | *For example, work stage 4 ‘Preparation of publications’ in Section B ‘Project description’, Section 3.2 ‘Work plan’ of the project application* | *Choose one of the actions to be supported under Section 11 of the Regulation:**Research (fundamental or applied)/research for policy solutions/technology rights/publication of results/public information**Describe the activity (up to 200 words), indicating its relevance to one of the types of activity referred to in Section 2.2 of the Regulation (e.g. publications will be produced and published in journals, avoiding exclusivity and discrimination)* | *Choose one of the outcomes according to Section 12 of the Regulationsand Section 10 of the Regulations* *ensuring public access to research outcomes/technology rights/intellectual property licensing agreements/reports on policy recommendations and policy impact/successful completion of the master national (final) examination and defence of the doctoral thesis in accordance with the programme’s goals and tasks/other project outcomes (including data) relevant to the specific nature of the research* | *Indicate the unit in which the outcome is expressed (e.g. number of publications)* | *Enter the number* |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| n |  |  |  |  |  |

# 4. Submission of information about the development of the data management plan, formatting and completing of the mid-term scientific and final scientific report of the project

37. No later than 3 months after the start of the implementation of the project, the project participant fills in the fields in the information system for the information platform on which the data management plan is created and maintained, the address for accessing the data management plan, indicating if the data created during the project implementation are planned to be accessible (in accordance with the FAIR data principles*), and, if open access to the data is planned, the date by which such access will be provided/started.*

38. The project applicant prepares and submits to the information system a mid-term scientific project report within one month after half of the project time runs out, and the final scientific report within one month after the end of the project, using the form annexed to the project implementation agreement.

39. The mid-term and final scientific project report is prepared in combination with the information provided in the project application. If the listed publications approved for publishing cannot be found online, then in addition to the report, the project applicant must upload to the information system a publisher statement confirming the publication.

40. The mid-term scientific project report and final scientific project report are completed in Latvian and translated English, or prepared in English only; all chapters and sub-chapters of the report are filled in, entering the information in the relevant fields, and uploading the report to the information system as a PDF file. If necessary, at the request of the Council, the mid-term and final scientific project report is accompanied by a list of publications in EXCEL file format in the information system. The structure of the list is determined by the Council and is communicated to the applicant. In addition, photographs describing the implementation of the project are uploaded to the information system.

 41. The applicant completes the mid-term and final scientific report under the following conditions:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project mid-term/final scientific report**Text formatting requirements:* the size does not exceed 15 pages;
* font size: no less than 11;
* single line spacing;
* page margins: 2 cm on the sides, 1.5 cm top and bottom;
* all tables, charts, references/list of references and other elements must be included in the final scientific report of the project, not exceeding 15 pages.

Project title: indicate the project titleSummary: *in both English and Latvian, a brief description of the project’s implementation, main outcomes and impact on the Latvian humanities research community, as well as on the development of science in general and the impact on society/national development. This summary will be used to publicise the programme.***1. Scientific excellence***Describe the contribution of the project to the achievement of the programme’s general goal and other goals, with the mid-term scientific report indicating what has been achieved and what remains to be done by the end of the project, and the final scientific report indicating what has been done.**The project leader describes the research methodology and the progress of research in accordance with Section 2.1 ‘Scientific Results and Technological Findings of the Project, Plan for the Their Distribution’ of the project description and Chapter 1 ‘Scientific Excellence’ of the project application, including the progress towards achieving the objective and the tasks.**Describe the scientific outcomes and findings achieved during the project as foreseen in the project application, in addition to a description of their methodological or theoretical originality, as well as the impact of the outcomes on the development and knowledge base of their own or other scientific disciplines***2. Impact**2.1. Impact of the project and its outcomes on the humanities, arts, and social sciences, and their research community in Latvia*Information about the completion of the plan for the preparation of new projects under European Union or other international research and innovation support programmes, indicating how the preparation of these projects was based on the outcomes and scientific knowledge of this project.**Describe how the project ensures regular communication with scientific institutions and the scientific community in the fields of humanities, arts, and social sciences, including scientific institutions, scholars, and students also outside the applicant’s and partner institutions, in order to inform them about the methods for researching artistic creation and cultural heritage, including digital methods.**Scientific cooperation of the project’s scientific team with foreign scientific organisations, types of cooperation (briefly described) and their inclusion in the project, the impact of cooperation on the international competitiveness of the Latvian scientific community in the field of humanities and arts and social sciences in the project field.*The scientific cooperation activities within the scope of the project are listed in Table 1.]Table 1

|  |  |  |  |
| --- | --- | --- | --- |
| No | Cooperation institution/organisation, country | Form of cooperation | Period |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| n |  |  |  |

2.2. Impact of the project and its outcomes on policy-makers and implementers of policies in the cultural sector, in policy planning recommendations and in cooperation with heritage and remembrance institutions*Describe how the plan for cooperation with policy-makers, institutions, NGOs and business has been implemented using the outcomes of the research (also after the end of the project), e.g. development of policies, recommendations, guidelines or regulations, as well as provision of advice, with particular emphasis on the current and historical processes in Latvian culture, cultural and creative industries as implementers of these processes, and the contribution of culture to the sustainable development of the country.**Assessment of the implementation of the strategy on the development of fundamental and applied research methods and practices in the cultural and creative industries, including digital, the development of terminology in the field, and the use of collections from cultural heritage institutions in research. Describe how research teams work with the cultural and creative sectors, including heritage institutions, cultural organisations, and heritage communities, including in Latvia’s regions and in the diaspora.**Specific cases, if any, are described in Table 2. If there are any obstacles to increasing the impact of project outcomes, please describe them here.*Table 2

|  |  |  |  |
| --- | --- | --- | --- |
| No | In cooperation with  | Description and result of the cooperation | Period |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| n |  |  |  |

*Describe how the specific results of the programme are to be achieved in line with the specific project outcome set in Section 10 of the Regulations, which is:*1. *A report on the role and interaction of the public sector (including municipalities) and the private sector (including businesses) in shaping the cultural offer, including an assessment of the structure of the offer by region and by cultural offer fields, and proposals for possible policy changes to improve the competitiveness of private actors in the cultural sector.*
2. *A report on the availability of culture, including contemporary art forms, to the people of Latvia, by region and cultural field, with proposals, incl. for a methodology to create a ‘cultural services shopping basket’.*
3. *A report on the employment and income generation patterns and trends in the cultural and creative industries, with proposals for possible policy and legislative changes to improve income opportunities for creative work and social protection for workers in the sector.*
4. *A report on the sufficiency of vocational, vocational secondary, and higher cultural education for long-term job market demand, and proposals for a custom methodology for identifying job market demand in the cultural and creative sectors.*
5. *A report on the impact of the development of digital technologies on cultural consumption patterns, as well as on the processes of creating and distributing cultural content and the possibilities of generating income from creative work, and proposals for possible changes in policy and legislation to improve the accessibility and competitiveness of Latvian cultural products in the digital environment, the digital skills of those working in the sector, and the possibilities of generating income from the distribution of creative works in the digital environment*
6. *A report on the current and potential contribution of the cultural and creative industries to improving the quality of life and well-being of people in Latvia, their health, education, social inclusion, environmental and climate issues, and innovation, including in the context of achieving the UN Sustainable Development Goals, with proposals for methodologies and indicators for assessing the social impact of cultural and creative industries.*

2.3. The impact of the project and its results on students as part of the education process through internships and work opportunities, the use of the project’s scientific outcomes in higher education teaching, and capacity building for students and the scientific team*Describe the implementation of the plan to involve students and young researchers in the project, improving their skills and knowledge in research.**Describe the activities carried out to improve the learning environment by using the outcomes obtained from the project, including the development of master’s and doctoral programmes in the thematic area of the project in accordance with Section 2.3 of the project description of the project application ‘The impact of the project and its results on students as part of the education process through internships and work opportunities, the use of the project’s scientific outcomes in higher education teaching, and capacity building for students and the scientific team’. Describe how the research findings and data gathered in the project were applied to the study and research process, i.e. how the educational process was improved, including by integrating research in the arts and culture study process in higher education, especially at doctoral level, as well as by providing internship and work experience opportunities for students and integrating research findings into the academic curriculum.**Progress of the capacity building plan for the scientific staff of the proposed project, with a particular focus on the students, doctoral candidates, and young scientists involved in the project.* *Table 3 lists the final defended theses written by the students involved in the project.*Table 3

|  |
| --- |
| Doctoral, bachelor, and master theses supervised or advised by the project leader or project leaders within this project (if defended, indicate this in the last section of the table, accompanied by the date and the doctoral thesis board) |
| No | Thesis author | Thesis name | Supervisor and consultant | Defence |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| n |  |  |  |  |

2.4. The impact of the project and its outcomes on society as a whole, through knowledge transfer and raising awareness of the role and contribution of research to society, and through the development of resources necessary for society*Communicating the outcomes of the project to the general public as planned in the project application and changes, including how the project has succeeded in involving the general public in raising their awareness of research and its contribution to society, e.g. in knowledge-based decision-making, and other relevant issues.**Describe how the progress and outcomes of the research were communicated to the public, raising public awareness of the current processes and history of the cultural and creative industries and the role of research in addressing issues of social importance.*A description of specific measures or activities for publicity and provision of information to the public is provided in Table 4.Table 4

|  |  |  |  |
| --- | --- | --- | --- |
| No | Activity (e.g. interview in the media) | Description (in cooperation with whom, target audience, if any, website, etc.) | Period |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| n |  |  |  |

2.5. Scientific outcomes of the project, and ensuring the accessibility of the outcomes*The project leader describes the implementation of the publicity plan, changes to the plan and any necessary adjustments to the plan prepared in Section 2.5 ‘Scientific outcomes of the project, and ensuring the accessibility of the outcomes’ of the project description.**Describe how public access to research outcomes was ensured, including the provision of free access to scientific publications and posting new research data in research data repositories according to the FAIR (Findable, Accessible, Interoperable, Reusable) principle.**Outline the implementation of the plan for the effective publicity of the project’s scientific outcomes and technological knowledge up to the relevant stage, describing the sustainability of the resulting knowledge (including compliance with the Open Access, Open Data, and FAIR principles), with particular emphasis on the publication of outcomes in open access journals, deposit of new research data in research data repositories.**This includes scientific publications prepared and submitted/approved (including Open Access), participation in scientific conferences, and securing of intellectual property rights, publication of data (including according to the Open Data and FAIR data principles). List according to the breakdown of the Section 4 ‘Project outcomes’ of Part A ‘General information’ of the project application, indicating the title, date, website or DOI, as well as the mid-term or end date planned in the project description.***3. Implementation**The progress in fulfilling the work plan of the project, and prevention of risks.*Execution of project work plan taking into account Section 3.2 ‘Work plan’ of the project application, and the risks faced by the scientific team of the project during the implementation of the project, the ways these risks are to be handled, and whether such risks were planned for in the risk plan of Section 3.3 ‘Project Management and Risk Plan’ of the project application. Information is added if new risks were identified in the project, describing the risks, their prevention and impact on further progress, results and budget of the project.**Provide information about the creation, maintenance, and management of a research data management plan (DMP) for the research carried out as part of the project, and the management and availability of the data obtained, linking them to the results and outcomes, in accordance with Chapter 2 ‘Effect’ of Part B ‘Project description’ of the project application.**Changes in the organisation of the project management and their impact on the completion of the project. This includes changes in the composition of the scientific team of the project, if any.* A description of how students and doctoral candidates are involved in the project. |

1. Higher Education Law, Section 27(1) [↑](#footnote-ref-1)
2. Article 2(83) of European Commission Regulation (EU) No [651/2014](http://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV) of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (Official Journal of the European Union, 26 June 2014, No L 187/1) (<https://eur-lex.europa.eu/eli/reg/2014/651/oj/?locale=LV>) [↑](#footnote-ref-2)
3. Higher Education Law, Section 44(1) [↑](#footnote-ref-3)
4. <https://likumi.lv/ta/id/335928-noteikumi-par-latvijas-zinatnes-nozaru-grupam-zinatnesnozarem-un-apaksnozarem> [↑](#footnote-ref-4)