Annex 1

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

(28.02.2025)

# Project proposal

## Part A

## Chapter 1 General information

|  |  |
| --- | --- |
| 1 Project title: |  |
| 2 Project applicant |  |
| 2.1 Registration number in the Register of Scientific Institutions |  |
| 2.2 Registration number in the Register of Enterprises |  |
| 2.3 Registered address |  |
| 2.4 E-mail address of the scientific institution |  |
| 2.5 Website of the scientific institution |  |
| 3 Contact person of the project |  |
| 3.1 Project contact person’s name |  |
| 3.2 Project contact person’s surname |  |
| 3.3 Project contact person’s phone number |  |
| 3.4 Project contact person’s e-mail |  |
| 4 Project partner (if applicable) |  |
| 4.1 Registration number in the Register of Scientific Institutions |  |
| 4.2 Registration number in the Register of Enterprises |  |
| 4.3 Registered address |  |
| 4.4 E-mail address of the scientific institution |  |
| 4.5 Website of the scientific institution |  |
| 5 Principal investigator |  |
| 5.1 Name of the principal investigator |  |
| 5.2 Surname of the principal investigator |  |
| 6 Main scientific field and additional scientific fields of the project  |  |
| 7 Type of research |

|  |  |
| --- | --- |
| fundamental research |  |
| applied research |  |

 |
| 8 Smart specialisation field |  |
| 9 Total funding of the project |  |
| 10 Summary of the project  |  |
| 11 Keywords |  |
| 12 Project implementation period |  |

## Chapter 2 Scientific team

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Scientific institution represented | Name, surname | Workload (FTE) | CV |
| Principal investigator |  |  |  |  |
| Lead project participants |  |  |  |  |
| Project participants (excluding university students and PhD candidates) |  |  |  |  |
| Project participants who are university students and PhD candidates |  |  |  |  |

## Chapter 3 Project results

|  |  |  |  |
| --- | --- | --- | --- |
| No | Type of result  | Number up to the mid-term stage of the project | Number at the end of the project (in total with the mid-term stage of the project) |
| 1 | Original research articles published in the Q1 or Q2 publications listed in the *Web of Science* or *SCOPUS* databases |  |  |
| 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 |  |  |
| 3 | Other peer-reviewed original research articles in other scientific journals and collections of articles (including conference article collections), with an international editorial board |  |  |
| 4 | Peer-reviewed scientific monographs |  |  |
| 5 | Scientific databases and datasets prepared according to the *FAIR* principles |  |  |
| 6 | Intellectual property registered with an international body (*WIPO, EPO*, etc.) or abroad (patents, functional models, prototype rights, semiconductor product topographies, plant breeder certificates, supplementary protection certificates for medical or other products, etc.) |  |  |
| 7 | Intellectual property registered in Latvia (patents, prototype rights, semiconductor product topographies, plant breeder certificates, supplementary protection certificates for medical or other products, etc.) |  |  |
| 8  | Other new product or technology, software copyrights (including methods, prototypes, treatment and diagnostic methods not to be commercialised, etc.) |  |  |
| 9 | Policy recommendations and reports on the impact of policies |  |  |
| 10 | Project proposal submitted in an international call for research and development projects (competition abroad or submitted by an international consortium) |  |  |
| 11 | Project proposal submitted in a Latvian call for research and development projects |  |  |
| 12 | Doctoral thesis defended within the thematic focus of the project |  |  |
| 13 | Other project results according to the specific nature of the project complementary to those listed above (including pre-prints) |  |  |

## Chapter 4 Project budget

|  |  |  |  |
| --- | --- | --- | --- |
| No | ECC | Type of expenses | Amount of expenses |
| Year 1 | Year 2 | Year 3 | Total  |
| 1. | 1000 | Remuneration in accordance with Paragraph 18.1.1 of the Regulations |   |   |   |   |
|  | Total FTE workload of members of the scientific team involved in the project  |   |   |   |   |
|  | incl. total student workload FTE |   |   |   |   |
| 2 | 2100 | Official trip expenses in accordance with Paragraph 18.1.2 of the Regulations |   |   |   |   |
| 3 | 5000 | Depreciation costs in accordance with Paragraph 18.1.3 of the Regulations |   |   |   |   |
| 4 | 2300 | Costs of purchasing and supplying equipment, tools and materials in accordance with Paragraph 18.1.4 of the Regulations |   |   |   |   |
| 5 | 2200 | Costs of external services in accordance with Paragraph 18.1.5 of the Regulations |   |   |   |   |
| 6 | 2200 | Costs of information and publicity (including costs of publishing scientific studies) in accordance with Paragraph 18.1.6 of the Regulations |   |   |   |   |
| 7 | **Direct** eligible costs |  |  |  |  |
| **Indirect** eligible costs (15% of the remuneration of the members of the scientific team), in accordance with Paragraph 18.3 of the Regulations |   |   |   |   |
| **Total** (direct (1, 2, 3, 4, 5, 6) + indirect (7) eligible costs) |   |   |   |  |

**Part B**

Project description

Project title:

**1 Scientific excellence**

(description)

**2 Impact**

2.1 Scientific results and technological findings of the project, the plan for their distribution

(description)

2.2 Socio-economic impact and publicity of results

(description)

2.3 Contribution to the capacity building of the scientific team of the project, including students, and to the improvement of the study environment

(description)

**3 Implementation**

3.1 Applicant and Scientific Team

(description)

3.2 Activity plan

(description)

3.3 Project management and risk plan

(description)

Table No. 1

|  |
| --- |
| Risk assessment |
| No. | Risk(Strategic, operational, financial, etc.) | Risk description(Cause, effect, impact (on what, with outcome/target group)) | Assessment | Risk prevention/mitigation measures |
| Probability | Impact |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| n |  |  |  |  |  |

**Part C**

*Curriculum Vitae*

**Name:**

**Researcher identification code/codes**, if any (ORCID, Research ID, Scopus Author ID, etc.):

**EDUCATION**

Date Doctoral degree [scientific discipline]

 [faculty/department/institution/country]

**WORK EXPERIENCE**

Date [current position]

 [institution, country]

Date [position]

 [institution, country]

**SCIENTIFIC PROJECTS**

**SCIENTIFIC PUBLICATIONS**

[*specify up to five scientific publications or proof of the reinforcement of intellectual property rights of relevance in the context of the project, in addition specifying the total number of publications, total number of quotes, quoting index, including the source, for example, Scopus or Web of Science Core Collection*]

**OTHER INFORMATION**

[*other information not exceeding 2 pages, for example, the number of supervised doctoral or master’s theses, duties in editorial boards of scientific publications, international scientific work experience, pedagogical experience, etc.*]

Part D. Certification by the project applicant

**Certification by the project applicant**

 Reg. No , represented by its

 project applicant position, name, surname

acting based on , **hereby certifies that**:

 regulations, articles of association, authorisations

1 Project applicant is a scientific institution that complies with Paragraphs 2.7 and 2.9 of Cabinet Regulation No. 725 ‘Procedures for Evaluating Fundamental and Applied Research Projects and Managing their Financing’ of 12 December 2017(‘Cabinet Regulation No. 725’). This is evidenced by the submission of the financial management and accounting policies of the scientific institution and the financial turnover statement (Part F) for 2021, 2022, and 2023, or for 2022, 2023, and 2024 (if available), stating that the financing of the economic activity, expenses and revenue is/will be listed separately from the non-economic activity in cases when the scientific institution engages in economic activity as well. If the scientific institution has companies that may have a decisive influence on this scientific institution being its shareholders or members, certification of the scientific institution on non-existence of privileged access is submitted with the research results related to the project and that it will not be used for commercial purposes (certification of access non-existence). The financial management and accounting policy (in WORD or PDF file format), the financial turnover statement (in EXCEL file format) and the access non-existence certification (in WORD or PDF file format) are submitted in the ‘Scientific Institution Project Documents’ section of the National Scientific Activity Information System (‘Information System’);

2 based on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (a reference to the constitution, articles of association or another document) the main aim of the project applicant is to conduct independent fundamental research, industrial research, or experimental development, or as broad dissemination of such independent research activity results for training, publication or knowledge, or it is determined that one of its main aims or primary activities is an independent research;

3 based on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (indicate specific chapters in the section of the National Scientific Activities Information System ‘Published reports of scientific institutions on their scientific activities’ (https://sciencelatvia.gov.lv/#/pub/home[[1]](#footnote-2)), certifying the actual existence of the results of independent research and its activities as broad dissemination in teaching, publications and knowledge transfer, as well as certifies the ability to implement the planned research.

4 certifies that

- companies that can decisively influence this subject, e.g. by being shareholders or members, do not have advantage of access to the research results generated by the subject;

- free access to publications is ensured (in relation to results that do not create intellectual property rights);

- in the case of alienation of the intellectual property, the principle of equity is ensured, e.g., in a public auction or in line with the external normative regulation on commercialisation of intellectual property.

5 has examined project proposal No lzp-2025/1-XXXX (project name: ” ”) (‘project proposal’) and confirms that it will ensure the implementation of the project, and that the information provided in the project proposal is true;

6 has reviewed all the conditions for receiving the funding specified in Cabinet Regulation No. 725 and these Regulations of the Open Tender for 2025 Fundamental and Applied Research Projects approved by the Latvian Council of Science (‘Council’) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2025 (‘Regulations’) and undertakes to comply with them during the project. The funding for the project indicated in the project proposal is \_\_\_\_ euros *for* the duration of the project, which is 3 years (36 months);

7 acknowledges that the principal investigator has the appropriate experience and expertise to carry out the tasks set out in the project proposal;

8 undertakes to comply with the publicity requirements of Paragraphs 62 and 63 of the Regulations when conducting the project activities and publishing information materials;

9 As I sign this declaration, I have been informed that:
9.1 the purpose of the processing of the personal data is the Council’s duty to comply with the requirements of the laws and regulations for the administrative evaluation, scientific evaluation, decision-making, conclusion of the project agreement and management of the funding awarded;

10.2 the data controller is the Council, at Smilšu Street 8, Riga, LV-1050, phone: +371 62801521, e-mail pasts@lzp.gov.lv;

9.3 Legal grounds for personal data processing Article 6(1)(c) of Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (‘Data Protection Regulation’) and the criteria set out in the Statute when verifying the applicant’s compliance with the administrative criteria;

9.4 grounds for the processing of personal data: the Council processes the data in order to ensure the evaluation of the project application submitted to the open tender in accordance with Cabinet Regulation 725 and the Regulations, whereby international experts carry out the scientific evaluation of the project application. If the project is approved, the Council signs the project agreement and manages further data processing during the project, including for the purposes of managing the funding and monitoring the progress of the project, and auditing. At the mid-term stage and at the end of the project, the Council must submit the project proposals for evaluation by experts who must carry out the scientific evaluation of the mid-term scientific report and the final scientific report of the project;

9.5 the project proposal is permanently stored in the information system, and the Council processes the data throughout the project and for 10 years after the signing of the project acceptance certificate;

9.6 the potential recipients of the personal data are the Council’s staff, and private individuals hired by the Council based on a contract for the performance of project secretary services, in charge of the tender, the administrative evaluation and the organising of the scientific evaluation, the international experts who carry out the scientific evaluation of the project proposal, the mid-term scientific report and the final scientific report, the members of the implementation and monitoring committee who take the decision on the approval of the project proposal. The project proposal is also available for inspection and audit by the State Audit Office;

9.7 the person has the right to request the data be rectified or erased;

9.8 the person has the right to lodge a complaint with the State Data Inspectorate.

10 undertakes to provide the necessary information about the project as may be requested by the Council and to participate in the monitoring and communication activities organised by the Council in accordance with Paragraph 63 of the Regulations;

11 acknowledges that, at the time of the submission of the project proposal, the project is not and has not been financed/co-financed through other public and private sources, including European Union funds and other international financial instruments, and that it has not submitted the same project proposal or part of it for financing from other financial sources, and does not intend to obtain double financing for the same project. List the projects carried out by the members of the project’s scientific team working in the applicant’s scientific institution at the time of the submission of the project proposal here:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project title: | Project funding provider | Amount (in euros) | Period | Role in the project |
|  |  |  |  |  |
|  |  |  |  |  |

12 Specify up to three experts who should not be involved in the scientific evaluation of this project proposal, giving an objective reason:

 12.1 [name, surname]: [reason];

 12.2 [name, surname]: [reason];

 12.3 [name, surname]: [reason].

|  |  |
| --- | --- |
| **The Project applicant:** |  \_\_\_\_.\_\_\_\_.2025. *(signature) \* (date)* |
| Name, surname |  |
| Position |  |
| Contact details | Phone |
|  | E-mail |

\* If the document is signed with a secure electronic signature, no signature is required here.

Part E. Project partner acknowledgement

**Partner acknowledgement**

 Reg. No , represented by its

 Partner’s position, name, surname

acting based on , hereby certifies that:

regulations, articles of association, authorisations

1 the partner is a scientific institution that complies with Paragraphs 2.7 and 2.9 of Cabinet Regulation No. 725 ‘Procedures for Evaluating Fundamental and Applied Research Projects and Managing their Financing’ of 12 December 2017(‘Cabinet Regulation No. 725’). This is evidenced by the submission of the financial management and accounting policies and the financial turnover statement (Part F) for 2021, 2022, and 2023, or for 2022, 2023, and 2024 (if available), stating that the financing of the economic activity, expenses and revenue is/will be listed separately from the non-economic activity in cases when the scientific institution engages in economic activity as well. If the scientific institution has companies that may have a decisive influence on this scientific institution being its shareholders or members, certification of the scientific institution on non-existence of privileged access is submitted with the research results related to the project and that it will not be used for commercial purposes (certification of access non-existence). The financial management and accounting policy (in WORD or PDF file format), the financial turnover statement (in EXCEL file format) and the investor statement (in WORD or PDF file format) are submitted in the ‘Scientific Institution Project Documents’ section of the National Scientific Activity Information System (‘Information System’);

Financial management and accounting policy (in WORD or PDF file format); financial turnover report (in EXCEL file format), and access non-existence acknowledgement (in WORD or PDF file format)

2 the main aim of the cooperation partner is to conduct independent fundamental research, industrial research, or experimental development, or as broad dissemination of such independent research activity results for training, publication or knowledge, or it is determined that one of its main aims or primary activities is an independent research;

3 companies that can decisively influence this cooperation partner, e.g. by being shareholders or members, do not have advantage of access to the research results generated by the subject;

- free access to publications is ensured (in relation to results that do not create intellectual property rights);

- in the case of alienation of the intellectual property, the principle of equity is ensured, e.g., in a public auction or in line with the external normative regulation on commercialisation of intellectual property.

4 has examined project proposal No lzp-2025/1-XXXX (project name: “\_\_\_\_\_\_”) (‘project proposal’) and acknowledges its role in the implementation of the project, and undertakes to perform the intended tasks and provide the necessary information to the project applicant, and certifies that the information provided in the project proposal about the partner is correct;

5 has reviewed all the conditions for receiving the funding specified in Cabinet Regulation No. 725 and these Regulations of the Open Tender for 2025 Fundamental and Applied Research Projects approved by the Latvian Council of Science (‘Council’) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2025 (‘Regulations’) and undertakes to comply with them during the project.

6 undertakes to comply with the publicity requirements of Paragraphs 61 and 62 of the Regulations when conducting the project activities, publishing scientific publications and information materials;

7 As I sign this declaration, I have been informed that:
7.1 the purpose of the processing of the personal data is the Council’s duty to comply with the requirements of the laws and regulations for the administrative evaluation, scientific evaluation, decision-making, conclusion of the project agreement and management of the funding awarded;

7.2 the data controller is the Council, at Smilšu Street 8, Riga, LV-1050, phone +371 62801521, e-mail pasts@lzp.gov.lv;

7.3 Legal grounds for personal data processing Article 6(1)(a) of Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (‘Data Protection Regulation’) and the criteria set out in the tender Regulations when verifying the applicant’s compliance with the administrative criteria;

7.4 grounds for the processing of personal data: the Council processes the data in order to ensure the evaluation of the project application submitted to the open tender in accordance with Cabinet Regulation No. 725 and the Regulations, whereby international experts carry out the scientific evaluation of the project proposal. If the project is approved, the Council signs the project agreement and manages further data processing during the project, including for the purposes of managing the funding and monitoring the progress of the project, and auditing. At the mid-term stage and at the end of the project, the Council must submit the project proposals for evaluation by experts who must carry out the scientific evaluation of the mid-term scientific report and the final scientific report of the project;

7.5 the project proposal is permanently stored in the information system, and the Council processes the data throughout the project and for 10 years after the signing of the project acceptance certificate;

7.6 the potential recipients of the personal data are the Council’s staff, and private individuals hired by the Council based on a contract for the performance of project secretary services, in charge of the tender, the administrative evaluation and the organising of the scientific evaluation, the international experts who carry out the scientific evaluation of the project proposal, the mid-term scientific report and the final scientific report, the members of the implementation and monitoring committee who take the decision on the approval of the project proposal. The project proposal is also available for inspection and audit by the State Audit Office;

7.7 the person has the right to request the data be rectified or erased;

7.8 the person has the right to lodge a complaint with the State Data Inspectorate.

8 authorises the applicant to assume contractual obligations with the Council and to represent the partner in all matters relating to the implementation of the project;

9 undertakes to participate in the monitoring and communication activities organised by the Council in accordance with Paragraph 62 of the Regulations.

10 acknowledges that, at the time of the submission of the project proposal, the project is not and has not been financed/co-financed through other public and private sources, including European Union funds and other international financial instruments, and that the project partner has not submitted the same project proposal or part of it for financing from other financial sources, and does not intend to obtain double financing for the same project. List the projects carried out by the members of the project’s scientific team working in the project partner’s scientific institution at the time of the submission of the project proposal here:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project title: | Project funding provider | Amount (in euros) | Period | Role in the project |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Project partner**: |  \_\_\_\_.\_\_\_\_.2025. *(signature\*) (date)* |
| Name, surname |  |
| Position |  |
| Contact details | Phone |
|  | E-mail |

\* If the document is signed with a secure electronic signature, no signature is required here.

|  |
| --- |
| Part F: ‘Form for the Financial Turnover Statement (for 2021, 2022, and 2023, or for 2022, 2023, and 2024 (if available))’ |
| **1 Expenses for \_\_\_\_\_1 broken down by economic classification code (EKK) and dimension: nature of the activity and its type2** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ECC | Non-economic activities | Total indirect activities | Activities | **TOTAL** |
| Core activity | other activity | indirect activity | TOTAL | core activity | other activity | indirect activity | TOTAL |
| Education\*\* | research and development\*\*\* | knowledge and technology transfer\*\*\*\* | education | research and development | knowledge and technology transfer |
| F | R | E | F | R | E |
| fundamentalresearch | industrialresearch | experimentaldevelopment | fundamentalresearch | industrialresearch | experimentaldevelopment |
|   |   |   |   |   |   |   |   | 0 |   |   |   |   |   |   |   |   | 0 | 0 |
|   |   |   |   |   |   |   |   | 0 |   |   |   |   |   |   |   |   | 0 | 0 |
|   |   |   |   |   |   |   |   | 0 |   |   |   |   |   |   |   |   | 0 | 0 |

|  |  |
| --- | --- |
| 1 — Compliance with Cabinet Regulation No. 1031 ‘Classification of budget expenditure according to economic categories’ of 27.12.2005

|  |
| --- |
| 2 — Columns can be added if necessary to provide information about additional activities**2 Income for \_\_\_\_\_3 broken down by economic classification code (EKK) and dimension: nature of the activity and its type4** |

 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| KK | Non-economic activities | Total indirect activities | Activities | **TOTAL** |
| Core activity | other activity | indirect activity | TOTAL | core activity | other activity | indirect activity | TOTAL |
| education | research and development | knowledge and technology transfer | education | research and development | knowledge and technology transfer |
| F | R | E | F | R | E |
| fundamentalresearch | industrialresearch | experimentaldevelopment | fundamentalresearch | industrialresearch | experimentaldevelopment |
|   |   |   |   |   |   |   |   | 0 |   |   |   |   |   |   |   |   | 0 | 0 |
|   |   |   |   |   |   |   |   | 0 |   |   |   |   |   |   |   |   | 0 | 0 |
|   |   |   |   |   |   |   |   | 0 |   |   |   |   |   |   |   |   | 0 | 0 |

|  |
| --- |
| 3 - compliance with Cabinet Regulation No. 1032 ‘Classification of budget expenditure according to economic categories’ of 27 December 2005;4 – Columns can be added if necessary to provide information about additional activities\* The financial turnover statement is based on the information from the applicant’s approved annual accounts. Information must be provided for the year, for which the annual accounts was approved at the time of the submission of the financial turnover statement. The financial turnover statement complies with Paragraph 2.9 of Cabinet Regulation No. 725 ‘Procedures for Evaluating Fundamental and Applied Research Projects and Managing their Financing’ of 12 December 2017: the statement shows that the activities referred to in Paragraph 2.9 are not associated with the business activities of the project applicant. The financial management and accounting policies of the applicant must also show how the financial flows of the economic activities are separated.\*\* Definitions of research and development activities: ‘fundamental research’ as per Article 2(84) of European Commission Regulation (EU) No 651/2014 of 17 June 2014; ‘industrial research’ as per Article 2(85); ‘experimental development’ as per Article 2(86)\*\*\* Knowledge and technology transfer must be specified in accordance with Cabinet Regulation No. 725 ‘Procedures for Evaluating Fundamental and Applied Research Projects and Managing their Financing’, Paragraph 2.9.4 of 12 December 2017. |

1. See Cabinet Regulation No. 381 of 27 June 2017 “Regulations Regarding the National Scientific Activities Information System” (hereinafter the Cabinet Regulation No. 381), Paragraphs 11.3, 111, and 34.1. [↑](#footnote-ref-2)