Annex 2

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

(28.02.2025)

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

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# Introduction

The 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 (‘methodology’) was developed for preparing the necessary documentation for the Open Tender for 2024 Fundamental and Applied Research Projects (with a project period of 3 years (36 months)).

The methodology was developed for project applicants, who prepare and submit the project proposal, the mid-term and final scientific report of the project, and the financial statement of the project.

The methodology was developed in accordance with Cabinet Regulation No. 725 ‘Procedures for Evaluating Fundamental and Applied Research Projects and Managing their Financing’ of 12 December 2017 (‘Cabinet Regulation No. 725’).

1 Terms Used

|  |  |  |
| --- | --- | --- |
| **1** | **Scientific team** | Scientific staff and scientific technical staff involved in the implementation of the project. A scientific team is composed of the principal investigator, lead project participants, and project participants, including project participants who are students. |
| **2** | **Project applicant** | A scientific institution registered in the register of scientific institutions (‘scientific institution’) which regardless of its legal status (entity governed by public or private law) or type of financing in conformity with the laws and regulations governing its activity (articles of association, statute or constitution) performs its main activities of non-economic nature and which complies with the definition of a research organisation stated in Article 2(83) of Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty. |
| **3** | **Principal investigator** | The scientist who proposes the project, manages the project, ensures its implementation: plans and supervises the fulfilment of the project tasks, is responsible for their own activities and the activities of other persons involved in the project in conformity with the tasks set for the project and rules of scientific ethics, ensures timely drafting and submission of the documentation reporting on the progress of the project in accordance with the procedures laid down in Cabinet Regulation No. 725. |
| **4** | **Lead project participant** | The scientist implementing the project and being responsible for the execution of its parts. |
| **5** | **Project participant** | A member of the scientific team who fulfils individual scientific tasks in the project, including the student of a higher education institution [[1]](#footnote-2)and candidate for a doctoral degree (‘student project participant’) |
| **6** | **Student project participant** | A member of the scientific team who is a university student and a doctoral candidate (‘student’) who carries out individual scientific tasks as part of the implementation of the project |
| **7** | **Contact person of the project** | A natural person who has registered in the National Research Information System (Information System) completes information about the project, uploads annexes thereto and reports and, if necessary, maintains contacts with the staff of the Council (the project leader may also be the project contact person). The applicant shall indicate the project contact person in Annex 1 ‘Project Proposal’, Part D ‘Applicant's declaration’. |
| **8** | **Project Secretary** | A specialist who organises the selection of independent foreign experts for the purpose of evaluating the project proposal, mid-term scientific report, and final scientific report, who manages the supervision and circulation of documents and information relating to the project, and the preparation of draft decisions and communications of the Council. |

# 2 Preparation and submission of the project proposal

1. The applicant completes the form provided in Annex 1 to the Regulations. Part A ‘Project Proposal’ (‘Project Proposal’) is uploaded to the information system, while Part B ‘Description of the Project’ (‘Description of the Project’), Part C ‘Curriculum Vitae’ (‘*Curriculum Vitae*’), Part D ‘Certification by the Project Applicant’ (‘Certification by the Project Applicant’) and Part E ‘Certification by the Project Partner’ (‘Certification by the Project Partner’, if applicable) are uploaded to the information system. Part F ‘Form for the Financial Turnover Statement (for 2021, 2022, and 2023, or for 2022, 2023, and 2024)’ of the project proposal (also further: ‘financial turnover statement’) is completed by the project applicant and the project partner, if any.

2 Project proposal:

2.1 Part A and its chapters are completed in Latvian and English;

2.2 Part B ‘Description of the Project’ and Part C ‘Curriculum Vitae’ are completed in English (may additionally be submitted in Latvian);

2.3 Part D ‘Certification by the Project Applicant’, Part E ‘Certification by the Project Partner”, if applicable, and Part F ‘Form for the Financial Turnover Statement (for 2021, 2022, and 2023, or for 2022, 2023, and 2024)’ are completed in Latvian only.

3 The units of the documentation pertaining to the project proposal can be separately uploaded to the information system; however, everything must be uploaded to and completed in the information system within the project proposal submission deadlines specified in the Regulations. Prior to the submission of the project proposal, the project applicant and the principal investigator must both approve it.

## 2.1 Completing Part A of the project proposal

4 The project applicant completes Part A of the project proposal in Latvian and in English, in the information system.

### 2.1.1 Chapter 1 ‘General Information’

5 Chapter 1 ‘General Information’ is filled in entering information about the project applicant and project partners (if any).

|  |  |
| --- | --- |
| **1 Project title:** | *Purpose of the project in one sentence.* |
| **2 Project applicant** | *Specify the name of the scientific institution, its registration number in the register of scientific institutions, registration number in the Register of Enterprises, registered address (street, building, municipality/city, postal code), e-mail address, internet address.* |
| **3 Contact person of the project** | *Name, surname (the name and surname is indicated in the form that is specified in the personal identification documents), personal identity number, contact details (phone number and e-mail).* |
| **4 Project partner (if applicable)** | *Specify the name of the scientific institution, its registration number in the register of scientific institutions, registration number in the Register of Enterprises, registered address (street, building, municipality/city, postal code), e-mail address, internet address* |
| **5 Principal investigator** | *Name, surname (the name and surname is indicated in the form that is specified in the personal identification documents), personal identity number, contact details (phone number and e-mail).* |
| **6** **Scientific field of the project** | *The scientific field of the project is selected in accordance with Paragraphs 20 and 21 of the Regulations.*  *Up to three scientific fields may be specified in total.* |
| **7 Type of research** | *Specify whether fundamental or applied research will be carried out within the project.* |
| **8 Smart specialisation field** | *Select the field of smart specialisation (if applicable)[[2]](#footnote-3)* |
| **9 Total funding of the project** | *Indicate the total funding required for the project (in euros), taking into account Paragraph 8 of the Regulations* |
| **10 Summary of the project** | *No more than 1500 characters (including spaces).*  *Provide a brief and explanatory summary illustrating the aim of the project and the progress of the research, including the expected results and their impact (*in accordance with Paragraph [21](https://likumi.lv/ta/id/295784#p21) of Cabinet Regulation No. 725)*.* |
| **11 Keywords** | *No more than 7 keywords.* |
| **12 Project implementation period** | *36 months* |

### 2.1.2 Chapter 2 ‘Scientific Team’

6 Chapter Two ‘Scientific Team’ is filled in via the information system, indicating the following information about the scientific team involved in the project:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Institution represented | Name, surname | Workload (FTE) | CV |
| Principal investigator | *Indicate the represented scientific institution* | *The name and surname of the principal investigator must be indicated* | *Indicates the workload of the principal investigator* | *Adds CV in accordance with Part C of the project proposal* |
| Lead project participants | *Indicate the represented scientific institution* | *The names of the lead project participants must be indicated* | *Indicate the workload of the lead project participants* | *Adds CV in accordance with Part C of the project proposal* |
| Project participants | *Indicate the represented scientific institution* | *Indicate the name and surname of the project participant, if known* | *Indicate the workload of the project participant* | *Do not enclose the CVs of project participants* |
| Project participants who are students | *Indicate the represented scientific institution* | *Indicate information about every planned project participant who is a student. One can select whether to specify the name and surname* | *Indicate the FTE workload of the project participants*. *The total workload of the project participant students must not be less than 3.0 of the full-time equivalent (FTE) in each round 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.* | *CVs of the student project participants are not enclosed* |

## 

### 2.1.3 Chapter Three ‘Project Results’

7 Chapter Three ‘Project Results’ is filled in via the information system, taking into account the provisions laid down in Section 17 of the Regulations pertaining to the project results to be achieved. Multiple results must be indicated for the project.

|  |  |  |  |
| --- | --- | --- | --- |
| 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[[3]](#footnote-4) | Other project results according to the specific nature of the project complementary to those listed above\* |  |  |

\* Teaching materials, methodological guidelines and materials, non-peer-reviewed publications issued under the authors’ own responsibility (pre-prints), scientific conferences organised, etc.

### 2.1.4 Chapter Four ‘Project Budget’

8 Chapter Four ‘Project Budget’ is filled in via the information system, indicating the project costs in accordance with Paragraph 18 of the Regulations, and Paragraph 2.9 of Cabinet Regulation No. 725. The costs of the project applicant and each project partner (if any) is specified as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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 | *Costs pertaining to the remuneration for the scientific team of the project, including the employer mandatory social insurance contributions, are specified in accordance with Paragraph 18.1.1 of the Regulations* | | | |
|  | Total workload of the project team, in FTE | *Specify the total workload of the members of the scientific team involved in the project expressed as a full-time equivalent* | | | |
|  | Total FTE workload of university students and doctoral candidates involved in the project | *Indicate the total workload of the university students and doctoral candidates involved in the project, expressed as a full-time equivalent* | | | |
| 2 | 2100 | Official trip expenses in accordance with Paragraph 18.1.2 of the Regulations |  |  |  |  |
| 3 | 5000 | Depreciation expenses in accordance with Paragraph 18.1.3 |  |  |  |  |
| 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) | |  |  |  |  |

## 2.2 Completing Part B ‘Description of the Project’ of the project proposal

9 The project applicant must fill in the description form in English and Latvian or in English only. The completed form of the description of the project is saved as a PDF file and uploaded to the information system. All chapters and sub-chapters of the form of the description of the project and the information are entered in the relevant fields, taking into account the following conditions and guidelines:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part B ‘Description of the Project’**  Provisions for preparing the description of the project:   * the size does not exceed 12 pages; * font size: no less than 11; * single line spacing; * page margins: 2 cm on the sides, 1.5 cm top and bottom; * all tables, charts, references/list of references and other elements must be included in the description of the project, not exceeding 12 pages.   Project title: *indicate the project title*  **1 Scientific excellence**  *The project applicant specifies the research objective and hypothesis (if any), and the tasks enabling the achievement of the objective. The objective demonstrates a link with the contribution to the knowledge base of the science sector or several science sectors by creating new knowledge or technological findings. The project objective must be in line with the plans for the project; it is not recommended to set out several parallel objectives, especially if achieving all of them is not described in the research plan. It is recommended to specify the indicators (for example, scientific results) with which one can measure progress towards the achievement of the objective. The objective is consistent with the capacity of the applicant (and project partner, if any) to achieve it (i.e. the resources available and the tasks identified are sufficient to achieve the objective within the timeframe of the project). The tasks are defined clearly; they are realistic and achievable, and consistent with the project objective, implementation plan and scientific results.*  *A description of the current situation or expertise in the scientific field of the research, highlighting the role of the research in sectoral context, the main challenges and priorities, the necessity of the project, the originality and novel characteristics of the project within the context of the research field (other aspects, such as interdisciplinarity or multidisciplinarity).*  *The description of the expertise must cover the information showing the overall development of the research field, the achievements of the project applicant and the scientific team in the relevant area, and the new contribution of the project.*  *Provide a detailed description of the research methodology and research approach for the achievement of the objectives set. It is recommended to highlight what innovative methodological solutions would be applied within the scope of the project. If the project provides for experiments or studies involving humans and animals, the project applicant must also describe the ethical aspects of the research.*  **2 Impact**  2.1 Scientific results and technological findings of the project, the plan for their distribution  *The project applicant describes the expected scientific results and technological findings in accordance with the objective and tasks of the project (in accordance with Chapter 1 ‘Scientific excellence’ of Part B ‘Description of the Project’ of the project proposal) and their impact on the knowledge base in the relevant and/or other science sectors.*  *A description of the plan for the effective distribution of the scientific results and technological findings of the project, and achieving an impact on a broader scientific community, building scientific cooperation, ensuring the sustainability of the knowledge acquired (including compliance with Open Access, FAIR principles, ability to publish research results in pre-publication archives before the publication of the articles in magazines, mechanisms for accessing the research data obtained, depositing of data in repositories of the current European and global e-infrastructure, etc.).*  *In order to describe the preparation of new project proposals (for example, Horizon Europe project tenders) using the results obtained in this project, it is recommended to specify the open tender, in which it is planned to submit the new project proposals, as well as what forms of cooperation have been established, the scope of topics covered by the new project proposal, and other information.*  *Provide a list of specific plans for publishing scientific publications, data, for registering intellectual property rights, or for participating in scientific activities and organising them, in accordance with the breakdown in the result indicator table (see below). It is recommended to describe the topic of the publication, scientific journals where the publishing is to take place, and the association of the publication with the subject field of the project. The number of the submitted and approved scientific publications must be appropriate to the scope of the project, and the experience of its researchers.*  *The quantitative indicators for achieving the publicity of the project are specified in Chapter 3 ‘Project Results’ of Part A of the project proposal, if the project is to include such indicators. Experts evaluate the compliance and proportionality of the plan in the context of the overall project results. The outcome specified is binding if the project funding is awarded.*  2.2 Socio-economic impact and publicity of results  *[In this section, the project applicant describes the use of the results of the research (also after the end of the project) in cooperation with national and local authorities (e.g. policy planning or drafting of regulations based on the results), businesses (e.g. new technologies, technological manuals), NGOs (e.g. recommendations) and other potential users of the project results, based on measurable parameters.*  *If the project is distinctly fundamental, it is necessary to predict its impact in the more distant future, identifying the parties involved, and the sectors where the project results could potentially be used. It is recommended to describe the approaches/types of cooperation through which the potential users of the project results would be reached.*  *If applicable, potential measures for the transfer of knowledge and technologies are specified in the projects. If it is planned to patent the project results, one must indicate the patent strategy.*  *Provide a description of the approach to effective public information procedures using the project results (including the promotion of the respective science sector and science in general), the target group identified for publicity measures, planned publicity measures (for example, popular science articles, information campaigns, public discussions, etc.), potential communication channels and tools for more successfully informing of the public.*  *The description is binding, and the corresponding progress is described in the mid-term/final scientific reports of the project. Experts evaluate the compliance and proportionality of the plan in the context of the overall project results.*  2.3 Contribution to the capacity building of the scientific team of the project, including students, and to the improvement of the study environment  *The project applicant must describe the planned contribution in terms of the improvement of capacity/skills of the students and doctoral candidates, and other scientific staff of the project, including mutual complementarity of the project applicant and project partner in increasing scientific capacity. Provide a description of how students and young researchers would acquire the skills and knowledge necessary for their research careers during the project (for example, a description of tasks within the scope of the project that could expand their experience).*  *If the project applicant intends to use the project results for improving the learning environment, a description of the idea is provided here.*  *Provide a description of the planned doctoral and master theses which would be supervised or consulted by the principal investigator or lead project participants within the scope of the project.*  *The experts evaluate the compliance and proportionality of the measures specified with the overall project results.*  **3 Implementation**  3.1 Applicant and Scientific Team  *A brief description of the project applicant, an explanation why the respective scientific institution is appropriate for achieving the objective set for the project (including the available research infrastructure, premises, previous experience, and other aspects according to the project). If a project partner is involved in the project, provide an explanation for involving the project partner in the project, their expected contribution and capacity. The project partner is involved if the project applicant has no research infrastructure or the required scientific capacity for the implementation of the project or its certain aspects. If necessary, one can also describe cooperation with foreign organisations which within the meaning of this open tender do not qualify as project partners (in accordance with Paragraph 11 of the Regulations). Provide a description of opportunities for attracting additional funding or further development of the project idea.*  *A description of the scientific team of the project, including the significance of the principal investigator and lead project participants, and their experience in project management and achieving scientific quality and dissemination of results (with reference to their CVs). It is recommended to include an explanation supporting the fact that the scientific team is composed of scientists, researchers and specialists who will be able to handle all the aspects of the research. The assignment of tasks throughout the entire project, and the qualifications of the members of the scientific team in accordance with the project objective.*  *Provide information about the creation, maintenance, and management of a research data management plan for the research carried out as part of the project, and the management and availability of the data obtained, linking them to the results and outcomes, in accordance with Chapter 2 ‘Effect’ of Part B ‘Project description’ of the project proposal.*  *Explain the use of the funding requested for the project and remuneration of the members of the scientific team.*  3.2 Activity plan  *In this section, the project applicant specifies the work plan in accordance with the research objective and performance of tasks, highlighting the work stages.*  *The description of the work stage must include its title, the start and end month of the project (the project schedule must be shown using Gantt and PERT charts*[[4]](#footnote-5)[[5]](#footnote-6)*), the person responsible for implementing the work stage, a description of the methodology used, equipment and research infrastructure used, official trips planned (if any) and the assignment of tasks among the members of the scientific team (if a project partner is involved for the project, one must specify the tasks for the project partner), the results and outcomes to be achieved (in accordance with Chapter 2 ‘Impact’ of Part B ‘Description of the Project’ of the project proposal).*  *In drafting the work plan, one must take into account both the thematic and chronological considerations while avoiding the overlapping of the work stages. Provide a description of the connection of the indicated work package with the achievement of the research project objective. It is also recommended to include in the work plan the measures for the publicity of results and project management measures which take a considerable amount of the project time.*  *It is recommended to explain the allocation of the project funding (in accordance with the information provided in Chapter 4 of Part A of the project proposal). The funding must be planned in accordance with the needs of the project, preventing non-proportional allocation of the funding for one specific measure (for example, wages).*  3.3 Project management and risk plan  [*The project applicant describes the management organisation procedures, decision-making process, quality management, staff-related matters, monitoring of the project, management of cooperation with the project partner (if applicable), administrative capacity (resources available to the project applicant), issues related to intellectual property management (if applicable) within the scope of the project. The project management mechanisms may be arranged in accordance with the practices established by the institution of the project applicant, also including a description of specific management aspects for the project.*  *The project applicant develops a plan for the prevention of potential risks, or minimising their negative impact (see Table 3). Indicate several types of risks, e.g. financial risks, implementation risks, result achievement risks, scientific risks, etc. The likelihood of the risks can be high, medium or low, and the impact can be high, medium or low. The measures intended to minimise the likelihood of the risks or their impact on the project is included in the section on the measures to prevent and minimise risks.*  Table No. 1   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No. | Risks*: name and type (implementation, achievement of outcome, financial,* etc.) | Description of the risk*: causes, consequences, impact, including the target of the impact (intended result/target group)* | Assessment | | Causes and/or prevention/mitigation measures | | Likelihood (likely not to happen — 1, improbable — 2, very probable — 3, likely to happen — 4) | Impact (low — 1, medium — 2, high — 3) | | 1 | *name and type of risk* | *brief description of the risk* | *Coefficient for 1-4* | *Coefficient for 1-3* | *specific measures to prevent or reduce the likelihood of the causes or consequences of the risks* | | 2 |  |  |  |  |  | | 3 |  |  |  |  |  | | n |  |  |  |  |  | |

10 If, during the preparation of the project description, including but not limited to more accurate formulation of the research topic, setting the research questions, the initial formation or specification of the project structure, development of project methodology, structuring of content, search of sources, preparation of summary and annotations artificial intelligence (hereinafter – AI) tools or models were used, including generative AI tools or models, the project applicant is fully responsible for selection of AI tools or models and the generated content, compliance with the normative restrictions on the use of generated AI, as well as the use of AI tools with regard for privacy, rights of persons and copyrights. The project applicant shall characterise and explain how it was used, e.g., describe what prompts were formulated for the AI solution, what was the offered result and how much it was used or how it was processed or modified.

The project applicant shall ensure that AI tools are not used for sensitive actions; privacy, confidentiality, and intellectual property rights are ensured when using AI tools. The project applicant shall facilitate responsive use of the generative AI and shall actively supervise how AI tools are used for research activities.

## 11 If the project applicant has used AI tools in preparation of the project description, the Council shall verify if the project applicant has given a reference to the use of AI tools in the project description in this way[[6]](#footnote-7):

* 1. quoted in text: (OpenAI, year); list of literature: OpenAI. (2023). ChatGPT (Mar 14 version) [Large language model]. [chat.openai.com/chat &nbsp](https://chat.openai.com/chat&nbsp;&nbsp);

quoted in text: (ChatGPT, year); list of literature: ChatGPT. (2023) “How to Cite ChatGPT in Different Writing Styles.” Chat conversation.

* 1. the specific use of AI solution may be described also in the text of the project description (example 1), but the full version of the generated content should be included in the annex to the work (see example 2)[[7]](#footnote-8).
  2. Example 1. When writing this work I used ChatGPT to summarise ideas / edit the text. AI chat robot received input of the following prompts (see Prompts in glossary): “[…]”. The received answer: “[…]”. I transformed the offered text […].
  3. Example 2. Definition is based on ChatGPT answer provided on 22 April 2023 to the question “What is a language model?”. The result is as follows: “[…]” (OpenAI, 2023; see full text in annex X).
  4. To give a reference to the use of AI when preparing the project description, references may be formed as follows[[8]](#footnote-9): **ChatGPT OpenAI, available:** <https://openai.com/blog/chatgpt/>, 2023, access date: 12 January, 2023, [Google Scholar](https://scholar.google.com/scholar?q=ChatGPT+OpenAIAvailable+at%3Ahttps%3A%2F%2Fopenai.com%2Fblog%2Fchatgpt%2F2023).

## 2.3 Completing Part C ‘Curriculum Vitae’ of the project proposal

12 The *Curriculum Vitae* is completed by the project leader and the lead project participants in accordance with the content of the project. The project leader and the main participants enclose a copy of the document certifying the award of the doctoral degree to their CV. The completed CV form and the document copy that confirms the award of the doctoral degree is saved as a PDF file and uploaded to the information system. The curriculum vitae is completed in accordance with the following:

|  |
| --- |
| **Part C ‘Curriculum Vitae’**  Conditions for the completion of the *Curriculum Vitae*:   * the size does not exceed 2 pages; * font size: no less than 11; * single line spacing; * page margins: 2 cm on the sides, 1.5 cm top and bottom;   **Name:**  *additional versions of the name and surname used for the identification of the author in publications may also be provided*  **Researcher identification code/codes,** if any (ORCID, Research ID, Scopus Author ID, etc.):  **EDUCATION**  Date *Specify the title of the scientific doctoral degree, the date it was awarded, the science sector, institution, country*    **WORK EXPERIENCE**  *describe the current and previous positions and related duties/tasks in the past five years significant in the context of the project*  Date [current position]  [institution, country]  Date [position]  [institution, country]  **SCIENTIFIC PROJECTS**  *projects and project applications of relevance in the context of the project*  **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.* |

# 3 Preparation and submission of the administrative parts of the project application

13. Part D ‘Certification by the Project Applicant’, Part E ‘Certification by the Project Partner’ and Part F ‘Form for the Financial Turnover Statement’ of the administrative part of the project application. These parts are completed in Latvian only.

## 3.1 Part D ‘Certification by the Project Applicant’ of the Project Application

14 The head of the project applicant or their authorised person (with signature powers) fills in the project applicant statement by completing the relevant parts of the form and observing the formatting requirements specified in the form.

15 The head of the project applicant or their authorised representative signs the certification of the project applicant with a secure electronic signature and uploads it in the specified location in the information system. When submitting a certification signed in PDF format, it is scanned and uploaded to the information system, signing it electronically together with the certified copy.

16 If it is not possible to provide a secure electronic signature, the head of the project applicant or their authorised person must sign a statement and upload its scanned version to the Information System in the form of a PDF file, delivering the original copy with the signature to the premises of the Council in person or by post before the deadline for the submission of the project proposals expires. The address of the Council is Smilšu Street 8, Riga, LV-1050; its working hours are 8:30 to 17:00 every weekday.

For in-person applications, please book an appointment in advance by calling (00371) 62801521. Visitors of the Council must carry proof of identity (passport or ID card).

17 The project applicant must attach the following documents to the project applicant statement:

17.1 the applicant’s financial management and accounting policies;

17.2 financial turnover statement of the project applicant (Part F of the project proposal) prepared in accordance with the last approved annual accounts of the institution (at the time of the submission of the project proposal);

17.3 if the project applicant has companies that may affect the project applicant decisively, e.g., as its shareholders or members, an electronically signed project applicant’s certification is submitted that there is no privileged access to the research results generated in the project;

17.4 the financial management and accounting policy (in WORD or PDF file format), the financial turnover statement (in EXCEL file format), and the project applicant no access certification (in PDF file format) are submitted in the ‘Scientific Institution Project Documents’ section of the National Scientific Activity Information System.

## 3.2 Part E ‘Certification of the project partner’ of the Project Proposal

18 The head of the project partner or their authorised person (with signature powers) fills in the project partner certification by completing the relevant parts of the form and observing the formatting requirements specified in the form.

19 The head of the project partner or their authorised representative signs the project partner certification with a secure electronic signature and uploads it in the specified location in the information system.

20 If it is not possible to provide a secure electronic signature, the head of the project partner or their authorised person must sign a statement and upload its scanned version to the Information System in the form of a PDF file, delivering the original copy with the signature to the premises of the Council in person or by post before the deadline for the submission of the project proposals expires.

21 The following documents are attached to the project partner certification:

21.1 financial management and accounting policy of the project partner (PDF or WORD file);

21.2 financial turnover statement of the project partner (Part F of the project proposal) drawn up in accordance with the last approved annual accounts of the institution (at the time of submission of the project proposal);

21.3 if the cooperation partner has companies that can have a decisive influence on the project applicant, e.g., as its shareholders or members, an electronically signed certification from the project applicant is submitted that there is no privileged access to the research results generated in the project 21.4 financial management and accounting policy (in WORD or PDF file format), financial turnover report (in EXCEL file format) and a cooperation partner’s certification on non-existence of access (in PDF file format) are also submitted to the section ‘Project documents of the scientific institution’ of the information system.

## 3.3 Project application Part F: ‘Form for the Financial Turnover Statement (for 2021, 2022, and 2023, or for 2022, 2023, and 2024)’

22 The project applicant and project partners, if any, complete the financial turnover statement (for 2021, 2022 and 2023, or for 2022, 2023, and 2024 (if available)) in accordance with Paragraph 2.9 of Cabinet Regulation No. 725, which defines activities of non-economic nature: these must be the principal activities of the institution.

23 The financial turnover statement must specify how financial flows are separated from the principal activities of non-economic nature in the accounting records of the project applicant and partners of the project, if any.

24 The financial turnover statement must comply with the financial management and accounting policy of the project applicant and project partner, if any, and the respective policy must comply with the annual reports for 2021, 2022, and 2023, or 2022, 2023, and 2024 (if available) of the institution.

25 The financial turnover statement is completed as an EXCEL file and uploaded to the designated location.

# 4 Submission of information about the development of the data management plan, formatting and completing of the mid-term scientific and final scientific report of the project

26 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 (in accordance with the FAIR data principles*), and, if open access to the data is planned, the date by which such access will be provided/started.*

27 The project participant must prepare the mid-term scientific report of the project one month after the end of the 18th month of the project, and upload it to the information system, while the final scientific report of the project is prepared within a month after the end of the project, and uploaded to the information system.

28 The form for the mid-term scientific report and final scientific report of the project is included in Annex 8 ‘Form for the Mid-term/Final Scientific Report of the Project’ of Annex 7 to the Regulations ‘Agreement for the Completion and Financing of a Fundamental and Applied Research Project’ (‘agreement’).

29 The mid-term scientific report and final scientific report of the project are prepared with references to the information specified in the project application. If the listed publications approved for publishing cannot be found online, then in addition to the above report, the project applicant must upload to the information system a publisher statement confirming the publication.

30 The mid-term scientific report and final scientific report of the project is completed in Latvian and English, or in English only; all chapters and sub-chapters of the report are filled in, entering the information in the relevant fields, and uploading the report to the information system as a PDF file.

31 The project participant prepares the mid-term scientific report and the final scientific report of the project in accordance with the following:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Mid-term/final scientific report of the project**  Text formatting requirements:   * the size does not exceed 12 pages; * font size: no less than 11; * single line spacing; * page margins: 2 cm on the sides, 1.5 cm top and bottom; * all tables, charts, references/list of references and other elements must be included in the mid-term/final scientific report of the project, not exceeding 12 pages.   Project title: *indicate the project title*  **1 Scientific excellence**  [*The project leader describes the research methodology and the progress of research in accordance with Sub-chapter 2.1 ‘Scientific Results and Technological Findings of the Project, Plan for the Their Distribution’ of Chapter 1 ‘Scientific Excellence’ of Part B ‘Description of the Project’ of the project application, including the progress towards achieving the objective and the tasks.*  *Provide a description of the scientific results and technological findings of the project in accordance with the plans provided in the project application, in addition describing their methodological or theoretical originality, and the impact of the results on the respective science sector or other science sectors and knowledge base.*]  **2 Impact**  2.1 Scientific results of the project  *The project leader describes the accomplishment of the plan for the dissemination of the project results provided for in Sub-chapter 2.1 ‘Scientific Results and Technological Findings of the Project, Plan for Their Distribution’ of Part B ‘Description of the Project’ of the project application, for ensuring the sustainability of the acquired knowledge, for changes in the plan and necessary adjustments.*  *This includes a list of the prepared and submitted/approved publications (including Open Access and research results in pre-publication archives), participation in scientific conferences, and registration of intellectual property rights, publishing of data (including Open Data, FAIR data, depositing of data in repositories in the current European and global e-infrastructures). The listing must be done in accordance with the breakdown specified in Part A Chapter 3 ‘Project results’ of the project application, indicating the name, date, website, DOI.*  2.2 Research development opportunities  *[Scientific collaboration of the project team with Latvian or foreign scientific organisations, types of collaboration (briefly described) and integration into the project as planned in Part B ‘Description of the Project’ of the project application, Sub-chapter 2.1 ‘Scientific Results and Technological Findings of the Project, Plan for Their Distribution’.*  *The opportunities to participate in the preparation of new project applications, including theEU Research and Innovation Framework Programme Horizon through the use of the results obtained in this project in accordance with the plans provided in Sub-chapter 2.1 ‘Scientific Results and Technological Findings of the Project, Plan for Their Distribution’ of Part B ‘Description of the Project’ of the project application.*  *A description is provided of whether additional funding has been found for the further development of the idea of the research project.*  *The scientific cooperation activities within the scope of the project are listed in Table No. 1.*  Table 1   |  |  |  |  |  | | --- | --- | --- | --- | --- | | No. | Cooperation institution / organisation, country | Type of cooperation | Outcome | Time period | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | n |  |  |  |  |   2.3 Socio-economic impact of results  [*The use of the scientific results of the project in cooperation with institutions, businesses, and NGOs: for example, in the development of new technologies, technical manuals, laws and regulations, policy planning and other activities. Project implementer’s cooperation evaluation. Specific cases, if any, are described in Table No. 2.*  *Presentation of the contribution of the project to the field in science (as specified in Chapter 1 ‘General Information’ of Part A of the project proposal) during the implementation of the project.*  *A description is added in the event of any obstacles in terms of achieving the impact of the project.*]  Table No. 2   |  |  |  |  |  | | --- | --- | --- | --- | --- | | No. | In cooperation with | Type of cooperation | Outcome | Time period | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | n |  |  |  |  |   2.4 Publicity and communication  [*Provision of information to the public within the scope of the project through the use of results in accordance with the plans provided for in the project proposal and changes, including the results in terms of reaching the target audience specified in Sub-chapter 2.2 ‘Socio-economic Impact and Publicity of Results’ of Part B ‘Description of the Project’ of the project proposal*  *A description of specific measures or activities for publicity and provision of information to the public is provided in Table No. 3.*]  Table No. 3   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | No. | Communication channel (for example, television, radio, social media, etc.) | Activity (for example, interview, popular science article, seminar, etc.) | Planned/reached target audience (a description of the target audience for the activity, and the amount of the audience reached) | Available at (provide a link to where the activity or information about the activity is available) | Date of publication/event | | 1 |  |  |  |  |  | | 2 |  |  |  |  |  | | 3 |  |  |  |  |  | | 4 |  |  |  |  |  | | n |  |  |  |  |  |   2.5 Contribution to the capacity building of the scientific team of the project, including students, and to the improvement of the study environment  [*Progress in terms of building the capacity of the scientific team of the project (Sub-chapter 2.3 ‘Contribution to the Capacity Building of the Scientific Team of the Project, Including Students, and to the Improvement of the Study Environment’ of Part B ‘Description of the Project’ of the project application) with a particular focus on the students, doctoral candidates and young scientists involved in the project.*  *If activities have been carried out to improve the Study Environment using the results of the project, list them here.*]  Table No. 4   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Doctoral, master’s and bachelor’s theses being developed or having been developed as a part of the project and supervised or advised by the principal investigator or the lead project participants (if defended, indicate this in the last section of the table, supplementing with the date and the relevant doctorate council) | | | | | | No. | Author | Title of the thesis, level of study, hyperlink to the doctoral / final theses database | Supervisor and consultant | Defence date and the doctoral council | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | n |  |  |  |  |   **3 Implementation**  [*The progress in fulfilling the work plan of the project, and prevention of risks.*  *Execution of project work plan taking into account Sub-chapter 3.2 of Part B ‘Description of the Project’ of the project proposal, and the risks faced by the scientific team of the project during the implementation of the project, the ways these risks are to be handled, and whether such risks were planned for in the risk plan of Sub-chapter 3.3 ‘Project Management and Risk Plan’ of Part B ‘Description of the Project’ of the project proposal. Information is added if new risks were identified in the project, describing the risks, their prevention and impact on further progress, results and budget of the project.*  *Provide information about the creation, maintenance, and management of a research data management plan (DMP) for the research carried out as part of the project, and the management and availability of the data obtained, linking them to the results and outcomes, in accordance with Chapter 2 ‘Effect’ of Part B ‘Project description’ of the project proposal.*  *Changes in the organisation of the project management and their impact on the completion of the project. This includes changes in the composition of the scientific team of the project, if any. A description of how students and doctoral candidates are involved in the project.*] |

# 5 Preparation and Submission of the Financial statement of the Project

32 The financial statement on the use of the funds allocated to the project (‘financial statement’) is completed and approved by the project participant using the financial reporting information system.

33 The financial statement is submitted within a month after the previous financial year (a financial year begins on 1 January and ends on 31 December).[[9]](#footnote-10)

34 Within a month after the completion of the project, a financial statement is submitted for the funding used in the last financial year and a surplus of the funds, if any.

35 In Section 1.1 ‘Remuneration’ of the financial statement specify the salary of every employee broken down by month. For projects with a partner (or partners), the financial statement must indicate the cost-creating institution for each expenditure item.

1. In accordance with Section 44, Paragraph 1 of the Law on Higher Education Institutions. [↑](#footnote-ref-2)
2. http://tap.mk.gov.lv/mk/tap/?pid=40291636 [↑](#footnote-ref-3)
3. Teaching materials, methodological guidelines and materials, non-peer-reviewed publications issued under the authors’ own responsibility (pre-prints), scientific conferences organised, etc. [↑](#footnote-ref-4)
4. https://www.gantt.com/ [↑](#footnote-ref-5)
5. https://www.visme.co/pert-chart-generator/ [↑](#footnote-ref-6)
6. Artificial intelligence LU, <https://www.lu.lv/studijas/studiju-celvedis/maksligais-intelekts-lu/> (accessed 11.09.24); [↑](#footnote-ref-7)
7. [Rigas Stradiņa universitāte, Mākslīgais intelekts augstākajā izglītībā](https://www.rsu.lv/maksligais-intelekts-augstakaja-izglitiba); [↑](#footnote-ref-8)
8. Narayanaswamy, C. S. Can We Write a Research Paper Using Artificial Intelligence? - Journal of Oral and Maxillofacial Surgery, Volume 81, Issue 5, 524 - 526, <https://www.joms.org/article/S0278-2391(23)00096-4/fulltext> [↑](#footnote-ref-9)
9. Section 4 of the par Law on Budget and Financial Management [↑](#footnote-ref-10)