"Innovation Consolidation Grants"

Regulations for the Open Call for Proposals "Innovation Consolidation Grants 2024"

I. General

1. The Regulations for the Open Call for Proposals "Innovation Consolidation Grants 2024" (hereinafter - the Regulations) have been prepared on the basis of Sub-clause 2.4 of the "Implementation Regulations for the Second Round "Consolidation and Implementation Grants for Governance Changes" of Reforms 5.2 and of Investment 5.2.1.1.i "Research, Development and Consolidation Grants" of Reform 5.2.1.r "Higher Education and Science Excellence and Governance Reform" of Investment Direction "Ensuring the Change of the Higher Education Governance Model" (Cabinet Regulation No. 721, 05.12.2023 (Minutes No. 60, §59)) and the Internal and External Consolidation Plan of Riga Technical University submitted by the Ministry of Education and Science (hereinafter - the Consolidation Plan).
2. The Regulations establish the procedure by which Riga Technical University prepares a call for proposals for Innovation Consolidation Grants (hereinafter - Innovation Grant).
3. Funding for Research Grants is awarded for:
   3.1. for strengthening the scientific capacity of RTU;
   3.2. for strengthening the scientific capacity of RTU - LJA.
4. The aim of the Innovation Grants is to promote the transfer of innovative, science-based technologies and the development of new, unique products and/or technologies and/or services by fostering cooperation with QS WUR TOP 500 universities, their institutes, laboratories, business schools, design factories, etc., as well as to promote and develop cooperation between the Innovation Grant beneficiary and industry within the priority directions.
5. The Project Applicant (hereinafter - the Project Applicant) for internal consolidation shall be the Scientific Supervisor of the RTU Innovation Project and the Head of the Unit executing the Project.
6. The Project Applicant shall submit to the Call for Proposals a project proposal form completed in accordance with the procedure and to the extent specified in Annex 1 to the Regulations "Project Proposal" (hereinafter - the Project Proposal).
7. The deadline for submission of Project Proposals is set in accordance with the Order of the Rector.
8. RTU announces the Call for Proposal stipulating that the funding shall be provided in the form of Grants and the Project Application shall be executed by concluding a Project Execution Contract (hereinafter - the Project), in accordance with Section 4.2.1 of the Consolidation Plan "Indicators to Be Achieved under the Consolidation and Funding Available to Execute the Plans" and the Order of the Rector of RTU.
9. RTU implements the Call for Proposals for Innovation Grants in accordance with the areas identified by the RTU-LJA Research Platforms as specified in Section 4.2.6.1 of the Consolidation Plan and the areas identified by the RTU Research Platforms as specified in the Order of the Rector of RTU.
   9.1. According to Section 4.2.6.1 of the Consolidation Plan by prioritising RTU-LJA internal research grant directions:

1. ENERGY AND ENVIRONMENT (Thematic area: Blue economy and green corridors (decarbonisation of shipping; eco-efficiency)
• Ship energy systems; energy efficiency; eco-efficiency of ships • Use of renewable energy, including for ships; construction and maintenance of offshore wind farms • Sewage systems; ship ballast water systems; water chemistry; marine pollution prevention • Maritime spatial planning • Electromagnetic systems for food cooling in sublimation technology
2. URBAN AREAS AND DEVELOPMENT (Thematic area: Smart and environmentally friendly port technologies)

● Smart ports ● Development of systems for the monitoring and detection of ship oil and chemical pollution in port areas, pollution prevention ● Development of exhaust monitoring and detection systems in port areas ● Smart ship-shore power connection development
3. TRANSPORT
● Modelling, forecasting of freight and passenger flows, including port freight modelling ● Ship engine modelling ● Autonomous shipping ● Analysis and development of sea freight supply chains (chain management)
4. MATERIALS, PROCESSES AND TECHNOLOGIES
● Structures, materials and coatings (including composites, functional coatings, environmental impact of materials) ● Non-destructive testing and diagnostics of structures ● Component prototypes and trials ● Operation and repair technologies
5. INFORMATION AND COMMUNICATION TECHNOLOGIES (Thematic area: Maritime digitalisation and cyber security engineering systems)
● Autonomous aerial, ground and underwater drones (including their use to free shipwrecks from ghost nets) ● Data transmission systems and algorithms ● Algorithms for ensuring cyber security ● Shipborne radio navigation and communication systems ● Shipping and port automation processes
6. SAFETY AND SECURITY (Thematic area: Safe and efficient marine engineering systems and their technical operation)
● Ship fire-fighting and evacuation systems ● Safety monitoring of the sea and port ● Maritime search and rescue operations ● Ship collision and casualty analysis; methodologies for maritime safety assessment

9.2. The priority directions of the RTU internal Innovation Grants are determined separately by the Rector's Order.

10. Information on the announcement of the Call for Proposals for Innovation Grants and the procedure for submitting documents is published on the RTU website. The deadline for submitting documents shall be no less than 20 working days from the date of publication of the information.
11. The total execution period of the Innovation Grant (hereinafter - the project execution period) shall be a minimum of 12 months, starting no later than 1 January 2025. The Innovation Grant shall be executed until 31 January 2026.
12. The maximum amount of funding for a single Innovation Grant to execute the Project is EUR 200,000 (two hundred thousand euros).
13. RTU shall establish an Innovation Project Board (hereinafter - IPB) for monitoring the execution of the Innovation Grants and for decision-making, approved by the Order of the Rector of RTU.
14. The Project Applicant shall be deemed to have fulfilled its obligations under the Project on the date on which the RPB signs, without objection, the handover-takeover certificate for the achievement of the Project deliverables set out in Chapter 3 "Project Deliverables" of Part A of the Project Proposal and the implementation of the Project objective and the fulfilment of the tasks set out in

the Project Contract on the **Execution and Funding of the Innovation Grant Project** (hereinafter - the Contract) in the manner and within the time limits specified.

II. Requirements for the Project Applicant and the Project Cooperation Partner

15. The Project Applicant shall meet the requirements set out in Section 3 ofthese Regulations.
16. The Project Scientific Supervisor shall coordinate the Project Proposal to be submitted to the Call for Proposals for Innovation Grants with the Head of the Unit executing the Innovation Grant by mutually signing Part D of the Project Proposal "Acknowledgment by the Project Applicant".
17. The Project Applicant shall indicate in Chapter 3 "Project Deliverables" of Part A of the Project Proposal the **2 (two) mandatory deliverables** planned to be achieved by the end of the Project execution period, as part of the objectives set out in the Project Proposal

17.1. mandatory deliverables:

17.1.1. development of a prototype of a new product or technology at least up to technology readiness level 4 (TRL4) in accordance with the guidelines[1] for evaluating TRL;

17.1.2. submitted at least one project application to an international R&D project call (Horizon Europe, focusing on Pillar 3 "Innovative Europe", etc.);

17.2. optional additional deliverables:

17.2.1. published, submitted or accepted for publication original scientific articles (at least one - mandatory) included in Q1 or Q2 quartile journals indexed in SCOPUS or Web of Science databases, and written with co-authors from QS WUR 2024 Top 500 universities;

17.2.2. international patents applied for or obtained;

17.2.3. licensed Project results;

17.2.4. cooperation with QS WUR TOP 500 universities, their units and staff implemented;

17.2.5. cooperation with the representatives of the industry belonging to the scientific field of innovation of priority directions (in Latvia and internationally) implemented;

17.2.6. other results introduced and implemented in the Project that are consistent with the achievement of the Innovation Grant objective and the objective stated in the Project Application.

18. Other Latvian and foreign scientific institutions and merchants, as well as RTU-LJA, may also be involved in the execution of the Innovation Grant as Associated Cooperation Partners. Latvian and foreign scientific institutions and merchants, except RTU-LJA, are be eligible for Innovation Grant funding, but may contribute with their funding and/or expertise to the execution of the Innovation Grant.
19. Involving other Latvian and foreign scientific institutions and merchants as Associated Cooperation Partners in the execution of the Innovation Grant, the Project Applicant shall inform the partners that the proprietary rights to the intellectual property (know-how, patent, etc.) created during the performance of the Contract belong to RTU.
20. In the case of a Project executed in collaboration with an Associated Cooperation Partner(s), in accordance with Section 3 of the Regulations, the named Project Applicant and the Head of the Research Institute acknowledging the submission of the Project shall assume full responsibility for the execution of the Project and the fulfilment of the obligations of the Project Contract with the Cooperation Partners named in Section 18 of the Regulations.
21. Foreign academic or scientific staff may be involved in the execution of the Innovation Grant by concluding a contract on the execution of the Innovation Grant and employing these persons in accordance with Article 38(2) of the Law on Higher Education Institutions or Article 37.2 of the Law on Scientific Activities. It should be stipulated that the results of the scientific and innovation creation and/or promotion activities carried out by foreign academic or scientific staff in a given institution under the Innovation Grant are attributable to the specific institution that provided the Grant. The preferred minimum duration of employment of foreign academic or scientific staff is 3 months.

[1] https://www.rtu.lv/en/innovations/for-researchers/technology-readiness-levels

III. Conditions for the Participation of a Project Scientific Team

22. In Part A of the Project Proposal: the members of the Scientific Team indicated are the Project Scientific Supervisor and the Project Executor(s), who are:
    22.1. Project Scientific Supervisor - a scientist who has obtained a PhD degree and holds an elected scientific or academic position - senior researcher, researcher, professor, associate professor, assistant professor, and wo applies for, manages and ensures the execution of the Innovation Grant, plans and supervises the performance of tasks, is responsible for his/her own activities and those of other persons involved in the Grant and for the achievement of the planned deliverables;
    22.2. Project Executors - RTU, LJA scientists, academic staff, science support staff and students who perform individual scientific tasks during the execution of the Innovation Grant.
    22.3. Foreign applicant for the Innovation Grant - holds a PhD degree and is an elected RTU researcher or academic.
23. One person may apply for a maximum of two Grants funded under the Consolidation Plan, comprising Scientist Grants, Research Grants and Innovation Grants, including only one project application as Scientific Supervisor. This condition does not apply to students and scientific advisors involved in a Postdoctoral Grant.
24. In the framework of the Call for Proposals, when submitting a Project Proposal, the involvement of university administrative staff, as well as university students[2] and PhD degree candidates (hereinafter - the student) in the Scientific Team (its staff) can be foreseen.
25. The total workload of all project staff shall be at least 2.0 full-time equivalent (hereinafter - FTE) over the execution period of the Project, and each person employed in the Project shall have a workload of at least 0.25 FTE over the execution period of the Project. The minimum employment load requirement of 0.25 PLE does not apply to Heads of Unit who have a limited academic workload and to students.
26. The remuneration of the members of the Scientific Team involved in the execution of the Project shall be determined in accordance with the remuneration policy of the Project Applicant and the Project Consolidation Partner(s) (if any), the remuneration rates and the provisions of Article 13 of the Cabinet of Ministers Regulation No. 259 "Procedures for Granting Aid for Participation in International Cooperation Programmes in the Fields of Research and Technology".
27. The Scientific Supervisor of the Innovation Grant shall have at least two (2) full-length publications or review articles, or book/book chapters in journals indexed in the Web of Science Core Collection or SCOPUS between 2021 and the time of submission of the Grant Application, published or accepted for publication (accompanied by an acknowledgment of acceptance of the article by the journal editors). A European patent (with certificate) is equivalent to one (1) full-length publication indexed in the Web of Science Core Collection or SCOPUS.

IV. Supported Activities and Costs

28. The Innovation Grant is aid funding unrelated to economic activity.
29. The following activities and associated costs are eligible under the Innovation Grant:
    29.1. Industrial research and experimental development for the creation of new innovative products and technologies, including:
    29.1.1. experimental development as defined in Article 2(86) of Commission Regulation No 651/2014;
    29.1.2. industrial research as defined in Article 2(85) of Commission Regulation No 651/2014;
    29.1.3. new and innovative technology, including prototype development as defined in Article 2(114) of Commission Regulation No 651/2014;
    29.2. acquisition and supply of equipment, instruments and materials necessary for the execution of the Project (such as physical, biological, chemical and other materials, experimental animals and their maintenance, reagents, chemicals, laboratory utensils, medicines, refrigerants, heat transfer agents, carrier gases, oils, energy materials and electricity, in so far as they are used for research);

[2] in accordance with Article 44(1) of the Law on Higher Education Institutions

29.3. costs of external services (including work under company contracts), costs of providing research services (e.g. inspection, testing, certification and other costs to provide research data comparable to research carried out in other countries), costs of protecting intangible assets, translation and other services necessary for the execution of the Project's core activities;
29.4. local and foreign missions and work (official) trips;
29.5. knowledge and technology transfer - publishing scientific papers and publications, presenting research results at conferences and seminars, and other knowledge management activities;
29.6. professional development (training) of scientific or academic staff involved in the execution of the Project.

30. The Project Applicant is entitled to allocate and may indicate the following costs, excluding VAT (hereinafter - VAT), in Chapter 4 "Project Budget" of Part A of the Project Proposal):
30.1. remuneration (monthly salary) and related costs of the scientific and academic staff and the members of the Scientific Team involved in the execution, working on the basis of an employment contract, including employer's compulsory social security contributions, holiday pay and holiday allowance paid in proportion to the time worked on the Project, sick leave expenses, in accordance with the remuneration policy of the Project Applicant and Article 13 of the Cabinet of Ministers Regulation No. 259 "Procedures for Granting Aid for Participation in International Cooperation Programmes in the Fields of Research and Technology", which stipulates the following:
30.1.1. For the Grant Scientific Supervisor - up to EUR 30 per hour, excluding the employer's compulsory social security contributions (hereinafter - ECSSC);
30.1.2. For the Grant Executor who is involved in the execution of the Project and is responsible for carrying out significant parts of it as a senior researcher, researcher, professor, associate professor, assistant professor - up to EUR 24 per hour, excluding ECSSC;
30.1.3. For the Grant Executor - scientific assistant, assistant, scientific support staff, students performing specific tasks in the Project - up to EUR 19 per hour, excluding ECSSC;
30.1.4. the remuneration shall be commensurate with the activities to be executed in the Project and the working time spent on them, taking into account the intensity of the activities to be executed in the Project;
30.2. expenses for local and foreign missions and work (official) trips for staff involved in the execution of the Project in accordance with the regulatory enactments on the procedure for reimbursement of expenses related to missions (e.g. participation in conferences, including participation fee, daily subsistence allowance, hotel (accommodation) expenses, travel (transport) expenses, expenses related to the purchase of insurance policy for the duration of the mission);
30.3. costs of acquiring and supplying equipment, instruments and materials necessary for the execution of the Project (such as physical, biological, chemical and other materials, experimental animals and their maintenance, reagents, chemicals, laboratory utensils, medicines, refrigerants, heat transfer agents, carrier gases, oils, energy materials and electricity, in so far as they are used for research), accounted for in accordance with the regulatory enactments governing accounting;
30.4. costs of external services (including work under company contracts), costs of providing research services (e.g. inspection, testing, certification and other costs to provide research data comparable to research carried out in other countries), costs of protecting technology rights, translation and other services necessary for the execution of the Project's core.
30.5. knowledge and technology transfer - publishing scientific papers and publications, presenting research results at conferences and seminars, and other knowledge management activities;
30.6. professional development (training) of scientific or academic staff involved in the execution of the Project;
30.7. VAT costs incurred in the execution of Innovation Grants and related to the eligible costs referred to in Section 30 shall be accounted for separately and shall not be charged to the direct costs of the Innovation Grant, but to the funds of the Unit executing the Project;
30.8. a deduction of 10% of the direct costs for administrative expenses of the Unit executing the Project;

31. The Beneficiary and its Partners shall ensure that the procurement necessary for the execution of the supported activities is carried out in a socially responsible manner in accordance with the laws

and regulations of the European Union and the Republic of Latvia on public procurement, using an open, transparent, non-discriminatory and competitive procedure.

V. Procedure for the Presentation and Submission of the Project Proposal

32. The Project Applicant shall complete and submit the Project Proposal in the National Scientific Activity Information System (hereinafter - NSAIS) of the Latvian Council of Science (hereinafter - LCS) in accordance with Annex 2 of the Regulations "Methodology for the Presentation and Submission of the Project Proposal and Project Scientific Report" (hereinafter - submission methodology) within the deadline for submission of Project Proposals.
33. The Project Applicant shall identify in Chapter 1 "General Information" of Part A of the Project Proposal, in accordance with Section 9 of the Regulations, the priority Project area in which the Project will be executed or, if the Project is interdisciplinary, the main scientific field in which the Project is to be executed.
34. To certify the Project Proposal, the Project Scientific Supervisor shall coordinate it with the Head of the Applicant's Institution by submitting a mutually signed Part D of the Project Application "Acknowledgment by the Project Applicant".
35. The Innovation Grant Application shall include:
    35.1. information completed in the NSAIS (Annexe 1); Part (A);
    35.2. Innovation Grant Application (Annex 1); (Part A - mandatory in Latvian and English, Part B - mandatory in English, Part C - mandatory in English, Part D - mandatory in Latvian);
    35.3. Acknowledgment by the Innovation Grant Cooperation Partner (Annex 1); (Part E - mandatory in Latvian and English).
36. The following shall be submitted within the deadline set by the Call for Proposals for the Innovation Grant:
    36.1. Innovation Grant Application (Annex 1); Parts (A/B/C/D);
    36.2. Acknowledgment by the Innovation Grant Partner or Cooperation Partner (Annex 1); Part (E).

VI. Administrative Assessment of Project Proposals

37. After the closure of the deadline for the submission of Project Proposals, the IPB shall, within two weeks, assess the Project Proposals against the established administrative eligibility criteria, following the administrative eligibility assessment methodology and completing Annex 3 "Project Proposal Administrative Eligibility Assessment Form and Methodology" to the Regulations. The Administrative Assessment Form shall be completed by the IPB, indicating under each administrative eligibility criterion whether it has been met. If the criterion is fully met, it shall be marked with a "Yes", if the criterion is not met or partially met, it shall be marked with a "No". If an administrative eligibility criterion is marked with a "No", the IPB shall indicate in the Administrative Assessment Form why the criterion has not been met.
38. The IPB, when completing Annex 3 to the Regulations, shall compile a list of Project Proposals, inform the Rector of RTU about the Project Proposals to be advanced for evaluation, which fulfil the administrative eligibility criteria, and the Project Proposals that do not fulfil the administrative eligibility criteria, which are rejected and are not advanced for scientific evaluation.

VII. Selection of Experts for the Scientific Evaluation of the Project Proposal

39. The Latvian Council of Science (hereinafter - LCS), on behalf of RTU, shall organise and carry out the scientific assessment of the Project Proposals, involving two independent foreign experts for the evaluation of each Project Proposal.
40. The selection of foreign scientific experts by the LCS shall be carried out in accordance with established guidelines and guiding principles, ensuring the confidentiality of scientific information and research data, as well as the protection of personal data.

41. In order to ensure an independent evaluation of a Project Proposal and to avoid any potential conflict of interest, the LCS shall involve at least two foreign experts in the evaluation of each Project Proposal, subject to the following conditions:
    41.1. the expert holds a PhD;
    41.2. the scientific qualifications of the expert are relevant to the scientific field and subject matter of the Project Proposal;
    41.3. the expert's previous evaluation expertise and work experience are relevant to the scientific field and subject matter of the Project Proposal;
    41.4. the expert carries out the evaluation independently and does not represent the institution of the Project Applicant, and his/her activities are free from circumstances giving rise to a conflict of interest, including any personal or pecuniary interest, which the expert does not have and will not have;
    41.5. the experts declare that there is no conflict of interest and that the information relating to the content of the Research Project and its evaluation is confidential and cannot be disclosed to third parties or used for the expert's own interests. The scientific quality evaluation of the results of the Research Project is anonymous with respect to the executor of the Research Application and any third parties. The name, scientific degree and organisation of the expert shall be made known to the other experts assessing the Research Project after the completion of the individual scientific quality evaluation of the Research Application and before the consolidated assessment.
    41.6. if, during the evaluation of the project application and the final scientific report of the project, the LCS finds that the expert has not complied with the declaration of absence of conflict of interest and commitment to confidentiality annexed to the Expert Contract, the LCS shall inform the expert concerned in accordance with the terms of the expert's contract, shall not engage the expert for the evaluation of the project concerned and shall engage a new expert in accordance with the procedure laid down in the Statutes.

VIII. Scientific Evaluation of the Project Proposal

42. The expert shall evaluate the Project Proposal in accordance with Annex 4 to the Regulations, "Methodology for the Evaluation of the Project Proposal and the Final Scientific Report of the Project" (hereinafter - the scientific evaluation methodology), by completing and approving Annex 5 to the Regulations, "Individual and Consolidated Evaluation Form for the Project Proposal".
43. The two experts individually evaluate the Project Proposal concerned and one of the experts prepares a consolidated evaluation of the Project Proposal (hereinafter - the Reporter), which is submitted to the LCS by the Reporter in agreement with the other expert in accordance with Annex 5 to the Regulations "Individual and Consolidated Evaluation Form for the Project Proposal".
44. The expert, taking into account the consolidated evaluation score in points of the Project Proposal, shall calculate the total consolidated evaluation score of each Project Proposal according to the following formula:

$$KK = \frac{(AAAA30) + (BBAA40) + (CCAA30)}{5}$$

(hereinafter - the consolidated evaluation percentage score of the Project Proposal), where:
    44.1. K- consolidated evaluation score in points of the Project Proposal;
    44.2. A - scientific quality of the Project Proposal: the score for this criterion (weighted at 30% of the consolidated evaluation score in points of the Project Proposal);
    44.3. B - impact of Project results: the score for this criterion (weighted at 40% of the consolidated evaluation score in points of the Project Proposal);
    44.4. C - Project feasibility and provisions: the score for this criterion (weighted at 30% of the consolidated evaluation score in points of the Project Proposal);

IX. Project Funding

45. The minimum achievement of the consolidated assessment (percentage) of the application is 45%. The RPB shall, no later than two weeks after receipt of the scientific evaluations from the LCS, rank the Projects and take one of the following decisions:
    45.1. a decision to fund the Project, for Projects with the highest ranking;
    45.2. a decision to reject the Project for insufficient funding.
46. In the event that the consolidated evaluation score (percentage) of a Project is the same for several Projects, the Project which scores highest in the second criterion (B) of the consolidated evaluation score in points of the Project Application will be awarded funding. If the Project Applications score the same in criterion 2, the Project which scores highest in the first criterion (A) of the consolidated evaluation score in points of the Project Application will be awarded funding. If the Project Applications score the same in criteria 1 and 2, the Project which scores highest in the third criterion (C) of the consolidated evaluation score in points of the Project Application will be awarded funding.
47. Project Proposals included in the list of Project Proposals for which there is insufficient funding shall be included in the reserve list of Project Proposals in descending order of the consolidated evaluation score of the Project Proposal (hereinafter - the reserve list of Project Proposals).
48. If the Project Applicant whose Project has been the subject of a funding decision and the Project Supervisor do not conclude a Project Contract on the basis of the IPB's decision referred to in Section 45.1 of the Regulations, the IPB shall award the Call for Proposals funding to the next Project on the reserve list of Project Proposals on which the IPB's decision referred to in Section 45.1 of the Regulations is taken.
49. The LCS shall send to each Project Applicant the consolidated evaluation score in points of the Project Proposal, without disclosing the identity of the experts, using the Information System.
50. On the basis of the IPB's decision referred to in Section 45.1 of the Regulations, the Rector of RTU shall conclude a Project Contract with the Innovation Grant Supervisor and the Head of the Unit executing the Project no later than within one month from the date of sending the decision. The content of the Project Contract may be specified by the contracting parties during the contracting process, taking into account the specificities of the Project's subject.
51. If the Project Contract is concluded in accordance with Sub-section 45.1 of the Regulations, the Project Executor and the Cooperation Partner (if any) shall conclude a Cooperation Contract setting out the financial conditions, the procedures for settling disputes and non-disclosure of confidential information, the rules governing the entry into force, duration and termination of the Contract, a detailed cooperation plan and budget, taking into account the Project Proposal, and the provisions on intellectual property rights in accordance with Section 19 of these Regulations. The Cooperation Contract shall be submitted by the Project Executor to the IPB within 2 (two) calendar weeks from the date of conclusion of the Project Contract.
52. The procedure for challenging the results of the Call for Applications is as follows:
    52.1. within five working days from the date of publication of the Call for Proposals results, the Project Applicant is entitled to submit a reasoned complaint to the Rector of RTU, supporting his/her opinion with an explanation and evidence;
    52.2. the Rector shall examine the complaint within two weeks of receipt and shall make a decision, which shall be notified in writing to the complainant.
53. The IPB shall monitor the budget execution of the approved Projects. If the IPB concludes that the amount of funding absorbed by the Project as of 31 March 2025 is less than 25% of the total eligible Project cost, the IPB may decide to reallocate the funding and/or terminate the Project Contract.

X. Submission and Evaluation of the Final Scientific Report of the Project

54. The Project Executor shall submit via the NSAIS, within one month after the end date of the Project execution, the Final Scientific Report of the Project in accordance with the terms of the Contract and in accordance with Annex 6 "Final Scientific Report of the Project" to the Regulations.
55. The LCS shall organise and carry out the scientific evaluation of the Final Report of the Project, involving at least two independent experts from abroad, in accordance with the established guidelines.

56. In order to ensure an independent evaluation of a Project Proposal and to avoid any potential conflict of interest, the LCS shall involve at least two foreign experts in the evaluation of each Project Proposal, subject to the following conditions:
    56.1. the expert holds a PhD;
    56.2. the scientific qualifications of the expert are relevant to the scientific field and subject matter of the Project Proposal;
    56.3. the expert's previous evaluation expertise and work experience are relevant to the scientific field and subject matter of the Project Proposal;
    56.4. the expert carries out the evaluation independently and does not represent the institution of the Project Applicant, and his/her activities are free from circumstances giving rise to a conflict of interest, including any personal or pecuniary interest, which the expert does not have and will not have;
    56.5. the experts declare that there is no conflict of interest and that the information relating to the content of the Research Project and its evaluation is confidential and cannot be disclosed to third parties or used for the expert's own interests. The scientific quality evaluation of the results of the Research Project is anonymous with respect to the Executor of the Research Application and any third parties. The name, scientific degree and organisation of the expert shall be made known to the other experts assessing the Research Project after the completion of the individual scientific quality evaluation of the Research Application and before the consolidated assessment.
    56.6. if, during the evaluation of the project application and the final scientific report of the project, the LCS finds that the expert has not complied with the declaration of absence of conflict of interest and commitment to confidentiality annexed to the Expert Contract, the LCS shall inform the expert concerned in accordance with the terms of the expert's contract, shall not engage the expert for the evaluation of the project concerned and shall engage a new expert in accordance with the procedure laid down in the Statutes.
57. 54. If the scientific evaluation of the Final Scientific Report of the Project is "Project objective not met" or the minimum deliverables are not met, the IPB informs the RTU Project Supervisory Board, which has the right to prohibit the Project's Scientific Supervisor from participating in project execution or applying for new projects for the next 3 years.
58. 55. The IPB may decide, after considering the reasons, to grant an extension (of up to one calendar year) for the achievement of the objectives or deliverables of the Innovation Grant Project. The costs of the extension shall be borne by the Unit in which the Project is being executed.

XI. Processing of Personal Data

59. The processing of personal data is for the purpose of assessing the compliance of the Innovation Grant Application with the requirements of the Regulations, for the conclusion of the Contract, for evaluation, reporting and other administrative purposes.
60. The legal basis for the processing of personal data is Article 6(1)(a), (b), (c) and (f) of Regulation (EU) 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).
61. The following categories of personal data are processed in the process of awarding the Innovation Grant:
    61.1. name, surname, personal identification number, telephone number, e-mail address;
    61.2. publications, CV information, education information, and other information necessary for the award and execution of the Innovation Grant;
    61.3. institution, position
62. The following data subject categories are processed in the process of awarding the Innovation Grant:
    62.1. scientist;
    62.2. main executors;
    62.3. executors;
    62.4. students;

62.5. contact person for the Cooperation Partner.

63. The personal data submitted is accessible to RTA and LCS staff, foreign experts involved in the evaluation, award and execution process of the Innovation Grant. Personal data may be disclosed to investigative and judicial authorities, as well as to the authorities supervising and controlling the activities of RTU and the Innovation Grant, to the extent and in accordance with the procedure established by the regulatory enactments.
64. The submitted personal data are stored in accordance with the established retention period and the RTU Case Nomenclature.
65. By submitting the Innovation Grant Application, the Scientist Grant Execution Team, the Grant Partners and the Cooperation Partners confirm their consent to the processing of personal data to the extent and in the manner set out in the Regulations.

XII. Information and Publicity Requirements

66. The Project Executor shall provide information to the IPB, which shall ensure communication to inform the public about the execution of the Projects funded under the Call for Proposals, in accordance with the procedures and within the deadlines set out in the Project Contract. IPB shall collect this information and make it available to the public.
67. The Project Executor shall cooperate with the IPB and participate in public information and communication activities organised by the IPB, including the development of project materials, content development and joint seminars on Project execution.
68. The Project Executor shall ensure that the communication and visual identity requirements are met in all materials (publications, conference presentations, poster presentations, etc.) produced with the support of the Innovation Grant, indicating the ANM logo and written reference to RTU and/or RTU-LJA funding in Latvian or English.

XIII. Miscellaneous

69. Information on Project Proposals funded by the Call for Proposals is published on the website www.rtu.lv.
70. Questions concerning the preparation and submission of the Project Proposal shall be sent to the following e-mail address: inovacijas@rtu.lv. Answers to the questions sent by the Project Applicants shall be sent by the IPB electronically, the most frequently asked questions and answers shall be published on the RTU website https://ortus.rtu.lv/ Other questions about the Call for Proposals shall be sent to the official RTU e-mail address.

Annexes to the Regulations for Innovation Consolidation Grants:

Annex 1 "Project Proposal";

Annex 2 "Methodology for the Presentation and Submission of the Project Proposal and Final Scientific Report of the Project";

Annex 3: "Project Proposal Administrative Eligibility Assessment Form and Criteria for Assessing Administrative Eligibility";

Annex 4: "Project Proposal Evaluation Methodology" and "Individual/Consolidated Evaluation Form for the Project Proposal";

Annex 5 "Methodology for the Evaluation of the Final Scientific Report of the Project" and "Evaluation Form for the Final Report of the Project";

Annex 6 "Final Report of the Project".

Project Proposal

Part A
Chapter 1. General Information
(completed in the NSAIS)

1. Project title in LV Project title in ENG	
2. Project Scientific Supervisor *(name, surname*)	
2.1. E-mail address of the Project Scientific Supervisor	
2.2. Phone No. of the Project Scientific Supervisor	
2.3. E-mail address of the Project Applicant's institution	
2.4. Website of the Project Applicant's institution	
3. Full name of the Unit where the Project is to be executed	
4. Consolidation Partner (if applicable)	
4.1. Contact person of the Consolidation Partner (*name, surname*)	
4.2. E-mail address of the Consolidation Partner	
4.3. Website of the Consolidation Partner	
5. Type of innovation	Experimental development ☐

<table>
<tr><td></td><td><table><tr><td>Developing new products, technologies</td><td></td></tr></table></td></tr>
<tr><td>6. Smart specialisation area</td><td>Selection</td></tr>
<tr><td>7. Type of funding</td><td><table><tr><td>internal consolidation and excellence funding (RTU)</td><td></td></tr><tr><td>internal consolidation and excellence funding (RTU-LJA)</td><td></td></tr></table></td></tr>
<tr><td>8. The Project's main scientific field and scientific sub-fields in accordance with the Research Platform Areas specified in Section 9 of the Regulations for Innovation Consolidation Grants or RTU's internal priority directions specified in the Rector's Order;</td><td></td></tr>
<tr><td>9. Total Project funding (EUR)</td><td></td></tr>
<tr><td>10. Project Summary in LV (1200 characters)

Project Summary in ENG (1200 characters)</td><td>Key activities and deliverables</td></tr>
<tr><td>11. Keywords in LV

Keywords in ENG</td><td></td></tr>
<tr><td>12. Project execution period</td><td><table><tr><td>Project start date (year, month)</td><td></td></tr><tr><td>Project end date (year, month)</td><td></td></tr><tr><td>Project duration in months (e.g. 18 months)</td><td></td></tr></table></td></tr>
</table>

Chapter 2. Project Execution Team

	Institution represented	Name, surname	Workload (FTE)	CV
Project Scientific Supervisor				
Project Executors (excluding university students and PhD candidates)				
Project Executors - university students and PhD candidates				

Chapter 3. Project Deliverables

No	Type of result	Number at the end of the Project
Mandatory deliverables		
1.	development of a prototype of a new product or technology at least up to technology readiness level 4 (TRL4) in accordance with the guidelines for evaluating TRL;	
2	submitted at least one project application to an international R&D project call (Horizon Europe, focusing on Pillar 3 "Innovative Europe", etc.)	
Optional additional deliverables		
3.	published, submitted or accepted for publication original scientific articles (at least one - mandatory) included in Q1 or Q2 quartile journals indexed in SCOPUS or Web of Science databases, and written with co-authors from QS WUR 2024 Top 500 universities;	

4.	a Doctoral thesis successfully defended in accordance with the Project's objective;	
5.	international patents applied for or obtained;	
6.	licensed Project results;	
7.	cooperation with QS WUR TOP 500 universities, their units and staff implemented;	
8.	cooperation with the representatives of the industry belonging to the scientific field of innovation of priority directions (in Latvia and internationally) implemented;	
9.	other results introduced and implemented in the Project that are consistent with the achievement of the Innovation Grant objective and the objective stated in the Project Application.	

Chapter 4. Project Budget

No.	**Type of costs**	**Amount of cost without VAT, EUR**
1.	Remuneration costs	
2.	Mission expenses	
3.	Costs of purchase and delivery of inventory, instruments and materials	
4.	Costs of external services	
5.	Training - professional development costs	
6.	Publication and other eligible publicity costs of scientific articles	
7.	Direct eligible costs (1,2,3,4,5,6)	
8.	Administrative expenditure of the Unit executing the Project - 10% of the total direct eligible costs	
	TOTAL: (direct costs (7) + administrative expenditure (8))	

Part B

Description of the Project Application

(the description of the Project Application shall be completed in English. It shall be added as an annex in the NSAIS)

(maximum volume of the Application - 12 pages)

Project title:

1. Scientific Excellence

1.1. Describe the objective, scientific novelty, topicality, reliability, tasks and methodology of the Grant

1.2. Describe the need for the involvement of a Project Partner* and/or Cooperation Partner**, including the core competences of the Partner in relation to the Project, the knowledge and R&D experience of the Project Executor, the relevance of the Partners to the Project and the strengths of the Partners (including key resources and infrastructure available) (if applicable)

*Project Partner - in accordance with Section 3 of the Regulations for Innovation Consolidation Grants
**Cooperation Partner - another Latvian and/or foreign scientific institution and/or business not receiving grant funding

2. Impact

2.1. Scientific results and technological insights of the Project and their dissemination plan

2.2. Socio-economic impact of the results and publicity

2.3. Contribution to the capacity building of the members of the Project Scientific Team, including students, as well as to improving the study environment

3. Execution

3.1. Project Applicant and the Scientific Team

3.2. Description of the Project's work plan

3.3. Grant Execution Team

Describe the need for each participant's involvement, the participant's knowledge and experience and the workload planned. The Project Application shall be accompanied by the CVs of the Project Scientific Supervisor and the Executors.

No.	Name, surname	Position	Main tasks, indicating participation in each Grant activity	Planned workload (FTE)

3.4. Overall Project Management

3.5. Research and project execution risk assessment table

Risk assessment					
No.	Risk (Strategic, operational, financial, etc.)	Description of risk (Causes, consequences, Impact (on what - Result / Target group))	Assessment		Prevention/mitigation measures
			Likelihood	Impact	
1.					
2.					
3.					
n					

Part C

Curriculum Vitae

For submission to the Project "_____(insert title)_____"

(to be completed in English and attached as an annex in the NSAIS, the Scientific Supervisor shall attach a copy of the PhD Diploma, e-signed in PDF format)

EXPERIENCE DESCRIPTION

1. Name:

2. Surname:

Scientific identifier(s) of the Project Scientific Supervisor, if used (ORCID, Research ID, Scopus Author ID, etc.):

3. Education:

TIME PERIOD	NAME OF EDUCATION INSTITUTION	EDUCATION, DEGREE OBTAINED

4. Work experience:

TIME PERIOD	PLACE AND COUNTRY OF WORK	POSITION	DUTIES PERFORMED

5. Scientific projects

TIME PERIOD	PROJECT TITLE	POSITION	DUTIES PERFORMED

6. Scientific publications / European patent

PUBLICATION TITLE	PUBLICATION AUTHOR(S)	YEAR OF PUBLICATION	LINK TO PUBLICATION/JOURNAL

Part D - Acknowledgment by the Project Applicant

I, _____, acknowledge that:

1. I have read and understood all the conditions for funding specified in the Regulations for Innovation Grants;
2. I acknowledge that, at the time of submission of the Innovation Grant Application, the Innovation Grant Application is not and has not been funded/co-funded by other public and private funding sources, including funding from European Union funds and other international financial instruments, and that I have not submitted the same Innovation Grant or part thereof for funding from other funding sources and have not applied for double funding for the same Innovation Grant.
3. I certify that I will ensure the execution of the Project and that the information provided in the Project Proposal is true;
4. Identify up to three experts who should not be involved in the scientific evaluation of this Project Proposal, giving an objective justification:
    a. [name, surname] – [justification];
    b. [name, surname] – [justification];
    c. [name, surname] – [justification].

Project Scientific Supervisor	___ _____ 202_ *(signature)* (full name) (date)*
Contact details	Phone No.:
	E-mail address:

Head of the Project Applicant's research institute	___ _____ 202_ *(signature)* (full name) (date)*
Contact details	Phone No.:
	E-mail address:

*If the document is signed with a secure electronic signature, no signature is required on the Form.

Part E - Acknowledgment by the Cooperation Partner of the Innovation Grant

Consolidation Partner *(institution)*	
Partner's contact person *(name, surname, position)*	
Phone number(s)	
E-mail address(es)	

I, the representative of the Grant Consolidation Partner _____

(name/ surname, position)

by my signature
acknowledge that:

1) I have read and accept the Regulations for the Innovation Consolidation Grants and the Innovation Grant Project Application_____

(project title)

and the information set out in the Annexes attached hereto;

1) I will participate in the execution of the Project in accordance with the principles of good partnership to ensure the achievement of the Project's objectives;
2) the activities planned in the Project Application have not been and will not be funded from the financial resources of the Consolidation Grant;
3) I agree that, in accordance with Section 19 of the Regulations, the intellectual property created during the execution of the Project belongs to RTU.

Signature* _____

(full name)

* If the document is signed with a secure electronic signature, no signature is required on the

Form. Date _____

Annex 2
"Innovation Consolidation Grants"
Regulations for the Open Call for Proposals "Innovation Consolidation Grants 2024"

Methodology for the Presentation and Submission of the Project Proposal and Final Scientific Report of the Project

Contents

Introduction

The methodology for the presentation and submission of the Project Proposal, Final Scientific Report of the Project (hereinafter - the methodology) has been developed for the preparation of the documentation required for the Call for Proposals "Innovation Consolidation Grants 2024" (with a minimum Project execution duration of 1 year (12 months)).

The methodology is designed for Project Applicants who prepare and submit the Project Proposal and for Project Executors who prepare the Final Report of the Project.

I. Terms Used

1.	**Scientific Team**	Scientific staff and scientific technical staff involved in the execution of the Project. The Scientific Team is composed of the Project Scientific Supervisor and Project Executors, including Student Project Executors.
2.	**Project Applicant**	Scientific Supervisor of the Innovation Project and Head of the Unit executing the Project.
3.	**Head of the Unit executing the Project**	The Head of the Unit executing the Project, who approves the submission of the Project Proposal and takes responsibility for the achievement of the Project deliverables, and within whose Unit the Project is implemented and is responsible for the execution of its parts, in accordance with the terms of the Contract concluded.

4.	**Project Scientific Supervisor**	The scientist who proposes the Project Proposal, manages the Project, ensures its execution - plans and supervises the execution of the Project's tasks, is responsible for his/her own activities and those of other persons involved in the Project in accordance with the tasks set out in the Project and scientific ethical norms, for the timely preparation and submission of documentation describing the overall and scientific progress of the project.
5.	**Project Executor**	A member of the Scientific Team who carries out individual scientific tasks in the execution of the Project, including a university student[1] and a candidate for a PhD degree (hereinafter - the Student Project Executor).
6.	**Student Project Executor**	A member of the Scientific Team - a university student and PhD candidate (hereinafter - the student) who performs individual scientific tasks in the execution of the Project.
7.	**Expert**	A foreign scientist who independently evaluates the Project Proposal and the Final Scientific Report of the Project and whose scientific qualifications, evaluation expertise and work experience are relevant to the scientific field and subject matter of the Project Proposal and the Final Scientific Report.
8.	**Reporter**	The expert who carries out the individual scientific evaluation of the Project Proposal, the Final Scientific Report of the Project and the consolidated evaluation of the Project Proposal, the Final Scientific Report of the Project, in agreement with the other expert.
11.	**Experimental development**	as defined in Article 2(86) of Commission Regulation No 651/2014;
12.	**Industrial research**	as defined in Article 2(85) of Commission Regulation No 651/2014;
13.	**Innovative technology**	as defined in Article 2(114) of Commission Regulation No 651/2014;

II. Presentation and Completion of the Project Proposal

1. The Project Scientific Supervisor shall complete Part A of Annex 1 "Project Proposal" (hereinafter - the Project Proposal) to the Regulations in the Information System and upload the following sections of the Project Proposal to the Information System NSAIS:
   1.1. Part B of the Project Proposal, "Description of the Project Application" (hereinafter also - the Project Description);
   1.2. Part C of the Project Proposal, "Curriculum Vitae" (hereinafter also - CV);
   1.3. Part D of the Project Proposal, "Acknowledgment of the Project" (hereinafter also - the acknowledgment by the Applicant);
   1.4. Part E of the Project Proposal, "Acknowledgment by the Consolidation Partner of the Project" (hereinafter also - the acknowledgment by the Cooperation Partner).
2. The following language requirements shall be observed:
   2.1. Part A and its Chapters shall be completed in Latvian and English;
   2.2. Part B "Description of the Project Application" and Part C "CV" shall be completed in English;
   2.3. Part D shall be completed in Latvian;
   2.4. Part E shall be completed in Latvian or English.

[1] in accordance with Article 44(1) of the Law on Higher Education Institutions

3. Documentation items related to the Project Proposal may be uploaded separately in the Information System, but everything shall be uploaded and completed in the Information System within the deadline for submission of Project Proposals set out in the Regulations. The Project Proposal shall be mutually agreed by the Project Applicant before its submission.

III. Completion of Part A of the Project Proposal

4. Part A of the Project Proposal shall be completed by the Project Applicant in the Information System in Latvian and English.

5. Project Proposal - Part A - "General Information"

5.1. Chapter 1 "General Information" shall be completed for the Project Applicant and the Project Partners (if applicable).

1. Project title in LV Project title in ENG	*Project title and Project objective in one sentence in Latvian and English.*
2. Project Scientific Supervisor *(name, surname*)	*Name, surname (to be given in the form on the identity documents), contact details (telephone number and e-mail address).*
2.1. E-mail address of the Project Scientific Supervisor	
2.2. Phone No. of the Project Scientific Supervisor	
2.3. E-mail address of the Project Applicant's institution	*Indicate the e-mail of the scientific institution (RTA, RTU LJA)*
2.4. Website of the Project Applicant's institution	*Indicate the website of the scientific institution (RTA, RTU LJA)*
3. Full name of the Unit where the Project is to be executed	*The full name of the faculty and institute/centre/laboratory shall be indicated*
4. Consolidation Partner (if applicable)	*Indicate the name of the scientific institution, the name, surname of the contact person of the Consolidation Partner (name and surname to be given in the form on the identity documents), contact details (telephone number and e-mail).*
4.1. Name, surname of the contact person of the Consolidation Partner	
4.2. E-mail address of the Consolidation Partner	
4.3. Website of the Consolidation Partner	
5. Type of innovation	*Indicate whether the Project will involve industrial research, experimental development or the development of new products, technologies.*
6. Smart specialisation area	*Selection*
7. Type of funding	*Indicate in accordance with Section 3 of the Regulations for Innovation Grants.*

8. The main scientific field and sub-fields of the Project, in accordance with Section 9 of the Regulations for Innovation Consolidation Grants.	*To be selected in accordance with the Research Platforms direction as specified in Section 9 of the Regulations for Innovation Consolidation Grants.*
9. Total project funding	*Indicate the total funding required for the Project (in euro), taking into account Section 12 of the Regulations*
10. Project summary *(1200 characters)*	*Key activities and deliverables.*
11. Keywords	*Indicate up to five keywords describing the Project Proposal, including the scientific field and sub-field of the research.*
12. Project execution period	*Indicate the start and end date of the execution period and the total duration of Project execution in months. The execution start date may not be later than 01.01.2025.*

6. Chapter 2 of the Project Proposal - Part A - "Innovation Project Execution Team"

6.1. Chapter 2 "Scientific Team" shall be completed in the Information System with the following information on the Scientific Team involved in the Project:

	Institution represented	Name, surname	Workload (FTE)	CV
Project Scientific Supervisor	*Indicate the scientific institution represented*	*Indicate the name, surname of the Project Supervisor*	*Indicate the workload of the Project Scientific Supervisor. Each employee is employed in the Project at a minimum of 0.25 FTE throughout the entire duration of the Project.* *The requirement shall not apply to Heads of Unit who have a limited academic workload.*	*Attach a CV in accordance with Part C of the Project Proposal*
Project Executors	*Indicate the scientific institution represented*	*Indicate the name, surname of the Project Executor*	*Indicate the workload of the Project Executor. Each employee is employed in the Project at a minimum of 0.25 FTE throughout the entire duration of the Project.* *The requirement shall not apply to Heads of Unit who have a limited academic workload.*	*Attach a CV in accordance with Part C of the Project Proposal*

Student Project Executors	*Indicate the scientific institution represented*	*Indicate the details of each Student Project Executor foreseen. Indicating name and surname is optional*	*Indicate the FTE workload of the Student Project Executors. A student **may not be** employed in the Project at a minimum of 0.25 FTE throughout the entire duration of the Project*	*CVs of the Student Project Executors may not be attached*

7. **Chapter 3 of the Project Proposal - Part A - "Project Results"**

7.1. Chapter 3 "Project Results" shall be completed in the Information System, taking into account the Project deliverables as set out in Section 17 of the Regulations. A number of Project results shall be identified.

No.	**Type of result**	**Number at the end of the Project**
Mandatory deliverables		
1.	development of a prototype of a new product or technology at least up to technology readiness level 4 (TRL4) in accordance with the guidelines for evaluating TRL;	
2	submitted at least one project application to an international R&D project call (Horizon Europe, focusing on Pillar 3 "Innovative Europe", etc.)	
Optional additional deliverables		
3.	published, submitted or accepted for publication original scientific articles (at least one - mandatory) included in Q1 or Q2 quartile journals indexed in SCOPUS or Web of Science databases, and written with co-authors from QS WUR 2024 Top 500 universities;	
4.	a Doctoral thesis successfully defended in accordance with the Project's objective;	
5.	international patents applied for or obtained;	
6.	licensed Project results;	
7.	cooperation with QS WUR TOP 500 universities, their units and staff implemented;	
8.	cooperation with the representatives of the industry belonging to the scientific field of innovation of priority directions (in Latvia and internationally) implemented;	
9.	other results introduced and implemented in the Project that are consistent with the achievement of the Innovation Grant objective and the objective stated in the Project Application.	

8. Chapter 4 of the Project Proposal - Part A - "Project Budget"

8.1. Chapter 4 "Project Budget" shall be completed in the Information System, indicating the costs of executing the Project under the eligible cost items set out in Sections 26 and 27 of the Regulations. The Project execution costs shall be indicated in the following order for the Project Applicant and each Project Cooperation Partner (if any):

No.	Type of costs	Amount of cost without VAT, EUR
1.	Remuneration costs	*Cost for the remuneration of the Project Scientific Team, including employer's compulsory social security contributions*
2.	Mission expenses	
3.	Costs of purchase and delivery of inventory, instruments and materials	
4.	Costs of external services	
5.	Training - professional development costs	
6.	Publication and other eligible publicity costs of scientific articles	
7.	Direct eligible costs (1,2,3,4,5,6)	*The total amount of items 1, 2, 3, 4, 5, 6 shall be calculated*
8.	Administrative expenditure of the Unit executing the Project - 10% of the total direct eligible costs	*10% of the total amount of item 7*
	TOTAL: (direct costs (7) + administrative expenditure (8))	Total amount of direct (7) + administrative (8) costs

IV. Completion of Part B of the Project Proposal "Project Description"

9. The Project Description Form shall be completed by the Project Applicant in English. The completed Project Description Form shall be saved as a PDF file and uploaded in the Information System.

10. All sections and subsections of the Project Description Form shall be completed, entering information in the fields provided, taking into account the following conditions and guidelines:

Part B "Project Description"

Conditions for the formatting of the Project Description:

- not more than 12 pages;
- font size not less than 11;
- single line spacing;
- indentation - 2 cm on each side, 1.5 cm on the top and bottom;
- all tables, diagrams, references/reference lists and other elements shall be included in the Project Description, not exceeding 12 pages.

Project title: *indicate the title of the Project*

1. Scientific Excellence

The Project Applicant shall state the objective and hypothesis (if any) of the research and the tasks to achieve the objective. The objective shall demonstrate the link to the contribution to the knowledge base of a scientific field or several scientific fields by generating new knowledge or technological insights. The Project's objective shall be consistent with what is envisaged in the Project; it is not advisable to have several parallel objectives, especially if the research plan does not describe how to achieve all of them. Indicators (e.g. scientific results) against which the achievement of the objective can be measured are recommended. The objective shall be consistent with the capacity of the Project Applicant (and Project Partner, if applicable) 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 shall be clear, realistic and achievable, and consistent with the Project's objective, execution plan and scientific deliverables.

The current state of the scientific field or scholarship of the research shall be described, highlighting the role of the research in the context of the field, the main challenges and priorities, the necessity, originality and novelty of the Project in the context of the field of research (other aspects such as interdisciplinarity or multidisciplinarity).

The scholarship description shall include information showing the overall development of the field of research, what the Project Applicant and the Scientific Team have done in the field, and what new contributions the Project will make.

The research methodology and research approach to achieve the objective shall be described in detail. It is recommended to highlight the innovative methodological solutions that will be applied in the Project. If the Project involves experimentation or research involving human and animal subjects, the Project Applicant shall also describe the ethical aspects of the research.
The involvement of foreign research staff from the QS WUR 2024 TOP 500 universities shall be described.

2. Impact

2.1. Scientific results and technological insights of the Project and their dissemination plan

The Project Applicant shall describe the expected scientific results and technological insights in line with the objective and tasks of the Project (as specified in Chapter 1 "Scientific Excellence" of Part B "Project Description" of the Project Proposal) and their impact on the knowledge base in the relevant and/or other scientific fields.

A plan for effective dissemination of the Project's scientific results and technological insights and for ensuring impact on the wider scientific community, building scientific collaborations, ensuring sustainability of the resulting knowledge (including adherence to Open Access and FAIR principles, possibilities to publish research results in pre-publication archives before publishing journal articles, mechanisms for accessing the resulting research data, depositing data in repositories that are part of existing European and global e-infrastructures, etc.) shall be outlined.

To describe the preparation of new project applications (e.g. Horizon Europe calls) using the results obtained in this Project, it is recommended to describe the call in which the new project applications are planned to be submitted, the collaborations established, the thematic framework of the new project proposal, etc.

Specific plans for scientific publishing, data publication, intellectual rights strengthening or participation in and organisation of scientific events according to the breakdown in the Results Indicator Table (see below) shall be listed. It is recommended to describe the subject of the publication, the scientific journals in which it is planned to publish and its relevance to the Project's topic. The number of scientific publications submitted and approved shall be appropriate to the scope of the Project and the experience of the researchers.

2.2. Socio-economic impact of the results and publicity

In this section, the Project Applicant shall describe the use of the results of the research (also after the Project has ended) in cooperation with national and local authorities (e.g. policy planning or regulatory development based on the results), businesses (e.g. new technologies, technological instructions), NGOs (e.g. recommendations) and other potential users of the Project's results based on measurable parameters.

If the Project is clearly fundamental, its impact in the future shall be foreseen by identifying the stakeholders and sectors where the Project's results will potentially be used. It is recommended to describe the approaches/interactions that will be used to reach the potential users of the Project's results.

Where relevant, Projects shall include possible knowledge and technology transfer measures. If it is intended to patent the results of the Project, the patenting strategy shall be indicated.

The approach to effective public outreach using the Project's results (including the promotion of own scientific field and science in general), public outreach activities for the identified target group, planned publicity activities (e.g. popular science articles, awareness campaigns, public debates, etc.), possible communication channels, and tools for more successful public outreach, shall be described.

The description shall be binding and its progress shall be reflected in the Final Scientific Reports of the Project. The experts will assess the relevance and proportionality of the plan to the Project's overall results.

2.3. Contribution to the capacity building of the members of the Project Execution Team, including students, as well as to improving the study environment

The Project Applicant shall describe the intended contribution to capacity building/skills development of the students and PhD candidates and other scientific staff involved in the Project, including the complementarity between the Project Applicant and the Project

Cooperation Partner in terms of scientific capacity building. It shall be described how the Project will equip students and young researchers with the skills and knowledge needed for a career in research (e.g. by describing the tasks within the Project that will complement the experience).

The involvement of foreign scientific staff from QS WUR 2024 TOP 500 universities shall be described, and the highest score can be obtained if such staff is employed in the Project for at least 3 months.

If the Project Applicant intends to use the results of the Project to improve the study environment, the intention shall be described here.

The planned Doctoral and Master's theses that will be supervised or advised by the Project Supervisor or the main Executors within the scope of the Project shall be described.

The experts will assess the relevance and proportionality of the measures mentioned in this subsection to the Project's overall results.

3. Execution

3.1. Project Applicant and the Project Execution Team

A brief description of the Project Applicant, justifying why this Unit is suitable for achieving the Project's stated objective and tasks (including available research infrastructure, facilities, past experience and other aspects relevant to the Project). If the Project involves a Project Consolidation Partner, the rationale for the Project Consolidation Partner's involvement in the execution of the Project, the expected contribution and its capacity shall be outlined.
Description of the Project Scientific Team, including the role and experience of the Project Supervisor and Executors in project management, scientific quality assurance and dissemination of the results (referring to Curriculum Vitae). It is recommended to include a justification that the Scientific Team is composed of scientists, researchers and specialists who will be able to carry out all aspects of the research. Task allocation throughout the Project and qualification of the members of the Project Scientific Team according to the Project's objective.

The use of the funding requested for the execution of the Project and the remuneration of the members of the Project Scientific Team shall be justified.

3.2. Work plan

In this section, the Project Applicant shall detail the work plan according to the objective and tasks of the research, outlining the stages of the work.

The description of the work stage shall include its title, the start and end month of the Project (the timetable for the Project shall be illustrated using Gantt[2] and Pert[3] *charts), the person responsible for the execution of the work stage, a description of the methodology used, the equipment and research infrastructure used, the missions envisaged (if any) and the distribution of tasks among the members of the Scientific Team (if the Project involves a Project Partner, the tasks of the Project Partner shall be indicated), the results obtained and the outputs (in accordance with Chapter 2 "Impact" of Part B "Project Description" of the Project Proposal).*

Both thematic and chronological considerations shall be taken into account when drawing up

[2] https://www.gantt.com/
[3] https://www.visme.co/pert-chart-generator/

the work plan, and overlapping work stages shall be avoided. It is recommended that the work plan also includes dissemination and project management activities, which take a certain amount of time to complete.

An explanation of the financial breakdown of the Project is recommended (as provided in Chapter 4 of Part A of the Project Proposal. Funding shall be planned according to the needs of the Project, without diverting a disproportionate share of funding to one need (e.g. remuneration).

3.4. Overall Project Management

The Project Applicant shall describe the management organisation, decision-making, quality management, staffing issues, monitoring of Project execution, liaison with the Project Cooperation Partner (if applicable), administration capacity (resources available to the Project Applicant), intellectual property management issues (if applicable) within the Project. Project management mechanisms can be designed in line with practices already in place in the Project Applicant's institution, while describing Project-specific management aspects.

3.5. Research and project execution risk assessment

The Project Applicant shall develop a plan to prevent or mitigate potential risks (see Table 1). Several types of risks, e.g. financial risks, execution risks, risks to achieving results, scientific risks, etc. shall be indicated. The likelihood of risks may be high, medium or low, and the impact may be high, medium or low. The section on risk prevention and mitigation measures shall describe the measures planned to reduce the likelihood of a risk occurring or its impact on the Project.

Table 1

No.	Risk - *name and type - execution, achievement of results, financial etc.*	Description of risk - *causes, consequences, impacts, including on what - intended result / target group*	Assessment		Causes and/or prevention/mitigation measures
			Likelihood (likely not to happen - 1, rather unlikely - 2, very likely - 3, likely to happen - 4)	Impacts (low - 1, medium - 2, high - 3)	
1.	*name and type of risk*	*brief description of risk*	*Coefficient from 1-4*	*Coefficient from 1-3*	*specific measures to prevent or mitigate the likelihood of the causes or consequences of risks*
2.					
3.					
n					

V. Completion of Part C "Curriculum Vitae" of the Project Proposal

11. The *Curriculum Vitae* shall be completed by the Project Scientific Supervisor and the Executors. The Project Scientific Supervisor shall attach a copy of the document certifying the award of the PhD degree to the *Curriculum Vitae.*

12. The completed *Curriculum Vitae* forms shall be saved in PDF format and electronically signed by the Project Scientific Supervisor and the Project Executors. The e-signed CV and a copy of the document certifying the award of a PhD degree to the Project Scientific Supervisor shall be uploaded as a PDF file in the Information System. The *Curriculum Vitae* shall be completed under the following conditions:

The full title of the Project in whose Execution Team the person will work.

Name, surname:
additional forms of the name and surname used to identify the author in publications may also be specified
Researcher identifier(s), if used (ORCID, Research ID, Scopus Author ID, etc.):

EDUCATION

Date *indicate the title of the higher education degree awarded, the date of its award, the field of science, the institution, the country*

WORK EXPERIENCE
a description of current and past positions and related duties/tasks in the last five years relevant in the context of this Project

Date [current position] [institution, country]

Date [positi on] [institution, country]

PARTICIPATION IN PROJECTS
indicate projects and project applications relevant in the context of this Call for Proposals

SCIENTIFIC PUBLICATIONS
indicate up to five scientific publications or intellectual property assertions relevant to the context of the Project, also including the total number of publications, the total number of citations, the citation index and the source, e.g. Scopus or Web of Science Core Collection

OTHER INFORMATION
indicate other information within a 2-page limit, e.g. number of Doctoral or Master's theses supervised, duties in editorial boards, international research experience, teaching experience

VI. Presentation and Submission of the Administrative Parts of the Project Proposal

13. The administrative parts of the Project Proposal are Part D "Acknowledgment by the Project Applicant", Part E "Acknowledgment by the Consolidation Partner of the Project". Part D and Part E shall be completed in Latvian or English.

VII. Part D of the Project Proposal "Acknowledgment by the Project Applicant"

14. The Project Applicant shall complete the Applicant's acknowledgment by completing the relevant sections of the Form and following the formatting conditions set out in the Form.

15. The Project Applicant shall sign the acknowledgment by a secure electronic signature and upload it in the Information System in the space provided.

16. If a secure electronic signature cannot be provided, the Project Applicant shall sign and upload a scanned copy of the acknowledgment in the Information System in PDF file format, delivering the original signed document in person or by post before the deadline for the submission of Projects.

VIII. Part E of the Project Proposal "Acknowledgment by the Cooperation Partner of the Project"

17. The Head of the Project Consolidation Partner or his/her authorised representative (with signatory power) shall complete the Project Partner's acknowledgment by filling in the spaces indicated in the Form and following the formatting conditions set out in the Form.

18. The Head of the Project Consolidation Partner or his/her authorised representative shall sign the acknowledgment by the Project Partner by a secure electronic signature and upload it to the Information System in the space provided.

19. If a secure electronic signature cannot be provided, the Head of the Project Partner or his/her authorised representative shall sign and upload a scanned copy of the acknowledgment in the Information System as a PDF file, delivering the original signed document in person or by post to the premises of the Board before the deadline for the submission of Projects.

IX. Information on the Presentation and Completion of the Final Scientific Report of the Project

20. The Project Executor shall produce a Final Scientific Report within one month of the end of the Project execution and upload it in the Information System.

21. The Final Scientific Report of the Project shall be produced by linking it to the information provided in the Project Proposal. If the named scientific publications that have been accepted for publication cannot be found on the Internet, the Project Applicant shall upload the publisher's acknowledgment of the publication in the Information System in addition to the above Report.

22. The Final Scientific Report of the Project shall be completed in English, all chapters and sub-chapters of the Report shall be filled in, the information shall be entered in the fields provided and uploaded in the Information System as a PDF file.

23. The Final Scientific Report of the Project shall be completed by the Project Executor under the following conditions:

Final Report of the Project

Text formatting requirements:

- not more than 12 pages;
- font size not less than 11;
- single line spacing;
- indentation - 2 cm on each side, 1.5 cm on the top and bottom;
- all tables, diagrams, references/reference lists and other elements shall be included in the Interim/Final Scientific Report, not exceeding 12 pages.

Project title: *indicate the title of the Project*

1. Scientific Excellence

[The Project Supervisor shall describe the research methodology and the progress of the research in accordance with Chapter 1 "Scientific Excellence" of Part B "Description of the Project Application" and Sub-chapter 2.1 "Project Scientific Results and Technological Insights and Their Dissemination Plan" of the Project Proposal, including the progress towards the objective and tasks.

No.	Cooperation with	Type of cooperation	Result	Time period
1.				
2.				
3.				
4.				
n				

2.4. Publicity and communication

Communicating the results of the Project to the public as planned in the Project Proposal and changes, including how the Project has succeeded in reaching the target audience indicated in Sub-chapter 2.2 "Socio-economic Impact and Publicity of the Results" of Part B "Description of the Project Application" of the Project Proposal.

In Table 3, the specific measures or activities aimed at publicity and public outreach shall be indicated.

Table 3

No	Communication channel (e.g. TV, radio, social networks, etc.)	Activity (e.g. interview, popular science article, seminar, etc.)	Target audience planned/reached (describe the target audience of the activity and the size of the audience reached)	Available (provide a hyperlink where the activity or information on the activity is available)	Date of publication/ event
1.					
2.					
3.					
4.					
n					

2.4. Contribution to the capacity building of the Project Execution Team, including students, as well as to improving the study environment

The progress of the proposed capacity building of the Project's scientific staff (according to Sub-chapter 2.3 "Contribution to the Capacity Building of the Members of the Project Scientific Team, Including Students, as well as to Improving the Study Environment" of Part B "Project Description" of the Project Proposal), with particular attention to students, PhD 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, they shall be listed here.

Table 4

Doctoral and Master's theses supervised or advised by the Project Supervisor or main Executors within the framework of this Project (if defended, indicate this in the last section of the Table, accompanied by the date and the relevant Dissertation Board)

No.	Author of thesis	Title, level of study, hyperlink to the Doctoral theses/dissertations database	Advisor and consultant	Date of defence
1.				
2.				
3.				
4.				
n				

3. Execution

Progress on the Project's work plan and risk management.

The progress of the Project's work plan in the light of Sub-chapter 3.2 "Work Plan" of Part B "Project Description" of the Project Proposal, as well as the risks faced by the Project Scientific Team during execution, how they were addressed and whether they were already foreseen in the risk plan outlined in Sub-chapter 3.4 "Project Management and Risk Plan" of Part B "Project Description" of the Project Proposal. If new risks were identified during the Project, describe them and their remediation, as well as their impact on further progress, results and budget of the Project here.

Changes in the Project management organisation and their impact on Project execution. Including changes to the composition of the Project Scientific Team, if any. Describe how the Project involves students and PhD candidates.

Annex 3

"Innovation Consolidation Grants"
Regulations for the Open Call for Proposals "Innovation Consolidation Grants 2024"

Project Proposal Administrative Eligibility Assessment Form and Criteria for Assessing Administrative Eligibility

1. The criteria have been developed in compliance with Clause 29 of Cabinet Regulation No. 721 of 5 December 2023 "Implementation Regulations for the Second Round "Consolidation and Implementation Grants for Governance Changes" of Reforms 5.2 and of Investment 5.2.1.1.i "Research, Development and Consolidation Grants" of Reform 5.2.1.r "Higher Education and Science Excellence and Governance Reform" of Investment Direction "Ensuring the Change of the Higher Education Governance Model" (hereinafter - Cabinet Regulation No. 721. Riga, 5 December 2023 (Minutes No. 60, §59))

2. After the submission of Project Proposals, in accordance with Section 13 of the Regulations, the RTU Innovation Projects Board (hereinafter - IPB) shall check the eligibility of the Project Proposal with the administrative criteria by completing Annex 3 to the Regulations "Project Proposal Administrative Eligibility Assessment Form and Criteria for Assessing Administrative Eligibility" (hereinafter - the Administrative Assessment Form).

3. The Administrative Assessment Form shall be completed by the RPB, indicating under each administrative eligibility criterion whether it has been met. If the criterion is fully met, it shall be marked with a "Yes", if the criterion is not met or partially met, it shall be marked with a "No".

4. If an administrative eligibility criterion is marked with a "No", the IPB shall indicate in the "Execution" row of the Administrative Assessment Form why the criterion has not been met.

No.	Administrative eligibility criterion In accordance with Clause 29 of Cabinet Regulation No. 721	Execution *All administrative eligibility criteria shall be subject to the followingconditions*	Yes/No
1.	**The Project Proposal is fully completed, formatted and submitted using the Information System**	1. The IPB shall check whether the Project Proposal has been submitted in the National Scientific Activity Information System (hereinafter - the Information System) by the deadline for submission of Applications set out in the Rector's Order referred to in Section 7 of the Regulations for Innovation Consolidation Grants. 2. It has been completed and formatted in accordance with the requirements specified in Sections 33 and 34 of the Regulations for Innovation Consolidation Grants and Annex 2 "Methodology for the Presentation and Submission of the Project Proposal and Final Scientific Report of the Project" to the Regulations.	

2.	**The relevant sections of the Project Proposal are submitted in Latvian or English in accordance with the requirements set out in the Regulations**	1. In accordance with Annex 2 "Methodology for the Presentation and Submission of the Project Proposal and Final Scientific Report of the Project" to the Regulations for Innovation Consolidation Grants, the following language requirements have been observed:	
		a. Part A and its Chapters are completed in Latvian and English; b. Part B "Description of the Project Application" is completed in English and attached as an annex in the Information System; c. Part C "Curriculum Vitae" is completed in English and attached as an annex in the Information System; d. Part D "Acknowledgment by the Project Applicant" is completed in Latvian and attached as an annex in the Information System, signed by the Project Scientific Supervisor and the Head of the Unit where the Project will be executed; e. a copy of the Scientific Supervisor's PhD Diploma is attached in the Information System in the CV section of Chapter 2 of Part A; f. Part E "Acknowledgment by the Consolidation Partner of the Innovation Grant" is completed in Latvian or English and attached as an annex in the Information System and signed by the Consolidation Partner.	
3.	**The requirements of the Regulations of the Call for Proposals regarding the conditions for participation of the Project Scientific Supervisor, Project Executors are met**	1. The Project Scientific Supervisor fulfils the requirements set out in Sections 22.1, 22.3, 23, 25 and 27 of the Regulations for Innovation Grants. 2. The Project Executors fulfil the requirements set out in Sections 22.2, 23 and 25 of the Regulations for Innovation Grants.	

4.	**The Project will be carried out in a scientific institution and in the form of a grant that complies with the requirements of these Regulations**	1. The Project will be implemented in the form of a grant as described in Section 3 of the Regulations for Innovation Consolidation Grants. 2. The Consolidation Partner, if any, complies with Section 18 of the Regulations for Innovation Consolidation Grants and Part E "Acknowledgment by the Project Partner" to the Regulations has been submitted.	
5.	**The eligible costs indicated in the Project Proposal comply with the requirements set out in the Regulations**	1. The supported activities specified in the Project Proposal comply with the requirements of Section 29 of the Regulations. 2.	
		The eligible cost items indicated in Part A, Chapter 4 "Project Budget" of the Project Proposal comply with the requirements of Section 30 of the Regulations.	
The eligibility criteria were assessed by: Date: Signature:			

Annex 4
"Innovation Consolidation Grants"
Regulations for the Open Call for Proposals "Innovation Consolidation Grants 2024"

Methodology for the Evaluation of the Project Proposal and Final Report of the Project

Contents

I. Terms Used

1.	**Scientific Team**	Scientific staff and scientific technical staff involved in the execution of the Project. The Scientific Team is composed of the Project Scientific Supervisor and Project Executors, including Student Project Executors.
2.	**Project Applicant**	In accordance with Section 3 of the Regulations of the Call for Proposals "Innovation Consolidation Grants 2024".
3.	**Head of Scientific Institute**	The Head of the Project Applicant's research institute, who approves the submission of the Project Proposal and takes responsibility for the achievement of the Project deliverables, and within whose institute the Project is implemented and is responsible for the execution of its parts, in accordance with the terms of the contract concluded.
4.	**Project Scientific Supervisor**	The scientist who proposes the Project Proposal, manages the Project, ensures its execution - plans and supervises the execution of the Project's tasks, is responsible for his/her own activities and those of other persons involved in the Project in accordance with the tasks set out in the Project and scientific ethical norms, for the timely preparation and submission of documentation describing the overall and scientific progress of the Project.
5.	**Project Executor**	A member of the Scientific Team who carries out individual scientific tasks in the execution of the Project, including a university student[1] and a candidate for a PhD degree (hereinafter - the Student Project Executor)
6.	**Student Project Executor**	A member of the Scientific Team - a university student and PhD candidate (hereinafter - the student) who performs individual scientific tasks in the execution of the Project

[1] in accordance with Article 44(1) of the Law on Higher Education Institutions

7.	**Expert**	A foreign scientist who independently evaluates the Project Proposal and the Final Scientific Report of the Project and whose scientific qualifications, evaluation expertise and work experience are relevant to the scientific field and subject matter of the Project Proposal and the Final Scientific Report.
8.	**Reporter**	The expert who carries out the individual scientific evaluation of the Project Proposal, the Final Scientific Report of the Project and the consolidated evaluation of the Project Proposal, the Final Scientific Report of the Project, in agreement with the other expert.

II. Scientific Evaluation of the Project Proposal

1. The Latvian Council of Science (hereinafter - LCS), on behalf of RTU, shall organise and carry out the scientific assessment of the Project Proposals, involving two independent foreign experts for the evaluation of each Project Proposal.
2. The selection of foreign scientific experts by the LCS shall be carried out in accordance with established guidelines and guiding principles, ensuring the confidentiality of scientific information and research data, as well as the protection of personal data.
3. The experts declare that there is no conflict of interest and that the information relating to the content of the Innovation Project and its evaluation is confidential and cannot be disclosed to third parties or used for the expert's own interests. The scientific quality evaluation of the results of the Innovation Project is anonymous with respect to the executor of the Innovation Application and any third parties. The name, scientific degree and organisation of the expert shall be made known to the other experts assessing the Innovation Project after the completion of the individual scientific quality evaluation of the Application and before the consolidated assessment.
4. The scientific quality of Project Proposals shall be assessed by foreign scientific experts in accordance with the evaluation methodology and the evaluation criteria.

III. Individual Evaluation of the Project Proposal

5. The expert shall complete the Individual Evaluation Form for the Project Proposal (Annex 4) and approve the individual evaluation of the Project Proposal within two months from the date of conclusion of the Expert Contract and receipt of access to the Project Proposal and all necessary information, unless a different deadline is set in the Expert Contract.
6. In the individual evaluation, the expert shall assess each criterion and provide a score in points for each criterion, taking into account the considerations set out in this methodology.
7. The criteria shall be evaluated by awarding between 1 and 5 points per criterion. If the Project Proposal's score in a given criterion exceeds the requirements of the previous lowest score but does not fully meet the requirements of the next highest score, the score may also be expressed as a half point, i.e. 0.5. Description of the score for each point:
   7.1. Excellent - 5 points (excellent submission, meets or exceeds the highest requirements of the criterion in the relevant scientific field, any imperfections in the Proposal are minor);
   7.2. Good - 4 points (good Project Proposal, meets the requirements of the criterion in the relevant scientific field, but there are some shortcomings);
   7.3. Satisfactory - 3 points (satisfactory Project Proposal, generally meets the requirements of the criterion in the relevant scientific field, with some shortcomings that will make it difficult to execute the Project and achieve high results);
   7.4. Weak - 2 points (weak Project Proposal, partial or only general compliance with the requirements of the criterion in the relevant scientific field, identifiable shortcomings that make it difficult to successfully execute the Project and achieve its objectives);

7.5. Unsatisfactory - 1 point (unsatisfactory Project Proposal, does not meet the requirements of the criterion in the relevant scientific field, and the information provided is insufficient for the assessment in the criterion, and there are significant shortcomings that make the execution of the Project and the achievement of the objectives questionable).

8. The experts, taking into account the consolidated evaluation score in points of the Project Proposal, shall calculate the consolidated evaluation percentage score of each Project Proposal according to Section 44 of the Regulations. The weighting of the criteria against the total score in points of the Project Proposal shall be:
   8.1. the scientific quality of the Project Proposal - 30%;
   8.2. the impact of the Project's results - 40%;
   8.3. the Project's feasibility and provisions - 30%.
9. The expert shall provide a reasoned justification for the scores in points given for each criterion.
10. Within three (3) working days from the date of receipt of the expert's individual evaluation of the Project Proposal, the LCS shall assess the compliance of this individual evaluation with the criteria as well as the methodology of the expert evaluation, if necessary returning this evaluation to the expert for clarification/revision, justifying the reasons for the return, by sending a notification by e-mail. In case of a return, the expert shall, within three (3) working days from the date of receipt of the notification from the LCS, update, revise and approve the individual evaluation in the Information System.
11. The expert shall complete the individual evaluation in the Information System (see Annex 4 "Individual/Consolidated Evaluation Form for the Project Proposal") according to the following criteria and considerations:

<table>
<tr><th colspan="3">Individual/Consolidated Evaluation of the Project Proposal</th></tr>
<tr><td colspan="3">Project title:
Expert(s):</td></tr>
<tr><td>1.</td><td>Criterion: Scientific Quality of the Project Proposal</td><td>Maximum 5 points</td></tr>
<tr><td>1.1.</td><td>Consideration: scientific quality, reliability and novelty of the Project</td><td rowspan="4">The expert shall justify the score in points given by taking into account the fulfilment of the criterion as a whole and the fulfilment of each criterion consideration.
1. Specific information for the criterion is given in Chapter 1 "Scientific Excellence" of Part B "Project Description" of the Project Proposal, as well as Sub-chapter 2.1 "Project Scientific Results and Technological Insights and Their Dissemination Plan" and Sub-chapter 3.1 "Project Applicant and the Project Execution Team", but the evaluation of the criterion shall take into account the Project Proposal as a whole.
2. The scientific excellence of the Project, including the chosen research strategy and methodological approaches, as well as the ability to generate new knowledge or technological insights and the justification of the need for the Project and the novelty of the Project in the context of the field of research, shall be assessed according to the specificities of</td></tr>
<tr><td>1.2.</td><td>Consideration: scientific quality of the chosen Project strategy and methodological approaches, and relevance to the objectives</td></tr>
<tr><td>1.3.</td><td>Consideration: ability of the Project to generate new knowledge or technological insights</td></tr>
<tr><td>1.4.</td><td>Consideration: contribution of the Cooperation Partners (if any), their scientific capacity, the quality of the cooperation foreseen</td></tr>
</table>

		the relevant scientific field or fields and of the Project, as well as the specificities of the institutions of the Applicant and of the Project Partners (if any). Particular attention shall be paid to the involvement of foreign research staff from the QS WUR 2024 TOP 500 universities. *3. In the case of an interdisciplinary Project Proposal, the expert shall assess the synergies between the disciplines by evaluating the contribution of each discipline to the achievement of the Project's objectives.*
2.	**Criterion: Impact of Project Results**	Maximum 5 points
2.1.	Consideration: expected transfer of generated knowledge and skills to further activities and scientific capacity building	*The expert shall justify the score in points given by taking into account the fulfilment of the criterion as a whole and the fulfilment of each criterion consideration.* *1. Specific information for the criterion is given in Chapter 2 "Impact" of Part B "Project Description" of the Project Proposal, but the* ***assessment of the criterion shall take into account the Project Proposal as a whole.*** *2. The expert shall assess the Project's results and their expected impact, including the intended transfer of results to further activities and scientific capacity building, opportunities for further development of the Project (e.g. new project preparation, engagement in international cooperation networks, in particular with QS WUR TOP 500 universities), according to the specificities of the relevant scientific field or fields and of the Project, as well as the specificities of the Applicant's institution and of the Project Partners (if any).* *3. The expert shall assess the plans described in the Project Proposal for identifying stakeholders, applying the right forms of cooperation and transferring the knowledge generated by the Project (e.g. in recommendations, guidelines, prototyping, etc.). Assess the cooperation of the Project Applicant with national and local authorities, non-governmental organisations and businesses.* *4. The expert shall assess how well the students and PhD candidates are involved in the Project compared to the overall*
2.2.	Consideration: opportunities for research development, including contributions to the preparation of new projects for submission to the European Union's Horizon Europe calls for proposals and other research and innovation support programmes and technology initiatives	
2.3.	Consideration: the Project will result in the creation of knowledge relevant for the development of the relevant sector, economy and society, the development of a prototype of a new product or technology at least up to technology readiness level 4 (TRL4) in accordance with the guidelines for evaluating TRL.	
2.4.	Consideration: sustainability of the knowledge generated and a qualitative dissemination plan, including planned scientific publications (Q1/Q2 publications with co-authors from QS WUR TOP 500 universities) and raising public awareness	
2.5.	Consideration: the execution of the Project contributes to strengthening the scientific capacity, including cooperation with QS WUR TOP 500 universities, of the Project's staff, including students.	

		workload of the Scientific Team. Information on the workload of the Project Scientific Team, including students and PhD candidates, can be found in Chapter 2 "Project Execution Team" of Part A of the Project Proposal. 5. *The sustainability of the Project's results shall be assessed in relation to the expected scientific publications and the dissemination of the Project's results in scientific conferences. Consideration shall be given to whether original scientific articles included in Q1 and Q2 quartile journals indexed in SCOPUS or Web of Science databases, and written with co-authors from QS WUR 2024 Top 500 universities, are foreseen. The highest scores may be awarded only if such articles are foreseen in Q1 journals.* 6. *The expert shall assess whether the Project will contribute to raising public awareness and involvement, to ensure the transfer of knowledge generated by the Project, involving the public and increasing their understanding of the knowledge generated by the Project, and to contribute to society in addressing the specific issues discussed in the Project. It shall be assessed whether the Project plans for the involvement of stakeholders in the use of the results, the potential of the Project to raise public awareness of the Project's results and to increase the socio-economic impact of the Project's results (in Part B "Project Description", Sub-chapter 2.2 "Socio-economic Impact and Publicity of the Results" of the Project Proposal).*
3.	**Criterion: Project Feasibility and Provisions**	Maximum 5 points
3.1.	Consideration: quality of the work plan and its relevance to the objective. The resources foreseen are adequate and sufficient to achieve the objective. The Project aims to ensure efficient use of resources. The planned work steps and tasks are clearly defined, relevant and reliable	*[The expert shall justify the score in points given by taking into account the fulfilment of the criterion as a whole and the fulfilment of each consideration of the criterion. Specific information for the criterion is given in Chapter 3 "Execution" of Part B "Project Description" and in Part C "Curriculum Vitae" of the Project Proposal, but* ***in assessing the criterion the Project Proposal as a whole shall be taken into account.*** *The feasibility of the Project, including the Project's work plan prepared, the research*
3.2.	Consideration: qualifications of the Project Supervisor and the main Project Executors, as indicated in the curriculum vitae (CV) submitted	

3.3.	Consideration: appropriate project management, including quality management, is foreseen. The management organisation allows to follow the progress of the Project execution. Potential risks have been assessed and a plan developed to avoid or mitigate them	*management and quality management foreseen, the information provided on the data management plan, the resources foreseen, the infrastructure available, shall be assessed according to the specificities of the relevant scientific field or fields and of the Project, as well as the specificities of the Project Applicant and of the Cooperation Partners (if any).* *The Project Applicant is a scientific institution. It has the possibility to involve other scientific institutions as partners, if this is necessary to achieve the Project's objectives. Particular attention shall be paid to the involvement of foreign scientific staff from QS WUR 2024 TOP 500 universities and the highest score can be obtained if such staff is employed in the Project for at least 3 months.* *The expert shall assess the relevance of the scientific qualifications and experience of the Project Scientific Supervisor and the Project Executors to the achievement of the Project's objectives and the intended task performance, based on the curriculum vitae submitted in Part C "Curriculum Vitae" of the Project Proposal (which must be submitted by the Project Scientific Supervisor and the Executors);* *The Project has clearly defined activities, which include:* ● *"experimental development" as defined in Article 2(86) of Commission Regulation No 651/2014;* ● *"industrial research" as defined in Article 2(85) of Commission Regulation No 651/2014;* ● *"new and innovative technology", including development, as defined in Article 2(114) of Commission Regulation No 651/2014;* *It shall be noted that the duration of the execution of the Project cannot be less than 12 months. The planned execution of the Project shall be assessed in relation to the completed Part A, Chapter 4 "Project Budget" of the Project Proposal, which provides for the costs of the salaries of the Scientific Team, material and technical support, travel and publication costs regarding the Project. There are no conditions for mutual costs sharing within the*
3.4.	Consideration: to execute the Project, it is planned to involve researchers and other specialists from QS WUR TOP 500 universities, the necessary research infrastructure is in place, including access to Cooperation Partners' facilities (if applicable)	
3.5.	Consideration: the institution carrying out the Project and the Cooperation Partner (if applicable) have the necessary knowledge and expertise	

		Call for Proposals. The maximum amount of funding per Project is EUR 200,000.

IV. Consolidated Evaluation of the Project Proposal

12. The Reporter shall, in accordance with the terms of reference and deadlines of the Expert Contract, prepare a consolidated evaluation of the Project Proposal in points and percentage in accordance with Annex 4 "Individual/Consolidated Evaluation Form for the Project Proposal" to the Regulations. The Reporter shall prepare a consolidated evaluation score in points for the Project Proposal taking into account the individual scores of the two experts on the Project Proposal and agree on it with the other expert before submitting it to the LCS Information System.
13. The LCS shall assess the conformity of the consolidated scores in points of the Project Proposal with the methodology within three working days and validate them in the Information System. If the consolidated evaluation score in points of the Project Proposal is inadequate or does not provide sufficient reasoning for the evaluation given, it shall be returned to the Reporter, indicating the shortcomings and weaknesses of the Project Proposal. Within three working days from the date of receipt of the notification of the returned evaluation by e-mail from the Information System, the Reporter shall revise the consolidated evaluation score in points of the Project Proposal and submit it in the Information System for approval by the LCS, subject to prior agreement with the other expert.

V. Individual/Consolidated Evaluation Form for the Project Proposal

Project title: Expert(s):			
1.	**Criterion: Scientific Quality of the Project Proposal**		Maximum 5 points
1.1.	Consideration: scientific quality, reliability and novelty of the research	(justification)	
1.2.	Consideration: scientific quality of the chosen research strategy and methodological approaches, and relevance to the objectives		
1.3.	Consideration: ability of the Project to generate new knowledge or technological insights		
1.4.	Consideration: contribution of Cooperation Partners (in particular QS WUR 2024 TOP 500 universities and their scientific staff), their scientific capacity, the planned quality of the cooperation		
2.	**Criterion: Impact of Project Results**		Maximum 5 points

2.1.	Consideration: expected transfer of generated knowledge and skills to further activities and scientific capacity building	(justification)
2.2.	Consideration: opportunities for research development, including contributions to the preparation of new projects for submission to the European Union's Horizon Europe calls for proposals and other research and innovation support programmes and technology initiatives	
2.3.	Consideration: the research will generate knowledge relevant to the sector, the economy and society	
2.4.	Consideration: sustainability of the knowledge generated and a qualitative dissemination plan, including planned scientific publications (Q1/Q2 publications with co-authors from QS WUR TOP 500 universities) and raising public awareness	
2.5.	Consideration: the execution of the research contributes to strengthening the scientific capacity, including cooperation with QS WUR TOP 500 universities, of the research staff, including students.	
3.	**Criterion: Project Feasibility and Provisions**	Maximum 5 points
3.1.	Consideration: quality of the research work plan and its relevance to the objective. The resources foreseen are adequate and sufficient to achieve the objective. The research aims to ensure efficient use of resources. The planned work steps and tasks are clearly defined, relevant and reliable	(justification)

3.2.	Consideration: scientific qualifications of the Project Scientific Supervisor and the Project Executors, as indicated in the curriculum vitae (CV) submitted	
3.3.	Consideration: appropriate research management, including quality management, is foreseen. The management organisation allows to follow the progress of the research. Potential risks have been assessed and a plan developed to avoid or mitigate them	
3.4.	Consideration: the research plans to involve researchers from QS WUR TOP 500 universities, the necessary research infrastructure is in place, including access to the facilities of the Consolidation Partners (if applicable).	
3.5.	Consideration: the institution carrying out the research and the Consolidation Partner (if applicable) have the necessary knowledge and expertise	

Criteria	**Scientific quality**	**Impact**	**Execution**	**TOTAL**
Points				
Weight	30%	40%	30%	

Annex 5

"Innovation Consolidation Grants"
Regulations for the Open Call for Proposals "Innovation Consolidation Grants 2024"

Criteria for the Scientific Evaluation of the Final Report of the Project and Scientific Evaluation Form for the Final Report of the Project

1. The Project Scientific Supervisor shall complete the Final Scientific Report of the Project (hereinafter - the Final Report). The Final Report shall be subject to scientific expertise, which is organised by the LCS on behalf of RTU, involving two independent foreign experts for the scientific evaluation of the Final Report of the Project.
2. The LCS shall provide foreign experts with access to the information system for the Final Scientific Report of the Project concerned and the Proposal for the same Project.
3. Within three weeks of the signing of the expert's acknowledgment and the conclusion of the Expert Contract, the expert shall carry out a scientific evaluation of the Final Report by completing Annex 5 "Scientific Evaluation Form for the Final Report of the Innovation Project" to the Regulations.
4. The expert shall assess the Final Report against the following criteria:

Individual/Consolidated Evaluation of the Final Report	
Project title: Expert(s):	
1.	**Criterion: Scientific Quality of the Project Proposal**
	The expert shall evaluate how the Project Scientific Team has achieved what was planned in the Project Proposal by the end of the Project. Chapter 1 "Scientific Excellence" of the Final Report shall be taken into account, while linking it to the Final Report as a whole and to the Project Proposal. Here, the expert shall provide comments and suggestions on research opportunities after the end of the Project in order to achieve scientific excellence. *The expert shall assess whether the results of the Project Scientific Team during the period demonstrate its high research capacity and whether the results described are appropriate to contribute to the knowledge base of the scientific field(s).*
2.	**Criterion: Impact of Project Results**
	The expert shall assess how the Project Scientific Team has achieved what was planned in the Project Proposal by the end of the Project. Chapter 2 "Impact" of the Final Report shall be taken into account, while linking it to the Final Report as a whole and to Part B of the Project Proposal "Description of the Project Application". In this field, the expert shall provide comments and suggestions on the impact of the Project and the dissemination of the knowledge gained, as well as on communication activities after the end of the Project.

	The expert shall evaluate whether the Project Scientific Team has achieved what was planned in Part B of the Project Proposal. Assess whether the plans described in the Project Proposal for identifying stakeholders, applying the right forms of cooperation and transferring the knowledge generated by the Project (e.g. in recommendations, guidelines, prototyping, etc.) have been implemented as planned. ***It shall be assessed whether the scientific outputs (publications, participation in conferences, registration of intellectual property) have been achieved according to what is planned in the Project Proposal.*** *The expert shall assess whether the international cooperation planned in the Project (including writing new projects, joining international networks, etc.) has taken place to the extent foreseen in the Project and has contributed to the achievement of the Project's aim and to the capacity building of the Project Scientific Team.*
3.	**Criterion: Project Feasibility and Provisions**
	The expert shall evaluate how the Project Scientific Team has achieved what was planned in the Project Proposal by the end of the Project. Chapter 3 "Execution" of the Final Report shall be taken into account, while linking it to the Final Report and to Part B of the Project Proposal "Description of the Project Application" as a whole. In this field, the expert shall provide comments and suggestions to make the projects more successful. *The expert shall assess whether the management of the Project has been effective, including taking into account the overall progress of the Project. Whether the risk plan foreseen in Part B "Project Management and Risk Plan" of the Project Proposal has been implemented where risks materialised and whether their solutions are credible. In addition, the expert shall assess and indicate whether there is sufficient involvement of students and PhD candidates in the execution of the Project.*

5. The expert shall assess the Final Report with one of two ratings:
   5.1. Project objective achieved;
   5.2. Project objective not achieved.
6. Once both experts have completed and approved their individual evaluation of the Final Report in the Information System, the LCS shall provide both experts with access to the individual evaluation completed by both experts and shall disclose to each expert the identity of the other expert.
7. In the consolidated evaluation score in points of the Final Report, the two experts shall agree on a consolidated evaluation score in points, summarising the evaluations made in the individual evaluations and their supporting comments.
8. The Reporter shall prepare a consolidated evaluation score in points for the Final Report in accordance with the form in
Annex 5 to the Regulations, taking into account the individual evaluations of the two experts, and agree it with the other expert before submitting it to the Board in the Information System.
9. If the experts have given a rating of "Project objective not achieved" in the consolidated evaluation of the Final Scientific Report of the Project, the experts shall also indicate in the evaluation the percentage of achievement of the Project's objective.

Final Evaluation Form for the Innovation Grant

<table>
<tr><th colspan="3">Individual/Consolidated Evaluation of the Final Report of the Innovation Grant</th></tr>
<tr><td colspan="3">Title of Grant
Members of the Commission:
Expert(s):</td></tr>
<tr><td rowspan="2">1.</td><td colspan="2">Criterion: Scientific Excellence</td></tr>
<tr><td colspan="2">(comment)</td></tr>
<tr><td rowspan="2">2.</td><td colspan="2">Criterion: Impact</td></tr>
<tr><td colspan="2">(comment)</td></tr>
<tr><td rowspan="2">3.</td><td colspan="2">Criterion: Project Feasibility and Provisions</td></tr>
<tr><td colspan="2">(comment)</td></tr>
<tr><td colspan="2">Grant objective achieved (%)</td><td></td></tr>
<tr><td colspan="2">Grant objective not achieved, percentage of objective evaluation score (%)</td><td></td></tr>
</table>

Annex 6
"Innovation Consolidation Grants"
Regulations for the Open Call for Proposals "Innovation Consolidation Grants 2024"

Final Scientific Report of the Project

Project title: *indicate the title of the Project*

1. Scientific Excellence

2. Impact

2.1. Scientific results of the Project

2.2. Opportunities for research development

[List in Table 1 the scientific cooperation activities within the scope of the Project execution.] Table 1

No.	Cooperation institution/organisation, country	Type of cooperation	Result	Time period
1.				
2.				
3.				
4.				
n				

2.3. Socio-economic impact of the results

Table 2

No.	Cooperation with	Type of cooperation	Result	Time period
1.				
2.				
3.				
4.				
n				

2.4. Publicity and communication

Table 3

No	Communication channel (e.g. TV, radio, social networks, etc.)	Activity (e.g. interview, popular science article, seminar, etc.)	Target audience planned/reached (describe the target audience of the activity and the size of the audience reached)	Available (provide a hyperlink where the activity or information on the activity is available)	Date of publication/ event

1.					
2.					
3.					
4.					
n					

2.5. Contribution to the capacity building of the Project Execution Team, including students, as well as to improving the study environment

Table 4

Doctoral and Master's theses supervised or advised by the Project Supervisor or main Executors within the framework of this Project (if defended, indicate this in the last section of the Table, accompanied by the date and the relevant Dissertation Board)				
No.	Author of thesis	Title of thesis, level of study, hyperlink to the Doctoral theses/dissertations database	Advisor and consultant	Date of defence
1.				
2.				
3.				
4.				
n				

3. Execution

[Progress on the Project's work plan and risk management.]