APPROVED

By the Latvian Council of Science 28.02.2025 Order No. 1-13/23

 “Regarding the Approval of the Regulations for the Open Tender for 2025

Fundamental and Applied Research Projects”

**Regulations for the Open Tender for 2025 Fundamental and Applied Research Projects**

**1 General provisions**

1 The Regulations for the Open Tender for 2025 Fundamental and Applied Research Projects (‘Regulations’) prescribe the procedures by which the Latvian Council of Science (‘Council’) organises and implements the open tender for 2025 fundamental and applied research projects (‘open tender’) and manages the national budget funds allocated for the funding of the fundamental and applied research projects (‘project’ or ‘projects’) on the basis of the procedures laid down in Cabinet Regulation No. 725 ‘Procedures for Evaluating Fundamental and Applied Research Projects and Managing their Financing’ of 12 December 2017 (‘Cabinet Regulation No. 725’).

2 The Regulations have been drafted on the basis of Paragraph 10 of Cabinet Regulation No. 725. The project applicant (‘project applicant’), in accordance with the procedures and to the extent laid down in the Regulations, submits for the open tender the project proposal form in accordance with Annex 1 ‘Project Proposal’ of the Regulations (‘project proposal’).

3 The total national budget funding available for the open tender is seventeen million seven hundred thirty-eight thousand two hundred and sixty-one euros **(EUR 17,738,261)** (‘project funding’), which in accordance with Paragraph 26 of Cabinet Regulation No. 725 is used for:

3.1 financing of projects;

3.2 organising the expert-examination of project proposals, mid-term scientific reports of the project and final scientific reports of the project, remuneration of foreign scientific experts (‘expert’), and communication activities.

4 The deadline for the submission of project proposals is 28 April 2025 (‘deadline for the submission of project proposals’).

5 The Council announces the open tender in accordance with Paragraph 9 of Cabinet Regulation No. 725. The following is indicated in the announcement for the open tender:

5.1 title of the open tender;

5.2 funding of the open tender;

5.3 time limit for the submission of the project proposal;

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

6 The open tender is carried out by the Council in all the science sectors specified in Cabinet Regulation No. 595 ‘Regulations Regarding the Sectors and Subsectors of Science of Latvia’ of 27 January 2022 (‘Cabinet Regulation No. 595’), which are divided into six groups (‘science sector groups’):

6.1 natural sciences;

6.2 engineering and technology;

6.3 medical and health sciences;

6.4 agricultural, forestry and veterinary sciences;

6.5 social sciences;

6.6 humanities and arts.

7 The total duration of the project is 36 months (‘project duration’). The project is implemented in phases, each phase lasting 12 months. The project is completed on the date on which the Council signs the acceptance certificate on the achievement of project results referred to in Paragraph 48.1.2 of Cabinet Regulation No. 725 for the completion of the tasks set out in Part A Chapter 3 ‘Project results’ of the project proposal without any objections, in the manner and within the deadlines set out in the agreement for the completion and financing of a fundamental and applied research project, the completion of the goal and objectives of the project (‘project agreement’), accompanied by the expert evaluation of the final scientific report of the project referred to in Paragraph 36 of Cabinet Regulation No. 725 and the final financial statement referred to in Paragraph [46](https://likumi.lv/ta/id/295784#p46) of Cabinet Regulation No. 725, as approved by the Council.

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

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

9 The applicant meets the requirements of Paragraph 2.7 of Cabinet Regulation No. 725.

10 For the achievement of the project goal and objectives, and to achieve the results specified in project proposal Part A Chapter 3 ‘Project results’, the project applicant may engage a partner or partners in compliance with Paragraph 7 of Cabinet Regulation No. 725. When implementing a project jointly with its partner/s, the project applicant takes full responsibility for the project and fulfilment of the obligations.

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

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

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

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

12 The members of the scientific team, namely the principal investigator, the lead project participant, and the project participant, indicated in the project proposal must comply with the requirements set out in Paragraphs 2.3, 2.4, and 2.5 of Cabinet Regulation No. 725. The principal investigator is also determined in accordance with Paragraph 8 of Cabinet Regulation No. 725.

If the principal investigator is employed by the project applicant as a tenured professor based on the regulation of the relevant higher education institution on tenured professors, the project applicant shall ensure exclusion of the double financing risk in the part on remuneration for the tenured professor during the whole duration of the project implementation.

At the moment of entering into the project contract, the project applicant shall submit to the Council an agreement entered between the project applicant and the tenure professor on the work of the relevant scientist, who is a tenured professor, as the principal investigator. The applicant ensures that this agreement includes a restriction on the tenured professor, provided they are the principal investigator, preventing them to act as a principal investigator in other fundamental and applied research projects throughout the duration of the project. The project applicant ensures that the agreement remains in force for the duration of the project (including any extensions). The project applicant (project implementer) ensures that there is no risk of double funding throughout the project.

13 The scientific team specified in the project proposal submitted as part of the tender must include university students[[1]](#footnote-1) and doctoral candidates[[2]](#footnote-2) (‘student’) in its scientific team (its scientific staff). The total workload of all the students must not be less than 3.0 of the full-time equivalent (FTE) throughout the duration of the project, considering that each student is employed in the project for at least 0.25 FTE in the respective round of the project.

13.1 If during the project a student finishes studies at a certain level and no later than within four months thereafter begins studies at the next level or new studies in a different study group, the respective four-month period can be deemed to be in line with the condition for the hiring of students referred to in the condition referred to in this paragraph. If the information regarding the student is not available in the database of the State Education Information System to verify the status of the student during implementation of the project, the Council has the right to request and the project implementer submits to the Council a confirmation (statement) regarding the student (date when the student began studies at the higher education programme (sub-programme), data on the semester or study year (course) and a confirmation on continued relevant studies during the project implementation period). Regarding doctoral candidates, the Council has the right to request the project implementer to provide a statement on the fact that the relevant person is a doctoral candidate.

13.2 If during the project a student successfully finishes doctoral studies or defends a doctoral thesis, then until the conclusion of the project, the involvement of this person is deemed to be in line with the condition for the hiring of students. Project implementer shall submit to the Council information (statement) regarding status of students involved in implementation of the project when requested by the Council.

14 If the quantitative structure of the principal investigator, lead project participants and/or project participants is changed more than 50 per cent during implementation of the project, the project implementer shall inform the Council by submitting to the Council relevant information in line with procedures stipulated in paragraphs 41 or 42 of the Cabinet Regulation No. 725. The project implementer shall submit the information referred to herein immediately after the moment when circumstances have occurred based on which the above changes in the scientific group of the project have taken place.

15 The remuneration of the scientific team members specified in Paragraph 2.2 of Cabinet Regulation No. 725 involved in the project is determined within the scope of the project in accordance with the remuneration policy and remuneration rates of the project applicant and partners of the project (if any).

**4 Eligible Activities and Costs**

16 The project applicant implements the project unrelated to economic activities in accordance with Paragraph 6 of Cabinet Regulation No. 725.

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

17.1 original research articles published in the Q1 or Q2 publications listed in the Web of Science or SCOPUS databases;

17.2 original research articles published in other journals included in the Web of Science or SCOPUS databases, in the social sciences, humanities and arts, including journals included in the ERIH PLUS database;

17.3 other peer-reviewed original research articles in other scientific journals and collections of articles (including conference article collections), with an international editorial board;

17.4 peer-reviewed scientific monographs;

17.5 scientific databases and datasets prepared according to the FAIR principles;

17.6 intellectual property registered with an international body (incl. WIPO, EPO) or abroad (patents, functional models, prototype rights, semiconductor product topographies, plant breeder certificates, supplementary protection certificates for medical or other products, etc.);

17.7 intellectual property registered in Latvia (patents, prototype rights, semiconductor product topographies, plant breeder certificates, supplementary protection certificates for medical or other products, etc.);

17.8 other new product or technology, software copyrights (including methods, prototypes, treatment and diagnostic methods not to be commercialised, etc.);

17.9 policy recommendations and reports on the impact of policies;

17.10 project proposal submitted in an international call for research and development projects (competition abroad or submitted by an international consortium);

17.11 project proposal submitted in a Latvian call for research and development projects;

17.12 doctoral thesis defended within the thematic focus of the project;

17.13 other project results relevant to the specific nature of the research, complementary to the items listed above (e.g., teaching materials, methodological recommendations and materials, non-reviewed publications (pre-prints), scientific conferences organised, etc.).

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

18.1 Direct eligible costs:

18.1.1 the remuneration (monthly salary) and related costs, including employer mandatory state social insurance contributions, holiday pay and holiday allowance paid in proportion to the time worked as part of the project, sick leave expenses for members of the research team involved in the implementation of the project who are working on the basis of an employment contract, in accordance with the project applicant’s remuneration policy, and payment rates. Remuneration must be commensurate with the activities to be carried out in the project and the time spent on these tasks, taking into account the intensity of the activities to be carried out as part of the project;

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

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

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

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

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

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

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

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

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

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

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

18.2.6 cost of household care materials;

18.2.7 travel expenses;

18.2.8 remuneration of scientific supporting and technical that does not exceed the applicant’s remuneration rates in accordance with the institution’s remuneration policy, including the employer’s mandatory state social insurance contributions;

18.2.9 other indirect eligible costs not included in the direct eligible costs of the project, but reasonably necessary to achieve the project objectives;

18.3 indirect eligible costs are planned as a single cost item, applying an indirect cost flat rate of 15 per cent of the remuneration costs of the members of the scientific team[[3]](#footnote-3). The project participant and the project partner(s) (if any) must draft and approve internal procedures for the use and control of the indirect eligible costs of the project, which the Council is entitled to request,[[4]](#footnote-4) and which the project participant must present 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). The flat rate for indirect costs is applied taking into account the simplified cost option method for similar types of operations for the implementation of projects of European Union funds in the 2021–2027 planning period. Accordingly, the basis for calculating indirect costs is direct eligible staff costs, and the method for calculating the indirect eligible costs is: indirect eligible costs are 15 per cent of the direct eligible personnel costs indicated for the remuneration of the members of the research group indicated in Section 18.1.1 of the Regulations[[5]](#footnote-5);

18.4 when preparing the financial report on the use of the funding allocated to the project for the previous financial year referred to in Paragraph 33.1 of Cabinet Regulation No. 725, the project participant does not provide supporting documents on the use of indirect eligible costs calculated at the indirect cost flat rate.

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

19 The project applicant must fill in the project proposal and submit it to the National Research Information System (‘Information System’) in accordance with Annex 2 ‘Methodology for the Preparation and Submission of the Project Proposal, Mid-term Scientific Report of the Project, Final Scientific Report of the Project and Financial Statement of the Project’ of the Regulations (‘submission methodology’) within deadline for the submission of project proposals.

In accordance with Cabinet Regulation No. 595, the project applicant must indicate the science sector in which the project will be implemented or if the project is cross-sectoral, the main science sector in which the project is to be carried out, in Chapter 1 ‘General Information’ of Part A of the project proposal. In the case if project implementation is related to several scientific sectors, in accordance with Cabinet Regulation No. 595, the project applicant may indicate up to three science sectors, and the assignment of the project proposal to any of the science sector groups is determined on the basis of the main science sector which is indicated first, in Chapter 1 ‘General Information’ of Part A of the project proposal.

20 To ensure achieving the aim of implementing the project as stated in Paragraph 3 of the Cabinet Regulation No. 725 and to avoid the plagiarism, the project applicant shall, upon submission of the project proposal documents, certify that the content of the project proposal is not created by artificial intelligence (‘AI’). If the artificial intelligence has been used to create the content of the project proposal, the applicant shall be obliged to state it in Part B “Project Description”, Paragraph 1 “Scientific Excellence” of the project proposal, including description of what AI tools were used to create the content of the project proposal and to what scope, and in what context it was used.

The project applicant as a research organisation shall be responsible for the use of AI generated content use in preparation of the project proposal, including set research questions, developed methodology, content structuring, as well as results interpretation and evaluation.

The project applicant shall be obliged to ensure credibility of the scientific research and statements and take responsibility for the originality of the project description content and truthfulness of facts.

When using AI solutions, the project applicant shall be responsible for:

- non-disclosure of personal data, sensitive and/or confidential information to AI systems of the third parties,

- non-existence of prejudices and stereotypes and/or insulting information in the content created by AI,

- trustworthiness of the content created by AI.

21 In order to certify the project proposal, the project applicant must add the certification of the project applicant in the Information System, in Part D ‘Certification by the Project Applicant’ of the project proposal. If the project applicant has involved a partner, Part E ‘Certification of the project partner’ of the project proposal is also uploaded to the Information System. The certification of the project applicant and the certification of the project partner is prepared and submitted in accordance with the submission methods. To certify information provided in Part D and Part E of the project proposal, the project applicant and its cooperation partners (if applicable) shall add to the information system Part F ‘Financial Turnover Statement’, financial management and accounting policy and acknowledgement of the scientific institution that the results of the research related to the project would not be used for commercial purposes (if applicable).

**6 Administrative assessment of project proposals**

22 Once the deadline for the submission of project proposals expires, the Council assesses the project proposals within a period of two weeks, in accordance with the administrative compliance criteria specified in Paragraph 12 of Cabinet Regulation No. 725 by filling Annex 3 ‘Form for the Evaluation of Administrative Compliance of the Project Proposal’ to the Regulations, in accordance with Annex 4 ‘Methodology for the Evaluation of the Compliance of the Project Proposal with the Administrative Compliance Criteria’ to the Regulations (‘administrative assessment methodology’).

23 In completing Annex 3 to the Regulations, the Council submits a list of evaluated project proposals and a summary of the evaluation of the project proposals’ compliance with the administrative eligibility criteria set out in Paragraph 12 of Cabinet Regulation No. 725 to the Commission for the Implementation and Monitoring of Fundamental and Applied Research Projects (‘evaluation commission’) established by the Council, acting in accordance with Paragraph 101.2 of Cabinet Regulation No. 725, for the evaluation commission to provide its opinion, and the Council must adopt a decision in accordance with Paragraph 14 of Cabinet Regulation No. 725.

24 If the Council detects shortcomings during administrative evaluation of the project proposals that the project proposal (Parts D, E (if applicable) and F of the project are fully completed and submitted, but it does not include enclosed (or non-conforming has been enclosed) documentation to be added to the relevant parts of the referred to project proposal, the Council shall task the project applicant with electronic submission of the relevant documentation within two business days since the date when the Council’s request was submitted.

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

25 Based on Paragraphs 16 and 17 of the Cabinet Regulation No. 725, the Council organises and carries out the selection of experts for the scientific evaluation of project proposals, mid-term scientific reports and final scientific reports.

26 The Council selects experts referred to in Paragraph 25 of the Regulations on the basis of guidelines and principles for the selection of foreign scientific experts[[6]](#footnote-6) for scientific research project proposal tenders (‘expert selection guidelines’)approved by Latvian Council of Science decision No. 1-13/48 of 7 July 2023.

27 The function of project secretaries, as set out in Paragraph 2.6 of Cabinet Regulation No. 725, is performed by employees of the Council or by natural individuals hired by the Council based on a contract for the performance of duties as a project secretary (‘project secretary’).

28 If the project secretary is in a conflict of interest with the project applicant, partner, or members of the scientific team specified in the project proposal, the Council must assign the organising of the evaluation of the project proposal, mid-term scientific report or final scientific report of the project to another project secretary.

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

30 The project secretary prepares a list of experts for the scientific evaluation of each project proposal, mid-term scientific report and final scientific report of the project. The list is prepared taking into account the conditions referred to in Paragraph 16 of Cabinet Regulation No. 725, and the experts whose hiring is not recommended (if applicable) specified in Paragraph 9 of Part D ‘Certification by the Project Applicant’.

31 The individual evaluation of the project application, the mid-term scientific report or final scientific report is carried out by no less than two experts in accordance with the procedures and within the time laid down in the expert agreement concluded with the Council. The two experts carry out the evaluation individually, which they submit to the information system, and one of the experts then prepares a consolidated evaluation of the project proposal, mid-term scientific report or final scientific report (‘reporter’), which the rapporteur coordinates with the other expert. If the experts are unable to agree on the consolidated assessment due to a difference of the evaluations made by the experts, the experts report this to the Council. In this case, in accordance with the procedure laid down in the Statutes, the Council hires another expert who first carries out an evaluation of the project proposal in question in accordance with the procedure and within the time specified in the expert agreement concluded with the Council and submit the expert’s individual evaluation to the information system.

Taking into account the individual assessments of the experts previously hired for the project proposal, the mid-term scientific report, or the final scientific report of the project, the third expert prepares a consolidated expert evaluation, which must not be lower than each individual evaluation provided by the experts and not higher than each individual evaluation provided by the experts. The consolidated assessment is submitted to the information system by the third expert. Before submitting the consolidated assessment, the third expert coordinates it with the expert with whom the third expert’s evaluation is closer in terms of the score given to the project proposal.

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

**8 Scientific evaluation of the project proposal**

33 The expert assesses the project proposal in accordance with Paragraph 19 of the Cabinet Regulation No. 725, and Paragraphs 20, 21 and 22 of the Cabinet Regulation No. 725, according to Annex No. 5 ‘Methodology for the Evaluation of the Project Proposal, Mid-Term Scientific Report and Final Scientific Report of the Project’ to the Regulations (‘scientific evaluation methodology’), filling in and confirming Annex 6 ‘Form for the Individual and Consolidated Evaluations of the Project Proposal’ to the Regulations, specifically its part concerning the individual evaluation via the information system within three weeks after the date at which the Council adopts its decision as per Paragraph 14 of the Cabinet Regulation No. 725.

The expert is obliged to ensure credibility of the scientific evaluation and reasoned statements and shall be responsible for original content and validity of facts included in his or her evaluation. The expert shall be responsible for the use of AI generated content in the process of evaluating the project proposal and interim report and/or final report.

When using AI solutions, the expert shall be responsible for non-disclosure of information containing personal data, sensitive or confidential information to third-party AI systems, for non-existence of prejudices and stereotypes and/or insulting information in the content created by AI, as well as credibility of the content created by AI.

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

35 The quality threshold in the consolidated evaluation score of the project proposal is at least 4 points for the criterion specified in Paragraph 19.1 of the Cabinet Regulation No. 725, at least 3 points for the criterion specified in Paragraph 19.2 of the Cabinet Regulation No. 725, at least three points for the criterion specified in Paragraph 19.3 of the Cabinet Regulation No. 725 and at least 10 points for all the criteria specified in Paragraph 19 of Cabinet Regulation No. 725 (‘quality threshold’). The Council rejects project proposals whose consolidated scores do not meet the quality threshold as not to be supported as per Paragraph 37.2 of the Regulations.

36 Taking into account the consolidated evaluation score provided by experts for the project proposal, the Council must calculate the consolidated evaluation in percentage for each project proposal, taking into account the following formula: C:\Users\Ginta Apele\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\9878F608.tmp

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

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

36.2 A is the evaluation of the criterion referred to in Paragraph 19.1 of Cabinet Regulation No. 725 (its proportion is 50 per cent of the consolidated evaluation of the project proposal, in accordance with Paragraph 24 of Cabinet Regulation No. 725);

36.3 B is the evaluation of the criterion referred to in Paragraph 19.2 of Cabinet Regulation No. 725 (its proportion is 30 per cent of the consolidated evaluation of the project proposal, in accordance with Paragraph 24 of Cabinet Regulation No. 725);

36.4 C is the evaluation of the criterion referred to in Paragraph 19.3 of Cabinet Regulation No. 725 (its proportion is 20 per cent of the consolidated evaluation of the project proposal, in accordance with Paragraph 24 of Cabinet Regulation No. 725);

**9 Funding of projects**

 37 No later than within three months since the date of end of the tender but, if necessary, extending the period in line with provisions of Section 64(2) of the Administrative Procedure Law, the Council shall under the procedures stated in the Regulations conduct the scientific evaluation of project proposals in accordance with Sub-paragraph 25.2 of the Cabinet Regulation No. 725, evaluating the opinion of the evaluation commission, and shall take one of the following decisions:

37.1 decision on the funding of the project;

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

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

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

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

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

38.3 If all of the project proposals evaluated in a particular group of science sectors (that are above the quality threshold) are funded from the part of the open tender financing referred to in Paragraph 38.1 of the Regulations, the project proposals above the quality threshold in that scientific sector group are not included in the calculation of the distribution of the second round of the tender referred to in Paragraphs 38.2 of the Regulations.

39 If within one group of science sectors, multiple project applications eligible for the funding are last in the list of projects and have the same consolidated percentage grade, the funding is allocated to the project that has the highest score in the first criterion specified in the consolidated evaluation score of the project proposal (Paragraph 19.1 of Cabinet Regulation No. 725) (‘first criterion’). If the project proposals obtain the same score in terms of the first criterion, the funding is awarded to the project which in accordance with the information specified in the consolidated evaluation score for the project proposal received the highest score in terms of the second criterion (Paragraph 19.2 of Cabinet Regulation No. 725) (‘second criterion’). If the project proposals received the same score for the first and second criteria, the Council invites experts who gave the consolidated evaluation scores of the project proposals via e-mail. Within one week after the Council’s e-mail invitation and by agreement, the experts provide the Council with an e-mailed opinion stating which project proposal of all the project proposals with the same score should receive the funding, taking into account the scientific quality of each project proposal. Taking into account the opinion provided by the experts, the Council takes one of the decisions referred to in Paragraph 37.1 or 37.3 of the Regulations for each project proposal.

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

41 If additional funding for the implementation of the open tender is allocated by the Ministry of Education and Science, the Council distributes this funding among the proposals included in the reserve list in descending order according to the procedure laid down in Paragraphs 38, 39, and 42 of the Regulations.

42 If the allocation of the open tender funding the groups of scientific sectors made in accordance with the procedure set out in Paragraphs 38 and 39 of the Regulations does not result in complete use of the funding, but the remaining amount is not sufficient to fund one additional proposal from the group of scientific sectors concerned, the unused funding is pooled among the groups of scientific sectors. Project proposals are funded in the scientific sectors with the highest remaining unused funding, calculated in accordance with Paragraph 38.3 of the Regulations. No more than one project proposal may be funded per group of scientific sectors. In this case, it is taken into account that the funding in the group of scientific sectors is calculated in proportion to the amount of funding indicated in the project proposals above the quality threshold, relative to the total amount of funding indicated in the project proposals. This enables funding to be used as efficiently as possible within the group of scientific sectors for which it is calculated. The project proposals with the highest consolidated percentage scores in the relevant groups of scientific sectors are selected from the reserve list of project proposals. In the case of multiple proposals in a scientific sector that have the same consolidated percentage score, the procedure referred to in Paragraph 39 of the Regulations applies.

43 If, in a given group of scientific sectors, the applicant whose project has been awarded the funding and the principal investigator do not conclude a project agreement with the Council in accordance with Paragraph 45 of Annex 7 ‘Agreement for the completion and financing of a fundamental and applied research project’ to the Regulations and within the time set in Paragraph 37.1 of the Regulations, the funding awarded to this project proposal is allocated by the Council to the next project from the reserve list of project proposals in the relevant group of scientific sectors, for which the Council must adopt the decision referred to in Paragraph 37.1 of the Regulations. If there are no more project proposals above the quality threshold on the reserve list of project proposals in a given group of scientific sectors, the Council allocates the funding to a project proposal in another group of scientific sectors, in accordance with the procedure laid down in Paragraphs 38 and 42 of the Regulations.

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

45 On the basis of the decision of the Council referred to in Paragraph 37.1 of the Regulations, the Council concludes a project agreement with the project applicant and the principal investigator within one month after the decision is sent. The content of the project agreement may be updated by the contracting parties during the agreement negotiations, taking into account the specific features of the subject of the project. Once the project agreement takes effect, the project applicant and the principal investigator are recognised as and further referred to as project implementers in these Regulations.

46 If the project agreement is concluded in accordance with the decision specified in Paragraph 37.1 of the Regulations, the project applicant and the project partner (if any) must, in compliance with the provisions of Paragraph 7 of Cabinet Regulation No. 725, conclude a cooperation agreement which governs financial conditions, dispute resolution, non-disclosure of confidential information, provisions for the agreement taking effect, duration of the agreement, procedures for its termination, detailed cooperation plan and budget, taking into account the information specified in the project proposal and the intellectual property rights regulations. The project implementer must submit the cooperation agreement to the Council within 2 (two) calendar weeks after the conclusion of the project agreement.

47 The project implementer starts the implementation of the project under the project agreement no later than January 2026. Project costs are eligible if incurred between 1 January 2026 and 31 December 2028, inclusive.

48 On the basis of Paragraph 5 of Cabinet Regulation No. 725, one may extend the project period for up to one year to consolidate and publish the project results without allocating additional funding, whereby the project implementer submits to the Council a reasoned statement regarding this, while also adding the plan for consolidation of results and publication of results (Annex 10 to the project contract).

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

49 In accordance with Paragraph 33.2 of Cabinet Regulation No. 725, the project implementer must, within one month after the last day of the 18th month of the project, use the information system to submit the mid-term scientific report for the project, while in accordance with Paragraph 33.3 of Cabinet Regulation No. 725, the project implementer must, within one month after the last day of the project, use the information system to submit the final scientific report for the project (Annex 8 ‘Form for the mid-term/final scientific report of the project’ to the project agreement). If, in accordance with Paragraph 48 of the Regulations, the Council decides to extend the project, the project implementer submits the final scientific report of the project to the information system within one month after the end of the extension period. The project implementer must complete and submit the financial statement for the project in the information system within one month after the end of the previous financial year. If the project period has been extended, the financial statement for the project covering the remaining project amount is submitted in the information system within 1 month after the end of the extended project period. In accordance with Paragraph 45 of Cabinet Regulation No. 725 the financial statement for the project is examined within one calendar month after the submission of the statement in the information system. If the project’s financial statement complies with Chapter IIIof Cabinet Regulation No. 725, these Regulations, and the project agreement, the Council approves it.

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

51 Prior to the evaluation of the mid-term scientific report and final scientific report of the project, the expert signs the statement on the absence of conflict of interest and the undertaking to observe confidentiality specified in Paragraph 32 of the Regulations.

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

53 Once the evaluation specified in Paragraph 31 of the Regulations is completed, the reporter must, within one week after the approval of the individual evaluations of the mid-term scientific report or the final scientific report of the project prepared by both the expert, enter the consolidated evaluation score of the mid-term scientific report or final scientific report of the project in the information system (Annex 8 ‘Form for the evaluation of the mid-term/final scientific report of the project’ to the project contract) by providing the evaluation in accordance with Paragraphs 34 and 35 of Cabinet Regulation No. 725. Both the experts approve the consolidated evaluation of the mid-term scientific report and final scientific report of the project in the information system. If the experts disagree on the consolidated evaluation of the mid-term or final scientific report, or if the assessments of the experts are very different, the Council may hire a third expert in accordance with the procedure laid down in the Regulations.

54 If during the evaluation of the mid-term scientific report and final scientific report of the project, the project secretary discovers that the actions of the expert with do not comply with the expert’s statement, the project secretary reports this to the Council (via e-mail, at [flpp@lzp.gov.lv](mailto:flpp@lzp.gov.lv)), and the Council decides on concluding an agreement with a new expert.

55 Having received the consolidated evaluation of the mid-term scientific report of the project and the final scientific report of the project, the Council acts in accordance with Paragraphs 35 and 36 of Cabinet Regulation No. 725. If the Council discovers that the funding allocated to the project was not used in accordance with the provisions of the agreement, the Council acts in accordance with Paragraphs 48 and 50 of Cabinet Regulation No. 725.

**11 Management of research data, report on the scientific value for money of the project**

56 In order to enable the management of research data, the project implementer creates a research data management plan (‘data management plan’) for the research carried out under the project no later than three months after the start date of the project, in accordance with the requirements set in Annex 8 ‘Creation, maintenance, and implementation of a research data management plan’ to the Regulations.

57 No later than 3 months after the start of the implementation of the project, the project implementer fills in the fields in the information system for the information platform on which the data management plan is created and maintained, the address for accessing the data management plan, indicating if the data created during the project implementation are planned to be accessible (for details, see Latvian Open Science Strategy 2021–2027), and, if open access to the data is planned, the date by which such access will be provided/started.[[7]](#footnote-7)

58 The project implementer may update the data management plan and create the datasets in it for the duration of the project, and within one month after the end of the project.

59 In accordance with Paragraph 37 of Cabinet Regulation No. 725, the Council uses the mid-term or final scientific reports submitted by the project implementer in accordance with Paragraph 33 of Cabinet Regulation No. 725 and prepares a report on the scientific merit of the projects, which must include information about:

59.1 the mid-term scientific reports of the projects and final scientific reports of the projects;

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

59.3 the numeric indicators of the results achieved as part of the projects;

59.4 the monitoring of the sustainability of the project results, including contributions to the development of project’s fields of science.

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

**12 Information and Publicity Requirements**

60 In accordance with the procedures and within the time laid down in the project agreement, the project participant ensures the provision of information to the Council which enables informing the public about the implementation of the projects funded within the scope of the open tender. The Council shall gather the aforementioned information and make it available to the public.

61 In publications and activities related to the distribution and publicity of project results (except for conference theses consisting of no more than one page) financed via the funding allocated to the project, the project participant provides information about the source of funding, indicating the names of the open tender and the project, and the number of the project, and the fundamental and applied research logo (available on the website of the Council, at About — Graphic Symbols). If the project participant fails to specify the above information, the corresponding costs pertaining to the distribution and publicity of the project results must not be considered eligible costs in the manner defined in Paragraph 18.1.6 of the Regulations, and may not be associated with the results of the project. The ‘Guidelines for FLPP and NRP project publicity’ (approved by Council Order 13 of 14 April 2021) are available at: <https://www.lzp.gov.lv/lv/media/25/download?attachment>.

62 The project participant shall publish the project information (including information about the project, planned results based on the project schedule, scientific team, activities and the results achieved) on the website of the project participant and informs the Council about the website address. The project participant ensures maintenance and supplementation of this information in line with the achieved project outcomes, renewing the published project information at least once per quarter. The project participant shall use two informative measures for publicity of the project: one – in the interim stage of the project implementation and the other – in the final stage of the project implementation. In accordance with provisions of Paragraph 7 of the Regulations, the project participant shall prepare and submit within one month after conclusion of the project to the Council a popular science report on outcomes and effect achieved during the project in accordance with the form provided in Annex 3 to the Contract. The above information shall be placed by the Council on its website and used to prepare reports.

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

**13 Closing Provisions**

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

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

 Annexes:

Annex 1 ‘Project Application’;

Annex 2 ‘Methodology for the preparation and submission of the project application, mid-term scientific report of the project, the final scientific report of the project and financial statement of the project’;

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

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

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

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

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

Annex 1 ‘Project Application’ to the Agreement;

Annex 2 “Calculation of the Value of Project Results as a Percentage of the Total Project Costs”;

Annex 3 to the Contract “Project Scientific and Social Impact Summary’ to the Agreement”;

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

Annex 5 ‘Supplementary Agreement on Amendments to the Agreement for the Completion and Financing of the Basic and Applied Research Project (exceeding 20% up to 30% (included))’ to the Agreement;

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

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

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

Annex 9 ‘Description of Results’ to the Agreement (in Latvian and English);

 Annex 10 ‘Plan for the Consolidation of Results’ to the Agreement (in Latvian and English);

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

Annex 12 ‘Financing Schedule’ to the Agreement.

Annex 8 ‘Establishing, Maintaining, and Implementing a Plan for Research Data Management’.

Approved by the Ministry of Education and Science on 14 February 2025 (letter No. 4-28e/25/338 ‘Regarding the Approval of the Regulations for the Open Tender for 2025 Fundamental and Applied Research Projects’)

Approved by the Commission for the Implementation and Supervision of Fundamental and Applied Research Projects on 26 February 2025 (meeting minutes No. 52).

Deputy Director

Director of Department for International Cooperation Programme Projects

Acting Director of the Council E. Zondaka

1. In accordance with Section 44, Paragraph 1 of the Law on Higher Education Institutions, [↑](#footnote-ref-1)
2. In accordance with Section 11, Paragraph two of the Law on Higher Education Institutions [↑](#footnote-ref-2)
3. <https://eur-lex.europa.eu/legal-content/LV/TXT/HTML/?uri=CELEX:02013R1303-20190511&from=LV>. [↑](#footnote-ref-3)
4. The Council is entitled to request the internal rules for the use and control of indirect costs of the project approved by the project applicant and/or the participant, as part of the verification carried out as per Paragraph 48 of Cabinet Regulation No. 725, when verifying the appropriateness of the use of funds, and when deciding on the reimbursement of the funds received under the project in accordance with Paragraph 50 of Cabinet Regulation No. 725. [↑](#footnote-ref-4)
5. Available: https://www.esfondi.lv/normativie-akti-un-dokumenti/2021-2027-planosanas-periods/vadlinijas-par-vienkarsoto-izmaksu-izmantosanas-iespejam-un-to-piemerosana-eiropas-savienibas-kohezijas-politikas-programmas-2021-2027-gadam-ietvaros [↑](#footnote-ref-5)
6. https://www.lzp.gov.lv/lv/informacija-istenotajiem/ [↑](#footnote-ref-6)
7. Latvian Open Science Strategy 2021–2027 Cabinet meeting minutes decision No 12/31§ of 1 March 2022 /<https://tapportals.mk.gov.lv/meetings/protocols/bc243829-e155-46ec-9f94-d0bf9fd202be> [↑](#footnote-ref-7)