

## **Regulations for the call for fundamental and applied research projects 2019**

### **1. General matters**

1. Regulations for the call for fundamental and applied research projects 2019 (hereinafter - the Regulations, define the procedure, in accordance with which the Latvian Council of Science (hereinafter - the Council) organises the call for fundamental and applied research projects 2019 (hereinafter - the call).

2. The Regulations have been developed on the basis of Paragraph 10 of the Cabinet Regulation No 725 of 12 December 2017 “Procedures for Evaluating Fundamental and Applied Research Projects and Administering the Financing Thereof” (hereinafter – the cabinet regulation). In accordance with the procedure and in scope laid down in the Regulations, a completed project proposal form shall be submitted in the call according to Annex 1 to the regulations “Project Proposal” (hereinafter - the project proposal).

3. The state budget financing available for the call is 9,479,699 euro, which, according to paragraph 26 of the Cabinet Regulation, include:

- 3.1. financing for implementation of fundamental and applied research projects (hereinafter - the projects);
- 3.2. financing for organizing an expert examination of the project proposals, mid-term scientific reports, final scientific reports and for the remuneration of experts, and also for the communication.

4. The project proposal submission end date is 19 August 2019.

5. The Council shall announce the call in accordance with Paragraph 9 of the Cabinet Regulation. The call announcement shall specify:

- 5.1. the name of the call;
- 5.2. the state budget financing available for the call;
- 5.3. the project proposal submission end date;
- 5.4. the website specifying the necessary information for submission of the project proposals.

6. The call shall be implemented in all science sectors laid down in the Cabinet Regulation No 49 of 23 January 2018 “Regulation on Latvian Science

Sectors and Sub-sectors” (hereinafter - the Cabinet Regulation on Science Sectors), which within the framework of the call are divided into six groups (hereinafter - the science sector groups):

- 6.1. natural sciences;
- 6.2. engineering and technologies;
- 6.3. medical and health sciences;
- 6.4. agricultural, forestry and veterinary sciences;
- 6.5. social sciences;
- 6.6. humanities and art sciences.

7. Total time for implementation of one Project shall be three calendar years. Project shall be implemented in stages, where duration of one stage is one year.

8. The Council shall divide the financing for the Projects in each science sector group among the project proposals in the list mentioned in Paragraph 48 of the Regulations in two stages in accordance with the following procedures:

8.1. first stage: 30 per cent of the financing for implementation of the projects shall be divided to each science sector group in equal parts and shall be allocated to the projects according to the consolidated evaluation of the project proposals in descending order;

8.2. second stage: 70 per cent of the financing for implementation of the projects, plus the financing remaining in the first stage (if any), shall be divided proportionally to the amount of financing requested in the project proposals evaluated above the quality threshold in each science sector group against the total amount of financing requested in the project proposals evaluated above the quality threshold, and shall be allocated to the projects according to the consolidated evaluation of the project proposals in descending order.

9. The minimum amount of financing of one project shall be 150,000 euro, while the maximum amount of financing of one project shall be 300,000 euro.

10. The quality threshold for consolidated evaluation of the project proposal shall be at least three points in each criterion individually defined according to Paragraph 19 of the Cabinet Regulation and at least ten points in all criteria together defined according to Paragraph 19 of the Cabinet Regulation. The project proposals not qualifying for the mentioned quality threshold shall be rejected.

## **2. Requirements to the project submitter and the project co-operation partner**

11. Submitter of the project proposal (hereinafter - the project submitter), shall comply with the Sub-paragraph 2.7 of the Cabinet Regulation.

12. The project submitter shall attract the co-operation partner, taking into account Paragraph 7 of the Cabinet Regulation.

13. Payment of direct eligible costs laid down in Sub-paragraph 22.1 of the Regulations shall be planned in the budget of each stage (year) of the project in the following amount:

13.1. to the project submitter – at least 51 per cent of the project costs;

13.2. to the co-operation partner – at least 20 per cent of the project costs.

14. If a respective project is allocated the financing on the basis of the decision mentioned in Paragraph 27 of the Cabinet Regulation, the project submitter and the project co-operation partner, taking into account Paragraph 7 of the Cabinet Regulation, shall enter into a co-operation contract defining financial conditions, dispute resolution and confidential information non-disclosure procedure, provisions on the contract enactment, validity and termination, detailed co-operation plan and budget, and also provisions on intellectual property rights.

### **3. Conditions for participation of the principal investigator, lead participants of the project and participants of the project, including students**

15. The requirements to and competence of the principal investigator, lead participants of the project and participants of the project specified in the project proposal shall conform to Sub-paragraphs 2.3, 2.4 and 2.6 of the Cabinet Regulation.

16. The principal investigator and the lead participants of the project shall participate in the project, taking into account the condition of Paragraph 8 of the Cabinet Regulation.

17. Total workload of the university students and the candidates for a doctoral degree in science involved in implementation of one project shall be at least 1.0 full-time equivalent in each project implementation year. If a university student during implementation of the project finishes studies of a certain level and not later than within four months commences the next level studies, the mentioned four-month period may be included in the mentioned workload.

18. The load of each university student and each candidate for a doctoral degree in science shall be at least 0.25 full-time work equivalent in the respective project implementation year.

19. Remuneration of the members of the scientific team laid down in Sub-paragraph 2.2 of the Cabinet Regulation involved in implementation of the project

shall be defined according to the remuneration policy of the project submitter and the project co-operation partner.

#### **4. Eligible activities and costs**

20. The project submitter shall implement the project, taking into account Paragraph 6 of the Cabinet Regulation.

21. The project submitter shall specify one or more of the following results in Section 3 “Project results” of the Part A “General information” of the project proposal:

21.1. original scientific articles published or accepted for publishing in journals or conference proceedings included in *Web of Science* or *SCOPUS* (A or B) databases, in science sector groups of social sciences and humanities and art sciences additionally also research papers published or accepted for publishing in scientific journals included in *ERIH+*;

21.2. other anonymously reviewed scientific articles;

21.3. reviewed scientific monographs;

21.4. technology rights;

21.5. intellectual property license agreements;

21.6. successfully defended master's state (final) examination and thesis defended in accordance with the established order, in subject matter of the project;

21.7. other project results (including data) corresponding to the specifics of research area, which are supplementing the mentioned above.

22. The project submitter shall include information on the items of eligible costs of the project in Section 4 “Project budget” of Part A of the Project Proposal. The project submitter shall be entitled to include the following as eligible costs:

22.1. direct eligible costs:

22.1.1 remuneration of the members of the scientific team involved in implementation of the project and related costs according to the institution's remuneration policy, including the employer's mandatory social insurance contributions;

22.1.2. costs of local and foreign official travels and work (official travels of the members

of the scientific team in accordance with the regulatory enactments on the procedure of compensation of the costs related to official travels (e. g., participation in conferences, including participation fee, daily allowance, accommodation expenses, travel expenses, foreign travel insurance). Flight ticket prices must not exceed the respective flight economy class ticket prices;

22.1.3. depreciation costs (applicable to the fixed assets purchased by and being at the disposal of the submitter of the project proposal and the co-operation partner within the framework of the project and

used for research activities, and the costs of licenses to technical knowledge, patents or other intellectual property rights purchased from external sources (hereinafter - the intangible assets)), if the transaction is made in circumstances of competition and there has been no collusion. If useful life of the fixed assets or the intangible assets within the framework of the project does not encompass the whole useful life thereof, only the depreciation costs matching the project implementation period shall be deemed eligible. The mentioned costs shall be calculated proportionally to useful life and intensity of use of the fixed assets or the intangible assets in accordance with the accounting procedure and good accounting practice;

22.1.4. costs of purchase and costs of supply of the inventory, tools and materials necessary for implementation of the project (e. g., physical, biological, chemical and other materials, trial animals and keeping thereof, reagents, chemicals, laboratory glassware, medications, coolants, heat carriers, carrier gases, oils, energy materials and electric power, as far as it is used for research activities) accounted for in accordance with the regulatory enactments regulating the accounting;

22.1.5. outsourcing costs (including work under contracts for work-performance), costs of ensuring research activity services (e. g., inspection, testing, certification and other costs, in order to ensure such research data that are comparable to research performed in other countries), technology right protection costs, translation, and also other costs of services necessary for implementation of principal activities of the project;

22.1.6. costs of information and publicity events (including costs of publication of research studies);

22.2. indirect eligible costs that are not directly related to achieving the project results, but support and ensure the appropriate conditions for implementation of eligible activities and achieving the results. Indirect eligible costs shall be planned as one item of costs, applying the unified rate of indirect costs of 10 per cent of the total amount of direct eligible costs mentioned in Sub-paragraph 22.1 of the Regulations;

22.3. if the project submitter attracts a project co-operation partner, the indirect eligible costs of the project shall be divided between the project submitter and the project co-operation partner proportionally to division of the direct eligible costs of the project between the project submitter and the project co-operation partner.

23. In publishing and dissemination of project results and publicity activities paid for with the financing allocated to the project (except conference abstracts up to one page), the scientific institution shall provide information about the financing source, specifying the name of the Council and the number of the

respective project (logo of fundamental and applied researches and the name of the project may additionally be used). If the scientific institution fails to indicate the mentioned information, the respective costs of the dissemination of project results and publicity may not be attributed in accordance with the procedure laid down in Sub-paragraph 22.1.6 of the Regulations and may not be related to results of the respective project.

## **5. Procedure for drafting and submission of the project proposal**

24. The project submitter shall complete and submit the project proposal in the National Information System of Research Activity, hereinafter referred to as the Information System, according to the Annex 2 “Methodology for the drafting and submission of the project proposal, the project final scientific report and the project financial statement” to the Regulations (hereinafter - the submission methodology), before the project proposal submission end date laid down in Paragraph 4 of the Regulations.

25. The project submitter shall specify the science sector, in which the project will be implemented, in Section 1 “General information” of Part A “General information” of the project proposal in accordance with the Cabinet Regulation on Science Sectors.

26. The project submitter may specify up to three science sectors in the project proposal in accordance with the Cabinet Regulation on Science Sectors. Affiliation of the project proposal to a specific science sector group will be determined according to the first indicated science sector.

27. In order to confirm the project proposal, the project submitter adds Part D “Statement of the project submitter” of the project proposal (hereinafter - the statement of the project submitter), in the Information System. If the project submitter has attracted a co-operation partner, Part E “The statement of the project co-operation partner” of the project proposal (hereinafter - the statement of the project co-operation) shall also be uploaded to the Information System. The statement of the project submitter and the statement of the project co-operation shall be drafted and submitted according to Sections 3.1 and 3.2 of the submission methodology.

## **6. Procedure and conditions for inviting the project secretaries**

28. The Council, taking into account Sub-paragraph 2.6 of the Cabinet Regulation, shall invite the project secretaries. The number of the project secretaries shall be defined by the Council, taking into account the number of the project proposals submitted in the call. The Council shall define responsibilities of the project secretary, taking into account Paragraph 33 of the Regulations and the stage of the call (administrative evaluation of the project proposals, scientific

evaluation of the project proposals, project mid-term scientific reports or project final scientific reports, or preparing of reports on scientific usefulness of the projects).

29. Requirements to the project secretary are as follows:

29.1. no employment legal, civil or official relationship with the project submitter;

29.2. does not participate in the project proposals submitted in the call;

29.3. master's degree in one of the science sectors in the respective science sector group, preferably doctoral degree in science;

29.4. organizational skills and experience;

29.5. English language knowledge at the level allowing performing the daily communication and working with documents in English;

29.6. communication skills for daily work with experts.

30. The candidate for the project secretary's position shall submit his/her curriculum vitae (CV) to the Council, also including information mentioned in Paragraph 29 of the Regulations.

31. The Council shall evaluate the conformity of each candidate for the project secretary's position to the conditions mentioned in Paragraph 29 of these Regulations.

32. The Administration of Study and Research (hereinafter - the Administration) and the Council shall conclude a tripartite contract with the project secretary.

33. The project secretary's main responsibilities:

33.1. to participate in evaluation of administrative conformity criteria of each project proposal;

33.2. to ensure involvement of at least two experts mentioned in Paragraph 16 of the Cabinet Regulation (hereinafter - the experts) for scientific evaluation of each project proposal, project mid-term and project final scientific report;

33.3. to ensure communication with the project Submitters and the experts;

33.4. to summarize the project proposals in descending order according to the number of points received in consolidated evaluations;

33.5. to participate in preparing of the reports on scientific usefulness of the projects;

33.6. to summarize information of other kind in relation to the project implementation and results in cooperation with the Council and the Administration;

33.7. to provide suggestions to the Council on improvements of the project evaluation process;

33.8. to perform other tasks given by the Council and the Administration in relation to the call and the projects.

34. If the project secretary has conflict of interests with the project submitter, co-operation partner or members of the scientific team specified in the project proposal, the Council charges another project secretary with organizing of evaluation of the respective project proposals, the project mid-term scientific reports or the project final scientific reports.

## **7. Administrative evaluation of the project proposals**

35. After the Project Proposal submission end date, the Council within two weeks ensures evaluation of the project proposal according to administrative conformity criteria laid down in Paragraph 12 of the Cabinet Regulation by completing the Annex 3 “Administrative conformity criteria form” to the Regulations, taking into account the Annex 4 “Methodology of evaluation of the project proposal’s conformity to administrative conformity criteria” to the Regulations (hereinafter - the administrative evaluation methodology).

36. In accordance with Paragraph 13 of the Cabinet Regulation, the Council hands over the project proposals according to the science sector specified in Section 1 “General information” of Part A “General information” of the project proposal to a respective expert commission of the Council<sup>1</sup> (hereinafter - the expert commission) (according to the first science sector specified in the project proposal, if other sectors are additionally specified) to deliver an opinion of the compliance of the topic of the project with the priority directions of science laid down in the Cabinet Decree No 746 of 13 December 2017 “On priority directions in science in 2018-2021” (hereinafter - the priority directions in science).

37. The Expert Commission, taking into account the end date mentioned in Paragraph 35 of the Regulations, within two weeks shall provide an opinion to the Council on conformity of the project proposal to the administrative conformity criteria mentioned in Sub-paragraph 13.2 of the Cabinet Regulation (hereinafter - the opinion) according to the administrative evaluation methodology.

38. If information mentioned in Section 1 of Part A “General information” of the project proposal does not match the competence of the respective expert commission, it shall inform the Council, which hands it over for provision of the opinion to another expert commission or invites an expert of another expert

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<sup>1</sup> Cabinet Regulation No 724 of 12 December 2017 “Regulation on qualification criteria of experts of the Latvian Council of Science, creation of the expert commission and organizing their activities”

commission. This shall be specified in minutes of the respective expert commission meeting.

39. If any of the expert commission members has conflict of interests in relation to evaluation of the project proposal, this is specified in minutes of the respective expert commission meeting, and the respective expert commission member shall not participate in preparing of the respective opinion.

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

40. The Project secretary shall involve two experts for ensuring scientific evaluation of each project proposal, project mid-term scientific report and project final scientific report according to Annex 5 “Guidelines for selection of experts for evaluation of the project proposal, the project mid-term scientific report and the project final scientific report” to the Regulations (hereinafter - the expert selection guidelines).

41. The Project secretary shall prepare a list of the experts for scientific evaluation of each project proposal, project mid-term scientific report and project final scientific report. The list shall be created, taking into account the conditions mentioned in Paragraph 16 of the Cabinet Regulation, the expert selection guidelines and the undesired experts specified in Paragraph 9 of the statement of the project submitter (if applicable), and also:

41.1. the publications and other scientific activities shown in the expert's curriculum vitae in the database of experts of the European Commission that witness the expert's experience in the respective science sector and matches the keywords specified in the project proposal and information in the summary;

41.2. if the Project Proposal specifies two or more Science Sectors, the expert must conform to at least one of the science sectors or at least one of two experts must have a respective experience in two or more science sectors;

41.3. if a number of the experts are similarly appropriate, taking into account the conditions mentioned in this Paragraph, criteria for selection of the most appropriate expert are used in the following order – *h*-index, number of indexed publications in *Scopus* and *Web of Science* databases, previous experience in evaluation of projects.

42. Both Experts shall perform individual evaluation of the project proposal. One of the experts shall be defined a rapporteur of project proposal (hereinafter - the rapporteur) taking into account the conditions mentioned in Paragraph 41 of the Regulations and the expert selection guidelines. The rapporteur shall participate in work of direct consultative groups for the rapporteurs and develop a consolidated review of the project proposal.

43. The Administration and the Council shall conclude a tripartite contract with the expert (hereinafter - the expert contract), which determines rights, responsibility of all parties, remuneration and liability, if the expert fails to comply with the Annex 7 “The statement of non-existence of conflict of interests and agreement to guarantee confidentiality” (hereinafter -the statement). If the expert evaluating the project proposal is the rapporteur, the expert contract shall additionally provide for the procedure, in accordance with which official travel expenses are to be compensated for, according to the Cabinet Regulation of 12 October 2010 “Procedures for Reimbursement of Expenses Relating to Official Travels”.

44. If the project secretary identifies non-compliance of the Expert’s activities with the statement during evaluation of the project proposal, the project mid-term scientific report and the project final scientific report, the project secretary shall inform the Council and the Administration thereof and invite a new expert, taking into account the procedure laid down in Paragraphs 40-43 of the Regulations and the expert selection guidelines.

### **9. Scientific evaluation of the project proposal**

45. The expert shall evaluate the project proposal according to the criteria mentioned in Paragraph 19 of the Cabinet Regulation and the considerations laid down in Paragraphs 20-22, and also the Annex 6 “Methodology of evaluation of the project proposal, the project mid-term scientific report and the project final scientific report” to the Regulations (hereinafter - the scientific evaluation methodology) by completing and approving the Annex 8 “Project proposal individual and consolidated review form” to the Regulations in the Information System within three weeks from the day of conclusion of the expert contract.

46. The Council shall calculate the consolidated evaluation of the project proposal in points, taking into account the following formula:

$$K = \frac{(A \times 50) + (B \times 30) + (C \times 20)}{5}, \text{ where}$$

46.1. K is the consolidated evaluation of the project proposal per cent;

46.2. A is the evaluation of the criterion mentioned in Sub-paragraph 19.1 of the Cabinet Regulation (its proportion is 50% of the total evaluation according to Paragraph 24 of the Cabinet Regulation);

46.3. B is the evaluation of the criterion mentioned in Sub-paragraph 19.2 of the Cabinet Regulation (its proportion is 30% of the total evaluation according to Paragraph 24 of the Cabinet Regulation);

46.4. C is the evaluation of the criterion mentioned in Sub-paragraph 19.3 of the Cabinet Regulation (its proportion is 20% of the total evaluation according to Paragraph 24 of the Cabinet Regulation).

47. Taking into account the individual reviews of the project proposal, the rapporteur shall draft the consolidated review of the project proposal within two weeks after receiving both individual reviews of the project proposal according to the Annex 8 “Project proposal individual and consolidated review form” to the Regulations, observing the scientific evaluation methodology, and send it to the Council in the Information System.

48. Taking into account the consolidated reviews of the project proposals, the Council prepares a list of the project proposals evaluated above the quality threshold in descending order by the received consolidated evaluation in points in each science sector group.

## **10. Financing of projects**

49. The Council shall adopt one of the following decisions within 3 months after the end date of the call, taking into account Paragraph 8 of the Regulations:

49.2. decision of financing the project;

49.3. decision of rejecting the project.

50. The project proposals evaluated above the quality threshold and not allocated the financing shall be included in the reserve list of project proposals of each science sector group. If the project submitter, whose project has been allocated the financing, and the principal investigator fail to conclude the Annex 9 “Contract on implementation and financing of the fundamental and applied research project” to the Regulations (hereinafter - the project contract) with the Administration within the period laid down in Paragraph 54 of the Regulations, the respective financing shall be allocated to the next project from the mentioned reserve list in descending order by the consolidated evaluation of the Project Proposal.

51. If financing for implementation of the projects assigned to the science sector group in accordance with Paragraph 8 of the Regulations, is not sufficient to fully finance the project that is the last financed project in the respective science sector group, the Council may offer decreasing the financing amount requested in the respective project proposal, not exceeding 20 per cent of the financing amount requested in the project proposal. If the project submitter agrees to decreasing of the financing amount, the principal investigator shall adjust Part A “General information” of the project proposal within five days without changing the goal, objectives and scope of the project.

52. If financing for implementation of the projects, taking into account Paragraph 51 of the Regulations, is not fully used, the Council shall make a decision on allocating the unused financing for implementation of the projects to the projects in descending order by the consolidated evaluation of the project

proposal in all science sector groups together. If financing for implementation of the projects is not sufficient to fully finance the project that is the last financed project from the projects mentioned in this Paragraph, the Council may offer decreasing the financing amount requested in the respective project proposal, not exceeding 20 per cent of the financing amount requested in the project proposal. If the project submitter agrees to decreasing of the financing amount, the principal investigator shall adjust Part A “General information” of the project proposal within five days without changing the goal, objectives and scope of the project.

53. The Council, additionally to Paragraphs 27-29, shall send the consolidated reviews of the experts to the project submitters without disclosing identity of the experts.

54. The Administration, on the basis of the Council’s decision on financing of the project, in accordance with Paragraph 31 of the Cabinet Regulation, however not later than in January 2020, shall conclude the project contract with the project submitter and the principal investigator.

55. Taking into account Paragraph 54 of the Regulations, the project implementer shall commence implementation of the project in January 2020. Project costs shall be eligible starting with the day, when the Council has adopted a decision on financing the project.

56. On the basis of Paragraph 5 of the Cabinet Regulation, the duration of implementation of the project may be extended for a period of up to one year without allocating the financing. In order to extend implementation of the project, the project submitter shall submit an application for extending implementation of the project to the Council and the Administration. The application shall be submitted not later than three months before the end date of implementation of the project. The Council shall evaluate the application and adopt a decision on extension of the duration of implementation of the project or on refusal to extend the duration of implementation of the project within one month after receipt. The Council shall draft the decision as an administrative act and send it to the project submitter, and a certified copy of the decision – to the Administration.

## **11. Submission and evaluation of the project mid-term and final scientific report**

57. In accordance with Sub-paragraph 33.2 of the Cabinet Regulation, the project submitter shall submit the project mid-term report in the Information System within one month after the last date of the 18<sup>th</sup> month of the project, and in accordance with Sub-paragraph 33.3 of the Cabinet Regulation shall submit the project final scientific report (Annex 8 “Project mid-term/project final scientific report form” to the project contract) in the Information System one month after the end date of implementation of the project.

58. The project submitter shall complete the project mid-term scientific report and the project final scientific report according to Section 4 of the submission methodology.

59. The project secretary shall invite to scientific evaluation of the project mid-term scientific reports and the project final scientific reports the same experts, who have evaluated the respective project proposal. If this is not possible, the project secretary shall select the experts in accordance with Paragraphs 40-43 of the Regulations and the expert selection guidelines. One of the experts shall be defined the rapporteur.

60. Before evaluation of the project mid-term scientific report and the project final scientific report, the expert shall sign a statement and conclude the expert contract.

61. The expert shall complete the individual evaluation of the project mid-term scientific report or the project final scientific report (Annex 10 “Project mid-term/project final scientific report review form” to the Regulations) and approve in the Information System within three weeks after the day of conclusion of the expert contract. If necessary, the expert may ask the Council to extend the completion end date by one week.

62. The rapporteur shall complete the consolidated evaluation of the project mid-term scientific report or the project final scientific report within one week after the day of approval of both individual reviews (Annex 10 “Project mid-term/project final scientific report review form” to the Regulations). Both experts shall approve the consolidated review in the Information System.

63. If the Project secretary identify non-compliance of the expert’s activities with the statement during evaluation of the project mid-term scientific report and project final scientific report, the project secretary shall inform the Council and the Administration thereof and invite a new expert.

64. Having received the consolidated review of the project mid-term scientific report or the project final scientific report, the Council shall act in accordance with Paragraphs 35 and 36 of the Cabinet Regulation.

## **12. Procedure, in accordance with which the council prepares reports of scientific usefulness of projects**

65. The Council shall develop the reports of scientific usefulness of the projects (hereinafter - the council report) in accordance with Paragraph 37 of the Cabinet Regulation, including information on:

65.1. the project mid-term and final scientific reports;

- 65.2. exploitation of the financing allocated to the projects and involvement of the scientific personnel (in cooperation with the Administration);
- 65.3. monitoring of sustainability of the project results, including the investment in development of priority directions of science.

66. The Council shall additionally summarize information on the process of submission and evaluation of the project proposals, the project mid-term and final scientific reports.

## **Annexes**

**Annex 1** – “Project proposal”;

**Annex 2** – “Methodology for the drafting and submission of the project proposal, the project mid-term scientific report, the project final scientific report and the project financial statement”;

**Annex 3** – “Administrative conformity criteria evaluation form”;

**Annex 4** – “Methodology of evaluation of the project proposal’s conformity to administrative conformity criteria”

**Annex 5** – “Guidelines for selection of experts for evaluation of the project proposal, the project mid-term scientific report and the project final scientific report”;

**Annex 6** – “Methodology of evaluation of the project proposal, the project mid-term scientific report and the project final scientific report”

**Annex 7** – “The statement of non-existence of conflict of interests and agreement to guarantee confidentiality”;

**Annex 8** – “Project proposal individual and consolidated review form”;

**Annex 9** – “Contract on implementation and financing of the fundamental and applied research project” (hereinafter - the Contract) with annexes:

Annex 1 to the Contract – “Project proposal”

Annex 2 to the Contract – “Financing division for the project implementation period”;

Annex 3 to the Contract – “Changes in the project budget”;

Annex 4 to the Contract – “Changes in the scientific team”;

Annex 5 to the Contract – “Agreement on amendments to the project budget”;

Annex 6 to the Contract – “Acceptance certificate for implementation of fundamental and applied research projects”;

Annex 7 to the Contract – “Financial statement for implementation of fundamental and applied research project”;

Annex 8 to the Contract – “Project mid-term/project final scientific report form”;

**Annex 10** – “Project mid-term/project final scientific report review form”.

Agreed with the Ministry of Education and Science on 21 May 2019 (letter No. 4-29e/19/1477)

Chair

J. Kloviņš

Prepared by:

Ingmārs Kreišmanis

[Ingmars.kreismanis@lzp.gov.lv](mailto:Ingmars.kreismanis@lzp.gov.lv)

67228421