APPROVED

by the State Research Programme

“Education” 2023–2026

 Implementation and Monitoring Commission

(established by Minister for Education and Science Order No. 1-2e/23/322 of 6 October 2023

(amended by Order No. 1-2e/24/276 of 25 September 2024))

2024. gada 2. oktobra Decision No. 15

**Third Open Call for Proposals of the State Research Programme “Education”**

**I. General Provisions**

1. The Regulations for the Third Open Call for Proposals of the State Research Programme “Education” (hereinafter – the Regulations) prescribe the procedures by which the Latvian Council of Science (hereinafter – the Council) shall organise and implement the Third Open Call (hereinafter – the Open Call) for Proposals (hereinafter – the Project Proposal) of the State Research Programme “Education” (hereinafter – the Programme) on the basis of 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 laid down in Cabinet Order No. 567 of 5 September 2023, Regarding the State Research Programme “Education” (hereinafter – the Cabinet Order).

2. The Regulations have been drawn up on the basis of Paragraph 16 of the Cabinet Regulation.

3. The Open Call is organised for the purpose of implementing the task of the Programme provided for in Sub-paragraph 5.2 of the Cabinet Order. The total amount of public funding available in the Open Call is EUR 1,350,000  (one million three hundred and fifty thousand euros).

4. The project implementation period is 24 months from the date of entry into force of the Contract for the Project Implementation (hereinafter – the Project Contract). Within the framework of the Project Contract, the project implementation period may be extended for the time and in accordance with the procedures laid down in Paragraph 39 of the Cabinet Regulation. One project stage shall be funded for a period of at least 6 (six) months.

5. The Open Call foresees funding for one project for the achievement of the Programme task provided for in Sub-paragraph 5.2 of the Cabinet Order with the maximum project funding of EUR 1,350,000 (one million three hundred and fifty thousand euros). The minimum project funding is EUR 300,000 (three hundred thousand euros).

6. The Council shall announce the Open Call in accordance with the procedures laid down in Paragraph 17 of the Cabinet Regulation and shall administer, support, monitor, and control the implementation of the project within the scope of the Project Contract.

7. The project applicant who complies with the provisions of Sub-paragraphs 2.12 and 9.1 of the Cabinet Regulation (hereinafter – the Project Applicant) shall prepare the Project Proposal in accordance with Annex 1 “Project Proposal” to the Regulations (hereinafter – the Project Proposal). The deadline for the submission of the Project Proposal is 30 calendar days from the day of announcement of the open call (hereinafter – the deadline for the submission of Project Proposals).

8. The Council shall include the following information in the Open Call:

8.1. the name of the Open Call;

 8.2. the total funding of the Open Call;

 8.3. the deadline for the submission of Project Proposals;

 8.4. the website containing the information needed to submit Project Proposals.

9. The Project Applicant shall submit such Project Proposal in the Open Call which covers only the objective and task of the Programme provided for in Sub-paragraph 5.2 of the Cabinet Order, i.e. to provide opportunities for personalised learning, teaching and assessment, using AI and other technological solutions, with academic integrity and a positive impact on the quality of education. The objective is to develop and test optimal scenarios for the use of AI and other technologies in general and higher education, in order to shape a development strategy for the introduction of AI and other technologies in the education system:

9.1. for the purposes of the Programme task provided for in Sub-paragraph 5.2 of the Cabinet Order, in the course of the project implementation the Project Applicant shall implement the common (horizontal) tasks specified in Paragraph 6 of the Cabinet Order and submit the results specified in Paragraph 7 of the Cabinet Order;

9.2. the Project Applicant may submit several Project Proposals for the Programme task provided for in Sub-paragraph 5.2 of the Cabinet Order;

9.3. in order to ensure full coverage of the objective and task provided for in Sub-paragraph 5.2 of the Cabinet Order, the Project Applicant may implement the project in cooperation with several other scientific organisations.

10. The Project Proposals submitted within the scope of the present Open Call shall be implemented in order to achieve the objective and task provided for in Sub-paragraph 5.2 of the Cabinet Order in compliance with the following condition: optimal scenarios for the use of AI and other technologies should be based on international best practice, taking into account education policy priorities and current reforms in the field of education, providing opportunities for personalised learning, teaching, and assessment, and developing educational institutions as hubs for modern education services and resources. The following sub-tasks have been identified for the implementation of the task of the Programme:

10.1. to consider and analyse the following as priorities within the scope of the research:

10.1.1. creation of teaching/learning content (machine-readable content with specific conditions for usability, proposals to improve the regulatory framework, laying down the conditions for the use of data and information in AI service use, ethics, ensuring equal access, etc.);

10.1.2. provision of learning process/classroom analytics, pupil/student performance assessment and feedback process;

10.1.3. learning/study process in a linguistically diverse environment (including support for the transition to learning in Latvian in general education);

10.1.4. support for pupils/students with special needs and learning disabilities (e.g. dyslexia, dyscalculia, dysgraphia);

10.1.5. use of AI and other technologies to develop the professional competence of educators/teaching staff (e.g. simulation scenarios);

10.2. to analyse and evaluate international best practice, identifying and describing solutions that work effectively in practice, providing demonstrations of the best use of AI and other technologies, describing usage practices within the scope of technological facilities/technological architecture, and adaptation solutions;

10.3. to validate the developed optimal scenarios for the use of AI and other technologies in a real environment among potential users, i.e. educators and teaching staff, pupils and students, by obtaining feedback from end-users, processing it and preparing proposals for solutions at the level of the education system;

10.4. to prepare optimal scenarios for the use of AI and other technologies, demonstrating how specific solutions work locally (at the level of the classroom/group, educational institution) and how they could be implemented at the level of the education system, scalability at local government and system level;

 10.5. to develop a description and concept of the whole set of AI and other technological solutions, including categories of services, functional roles of solutions, resources required for implementation, roles and functions of all users in using the solutions, and also proposals for necessary changes at the level of the education system (policy).

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

11. In order to certify the compliance of the Project Applicant with the provisions of Sub-paragraphs 2.12 and 9.1 of the Cabinet Regulation, the Project Applicant shall upload Part D of the Project Proposal “Certification of the Project Applicant” (hereinafter – the Certification of the Project Applicant), completed and signed with a secure electronic signature bearing a timestamp, to the National Scientific Activity Information System (hereinafter – the Information System). If it is not possible to provide a secure electronic signature with a timestamp, the Project Applicant shall follow the procedure set out in Paragraph 18 of Annex 2 “Methodology for the Preparation and Submission of the Project Proposal, Mid-term Scientific Report and Final Scientific Report of the Project” (hereinafter – the Submission Methodology) to the Regulations.

12. The project cooperation partner shall comply with the provisions of Sub-paragraph 2.18 of the Cabinet Regulation. The Project Applicant shall engage project cooperation partners in accordance with the provisions of Sub-paragraph 9.3 of the Cabinet Regulation. In order to certify the cooperation within the project, the Project Applicant shall ensure that the project cooperation partner signs Part E “Certification of the Project Cooperation Partner – Scientific Institution” (hereinafter – the Certification of the Project Cooperation Partner – Scientific Institution) or Part F “Certification of the Project Cooperation Partner – Public Institution” (hereinafter – the Certification of the Project Cooperation Partner – Public Institution) of the Project Proposal with a secure electronic signature bearing a timestamp which the Project Applicant shall attach to the Project Proposal. If a secure electronic signature cannot be provided, the project cooperation partner shall proceed in accordance with Paragraphs 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 and the financial turnover report of the scientific institution (Part G “Financial Turnover Report Form” of the Project Proposal) for the years 2021, 2022, and 2023. If the scientific institution has private investors (hereinafter – the investor), it must provide (either in WORD or PDF format) the declaration (hereinafter – the declaration of the investor) that the results of the research related to the Project Proposal will not be used for commercial purposes.

14. The documents referred to in Paragraph 13 of these Regulations shall be attached as an annex to the Certification of the Project Applicant and to the certification of the Certification of the Project Cooperation Partner – Scientific Institution in accordance with Sub-chapters 3.2 and 3.3 of the Submission Methodology.

15. Within the framework of the project implementation, the project cooperation 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 cooperation partner, subject to the provisions of Sub-paragraph 14.2 of the Cabinet Regulation.

16. If the project cooperation partner is involved in the implementation of the project, including with its own human resources, they shall participate in the implementation of the project as principal investigators or project implementers (which may include students in accordance with Section 44, Paragraph one of the Law on Higher Education Institutions and doctoral degree nominees). Information on the involvement of the project cooperation partner in the implementation of the project with its own human resources is specified in Part A “General Information” of the Project Proposal, Chapter 2 “Scientific Group”. The cooperation partner shall provide the research institution with access to its research infrastructure (if any is to be used in the project), including in accordance with Sub-paragraph 9.3 of the Cabinet Regulation.

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

17. The Project Applicant shall form a scientific group for the implementation of the project in accordance with the following conditions:

17.1. the provisions laid down in Sub-paragraph 2.22 of the Cabinet Regulation;

17.2. by creating interdisciplinary scientific groups, involving visiting and diaspora researchers.

18. In the Project Proposal, the project manager, principal investigator, and project implementers must comply with the requirements of Sub-paragraphs 2.13, 2.14, and 2.15 of the Cabinet Regulation. The remuneration of the staff of the scientific group involved in the execution of the project is determined following the remuneration policy and rates of remuneration of the Project Applicant and of the project cooperation partner (if any).

19. A scientist may only be named as a project manager in one Project Proposal within the scope of the Open Call. If a scientist is listed as a project manager in more than one Project Proposal within the scope of the Open Call, the Council shall contact all relevant project applicants and ask them to indicate, within one working day, for which Project Proposal the scientist is the project manager and in what capacity the scientist will be in the other Project Proposals (if applicable).

20. The workload in full-time equivalent (FTE) of one person, being the project manager, the principal investigator or the project implementer other than the student, is planned in such a way that the workload indicated in a single Project Proposal and also in the case of project implementation, does not exceed 1.0 FTE.

21. For the students who are project implementers included in the scientific groups of the Project Proposal and in the case of project implementation, the total average workload of all students throughout the duration of the project is at least 2.0 FTE.

22. The Project Proposal and also the project implementation require that each student is occupied by the project for at least 0.25 FTE during the stage of the project implementation.

23. If a student completes a level of study during the project and starts the next level of study, except for that specified in Paragraph 24 of the Regulations, within four months at the latest, their involvement in the project during this four-month period is deemed to be in conformity with Paragraphs 21 and 22 of the Regulations regarding involvement of the student in the project.

24. If a doctoral student successfully completes the doctoral study programme and defends his or her doctoral thesis during the project period, from that moment, their involvement in the project is deemed to be in conformity with Paragraphs 21 and 22 of the Regulations regarding involvement of the student in the project.

**IV. Eligible Activities and Costs**

25. The Project Applicant shall complete Part H of the Project Proposal “Activities of non-economic Nature” which provides information on the conformity of the activities planned in the Project Proposal with Sub-paragraph 2.2 of the Cabinet Regulation.

26. The Project Applicant shall include information on the direct eligible cost items of the project following Sub-paragraph 14.1 of the Cabinet Regulation in Chapter 3 “Budget” of Part A of the Project Proposal.

27. Indirect eligible costs which are not directly related to the achievement of the project results, but provide appropriate conditions for the implementation of the activities to be supported within the scope of the project and for the achievement of the results shall be planned as a single cost item, applying a flat rate of indirect costs up to 15 (fifteen) per cent of the total amount of direct eligible costs referred to in Sub-paragraphs 14.1.1 and 14.1.2 of the Cabinet Regulation. Within two weeks from the date of signing the Contract[[1]](#footnote-1), 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 implementer presents it to the Council. If the project implementer has engaged a cooperation partner or partners, 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). The project implementer does not provide information and supporting documents on the use of indirect eligible costs when preparing and submitting the financial statement laid down in Sub-paragraph 44.1 of the Cabinet Regulation.

**V. Procedures for the Preparation and Submission of the Project Proposal**

 28. The Project Proposal shall be completed and submitted to the Council in electronic form in the Information System within the time limit for the submission of Project Proposals.

29. The Project Applicant shall complete and submit the Project Proposal in accordance with the Submission Methodology.

 30. In order to certify the Project Proposal as a whole, the Project Applicant shall sign Part D of the Project Proposal “Certification of the Project Applicant” using a secure electronic signature with a timestamp. If it is not possible to provide a secure electronic signature with a timestamp, the Project Applicant shall follow the procedure set out in Annex 2 “Methodology for the Preparation and Submission of the Project Proposal and the Final Scientific Report of the Project” of the Regulations and in Paragraph 18 thereof.

**VI. Administrative Evaluation of Project Proposals**

31. The Council shall ensure administrative evaluation of Project Proposals in accordance with Annex 3 “Methodology for the Evaluation of the Conformity of the Project Proposal with the Administrative Evaluation Criteria” to the Regulations, evaluating the conformity of the Project Proposal with the administrative criteria laid down in Paragraph 19 of the Cabinet Regulation and, based on Sub-paragraph 16.8 of the Cabinet Regulation, additional administrative criteria laid down in Sub-paragraph 32.3 of the Regulations within two weeks upon expiry of the time limit for the submission of Project Proposals.

32. The Project Proposal shall be evaluated according to the following administrative evaluation criteria:

32.1. the administrative criteria laid down in Sub-paragraphs 19.1 and 19.2 of the Cabinet Regulation which may be supplemented (hereinafter – the supplementable administrative criteria);

32.2. the 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 – the non-supplementable administrative criteria);

32.3. the additional administrative criteria which may not be supplemented:

32.3.1 cover all the common (horizontal) objectives of the Programme as defined in Paragraph 6 of the Cabinet Order;

32.3.2. cover all results laid down on Paragraph 7 of the Cabinet Order to be achieved during the implementation of the Programme.

33. Taking into account the results of the administrative evaluation of the Project Proposal, the Council shall complete Annex 4 “Administrative Conformity Criteria Evaluation Form” to the Regulations in compliance with Paragraph 20 of the Cabinet Regulation.

34. In the event of non-conformity of the Project Proposal with any:

34.1. supplementable administrative criteria, the Council shall request the Project Applicant to update the Project Proposal by sending a letter to the official e-mail address of the Project Applicant. The Project Applicant shall submit the updated Project Proposal within two working days following the date of receipt of the letter from the Council by sending a letter to the official e-mail address of the Council: pasts@lzp.gov.lv;

34.2. non-supplementable administrative criteria or if the Project Proposal does not conform to any of the supplementable administrative criteria, after submission of an updated Project Proposal, the Council shall, following the completion of the administrative evaluation of all Project Proposals, send to the Programme Implementation and Monitoring Commission (hereinafter – the Commission) the list of Project Proposals evaluated according to the administrative criteria and non-conforming to the administrative criteria and which do not conform to the administrative criteria laid down in the Regulations, also providing the grounds for each non-conformity in the respective list. The Commission shall evaluate the aforementioned list and take the decision on rejection of the Project Proposal in accordance with Sub-paragraph 8.3.2 of the Cabinet Regulation.

**VII. Scientific Evaluation of the Project Proposal**

35. Following the provisions of Chapter III of the Cabinet Regulation, the Council shall organise the scientific evaluation of Project Proposals (hereinafter – the scientific evaluation).

36. For the evaluation of the Project Proposal, the Council shall, in accordance with Sub-paragraph 7.5 of the Cabinet Regulation, select and engage two or more scientific experts included in the European Commission or equivalent database (hereinafter – the expert) who meet the requirements laid down in Paragraphs 23 and 24 of the Cabinet Regulation. An expert may carry out the evaluation of several Project Proposals according to his or her scientific qualifications and experience.

37. The Council shall ensure that the expert who has agreed to evaluate the Project Proposal signs Annex 5  “Declaration of Absence of Conflict of Interest and Maintenance of Confidentiality” to the Regulations and submits it to the Council by uploading it in the Information System.

38. The Council shall conclude a contract with each expert for the performance of the expert evaluation using the form provided for in Annex 6 “Service Contract for Scientific Evaluation” to the Regulations (hereinafter – the Service Contract). The Service Contract may be adjusted during the contracting process in conformity with the content of the Project Proposal and the specificities of the expert evaluation.

39. The expert shall evaluate the Project Proposal according to the scientific criteria laid down in Paragraph 26 of the Cabinet Regulation and the procedures for evaluating Project Proposals as follows:

39.1. the scientific quality of the project evaluated in accordance with considerations laid down in Paragraph 27 of the Cabinet Regulation;

39.2. the impact of the project results evaluated in accordance with the considerations of Paragraph 28 of the Cabinet Regulation;

39.3. the project feasibility and provisions evaluated in accordance with the considerations of Paragraph 29 of the Cabinet Regulation.

40. Each expert shall evaluate the Project Proposal within two weeks following the date of concluding the Service Contract by completing the individual evaluation form of the Project Proposal (hereinafter – the individual evaluation of the expert) in the Information System in accordance with Annex 7 “Methodology for Carrying Out the Expert Evaluation (for the Project Proposal, Mid-term/Final Scientific Reports of the Project)” to the Regulations (hereinafter – the Methodology for Carrying Out the Expert Evaluation) and in compliance with Annex 8 “Form for Individual/Consolidated Evaluation of the Project Proposal Expert Evaluation” to the Regulations.

41. After receipt of the individual experts evaluation in respect of all Project Proposals in the Information System, the Council shall, within five working days, 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 evaluation of the Project Proposals, setting up an expert panel for Project Proposals which fulfil the task of the Programme referred to in Sub-paragraph 5.2 of the Cabinet Order (hereinafter – the panel).

42. If only one Project Proposal is submitted for the task of the Programme provided for in Sub-paragraph 5.2 of the Cabinet Order, the Council shall not organise the panel for the relevant Project Proposal and the evaluation of such Project Proposal shall be carried out in accordance with the procedures laid down in Paragraph 25 of the Cabinet Regulation.

43. Within three working days following the conclusion of the panel, the expert responsible for the preparation of the consolidated expert evaluation of the respective Project Proposal shall, taking into account the individual evaluations by experts of the respective Project Proposal and also the panel results, complete the consolidated expert evaluation of the respective Project Proposal (hereinafter – the consolidated evaluation of the expert) in the Information System in accordance with Annex 7 “Methodology for Carrying Out the Expert Evaluation (for the Project Proposal, Mid-term/Final Scientific Reports of the Project)” to the Regulations and shall, within three working days, agree thereon with other experts involved in the evaluation of the respective Project Proposal who have provided individual evaluation of the respective Project Proposal, and shall submit the evaluation in the Information System. If the experts are unable to agree on the consolidated evaluation due to a difference of opinion, the experts shall inform the Council thereof on the following working day after expiry of the aforementioned three working days. In such case, the Council shall engage an additional expert (hereinafter – the additional expert) who at first, shall carry out an individual evaluation of the respective Project Proposal within the time limit and in accordance with the procedures laid down in Paragraph 40 of the Regulations, submitting the individual evaluation of the expert, and thereafter, the additional expert shall consult the original individual evaluations of experts. The additional expert shall prepare a consolidated evaluation within two weeks from the date of conclusion of the Service Contract for scientific evaluation, by agreeing with the expert or experts whose individual evaluation gives a total score closer to the total score given by the additional expert in their individual evaluation. The additional expert shall, within three working days following coordination with the other expert or experts, submit the consolidated evaluation in the Information System.

44. The expert is allowed to evaluate only 20 pages of the Project Proposal and up to seven additional pages if there are declarations from the social partners, letters of recommendation on cooperation, etc.

**VIII. Decision to Grant Funding or Reject a Project Proposal**

45. The Council shall, within three working days from the date of submission of the evaluation on the basis of the consolidated expert evaluations submitted in the Information System, calculate in the Information System the consolidated score for each Project Proposal (hereinafter – the consolidated score) using the following formula:

$ 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 – the proportion of the scientific criterion referred to in Paragraph 27 of the Cabinet Regulation (hereinafter – the scientific quality) is 30% of the consolidated score (K);

 45.3. B – the proportion of the scientific criterion referred to in Paragraph 28 of the Cabinet Regulation (hereinafter – the impact) is 50% of the consolidated score (K);

 45.4. C – the proportion of the scientific criterion referred to in Paragraph 29 of the Cabinet Regulation (hereinafter – the feasibility of the project) is 20% of the consolidated score (K).

46. The quality threshold for the consolidated evaluation 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) shall be at least four points, 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 (project feasibility and provisions), and at least ten points for all scientific criteria laid down in Paragraph 26 of the Cabinet Regulation in total.

47. The Council shall send the following to the Commission:

47.1. the list of the expert evaluations of the Project Proposals within five working days following the date of submission of the consolidated expert evaluations of all Project Proposals in the Information System and application of the formula referred to in Paragraph 45 of the Regulations. In the expert evaluation list of Project Proposals, the Project Proposals are arranged in the order of priority according to the score obtained in the consolidated evaluation (hereinafter – the List of Project Proposals) in accordance with Paragraph 32 of the Cabinet Regulation.

47.2. a summary of the recommendations made by the experts in their consolidated evaluations for each Project Proposal (hereinafter – the Expert Recommendations).

 48. The Commission shall, within one week following the receipt of the List of Project Proposals and the Expert Recommendations, in accordance with Sub-paragraph 33.1 of the Cabinet Regulation, take the decision specified in Sub-paragraph 8.3.1 of the Cabinet Regulation on the Project Proposal included in the List of Project Proposals, taking into account the maximum available project funding specified in Paragraph 5 of the Regulations and the Commission shall take the decision to reject the Project Proposals in compliance with Sub-paragraph 8.3.2 of the Cabinet Regulation. The Council shall send the decisions taken by the Commission to the Project Applicants.

**IX. Conclusion of the Project Contract and Funding**

49. The Council shall, within 10 calendar days following the date of taking the decision referred to in Sub-paragraph 8.3.1 of the Cabinet Regulation to grant the funding for the implementation of the project, conclude a project contract with the Project Applicant (hereinafter – the Project Implementer) using Annex 9 “Contract for the Implementation of the Project of the State Research Programme “Education”” to the Regulations. If the Commission has taken the decision on the necessity and substantiation of implementing the Expert Recommendations, the Council shall include the recommendations in the preparation of the Project Contract. The content of the Project Contract may be adjusted during the contract conclusion process according to the specific nature of the project and the Programme.

50. Project costs shall be eligible from the date on which the Commission has taken the decision provided for in Sub-paragraph 8.3.1 of the Cabinet Regulation to grant the funding for the implementation of the project. The Council shall request the Project Implementer to reimburse the funding received within the scope the project in the cases referred to in Paragraph 61 of the Cabinet Regulation.

51. Taking into account that one project stage shall be funded for a period of at least 6 (six) months, the amount of the advance payment for a project shall be specified in the Project Contract. 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 months before the end of the project period on the need for the extension and Annex 6 “Plan for the Consolidation of Results” to the Project Contract.

52. If a project involves a project cooperation partner, the Project Implementer shall conclude a cooperation contract with the cooperation partner setting out the financial conditions, the arrangements for settling disputes and for non-disclosure of confidential information, the provisions governing the entry into force, duration, termination of this contract, a detailed cooperation plan and budget, taking into account the Project Proposal, and also the provisions on intellectual property rights. The cooperation contract shall be submitted by the Project Implementer to the Council within two weeks following the date of mutual signing of the Project Contract. 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 contracts.

**X. Submission and Evaluation of the Mid-term and Final Scientific Report of the Project**

53. The Project Implementer shall submit to the Council, through the Information System, the mid-term scientific report of the project within one month from the date on which half of the project implementation period has elapsed; and the final scientific report of the project within one month of the end date of the project as laid down in the Project Contract. 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 evaluation of the mid-term scientific report and final scientific report of the project in accordance with the procedures laid down in Section 46 of the Cabinet Regulation.

55. The Council shall:

55.1. ensure that the mid-term scientific report or the final scientific report of the project is evaluated by at least two experts within two months after submission in the Information System in accordance with the procedures laid down in Paragraph 46 of the Cabinet Regulation by completing Annex 10 “Form for Individual/Consolidated Evaluation of the Mid-term/Final Scientific Reports of the Project” to the Regulations in accordance with the Methodology for Carrying Out the Expert Evaluation. If the experts cannot agree on a consolidated evaluation of the mid-term scientific report or the final scientific report of the project, the Council shall engage another expert who shall evaluate the mid-term scientific report or the final scientific report of the project and, taking into account the contributions of the experts previously engaged, i.e. the individual evaluations of the mid-term scientific report and the final scientific report of the project, prepare and submit in the Information System a consolidated evaluation of the mid-term scientific report and/or the final scientific report of the project, subject to prior coordination with other experts who have provided individual evaluations of the mid-term scientific report and the final scientific report of the project;

55.2. summarise the recommendations included in the consolidated expert evaluation of the mid-term scientific report or the final scientific report of the project and submit them for consideration by the Commission, which shall decide, within the competence thereof, 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. Mid-term and 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 mid-term and final reports of the Council on the implementation of the Programme (hereinafter – the report of the Council) within four months after completion of the evaluation of the mid-term scientific report and final scientific report of the project.

 57. The report of the Council shall include the following:

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

57.2. the results achieved and their description in accordance with the objective and tasks of the Programme in accordance with the Cabinet Order;

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 (measures implemented at mid-term, specific measures implemented at closure in accordance with the common (horizontal) objectives of the Programme);

 57.5. information on the publication of project results in open access and also in repositories suitable for depositing research data (by applying the FAIR*[[2]](#footnote-2)* principles);

57.6. other information as decided by the Commission.

**XII. Information and Publicity Requirements**

58. The Project Implementer undertakes to publish the project information (including on the project implementation, scientific group, activities, and achieved results) on the website of the Project Implementer 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 the certificate of acceptance and transfer upon project completion in accordance with Sub-paragraph 59.1.2 of the Cabinet Regulation, which is an annex to the Project Contract.

59. The Project Implementer shall, in the manner and within the time limits specified in the Project Contract, ensure the following:

59.1. provision of information on policy recommendations to the Ministry of Education and Science;

59.2. provision of information and recommendations to the Ministry of Education and Science on educational teaching methods and materials;

59.3. provision of information to other sectoral ministries concerning recommendations for policy-making;

59.4. close cooperation with the sectoral ministries in communicating and distributing project results;

59.5 provision of information to the Council, which conducts the communication and public information activities, on the implementation of the project funded within the scope of the Open Call. The Council shall gather the aforementioned 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 production of project design material, content development and joint workshops on the progress of the project.

60. In order to promote the visibility of the project, the Project Implementer shall use the common graphic identity of the State Research Programmes[[3]](#footnote-3) 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 established visual identity of the project 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 Implementer and project cooperation partners (if applicable) shall refer to the name of the Programme, the source of funding, and the relevant 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 use the visual identity mark of the project in accordance with Paragraph 60 of the Regulations. “Guidelines for Publishing Activities Implemented within the Scope of FARP and SRP Projects” (approved by Order No. 13 of 14 April 2021 of the Council) are available at: <https://www.lzp.gov.lv/lv/media/25/download?attachment>.

**XIII. Closing Provisions**

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

63. Information on the Project Proposal approved by the Commission shall be published on the following websites: [www.izm.gov.lv](http://www.izm.gov.lv) and [www.lzp.gov.lv](http://www.lzp.gov.lv).

Agreed upon with the Ministry of Education and Science.

**Annexes**

**Annex 1** “Project Proposal”;

**Annex 2** “Methodology for the Preparation and Submission of the Project Proposal, Mid-term Scientific Report and Final Scientific Report of the Project”;

**Annex 3** “Methodology for the Evaluation of the Conformity of the Project Proposal with the Administrative Evaluation Criteria”;

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

**Annex 5** “Declaration of Absence of Conflict of Interest and Maintenance of Confidentiality”;

**Annex 6** “Service Contract for Scientific Evaluation”;

**Annex 7** “Methodology for Carrying Out the Expert Evaluation (for the Project Proposal, Mid-term/Final Scientific Reports of the Project)”;

**Annex 8** “Form for Individual/Consolidated Evaluation of the Project Proposal Expert Evaluation”;

**Annex 9** “Contract for the Implementation of the Project of the State Research Programme “Education””;

Annex 9.1 “Project Proposal”;

Annex 9.2: “Breakdown of Funding for the 24-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 Costs”;

Annex 9.5 “Certificate of Acceptance and 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 the State Research Programme of 20\_\_\_”;

Annex 9.8 “Changes to the Contractual Amount up to 30% for the 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 “Changes in the Number of Project Implementers for the Project of the State Research Programme (Project Manager / Principal Investigators)”;

Annex 9.11 “Form for the Mid-term/Final Scientific Report of the Project”;

Annex 9.12 “List of Results”;

Annex 9.13 “Content Report”;

Annex 9.14 “List of the Scientific Group”.

**Annex 10** “Form for Individual/Consolidated Evaluation of the Mid-term/Final Scientific Reports of the Project”.

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

1. The Project Applicant is considered to be the project implementer when signing the Contract for the Project Implementation. [↑](#footnote-ref-1)
2. Findable, accessible, interoperable, reusable. [↑](#footnote-ref-2)
3. <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-3)