APPROVED

by the Implementation and Monitoring Commission of

the State Research Programme

 “Public Health”

(established by Order No. 01-01.1/137 of the Minister for Health on 9 October 2023)

decision No 13 of 19 April 2024

**The Regulations for the Second Open Call for Project Applications of the State Research Programme “Public Health”**

**I. General provisions**

1 The Regulations for the Second Open Call for Project Applications of the State Research Programme “Public Health” (hereinafter referred to as - the Regulations) stipulates the procedures by which the Latvian Council of Science (hereinafter referred to as - the Council) organises and implements the open call (hereinafter referred to as - the Call for Proposals) for project applications (hereinafter referred to as - the Project Application) of the Second State Research Programme “Public Health” (hereinafter referred to as - the Programme), on the basis of the Cabinet Regulation No. 560 of 4 September 2018 “Procedures for the Implementation of State Research Programme Projects” (hereinafter - the Cabinet Regulation) and in compliance with the provisions of the Cabinet Order No. 629 of 26 September 2023 “On the State Research Programme “Public Health”” (hereinafter referred to as - the Cabinet Order).

2 These regulations have been prepared on the basis of Paragraph 16 of the Cabinet, sub paragraph 6.2 of the Cabinet Regulation, the programme's objective - to develop new knowledge, approaches and methods for the development and effective use of human capital in healthcare  (hereinafter - the programme's objective).

3 The total public funding available for the Tender is 643 550 *euro* (six hundred and forty-three thousand five hundred and fifty *euro*) (hereinafter - total funding of the Tender). The total funding of the Tender shall be used in conformity with Paragraph 36 of the Cabinet Regulation:

3.1 funding the projects – 601 449 *euro*;

3.2 to implement the measures referred to in Paragraph 37 of the Cabinet Regulation – 42 101 *euro[[1]](#footnote-1)*.

4 The project implementation period is 16 months from the date of entry into force of a project implementation agreement (hereinafter - the Project Agreement). Within the framework of the Project Agreement, the project implementation period may be extended for the time period and in accordance with the procedures laid down in Paragraph 39 of the Cabinet Regulation. A project shall be financed over a period of at least 6 (six) months.

5 Within the framework of the competition, it is planned to finance 2 (two) projects, one project for each of the sub-objectives of the programme objective specified in Paragraph 6 of the regulations (hereinafter - the programme sub-objectives), with the following maximum project funding:

5.1 programme’s 1st sub-objective- 300 724 *eur* (three hundred and seven thousand seven hundred and twenty-four *euro*);

5.2 programme’s 2nd sub-objective- 300 725 *eur* (three hundred thousand seven hundred and twenty five *euro*);

6 To achieve the programme's objective: new knowledge and solutions to improve the quality and accessibility of disease prevention and healthcare, and strengthen the efficiency and resilience of the health system, the programme has the following sub-objectives with the objective of developing new knowledge, approaches and methods for the development and effective use of human capital for health:

6.1 1st sub-objective: to assess the situation, which competences of the medical profession, as defined by the legislation and the professional standard, should be transferred to the nurse and which competences of the nurse, as defined by the legislation and the professional standard, should be transferred to other specialists, and to provide recommendations for an effective division of responsibilities of personnel involved in health care in order to make better use of the potential of the nursing profession in health care delivery;

6.2 2nd sub-objective: to investigate the factors influencing the attraction of general practitioners to the state-funded primary health care sector and to provide long-term and short-term recommendations for attracting general practitioners to the state-funded primary health care sector throughout Latvia in order to ensure generational change in family medicine and access to primary health care services for both urban and rural residents of Latvia (incl, assessing internal and external migration, regional employment, working environment (violence, mobbing, bossing) and other aspects).

7 The Council shall launch the call for tenders in accordance with the procedure laid down in Paragraph 17 of the Cabinet Regulation and shall administer, support, monitor and control the implementation of the project under the Project Agreement in accordance with the procedure laid down in the Cabinet Regulation.

8 A project applicant who complies with the provisions of Paragraphs 2.12 and 9.1 of the Cabinet Regulation (hereinafter - the applicant) shall draft a project application in accordance with Annex 1 “Project Application” to the regulations (hereinafter - the project application). The deadline for submitting a project application is up to 30 calendar days from the day of the call for proposals (hereinafter referred to as - the Deadline).

9 The Council shall state in the call for tenders:

9.1 the name of the tender;

 9.2 the total funding for the tender;

 9.3 the deadline for the submission of project applications;

 9.4 a website containing the information needed to submit project applications.

10 The project applicant submits to the competition a project application covering only one sub-objective of the Programme.

10.1 An applicant may submit more than one project application for each sub-objective of the Programme;

10.2 The project applicant shall provide in the project application that the deliverables set out in sub-paragraphs 7.2 and 7.5 of the Cabinet Regulation are to be achieved during the implementation of the project.

 **II Project applicant and the collaborating partner project participation conditions**

11 In order to certify the applicant’s compliance with Paragraphs 2.12 and 9.1 of the Cabinet Regulation, the applicant shall upload through the National Scientific Activity Information System (hereinafter - information system) Part D of the project application, “Applicant’s certification”, filled in and signed with a secure electronic signature, and bearing a time stamp (hereinafter - applicant’s certification), to the information system. If it is not possible to provide a secure electronic signature with a time stamp, the project applicant shall proceed in accordance with Paragraph 18 of Annex 2 to the regulations “Methodology for the preparation and submission of the project application” (hereinafter - "Submission Methodology") .

12 The project partner complies with the provisions of Paragraph 2.18 of the Cabinet Regulation. The project applicant shall engage project partners in accordance with the provisions of Paragraph 9.3 of the Cabinet Regulation. In order to certify the cooperation within the project, the project applicant shall ensure that the project partner signs Part E “Certification of the project partner - scientific institution” (hereinafter referred to as “Certification of the project partner - scientific institution”) or Part F “Certification of the project partner - public institution” (hereinafter - Certification of the project partner - public institution) of the project application with a secure electronic signature bearing a time stamp which the project applicant shall attach to the project application. If a secure electronic signature cannot be provided, the project collaboration partner shall proceed in accordance with Paragraph 22 or 26 of the Submission Methodology.

 13 In order to certify compliance of the project applicant or the project cooperation partner - scientific institution with Sub-paragraph 2.12 of the Cabinet Regulation, the head of the respective scientific institution shall submit the financial management and accounting policy of the scientific institution and the financial turnover report (Part G “Financial turnover report form” of the project application) for 2020, 2021, 2022 or 2021, 2022 and 2023 (if available). If the scientific institution has private investors, it must provide a free-form declaration that the results of the research related to the project application will not be used for commercial purposes. The documents referred to in this Paragraph shall be attached as an annex to the project applicant’s certification and to the certification of the project collaboration partner, the scientific institution, in accordance with Sub-chapters 3.2 and 3.3 of the Submission Methodology.

14 The documents referred to in Paragraph 13 of the regulations shall not be submitted by the project applicant or project cooperation partner who has been recognized as meeting the definition of a research organization in the 2024 open call for proposals for fundamental and applied research projects

15 Within the framework of the project implementation, the project partner may be eligible for funding from the indirect eligible costs allocated to the project in proportion to the share of direct eligible costs allocated to the project partner, subject to the provisions of Paragraph 14.2 of the Cabinet Regulation.

16 If the project partner is involved in the implementation of the project, including with human resources of its own, they will participate in the implementation of the project as project principal investigators or project promoters (which may include students in accordance with Section 44(1) of the Law on Higher Education Institutions). Information on the involvement of the project partner in the implementation of the project with its own human resources shall be indicated in Part A “General information” of the project application, Chapter 2 "Scientific Group".

**III Conditions of the Scientific Group for the Participation**  **in the Project**

17 The project applicant shall form a scientific group for the implementation of the project, in accordance with the provisions of Paragraph 2.22. of the Cabinet Regulation.

18 In the project application, the project manager, the main project contractors and project contractors must comply with that laid down in Paragraphs 2.13., 2.14. and 2.15. of the Cabinet Regulation. The remuneration of the staff of the research group involved in the execution of the project shall be determined in accordance with the remuneration policy and rates of remuneration of the project applicant and of the project collaborating partner (if any).

19 A scientist may only be named as a project manager in one project application per call for proposal. If a scientist is listed as a project manager in more than one project application under the call, the Council will contact all the applicants concerned and ask them to indicate, within one working day, for which project application the scientist is project manager and in what capacity the scientist will be project manager for the other project applications (if applicable).

20 The workload in full-time equivalent (FTE) of one person, being the project manager, the main project contractor and project contractor, other than the student, shall be planned in such a way that the workload indicated in a single project application, as well as in the case of project implementation, does not exceed 1,0 FTE.

21 For the students included in the research groups indicated in the project application, and in the case of project implementation, the total workload of all students over the duration of the project shall be at least 2.0 FTE.

22 The project application, as well as the project implementation, shall require that each student is employed in the project for no less than 0.25 PLE during the project implementation stage.

23 If a student completes a level of studies during the project period and starts the next level of study within four months at the latest, his/her involvement in the project during the four-month period shall be deemed to be in conformity with that laid down in Paragraphs 21 and 22 of the regulations regarding engagement of the student in the project implementation.

24 If a student successfully completes the doctoral study programme and defends his/her doctoral thesis during the project period, his/her involvement in the project shall henceforth be deemed to be in conformity with that laid down in Paragraphs 21 and 22 of the regulations regarding engagement of the student in the project implementation.

**IV Activities and costs to be supported**

25 The applicant shall complete Part H of the project application “Non-economic activities”, which provides information on the conformity of the activities planned in the project application with Paragraph 2.2 of the Cabinet Regulation.

26 The Project Applicant shall include the information on the eligible cost items of the project in Part A, Chapter 3 “Budget” of the project application in conformity with Paragraph 14.1 of the Cabinet Regulation

27 Indirect eligible costs which are not directly related to the achievement of the project results, but support and ensure appropriate conditions for the implementation of the activities to be supported under the project and for the achievement of the results, shall be planned as a single cost item, applying a flat rate of indirect costs of 15 (fifteen) per cent of the total amount of costs referred to in Paragraph 14.1 of the Cabinet Regulation, except for direct eligible costs referred to in Paragraph 14.1.6 of the Cabinet Regulation incurred in relation to the costs of external services (including work under enterprise contracts). The project applicant and cooperation partner/s (if any), within two weeks from the date of signing the Agreement on project implementation, must develop and approve internal procedures for the use and control of the project’s indirect eligible costs, which the council is entitled to request and the project applicant presents it 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 project applicant does not provide information and supporting documents on the use of indirect eligible costs when preparing and submitting the financial report referred to in Sub-paragraph 44.1 of the Cabinet Regulation during the implementation of the project.

**V. Procedure for the preparation and submission of the project application**

 28 The project application shall be completed and submitted to the Council in electronic form in the Information System within the deadline for the submission of project applications.

29 The applicant shall complete and submit the project application in accordance with the submission methodology.

 30 In order to certify the Project Application as a whole, the Project Applicant shall sign Part D of the Project Application “Project Applicant’s Confirmation” using a secure electronic signature with a time stamp.

**VI. Administrative assessment of project applications**

31 The administrative assessment of Project Applications shall be carried out by the Council according to Annex 3 to the Regulations “Methodology for the assessment of the conformity of the project application with the administrative assessment criteria”, assessing the conformity of the project application with the administrative criteria laid down in Paragraph 19 of the Cabinet Regulation and the additional administrative criteria laid down in Sub-paragraph 32.3 of the Regulations within two calendar weeks from the deadline for the submission of project applications.

32 The project application will be assessed according to the following administrative assessment criteria:

32.1 Administrative criteria laid down in Sub-paragraphs 19.1 and 19.2 of the Cabinet Regulation, which may be supplemented (hereinafter referred to as - supplementable administrative criteria);

32.2 Administrative criteria laid down in Sub-paragraphs 19.3, 19.4, 19.5, 19.6, 19.7 and 19.8 of the Cabinet Regulation, which may not be supplemented (hereinafter referred to as - non-supplementable administrative criteria);

32.3. an additional administrative criterion, which is not complementary, covering all the common (horizontal) objectives of the programme set out in Paragraph 8 of the Cabinet Regulation.

33 The Council, taking into account the results of the administrative assessment of the project application, shall complete the form set out in Annex 4 to the Regulations “Administrative Assessment Criteria Form”, taking into account Paragraph 20 of the Cabinet Regulation.

34 If the project application does not meet one:

34.1 of the additional administrative criteria, the Board shall request the applicant to update the project application by sending a letter to the applicant's official e-mail address. The project applicant submits  the detailed project application  within two working days after the day of sending the council’s letter by sending the letter to the council’s official electronic mail address: pasts@lzp.gov.lv;

34.2 of the non-additional administrative criteria or if a project application does not comply with one of the additional administrative criteria which is not fulfilled after the submission of an updated project application, the Council shall, after the completion of the administrative appraisal, send to the Programme Implementation and Monitoring Commission (hereinafter - the Commission) a list of project applications evaluated against the administrative criteria which do not comply with the administrative criteria set out in the Rules of Procedure, together with the reasons for each instance of non-compliance. The Commission shall evaluate the list and, in accordance with Paragraph 8.3.2. of the Cabinet Regulation, make a decision to reject the project application.

**VII. Scientific Assessment of the Project Application**

35 The Council shall, in accordance with that laid down in Chapter III organizes the scientific expertise of project applications (hereinafter – expertise).

36 For the assessment of the project application, the Council shall, in accordance with Paragraph 7.5 of the Cabinet Regulation, select and engage two or more scientific experts (hereinafter - the expert) who meet the requirements set out in Paragraphs 23 and 24 of the Cabinet Regulation in order to qualify for the assessment of the sub-objectives of the programme. An expert may carry out the assessment of several project applications according to his/her scientific qualifications and experience.

37 The Council shall ensure that the expert who has agreed to carry out the assessment of the project application signs and submits to the Council the documents referred to in Annex 5 to the Regulations “Confirmation of absence of conflict of interest and respect of confidentiality” by uploading them into the Information System.

38. The Council shall enter into a contract for carrying out the expert assessment with each expert using the form in Annex 6 “Service agreement on scientific assessment” (hereinafter - service agreement) form. The Service Assessment Contract may be adjusted during the contracting process in conformity with the content of the project application and the specificities of the expert assessment.

39 The expert assesses the project application in accordance with Paragraph 26 of the Cabinet Regulation.

40 Within two calendar weeks from the date of conclusion of the Service assessment agreement, each expert shall assess the project application by completing the individual project application expert-examination form (hereinafter – the individual expert assessment) in the information system, in accordance with Annex 8 to the Regulations “Individual/consolidated assessment form for the expert assessment of the project application” in accordance with Annex 7 to the Regulations “Methodology for carrying out the expert-examination (for the project application, closing scientific report of the project)” (hereinafter - the Methodology for carrying out the expert-examination).

41 After receipt of the individual experts assessments on all project applications in the Information System, the Council shall, via online video conference (real-time video and audio transmission) organise and implement an expert panel discussion for the experts responsible for the preparation of the consolidated expert assessment of the project applications, setting up an expert panel for each sub-objective of the Programme (hereinafter - the panel).

42 If only one project application is submitted for the sub-objective, the Council shall not organise a panel on that project application and the assessment of such project application shall be carried out in accordance with the procedure set out in Paragraph 25 of the Cabinet Regulation.

43 Within three working days of the conclusion of the panel, the expert responsible for the preparation of the expert consolidated assessment of the project application concerned, taking into account the individual expert assessments of the project application concerned, as well as the results of the expert panels, shall complete the consolidated expert assessment form for that project application (hereinafter - the consolidated expert assessment) in the Information System, having regard to Annex 8 to the Regulations “Individual/consolidated assessment form for the examination of the project application”, and within three working days agree it with the other experts involved in the expert assessment of the relevant project application who have individually assessed the project application and submit it to the information system. If the experts are unable to agree on a consolidated assessment due to a difference of opinion, the experts shall inform the Council. In this case, the Council shall engage an additional expert (hereinafter referred to as the additional expert) who shall first carry out an individual evaluation of the project application concerned within the time limit and in accordance with the procedures laid down in Paragraph 40 of the regulations, submitting the expert’s individual evaluation, and then the additional expert shall consult the individual evaluations of the original experts of the relevant project application. The additional expert shall prepare a consolidated assessment within the two calendar weeks, by agreeing with the expert or experts whose individual assessment gives a total score closer to the total score given by the additional expert in his/her individual assessment. The additional expert, following coordination with the second or other expert, submits the consolidated assessment in the information system.

44 The expert is obliged to evaluate 20 pages of the project application, with up to three additional pages if there are supporting documents from the social partners, letters of recommendation on cooperation, etc.

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

45. On the basis of the consolidated expert evaluations submitted in the Information System, the Council shall, within three working days, calculate in the Information System the consolidated score for each project application (hereinafter referred to as the consolidated score) using the following formula, where:

 $K=\left(3A × 0,3\right)+\left(3B × 0,5\right)+\left(3C × 0,2\right), $where:

45.1 K - consolidated score;

45.2 A - assessment of the scientific criterion (scientific quality of the project) referred to in Paragraph 26.1 of the Cabinet Regulation and its ratio is 30% of the consolidated mark (K);

 45.3 B - assessment of the scientific criterion (impact of project results) referred to in Paragraph 26.2 of the Cabinet Regulation and its ratio is 50% of the consolidated score (K);

 45.4 C - assessment of the scientific criterion (scientific quality of the project) referred to in Paragraph 26.3 of the Cabinet Regulation and its ratio is 20% of the consolidated mark (K).

46 The quality threshold for the consolidated peer review referred to in Paragraph 45 of the regulations for the criterion laid down in Paragraph 26.1. of the Cabinet Regulation (scientific quality of the project), at least three points for the criterion laid down in Paragraph 26.2. of the Cabinet Regulation (impact of the project results), at least three points for the criterion laid down in Paragraph 26.3. of the Cabinet Regulation (feasibility and support) and at least ten points for all scientific criteria laid down in Paragraph 26 of the Cabinet Regulation in total.

47 The Council shall forward to the Commission:

47.1. the list of the experts’ assessments of the project applications within five working days of the date of submission of the consolidated experts’ marks of all project applications to the information system and application of the formula in Paragraph 45 of the By-laws. The list of project applications is ranked in order of priority according to the score obtained in the consolidated assessment for each sub-objective of the programme (hereinafter - the list of project applications), in accordance with Paragraph32 of the Cabinet Regulation.

47.2 A summary of the recommendations made by the experts in their consolidated evaluations for each project application (hereinafter referred to as "the experts’ recommendations").

 48 The Commission shall, within one week of the submission of project applications , in accordance with Sub-paragraph 33.1 of the Cabinet Regulation, take a decision as provided for in Sub-paragraph 8.3.1 of the Cabinet Regulation on each project application included in the list of project applications, taking into account the funding available for the call for proposals as set out in the Rules of Procedure and in accordance with Sub-paragraph 8.3.2 of the Cabinet Regulation, the Commission shall take a decision on the rejection of the project application. The decisions made by the Council shall be forwarded to the applicants

**IX. Entering into a project agreement and financing**

49 The Council shall, within 10 calendar days from the date of entry into force, as per Paragraph 8.3.1 of the Cabinet Regulation, of the decision on granting funding for the implementation of the project referred to in Sub-paragraph 8.3.1. of the Cabinet Regulation, the Council shall conclude a project agreement with the project applicant (hereinafter referred to as - the Project Implementer), using Annex 9 to the Regulations “Agreement on the Implementation of the Project of the State Research Programme “Public Health”. If the Commission has decided on the necessity and validity of implementing the experts’ recommendations, the Council shall include the recommendations in the preparation of the project agreement. The wording of the project agreement may be adjusted during the project preparation process to reflect the specific content of the project.

50 Project costs are eligible from the date on which the Commission has adopted, per the provisions of Cabinet Regulation Paragraph 8.3.1 the decision to grant funding for the project. On the basis of Paragraph 61 of the Cabinet Regulation, the Council requires the project promoter to reimburse the funding received under the project.

51 Subject to a minimum project financing period of 6 months, the amount of the advance payment per project financing period shall be specified in the project agreement. If the Project Implementer needs to extend the project implementation period on the basis of Paragraph 39 of the Cabinet Regulation, it may be extended by up to one year for the consolidation and publication of results without additional funding, for which the Project Implementer shall submit a substantiated application to the Council at least three calendar months before the end of the project period on the need for the extension and Annex 6 to the project agreement - “Results consolidation plan”.

52 Where a project involves a project partner, the Project Implementer shall conclude a cooperation agreement setting out the financial conditions, the arrangements for settling disputes and for non-disclosure of confidential information, the rules governing the entry into force, duration, termination, a detailed cooperation plan and budget, taking into account the project application, as well as the rules on intellectual property rights. The cooperation agreement shall be submitted by the Project Implementer to the Council within two calendar weeks of the date of mutual signing of the project agreement. The Project Implementer is responsible for transferring the advance and final instalments of the project to the project partners within the time limits and in accordance with the procedures laid down in the cooperation agreements.

**X. Submission and Assessment of the Final Scientific Report of the Project**

53 The project promoter shall submit to the Council, through the information system the final scientific report of the project within one month after the end date of the project as specified in the project agreement. Where the duration of the project has been extended in accordance with Paragraph 51 of the Regulations, the Project Implementer shall submit the final scientific report within one month of the expiry of the extension period in the information system.

54 The Council shall ensure that experts who meet the requirements laid down in Paragraphs 23 and 24 of the Cabinet Regulation are involved in the assessment of the final scientific report of the project in accordance with the procedure laid down in Paragraph 46 of the Cabinet Regulation.

55 The Council:

55.1 shall ensure that the final scientific report is assessed by at least two experts within two months in accordance with the procedure laid down in Paragraph 46 of the Cabinet Regulation, by filling out Annex 10 to the Rules “Project individual/consolidated evaluation form for the final scientific report” in accordance with the methodology for carrying out the expert evaluation. If the experts cannot agree on a consolidated assessment of the final scientific report of the project, the Council shall engage another expert who shall assess the final scientific report of the project and, taking into account the contributions of the experts previously engaged, i.e. the individual assessments of the final scientific report of the project, prepare and submit in the information system a consolidated assessment of the final scientific report of the project, subject to prior coordination with the other experts who have provided individual assessments of the final scientific report of the project;

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

**XI. Final report of the council on the implementation of the programme**

 56 The Council shall, in accordance with sub-Paragraph 7.6 and Paragraph 50 of the Cabinet Regulation, prepare the Click or tap here to enter text.final report of the Council on the implementation of the Programme (hereinafter - the Council’s report) within four months of the completion of the assessment of final scientific reports of all projects of the Programme.

 57 The content of the Council report shall include:

57.1 statistics on funded projects (human resources involved, MSc/PhD theses defended);

57.2 The results achieved and a description of them in line with the programme’s objective and tasks in conformity with the Cabinet Decision;

57.3 a description of the scientific cooperation (e.g. at international level, consortia, planned applications to international research and innovation programmes of the European Union, including Horizon Europe);

57.4 Socio-economic impact of project results (concrete measures implemented at closure in line with the common (horizontal) objectives of the programme);

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

57.6 other information as decided by the Commission.

**XII. Information and publicity requirements**

58 The project promoter undertakes to publish the project information (including on the project implementation, scientific group, activities and achieved results) on the project promoter’s website and undertakes to ensure that this information is maintained and updated according to the achieved project results for at least five years from the date of signing of the certificate of acceptance-delivery on project execution as laid down in Paragraph 59.1.2 of the Cabinet Regulation, which is an annex to the project agreement.

59 The project promoter shall, in the manner and within the deadlines set in the project agreement, ensure the following:

59.1 Information about policy recommendations to the Ministry of Health and other project results;

59.2 provide information about policy proposals to other line ministries;

59.3 Close cooperation with the sectoral ministries in communicating and distributing project results;

59.4 provide information about the implementation of the project financed under the tender to the Council, which conducts the communication and public information activities on the implementation of the project financed under the call for proposals. The Council shall compile this information and make it available to the public. The Project Implementer shall cooperate with the Council and participate in public information and communication activities organised by the Council, including the preparation of information about the project and its results in joint seminars on the progress of project implementation.

60 To promote the visibility of the project, the project implementer shall use the common graphic identity of the state research programmes[[2]](#footnote-2)as a basis and may additionally create a visual identity mark describing the project and including an abbreviation of the project name, which shall be consistent with the common graphic identity of the state research programmes. If the project’s established visual identity is used, it shall be used only in conjunction with the common graphic identity (or programme logo) of the state research programmes.

61 The project promoter and project partners (if applicable) shall refer to the name of the programme, the source of funding and the project number when carrying out public information activities, publishing scientific articles and other project results, participating in conferences or otherwise presenting project results and activities, or shall use the project’s visual identity mark as per Regulation Section 60 . “The Guidelines for publicity activities under FLPP and VPP projects” (approved by Council Order No. 13 of 14 April 2021) are available here: <https://www.lzp.gov.lv/lv/media/25/download?attachment>.

**XIII. Closing Matters**

62 Questions regarding the preparation and submission of the project application shall be sent to the following e-mail address no later than two working days before the deadline for submission of the project application: vpp@lzp.gov.lv. Answers to questions sent by a project applicant are sent electronically, frequently asked questions and answers are published on the Council’s website [www.lzp.gov.lv](http://www.lzp.gov.lv). Other questions about the implementation of the Programme should also be sent to the above-mentioned e-mail address.

63 Information on project applications approved by the Commission is published on the websites: [www.vm.gov.lv](http://www.vm.gov.lv) and [www.lzp.gov.lv](http://www.lzp.gov.lv).

Approved by the Ministry of Health and the Ministry of Education and Science.

**Annexes**

**Annex 1** “Project Application”;

**Annex 2** “Methodology for the preparation and submission of the project application, and final scientific report of the project”;

**Annex 3** “Methodology for the Assessment of the Conformity of a Project Application to the Administrative Conformity Criteria”;

**Annex 4** “Administrative Conformity Assessment Criteria Form”;

**Annex 5** “Confirmation of Absence of Conflict of Interest and Respect of Confidentiality”;

**Annex 6** “Service Agreement on scientific Assessment”;

**Annex 7** “Methodology for Carrying out the Expert -examination (Project application, Final Scientific Report)";

**Annex 8** “Individual/Consolidated Assessment Form for the Expert-examination of the Project Application”;

**Annex** **9** “Agreement on the implementation of project of the state research programme “Public Health””:

Annex 9.1 “Project Application”;

Annex 9.2 “Breakdown of Funding”;

Annex 9.3 “Recommendations for the Project Implementation”;

Annex 9.4 “Calculation of the Value of Project Results as a Percentage of the Total Project Cost”;

Annex 9.5 “Certificate of Acceptance-Transfer on the Implementation of the Project of the State Research Programme”

Annex 9.6 “Plan for the Consolidation of Results”;

Annex 9.7 “Financial Statement for the Implementation of the Project of State Research Programme of 20\_\_\_”;

Annex 9.8 “Changes to the Contractual Amount up to 30% for a Project of the State Research Programme”;

Annex 9.9 “Changes in the Scientific Group of a Project of the State Research Programme Exceeding 20%”;

Annex 9.10 “Final Scientific Report Form of a Project”;

Annex 9.11 “List of Results”;

Annex 9.12 “Content Report”;

Annex 9.13 “List of the Scientific Group”;

Annex 9.14 “Changes in the Scientific Group of a Project of the State Research Programme Exceeding (project manager - main executor);

**Annex 10** “Individual/Consolidated Assessment Form of a Final Scientific Report of the Project”;

**Annex 11** “Establishing, Maintaining and Implementing a Plan for Research Data Management”.

1. On the basis of paragraph 3 of the Cabinet Regulation that the total funding of the Programme is 3 750 000 *euro* (three million seven hundred and fifty thousand *euro*) and paragraph 37 of the Cabinet Regulation, EUR 262 500 (two hundred and sixty-two thousand five hundred *euro*) is earmarked for the implementation of the measures referred to in paragraph 37 of the Cabinet Regulation, of which EUR 220 399 will cover the expenditure referred to in Stage 1. [↑](#footnote-ref-1)
2. <https://www.lzp.gov.lv/lv/media/105/download?attachment> (see the introductory section of this page for the rest of the materials: <https://www.lzp.gov.lv/lv/valsts-petijumu-programma-vpp>) [↑](#footnote-ref-2)