

Annex 2
"Research and Development Grants"
Regulations for the Open Call for Proposals "Research and Development Grants 2024"
of Riga Technical University

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

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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 "Research and Development Grants 2024" (with a minimum Project implementation duration of 1 year (12 months)).

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

I. Terms Used

1.	Scientific Team	Scientific and academic staff and scientific support staff involved in the implementation of the Project. The Scientific Team is composed of the Project Leading Researcher, Project Implementers, including Student Project Implementers.
2.	Project Applicant	Project Leading Researcher and the Head of the Unit implementing the Project (Institute Director or Dean).
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 Leader	The scientist who proposes the Project, manages the Project, ensures its implementation - plans and supervises the performance of the Project's tasks, is responsible for his/her own performance and the performance of other persons involved in the Project in accordance with the Project's tasks and scientific ethics, and for the timely preparation and submission of documentation describing the overall progress of the Project.
5.	Project Implementer	A member of the Scientific Team who carries out individual scientific tasks in the implementation of the Project, including a student at the University ¹ (hereinafter - the Student Project Implementer).
6.	Student Project Implementer	A member of the Scientific Team - a student at the University (hereinafter - the Student) who carries out individual scientific tasks in the implementation 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.

II. Presentation and Completion of the Project Proposal

1. The Project Scientific Leader 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 Partner).

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

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.
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 Leader 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 Partner (if applicable).

1. Project title in LV Project title in ENG	<i>Project title and Project objective in one sentence in Latvian and English.</i>
2. Project Scientific Leader (<i>name, surname</i>)	<i>Name, surname (to be given in the form on the identity documents), contact details (telephone number and e-mail address).</i>
2.1. E-mail address of the Project Scientific Leader	
2.2. Phone No. of the Project Scientific Leader	
2.3. E-mail address of the Project Applicant's institution	<i>Indicate e-mail of the scientific institution (RTU, RTA, RTU LA)</i>
2.4. Website of the Project Applicant's institution	<i>Indicate the website of the scientific institution (RTU, RTA, RTU LA)</i>
3. Full name of the Unit where the Project is to be implemented	<i>The full name of the faculty and institute/centre/laboratory</i>
4. Consolidation Partner (if applicable)	<i>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).</i>
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 research	<i>Indicate whether the Project will involve fundamental or applied research.</i>
6. Smart specialisation area	<i>Selection</i>
7. Type of funding	<i>Indicate in accordance with Section 3 of the Regulations for Research and Development Grants.</i>

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

6. Chapter 2 of the Project Proposal - Part A - "Research Project Implementation 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 Leader	Indicate the scientific institution represented	Indicate the name and surname of the Project Scientific Leader - mandatory	Indicate the workload of the Project Scientific Leader. 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 Implementers	Indicate the scientific institution represented	Indicate the names and surnames of the Project Implementers	Indicate the workload of the Project Implementer. 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	Attach a CV in accordance with Part C of the Project Proposal

			limited academic workload.	
Student Project Implementers	Indicate the scientific institution represented	Indicate the details of each Student Project Implementer foreseen. Name and surname may be given	Indicate the FTE workload of the Student Project Implementers. 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 Implementers may 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
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	
2.	Submitted (at least one - mandatory) project application to an international R&D project call (Horizon Europe, etc.);	
3.	International patents applied for or obtained	
4.	A Doctoral thesis successfully defended in accordance with the Project's objective;	
5.	Other results relevant to the specific nature of the research and complementary to the above	

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 implementing the Project under the eligible cost items set out in Sections 27 and 28 of the Regulations. The Project implementation costs shall be indicated in the following order for the Project Applicant and the Project Consolidation Partner (if any):

Nr. p.k.	Type of costs	Amount of costs, EUR excl. VAT
1.	Remuneration costs	
2.	Business trip 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 implementing the Project - 10% of the total direct eligible costs	
	TOTAL: (direct costs (7) + administrative expenditure (8))	



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

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 "Description of the Project Application"

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 the Project Consolidation 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, implementation 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 multidisciplinary).

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 research (as specified in Chapter 1 "Scientific Excellence" of Part B "Description of the Project Application" of the Project Proposal) and their impact on the knowledge base in the relevant and/or other scientific fields.

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.

Engagement in international cooperation networks, in particular with QS WUR TOP 500 universities, shall be described.

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 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. It shall be described 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. It shall be taken into account that the highest scores will be awarded only if such articles are foreseen in Q1 journals

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), e.g. policy planning or regulatory development based on the results, new technologies, technological instructions, 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.

Describe the approach to effective public outreach using the Project's results, including the promotion of own scientific field and science in general, planned publicity activities, possible communication channels, and tools for more successful public outreach.

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 capacity building of the Project Scientific Team, including students. *The Project Applicant shall describe the intended contribution to capacity building/skills development of the students and DSc candidates and other scientific staff involved in the Project, including the complementarity between the Project Applicant and the Project Consolidation 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.*

The planned Doctoral and Master's theses that will be supervised or advised by the Project Scientific Leader or the Implementers 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. Implementation

3.1. Project Applicant and the Scientific 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 implementation 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 Leader and Implementers 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 implementation 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 Gantt² and Pert³ charts), the person

² <https://www.gantt.com/>

³ <https://www.visme.co/pert-chart-generator/>

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 Consolidation 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 "Description of the Project Application" of the Project Proposal).

Both thematic and chronological considerations shall be taken into account when drawing up 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 implementation, liaison with the Project 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 implementation 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, implementation 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

Nr.	Risk - <i>name and type - implementation, achievement of results, financial etc.</i>	Description of risk - <i>causes, consequences, impacts, including on what - intended result / target group</i>	Assessment		Causes and/or prevention/mitigation measures
			Likelihood (likely not to happen - 1, rather unlikely - 2, very likely - 3, likely to happen - 4)	Impact (low - 1, medium - 2, high - 3)	
1.	<i>name and type of risk</i>	<i>brief description of risk</i>	<i>Coefficient from 1-4</i>	<i>Coefficient from 1-3</i>	<i>specific measures to prevent or mitigate the likelihood of the causes or consequences of risks</i>
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 Leader and the Implementers. The Project Scientific Leader shall attach a copy of the document certifying the award of the DSc degree to the *Curriculum Vitae*

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

Part C "Curriculum Vitae"

Conditions for completing the *Curriculum Vitae*:

- not more than 2 pages;
- font size not less than 11;
- single line spacing;
- indentation - 2 cm on each side, 1.5 cm on the top and bottom;

Project title:

The full title of the Project in whose Implementation 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 DSc degree, 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 [position]
[institution,
country]

SCIENTIFIC 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.

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 Consolidation Partner of the Project"

17. The Head of the Project Consolidation Partner's institution 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's institution shall sign the acknowledgment by the Project Partner by a secure electronic signature and upload it in the Information System in the space provided.

19. If a secure electronic signature cannot be provided, the Head of the Project Partner's institution 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 before the deadline for the submission of Projects.

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

20. The Project Implementer shall produce a Final Scientific Report within one month of the end of the Project implementation 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 Implementer under the following conditions:

Final Scientific Report of the Project

Text formatting requirements:

- not more than 12 pages;
- font size not less than 11;

1. Scientific Excellence

The Project Scientific Leader 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.

The scientific results and technological insights achieved during the Project as foreseen in the Project Proposal, in addition to a description of their methodological or theoretical originality, as well as the impact of the results on the development and knowledge base of own or other scientific fields shall be described.

2. Impact

2.1. Scientific results of the Project

The Project Scientific Leader shall describe the implementation of the dissemination plan drawn up in Sub-chapter 2.1 "Project Scientific Results and Technological Insights and Their Dissemination Plan" of Part B "Description of the Project Application" of the Project Proposal, the sustainability of the knowledge generated, changes to the plan and any necessary adjustments.

2.2. Opportunities for research development

Scientific cooperation of the Project Scientific Team with Latvian or foreign scientific organisations, types of cooperation (briefly described) and integration into the Project as planned in Sub-chapter 2.1 "Project Scientific Results and Technological Insights and Their Dissemination Plan" of Part B "Description of the Project Application" of the Project Proposal shall be described.

Opportunities to participate in the preparation of new project applications, including under the EU Research and Innovation Framework Programme "Horizon Europe", using the results obtained in this Project as planned in Sub-chapter 2.1 "Project Scientific Results and Technological Insights and Their Dissemination Plan" of Part B "Description of the Project Application" of the Project Proposal.

A description of whether additional funding has been secured to further develop the Research Project idea.

In Table 1, the scientific cooperation activities within the scope of the Project implementation shall be listed.

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

2.3. Socio-economic impact of the results

Use of the Project's scientific results in cooperation with institutions, businesses in the development of new technologies, technological instructions, legislation, policy planning, etc. Evaluation of the cooperation by the Project Implementer. Specific cases, if applicable, shall be listed in Table 2.

A reflection of the Project's contribution to the scientific field or fields (as indicated in Chapter 1 "General Information" of Part A of the Project Proposal) during the implementation of the Project.

If there are any obstacles to the impact of the Project's results, they shall be describe here.

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					

2.5. Contribution to capacity building of the Project Scientific Team, including students.

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" of Part B "Description of the Project Application" of the Project Proposal), with particular attention to students, DSc candidates and young scientists involved in the Project.

Table 4

Doctoral and Master's theses supervised or advised by the Project Leader or Implementers 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	Title of thesis, level of study,	Advisor	and	Date	of
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	thesis	hyperlink to the Doctoral theses/dissertations database	consultant	defence
1.				
2.				
3.				
4.				
n				

3. Implementation

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 "Description of the Project Application" of the Project Proposal, as well as the risks faced by the Project Scientific Team during implementation, how they were addressed and whether they were already foreseen in Sub-chapters 3.4 and 3.5 of Part B "Description of the Project Application" 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 implementation. Including changes to the composition of the Project Scientific Team, if any. Describe how the Project involves students and DSc candidates.