APPROVED

by the National Research Programme

"Analysis of the suitability of artificial intelligence methods

 for European Union Fund projects"

 Implementation and Monitoring Commission

*(established by Order No. 221 of the Minister for Finance on 19 June 2024)*

decision No. 1 of \_\_ August 2024

**Regulations for the Open Call for Project Applications of the National Research Programme "Analysis of the suitability of artificial intelligence methods for European Union Fund projects"**

**I General Provisions**

1 The Regulations for the Open Tender for Project Applications of the National Research Programme “Analysis of the suitability of artificial intelligence methods for European Union Fund projects” (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 Tender) for project applications (hereinafter referred to as the Project Application) of the National Research Programme “Analysis of the suitability of artificial intelligence methods for European Union Fund projects” (hereinafter referred to as the Programme), on the basis of the Cabinet Regulation No. 560 of 4 September 2018 “Procedures for the Implementation of National Research Programme Projects” (hereinafter – the Cabinet Regulation) and in compliance with the provisions of the Cabinet Order No. 577 of 16 July 2024 "On the National Research Programme "Analysis of the Suitability of Artificial Intelligence Methods for European Union Fund Projects" 2024 - 2025" (hereinafter – the Cabinet Order).

2 These Regulations have been prepared on the basis of Paragraph 16 of the Cabinet Regulation.

3 The total public funding available for the Tender is  EUR 110,000 (one hundred and ten thousand *euro*) (hereinafter referred to as the total funding for the competition), of which EUR 7,700 (seven thousand seven hundred *euro*) is earmarked for the implementation of the measures set out in Paragraph 37 of the Cabinet Regulation, up to a maximum of seven per cent. The total funding of the Tender is to be used in conformity with paragraph 36 of the Cabinet Regulation:

3.1 to finance the project;

3.2 to implement the measures under paragraph 37 of the Cabinet Regulation.

4 The project implementation period is 9 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.

5 Funding of one project on performance of all programme tasks set in Paragraph 6 of the Cabinet Regulation is planned within the framework of the Tender, determining that the maximum project funding is EUR 102,300 (one hundred two thousand *euro*), but the minimum funding is EUR 70,000 (seventy thousand *euro*).

6 The Council launches the Tender following the procedure under paragraph 17 of the Cabinet Regulation and administers, supports, monitors and controls the implementation of the project under the project agreement in accordance with the procedure laid down in the Cabinet Regulation.

7 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 30 days from the day of the call for proposals (hereinafter – the deadline).

8 The Council states in the call for tenders:

8.1 the name of the tender;

 8.2 the total funding of the tender;

 8.3 the deadline for the submission of project applications;

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

9 The applicant shall submit a project application for all the tasks set out in Paragraph 6 of Cabinet Order. A project applicant may submit more than one project application for those programme tasks set in Paragraph 6 of the Cabinet Regulation .

10 The project applicant shall provide in the application that all the programme objectives set out in Paragraph 6 of the Cabinet Order are met during the implementation of the project.

 11 The project applicant shall provide in the project application that during the implementation of the project all the common (horizontal) objectives listed in Paragraph 7 of the Cabinet Order must be met and all the results set out in Paragraph 8 of the Cabinet Order must be achieved.

 **II Conditions of participation of the project applicant and cooperation partner in the project**

12 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, the final scientific report of the project” (hereinafter referred to as the Submission Methodology); .

13 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 project application 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 referred to as "Certification of the project partner – public institution"), 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 partner shall proceed in accordance with point 22 or 26 of the Submission Methodology.

 14 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 submits the financial management and accounting policy and the financial turnover report of the scientific institution (Part G “Financial turnover report form” of the project application) for the years 2021, 2022 and 2023. If the scientific institution has private investors who can exercise a decisive influence on the scientific institution through their shareholding or participation (hereinafter referred to as the investor), it shall prepare a declaration in WORD or PDF format 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 are attached as an annex to the project applicant’s certification and to the certification of the project cooperation partner – scientific institution, in accordance with sub-chapters 3.2 and 3.3 of the submission methodology.

15 The documents referred to in Paragraph 14 of the Regulations shall not be provided by the project applicant or project collaboration partner which has been recognised as meeting the definition of a research organisation in the open calls for proposals of Fundamental and Applied Research Projects 2024 or the open calls for proposals of the national research programmes 2024[[1]](#footnote-1).

16 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.

17 If the project cooperation partner is involved in the implementation of the project, including with its own human resources, they will participate in the implementation of the project as principal investigators or promoters (promoters 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**

18 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.

19 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).

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

21 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.

22. For the students – promoters included in the scientific groups under the project application and in the case of project implementation, the total average workload of all students over the duration of the project is at least 0.9 FTE.

23 The project application, as well as the project implementation, requires that each student is occupied by the project for at least 0.25 FTE on average during the project implementation.

24 If a student completes a level of study during the project period and starts the next level of study within four months at the latest, except provisions of Paragraph 25 of the Regulations, his/her involvement in the project during the four-month period shall be deemed to be in conformity with that laid down in Paragraphs 22 and 23 of the Regulations regarding engagement of the student in the project implementation.

25 If a doctoral student successfully completes the doctoral study programme and defends his/her doctoral thesis during the project implementation period, his/her involvement in the project shall henceforth be deemed to be in conformity with that laid down in Paragraphs 22 and 23 of the regulations regarding engagement of the student in the project implementation.

**IV Activities and costs to be supported**

26 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.

27 The Project Applicant shall include the information on the direct 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.

28 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, are planned as a single cost item, applying a flat rate of indirect costs of up to 15 (fifteen) per cent of the total amount of direct eligible costs under sub-paragraph 14.1 of the Cabinet Regulation, except for direct eligible costs under sub-paragraph 14.1.6 of the Cabinet Regulation incurred in relation to the costs of external services (including work under work-performance contracts). Within two weeks from the date of signing the Agreement on the implementation of the project, the project applicant and the cooperation partner(s) (if any) must develop and approve internal procedures for the use and control of the indirect eligible costs of the project, which the Council is entitled to request and the project applicant presents it to the Council. If the project applicant involves a cooperation partner(s), the indirect eligible costs of the project are divided between the project applicant and the cooperation partner(s) in proportion to the division of the direct eligible costs of the project between the project applicant and the project cooperation partner(s). During the project implementation, the project applicant does not provide information and supporting documents on the use of indirect eligible costs when preparing and submitting the financial report under sub-paragraph 44.1 of the Cabinet Regulation.

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

 29 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.

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

 31 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. If it is not possible to provide a secure electronic signature with a time stamp, the project applicant shall proceed in accordance with the Submission Methodology and its Point 18.

**VI Administrative assessment of project applications**

32 The administrative assessment of Project Applications shall be carried out by the Council according to Annex 3 “Methodology for the assessment of the conformity of the project application with the administrative assessment criteria” of the Regulations, assessing the conformity of the project application with the administrative criteria laid down in Paragraph 19 of the Cabinet Regulation and, on the basis of Sub-paragraph 16.8 and the additional administrative criteria laid down in Sub-paragraph 33.3 of the Regulations within two calendar weeks from the deadline for the submission of project applications.

33 The project application is assessed according to the following administrative assessment criteria:

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

33.2 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 (the non-supplementable administrative criteria);

33.3 the non-supplementable additional administrative criterion (hereinafter referred to as the non-supplementable additional administrative criterion): covers all the common (horizontal) objectives of the programme as defined in Paragraph 7 of the Cabinet Order;

34 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 Compliance Assessment Criteria Form”, taking into account Paragraph 20 of the Cabinet Regulation.

35 If the project application fails to comply with:

35.1 any of the supplementable administrative criteria, the Council requests the applicant to update the project application by sending a letter to the applicant's official e-mail address. The project applicant submits the updated project application within two working days since the date of sending the Council's letter, by sending a letter to the Council's official e-mail address: pasts@lzp.gov.lv;

35.2 non-supplementable additional administrative criterion or if the project application does not comply with any of the supplementable administrative criteria that has not been met after the submission of the updated project application, the council, after the completion of the administrative assessment, sends 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 under the Regulations, together with the reasons for each instance of non-compliance. The Commission evaluates the list and, following sub-paragraph 8.3.2 of the Cabinet Regulation, decides whether to reject the project application.

35.3 the deadline for the submission of the project application referred to in Paragraph 7 of the Regulations, the Council shall not evaluate the project application and shall inform the applicant accordingly.

**VII Scientific assessment of the project application**

36 The Council shall, in accordance with provisions of Chapter III of the Cabinet Regulation, organise the scientific expert examination of project applications (hereinafter – Expert Examination).

37 For the evaluation of the project application, the Council, in accordance with sub-paragraph 7.5 of the Cabinet Regulation, selects and engages two or more scientific experts (hereinafter – the expert) who meet the requirements laid down in paragraphs 23 and 24 of the Cabinet Regulation; the Expert can conduct evaluation of several project applications in line with his or her scientific qualification and work experience.

38 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.

39. The Council shall enter into a contract for carrying out the expert assessment with each expert using the form in Annex 6 of the Regulations "Service Contract on the Scientific Assessment" (hereinafter referred to as the Service Contract). The Service Contract may be adjusted during the contracting process in conformity with the content of the project application and the specificities of the examination.

40 The expert assesses the project application following paragraph 26 of the Cabinet Regulation.

41 Within two calendar weeks from the date of conclusion of the expert 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 7 to the Regulations “Individual/consolidated assessment form for the expert-examination of the project application” in accordance with Annex 8 to the Regulations “Methodology for carrying out the expert-examination (for the project application, final scientific report of the project)” (hereinafter referred to as the Methodology for carrying out the expert-examination).

42 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 discussion panel for all the project applications submitted in relation to the programme task referred to in Section 6 of the Cabinet Order (hereinafter referred to as - the panel).

43 If only one project application is submitted for the tasks set in Paragraph 6 of the Cabinet Regulation, the Council shall not organise a panel on that project application and the examination of such project application shall be carried out in accordance with the procedure set out in Paragraph 25 of the Cabinet Regulation.

44 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, shall complete the consolidated expert assessment form for that project application (hereinafter – the consolidated expert assessment) in the Information System, having regard to Annex 7 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 experts cannot agree on the consolidated assessment of experts due to differing opinions, in the following working day after expiry of the above period of three working days the experts shall inform the Council thereof. In this case, the Council engages an additional expert (hereinafter – the additional expert) who at first, carries out an individual assessment of the project application concerned following the time limit and procedures under paragraph 41 of the Regulations, submitting the expert’s individual evaluation, and thereafter, the additional expert consults the original experts' individual assessments. The additional expert prepares a consolidated assessment within the two weeks after submission of the individual assessment, by agreeing with the expert or experts whose expert's individual evaluation gives a total score closer to the total score given by the additional expert in their individual assessment. After agreeing on the consolidated assessment with the second expert or other experts, the additional expert shall submit the assessment in the information system within three working days since the preparation day of the consolidated assessment.

45 The expert is obliged to evaluate 20 pages of the project application, with up to three additional pages if there are certifications included from institutions interested in the use of project results, letters of recommendation on cooperation, etc.

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

46. Based on the consolidated expert assessments submitted in the information system, the Council shall calculate the consolidated assessment in points (hereinafter – the consolidated score) in the information system for each project application during three working days after receipt of all consolidated assessments, considering Paragraph 31 of the Cabinet Regulation and by using the following formula:

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

46.1 K – consolidated score;

46.2 A – ratio of the scientific criterion (scientific quality of the project) referred to in Paragraph 26.1 of the Cabinet Regulation is 30% of the consolidated score (K);

 46.3 B – ratio of the scientific criterion (impact of project results) referred to in Paragraph 26.2 of the Cabinet Regulation is 50% of the consolidated score (K);

 46.4 C – ratio of the scientific criterion (feasibility of the project implementation and provisions) referred to in Paragraph 26.3 of the Cabinet Regulation is 20% of the consolidated score (K).

47 The quality threshold for the consolidated peer review referred to in Paragraph 46 of the Regulations for the criterion laid down in Sub-Paragraph 26.1 of the Cabinet Regulation (scientific quality of the project), at least three points for the criterion laid down in Sub-Paragraph 26.2 of the Cabinet Regulation (impact of the project results), at least three points for the criterion laid down in Sub-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.

48 The Council sends the commission:

48.1 The list of project application expert examination with project applications which are submitted regarding performance of the programme task set in Paragraph 6 of the Cabinet Order, within five working days from the date when consolidated assessments of all project examinations are submitted by experts in the information system and application of the formula referred to in Paragraph 46 of the Regulations. This list ranks the project applications in the order of priority according to the score obtained in the consolidated assessment (hereinafter referred to as the list of project applications), in line with Paragraph 32 of the Cabinet Regulation.

48.2 a summary of the recommendations made by the experts in their consolidated assessments for each project application (hereinafter referred to as - the experts recommendations).

 49 The Commission shall, within one week of the receipt of the list of project applications and the expert recommendations, examine the recommendations made by the experts, including those to mitigate project risks, discuss them and take a decision on the necessity and feasibility of implementing the expert recommendations. The Commission has the right to make its own recommendations (if applicable). Following Paragraph 33.1 of the Cabinet Regulation, the Commission takes a decision specified in Sub-paragraph 8.3.1 of the Cabinet Regulation on each project application included in the list of project applications, considering the maximum project funding available for the tender specified in Paragraph 5 of the Regulation and following sub-paragraph 8.3.2 of the Cabinet Regulation, the Commission decides whether to reject the project applications. The Council sends the decisions made by the Commission to the project applicants.

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

50 The Council shall, within 10 days from the date of entry into force, as per Paragraph 8.3.1 of the Cabinet Regulation, of the decision on granting the funding for the implementation of the project shall conclude a project agreement with the applicant for the project (hereinafter referred to as the project promoter) using Annex 9 to the Regulations “Agreement on the implementation of the project of the National Research Programme “Analysis of the suitability of artificial intelligence methods for European Union Fund projects””. If the Commission has taken a decision implementing the experts’ recommendations, including for mitigation of project risks, necessity and substantiation of implementation, the Council includes the recommendations in the preparation of the project agreement. The wording of the project agreement may be adjusted during the conclusion process in line with specifics of the content of the project and programme.

51 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 implementer to reimburse the funding received under the project.

52 The amount of the advance payment for the project 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 submits 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 “Results consolidation plan” to the project agreement.

53 Where a project involves a project cooperation partner, the project implementer concludes 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 project implementer submits the cooperation agreement to the Council within two weeks of the date of mutual signing of the project agreement. The project implementer is responsible for transferring part of the advance and final instalments of the project to the project cooperation 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**

54 The project implementer submits 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 52 of the Regulations, the project implementer shall submit the final scientific report of the project within one month of the expiry of the extension period in the Information System.

55 The Council ensures that experts who meet the requirements laid down in paragraphs 23 and 24 of the Cabinet Regulation are involved in the assessment of the project’s final scientific report of the project in line with the procedure under paragraph 46 of the Cabinet Regulation.

56 The Council shall:

56.1 ensure that the final scientific report of the project 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 Regulations “Project individual/consolidated assessment form for the final scientific report” in accordance with the methodology for carrying out the expert assessment. If the experts cannot agree on a consolidated assessment of the final scientific report of the project, the council engages another expert who assesses the final scientific report of the project and, considering the individual assessments by the experts previously engaged, 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;

56.2 summarises the recommendations included in the consolidated expert evaluation of the final scientific report of the project and submits them to the Commission for consideration, which decides, within its scope of authority, 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**

 57 Following sub-paragraph 7.6 and paragraph 50 of the Cabinet Regulation, the Council prepares the Council's final report on the implementation of the programme (hereinafter referred to as the Council report) within four months after the day of the final evaluation of the final scientific report.

 58 The content of the Council report includes:

58.1 statistics on funded project (human resources involved, MSc/PhD theses defended);

58.2 The results achieved and their description in line with the programme’s objective and tasks in conformity with the Cabinet Order;

58.3 a description of the scientific cooperation (for example, at international level, consortia, planned applications to international research and innovation programmes of the European Union, including Horizon Europe);

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

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

58.6 other information as decided by the Commission.

**XII Information and publicity requirements**

59 The project implementer undertakes to publish the project information (including on the project implementation, scientific group, activities and achieved results) on the project implementer’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 sub-paragraph 59.1.2 of the Cabinet Regulation, which is an annex to the project agreement.

60 The project implementer shall, in the manner and within the deadlines set in the project agreement, ensure the following:

60.1 the development, maintenance and implementation of a Research Data Management Plan as set out in Annex 11 "Development, maintenance and implementation of a Research Data Management Plan" (hereinafter referred to as Annex 11) to the Regulations;

60.2. provision of information to the  Central Finance and Contracting Agency, a subordinate body of the Ministry of Finance on policy recommendations and other project results;

60.3 provision of information about policy proposals to other line ministries;

60.4 close cooperation with line ministries in communicating and distributing project results;

60.5 provision of information to the Council, which implements the communication and public information activities, on the implementation of the project funded under the call for proposals. The Council compiles this information and makes 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 preparation of information on the project and its results in joint seminars on the progress of project implementation.

61 To promote the visibility of the project, the project implementer uses 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 is 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.

62 The project implementer and project collaboration 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, when participating in conferences or otherwise presenting project results and activities, or shall use the uniform graphic identity referred to in paragraph 61 of the Regulations. “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 issues**

63 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 e-mail address provided.

64 Information on the project application 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).

Coordinated with the Central Finance and Contracting Agency, a subordinate body of the Ministry of Finance, 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 the final scientific report”;

**Annex 3** “Methodology for the assessment of the conformity of the project application with the administrative assessment criteria”;

**Annex 4** “Administrative conformity assessment criteria form”;

**Annex 5** “Declaration of absence of conflict of interest and maintenance of confidentiality”;

**Annex 6** “Service contract for scientific evaluation”;

**Annex 7** “Project application examination individual/consolidated assessment form”;

**Annex 8** “Methodology for Carrying out the Expert-examination (for the Project application, Final Scientific Report of the Project)”;

**Annex 9** "Agreement on implementation of the project of the national research programme "Analysis of the suitability of artificial intelligence methods for European Union Funds projects"":

Annex 9.1 “Project Application”;

Annex 9.2 "Breakdown of funding for the 9-month project implementation period";

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 “Acceptance certificate for implementation of the project of the national research programme “Analysis of the suitability of artificial intelligence methods for the European Union Funds projects””

Annex 9.6 “Plan for the Consolidation of Results”;

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

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

Annex 9.9 “Changes in the Scientific Group for the project of the National Research Programme (project manager – principal contractors)”;

Annex 9.10 “Changes in the Scientific Group of a Project of the National Research Programme (exceeding 20%)”;

Annex 9.11 “Final Scientific Report Form of a Project”;

Annex 9.12 “List of Results”;

Annex 9.13 “Content Report”;

Annex 9.14 “List of the Scientific Group”.

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

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

1. For more information, see here https://www.lzp.gov.lv/lv/fundamentalo-un-lietisko-petijumu-projektu-2024-gada-atklatais-konkurss [↑](#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)