

## Academic Career Grants

### Regulations for the Open Call for Proposals "Scientist Grants 2024" of Riga Technical University

#### I General

1. The Regulations for the Open Call for Proposals "Scientist Grants 2024" (hereinafter - the Regulations) have been prepared on the basis of Sub-clause 2.11 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" and the Internal and External Consolidation Plan of Riga Technical University submitted by the Ministry of Education and Science (hereinafter - the Consolidation Plan) and the Project Nr. 5.2.1.1.i.0/2/24/I/CFLA/003 "Implementation of consolidation and management changes at Riga Technical University, Liepaja University, Rezekne Academy of Technology, Latvian Maritime Academy and Liepaja Maritime College for the progress towards excellence in higher education, science and innovation".
2. The Regulations establish the procedure by which Riga Technical University (hereinafter - RTU), Riga Technical University Liepaja Academy (hereinafter - RTU LA) and Rezekne Academy of Technologies (hereinafter - RTA) prepare an application for a Scientist Grant (hereinafter - the Scientist Grant).
3. Funding for Scientist Grants is awarded for:
  - 3.1. Regarding external consolidation:
    - 3.1.1. RTU - RTU LA cooperation in scientific capacity building (up to 20 grants);
    - 3.1.2. RTU - RTA cooperation in scientific capacity building (up to 6 grants);
  - 3.2. Regarding internal consolidation (applications evaluated in separate groups):
    - 3.2.1. scientific capacity building of RTU (up to 7 grants);
    - 3.2.2. RTU - LJA for strengthening the scientific subject (up to 3 grants).
4. The aim of the Scientist Grants is to create new knowledge and technological insights by supporting research projects of the most outstanding individual scientists, to promote excellence in preparation for the introduction of the guaranteed employment or tenure system in Latvia, to promote cooperation with QS WUR TOP 500 universities, to promote the quality of higher education and science and the efficiency of resource investments, and to strengthen the competitiveness of the Latvian economy.
5. The project applicant (hereinafter - the Project Applicant) is the Project Scientific Leader and the Head of the Unit implementing the Project (Institute Director or Dean).
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 of RTU.
8. RTU announces the Call for Proposals for Scientist Grants, with funding to be awarded in the form of grants under Section 4.2.1 of the Consolidation Plan "Indicators to be achieved under the consolidation and funding available to implement the plans".
9. RTU is implementing the Call for Proposals under the Research Platforms identified in Section 4.2.6 of the Consolidation Plan:

**9.1. According to Section 4.2.6.3 of the Consolidation Plan by prioritising RTU-RTU LA internal research grant directions:**

<b>1. ENERGY AND ENVIRONMENT</b>
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1.1. Modelling dynamic systems
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<ul style="list-style-type: none"> <li>1.2. Use of renewable materials (including seaweed) for energy production (including biogas production; hydrogen production)</li> <li>1.3. Circular economy</li> <li>1.4. Use of renewable energy sources (including solar, wind, wave energy)</li> </ul>
<b>2. URBAN AREAS AND DEVELOPMENT</b>
<ul style="list-style-type: none"> <li>2.1. Open data for urban transformation</li> <li>2.2. Content and provision of sustainable education</li> <li>2.3. Dimensions of diversity at all stages of education</li> <li>2.4. Excellence in education and governance for sustainable human capital capacity and quality of life</li> <li>2.5. Regional governance</li> <li>2.6. Sustainable society and social support system (including public responsibility and behaviour change, public engagement, influencing societal processes, security aspects)</li> <li>2.7. Language, culture and new media arts in the context of regional, ecological and socio-economic sustainability</li> </ul>
<b>3. TRANSPORT</b>
<ul style="list-style-type: none"> <li>3.1. Marine and inland aquatorium robots</li> <li>3.2. E-mobility (including civil and military defence technologies)</li> </ul>
<b>4. MATERIALS, PROCESSES AND TECHNOLOGIES</b>
<ul style="list-style-type: none"> <li>4.1. Renewable materials (including seaweed)</li> <li>4.2. Process monitoring (including environmental monitoring)</li> </ul>
<b>5. INFORMATION AND COMMUNICATION TECHNOLOGIES</b>
<ul style="list-style-type: none"> <li>5.1. Digital humanities (including data-driven research on Latvian Sign Language)</li> <li>5.2. Creative industries (including new media arts, automation tools for creative industries)</li> <li>5.3. Computer, information and environmental technologies for sustainable development</li> <li>5.4. IT solutions for statistics and data quality research (including medicine, environmental monitoring, etc.)</li> <li>5.5. Internet of Things and artificial intelligence applications</li> <li>5.6. E-learning technologies and governance</li> </ul>
<b>6. LETONICS (beyond RTU Research Platform topics)</b>
<ul style="list-style-type: none"> <li>6.1. Children's and young people's language (including the development of Latvian language skills and use in a linguistically competitive environment)</li> <li>6.2. Language, literature, culture in the cultural space of Kurzeme in the Latvian, Baltic and Northern European context</li> <li>6.3. Functioning and learning modern languages and literature in a multicultural environment</li> <li>6.4. Exploring voice ergonomics</li> </ul>

**9.2. According to Section 4.2.6.2 of the Consolidation Plan by prioritising RTU-RTA internal research grant directions:**

<b>1. ENERGY AND ENVIRONMENT</b>
<ul style="list-style-type: none"> <li>1.1. Modelling socio-technical systems (e.g. for environmental and energy policy development)</li> <li>1.2. Sustainable and rational use of resources (e.g. opportunities for food waste reduction, dehydration of food products; optimal use of land for agriculture; use of clay as a natural resource for medicine, cosmetics; sustainability of hydro-ecosystems, impact of sapropel depletion on the lake ecosystem)</li> <li>1.3. Food production (development of new food products, processing of surplus food, organisation of residue-free food production, determination of food quality parameters, determination of nutritional values, selection of packaging)</li> </ul>
<b>2. URBAN AREAS AND DEVELOPMENT</b>
<ul style="list-style-type: none"> <li>2.1. Regional economy and tourism</li> <li>2.2. Challenges and prospects for a region's economic growth</li> <li>2.3. Assessment of companies' performance</li> </ul>
<b>3. TRANSPORT</b>

<p>3.1. Developing and improving micro-mobility vehicles</p> <p>3.2. Developing and improving the ecosystem for micro-mobility vehicle deployment in urban areas</p>
<p><b>4. MATERIALS, PROCESSES AND TECHNOLOGIES</b></p> <p>4.1. Laser technologies (surface coatings, surface laser micro- and nano-structuring, medical and labelling applications; development of new laser devices; production of nanoparticles under water (or by other methods) using laser radiation)</p> <p>4.2. Methods for smart material creation, including photonics; modification of material surface properties (e.g. adhesion, obtaining hydrophilic and hydrophobic surfaces; antibacterial properties)</p> <p>4.3. Formation of nanostructured coatings of diamond-like carbon (DLC), corundum, etc.</p> <p>4.4. Development of UV and ozone disinfection equipment</p> <p>4.5. Development of new composite materials</p> <p>4.6. Functional materials (including the production of functional textiles by laser surface treatment)</p> <p>4.7. Development of machine learning algorithms (artificial neural networks) for obtaining and optimising markings on different surfaces</p> <p>4.8. Development of innovative technologies and methods and solutions for macro machining (cutting, welding, hardening and alloying)</p> <p>4.9. Development of biostimulation technologies</p>
<p><b>5. INFORMATION AND COMMUNICATION TECHNOLOGIES</b></p> <p>5.1. Drones and their use in agriculture (e.g. for disease detection in apple orchards)</p> <p>5.2. Scanning the Earth's surface</p> <p>5.3. Mechatronics</p> <p>5.4. Digital humanities</p> <p>5.5. Digital tools for pedagogy (incl. AI)</p> <p>5.6. Developing diagnostic artificial intelligence solutions for medicine</p> <p>5.7. Media in the age of digital culture</p>
<p><b>6. SAFETY AND SECURITY</b> (Thematic area: Safe and efficient marine engineering systems and their technical operation)</p> <p>6.1. Border security (including digital solutions, communication with society, media policy and media literacy)</p> <p>6.2. Artificial intelligence tools and their implementation or development in border security</p>
<p><b>9.3. According to Section 4.2.6.1 of the Consolidation Plan by prioritising RTU-LJA internal research grant directions:</b></p>
<p><b>1. ENERGY AND ENVIRONMENT</b> (Thematic area: Blue economy and green corridors (decarbonisation of shipping; eco-efficiency))</p> <p>1.1. Ship energy systems; energy efficiency; eco-efficiency of ships</p> <p>1.2. Use of renewable energy, including for ships; construction and maintenance of offshore wind farms</p> <p>1.3. Ship sewage systems; ship ballast water systems; water chemistry; marine pollution prevention</p> <p>1.4. Maritime spatial planning</p> <p>1.5. Electromagnetic systems for food cooling in sublimation technology</p>
<p><b>2. URBAN AREAS AND DEVELOPMENT</b> (Thematic area: Smart and environmentally friendly port technologies)</p> <p>2.1. Smart ports</p> <p>2.2. Development of systems for the monitoring and detection of ship oil and chemical pollution in port areas, pollution prevention</p> <p>2.3. Development of exhaust monitoring and detection systems in port areas</p> <p>2.4. Smart ship-shore power connection development</p>
<p><b>3. TRANSPORT</b></p> <p>3.1. Modelling, forecasting of freight and passenger flows, including port freight modelling</p> <p>3.2. Ship engine modelling</p>

3.3. Autonomous shipping
3.4. Analysis and development of sea freight supply chains (chain management)
<b>4. MATERIALS, PROCESSES AND TECHNOLOGIES</b>
4.1. Structures, materials and coatings (including composites, functional coatings, environmental impact of materials)
4.2. Non-destructive testing and diagnostics of structures
4.3. Component prototypes and trials
4.4. Operation and repair technologies
<b>5. INFORMATION AND COMMUNICATION TECHNOLOGIES</b> (Thematic area: Maritime digitalisation and cyber security engineering systems)
5.1. Autonomous aerial, ground and underwater drones (including their use to free shipwrecks from ghost nets)
5.2. Data transmission systems and algorithms
5.3. Algorithms for ensuring cyber security
5.4. Shipborne radio navigation and communication systems
5.5. Shipping and port automation processes
<b>6. SAFETY AND SECURITY</b> (Thematic area: Safe and efficient marine engineering systems and their technical operation)
6.1. Ship fire-fighting and evacuation systems
6.2. Safety monitoring of the sea and port
6.3. Maritime search and rescue operations
6.4. Ship collision and casualty analysis; methodologies for maritime safety assessment

**9.4. The priority directions of the RTU internal Scientist Grants are determined separately by the Rector's Order.**

10. Information on the announcement of the Call for Proposals for Scientist Grants and the procedure for submitting documents is published on the RTU, RTA and RTU LA websites. The deadline for submitting documents shall be no less than 20 days from the date of publication of the information.
11. The total implementation period of the Scientist Grant (hereinafter - the project implementation period) shall be a minimum of 12 months, starting no later than 1 January 2025. The Scientist Grant shall be implemented until 31 January 2026.
12. The maximum amount of funding for a single Scientist Grant to implement the Project is *EUR* 100,000 (one hundred thousand *euros*).
13. For the purpose of monitoring the implementation of the Scientist Grants and decision-making, RTU shall establish a Research Project Board (hereinafter - RPB), 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 in accordance with the procedures and within the deadlines set out in the contract for the Implementation of the Scientist Grant Project (hereinafter - the Project Contract).

## **II. Conditions of Application**

15. The Project Proposal shall be submitted under one of the consolidation types set out in Section 3.
16. The Project Scientific Leader shall coordinate the Project Proposal to be submitted to the Call for Proposals with the Head of the Unit implementing the Scientist 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) deliverables planned to be achieved by the end of the project implementation period, as part of the objectives set out in the Project Proposal:

**17.1. mandatory deliverables:**

**17.1.1. published, submitted or accepted for publication original scientific articles (at least one)** included in Q1 quartile journals indexed in SCOPUS or Web of Science databases and

- written with co-authors from QS WUR 2024 TOP 500 universities;
- 17.1.2. submitted (at least one) project application to an international call for R&D projects** (Horizon Europe, etc.);
- 17.2. optional additional deliverables:
- 17.2.1. international patents applied for or obtained;
  - 17.2.2. successfully defended a PhD thesis in accordance with the Project's objectives;
  - 17.2.3. other Project deliverables, complementary to the above, appropriate to the specific nature of the research and the Project's objectives set out in the Project Proposal.
  - 17.2.4. to avoid the risk of double funding, the project deliverables may only be funded by the Scientist Grant. Expenditure that has been funded from other public or private funding sources is not eligible under the Scientist Grant.
18. RTA, RTU LA and RTU-LJA may be involved as Consolidation Partners in the implementation of the Scientist Grant.
19. Foreign academic or scientific staff may be involved in the implementation of the Scientist Grant by concluding a contract on the implementation of the 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 also be stipulated that the results of the research activities carried out by foreign academic or scientific staff at a specific institution under an internal career 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.

### **III. Conditions for the Participation of a Scientific Team**

20. In Part A of the Project Proposal: the members of the Scientific Team indicated are the Project Scientific Leader and the Project Implementer(s), who are:
- 20.1. Project Scientific Leader - a scientist who applies for, manages and ensures the implementation of the Scientist 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:
- 20.1.1. for RTU-RTU LA consolidation grants - a scientist who has obtained a PhD degree and holds an elected scientific or academic position - senior researcher, researcher, professor, associate professor, assistant professor;
  - 20.1.2. for RTU-RTA consolidation grants - a scientist who has obtained a PhD degree and holds an elected scientific or academic position - senior researcher, researcher, professor, associate professor, assistant professor;
  - 20.1.3. for RTU-LJA scientific grants - a scientist who has obtained a PhD degree and holds an elected scientific or academic position - senior researcher, researcher, professor, associate professor, assistant professor;
  - 20.1.4. for RTU internal consolidation - a scientist who has obtained a PhD degree and holds an elected scientific or academic position - senior researcher, researcher, professor, associate professor, assistant professor;
  - 20.1.5. foreign applicant for the Scientist Grant - holds a PhD degree and is an elected RTU researcher or academic.
- 20.2. Project Implementers - RTU, LJA, RTU LA, RTA scientists, academic staff, science support staff and students who perform individual scientific tasks during the implementation of the Scientist Grant.
21. One person may apply for a maximum of two project applications for grants funded under the Consolidation Plan, comprising Postdoctoral Grants, Scientist Grants, Research Grants and Innovation Grants, including only one project application as Project Scientific Leader. This condition does not apply to students and scientific advisors involved in a Postdoctoral Grant.
22. In the framework of the Call for Proposals, when submitting a Project Proposal, the involvement of university students<sup>1</sup> (hereinafter - the student) in the Scientific Team (as scientific staff) can be

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<sup>1</sup> in accordance with Article 44(1) of the Law on Higher Education Institutions

foreseen.

23. The total workload of the Project Scientific Leader shall be at least 0.50 full-time equivalent (hereinafter - FTE) over the implementation period of the Project, and each person employed in the Project shall have a workload of at least 0.25 FTE over the implementation period of the Project. The minimum employment load requirement of 0.25 FTE does not apply to Heads of Unit who have a limited academic workload and to students.
24. The remuneration of the members of the Scientific Team involved in the implementation of the Project shall be determined in accordance with the remuneration policy of the scientific institution and the Project Cooperation 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".
25. The Project Scientific Leader 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 acknowledgement of acceptance of the article by the journal editors.

#### **IV. Supported Activities and Costs**

26. The Scientist Grant is a grant unrelated to economic activity.
27. The activities to be supported by the Scientist Grant may include:
  - 27.1. fundamental and applied research;
  - 27.2. acquisition and supply of equipment, instruments and materials necessary for the implementation 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);
  - 27.3. 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 implementation of the Project's core activities;
  - 27.4. local and foreign business trips;
  - 27.5. knowledge and technology transfer - publishing scientific papers and publications, presenting research results at conferences and seminars, and other knowledge management activities;
  - 27.6. professional development (training) of scientific or academic staff involved in the implementation of the Project;
  - 27.7. ensuring minimum publicity requirements and means.
28. The Project Applicant is entitled to allocate and may indicate the following costs, excluding VAT, in Chapter 4 "Project Budget" of Part A of the Project Proposal:
  - 28.1. Remuneration (monthly salary) and related costs of scientific or academic staff involved in the implementation of the Scientist Grant or members of the Scientific Team involved in the implementation of the Project, 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:
    - 28.1.1. For the Project Scientific Leader - up to EUR 30 per hour, excluding the employer's compulsory social security contributions (hereinafter - ECSSC);
    - 28.1.2. For the Project Implementer who is involved in the implementation of the Project and is responsible for a significant part of it as a senior researcher, researcher, professor, associate professor, assistant professor - up to EUR 24 per hour, excluding ECSSC;
    - 28.1.3. For the Project Implementer - scientific assistant, assistant, scientific support staff, students performing specific tasks in the Project - up to EUR 19 per hour, excluding ECSSC;
    - 28.1.4. 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;
- 28.2. expenses for local and foreign business trips for staff involved in the implementation of the Project in accordance with the regulatory enactments on the procedure for reimbursement of expenses related to business trips (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 business trip);
  - 28.3. costs of acquiring and supplying equipment, instruments and materials necessary for the implementation 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;
  - 28.4. 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 implementation of the Project's core activities;
  - 28.5. knowledge and technology transfer - publishing scientific papers and publications, presenting research results at conferences and seminars, and other knowledge management activities;
  - 28.6. professional development (training) of scientific or academic staff involved in the implementation of the Project;
  - 28.7. costs of value added tax (VAT) incurred in the implementation of the Scientist Grants and related to the eligible costs referred to in Section 28 shall be accounted for separately and charged to the funds of the unit in which the Project is implemented;
  - 28.8. a deduction of 10% of the direct costs for administrative expenses of the Unit implementing the Project;
29. The Beneficiary and the Consolidation Partners shall ensure that the procurement necessary for the implementation 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**

30. The Project Scientific Leader 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.
31. 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 Research Platforms for which the Research Grants will be implemented or, if the Project is interdisciplinary, the main scientific field in which the Project is to be implemented.
32. To certify the Project Proposal, the Project Scientific Leader shall coordinate it with the Head of the Applicant's Unit implementing the Scientist Grant by submitting a mutually signed Part D of the Project Application "Acknowledgment by the Project Applicant".
33. The Scientist Grant Proposal shall consist of:
  - 33.1. information completed in the NSAIS (Annex 1); Part (A);
  - 33.2. Scientist Grant Proposal (Annex 1); (Part A - mandatory in Latvian and English, Part B - mandatory in English, Part C - mandatory in English, Part D - mandatory in Latvian).
  - 33.3. Acknowledgment by the Consolidation Partner (Annex 1); Part E - (mandatory in Latvian).
34. The following shall be submitted within the deadline set by the Call for Proposals for the Scientist Grant:
  - 34.1. Parts (A/B/C/D) of the Scientist Grant Proposal (Annex 1).
  - 34.2. Acknowledgment by the Consolidation Partner (Annex 1); Part E.

## **VI. Administrative Assessment of Project Proposals**

35. After the closure of the deadline for the submission of Project Proposals, the RPB 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 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". If an administrative eligibility criterion is marked with a "No", the RPB shall indicate in the Administrative Assessment Form why the criterion has not been met.
36. The RPB, 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 scientific 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 Project Proposal**

37. 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.
38. 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.
39. 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:
  - 39.1. the expert holds a PhD;
  - 39.2. the scientific qualifications of the expert are relevant to the scientific discipline and subject matter of the Project Proposal;
  - 39.3. the expert's previous evaluation expertise and work experience are relevant to the scientific discipline and subject matter of the Project Proposal;
  - 39.4. 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;
  - 39.5. 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 Scientist Grant Project is anonymous with respect to the implementer 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.
  - 39.6. if, during the evaluation of the Project Proposal 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 Regulations.



### **VIII. Scientific Evaluation of the Project Proposal**

40. The expert shall evaluate the Project Proposal in accordance with Annex 4 to the Regulations, "Project Proposal Evaluation Methodology" (hereinafter - the scientific evaluation methodology), by completing and approving Annex 4 to the Regulations, "Individual/Consolidated Evaluation Form for the Project Proposal".
41. 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 4 to the Regulations "Individual/Consolidated Evaluation Form for the Project Proposal".
42. The expert, 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 the following formula:

$$K = \frac{(Ax50)+(Bx30)+(Cx20)}{5}$$

(hereinafter - the consolidated evaluation percentage score of the Project Proposal), where:

- 42.1. K - consolidated evaluation percentage score of the Project Proposal;
- 42.2. A - scientific quality of the Project Proposal: the score for this criterion (weighted at 50% of the consolidated evaluation score in points of the Project Proposal);
- 42.3. B - impact of project results: the score for this criterion (weighted at 30% of the consolidated evaluation score in points of the Project Proposal);
- 42.4. C - Project feasibility and provisions: the score for this criterion (weighted at 20% of the consolidated evaluation score in points of the Project Proposal);

### **IX. Project Funding**

43. The minimum achievement of the consolidated assessment (percentage) of the application is 45%. The RPB shall take one of the following decisions no later than two weeks after receipt of the scientific evaluations from the LCS:
  - 43.1. a decision to fund the Project, for Projects with the highest ranking;
  - 43.2. a decision to reject the Project for insufficient funding.
44. 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 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 criterion 1, 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 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.
45. 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).
46. If the Project Applicant whose Project has been the subject of a funding decision and the Project Supervisor do not conclude a Project Contract for the implementation and funding of the Scientist Grant Project on the basis of the RPB's decision referred to in Section 43.1 of the Regulations, the RPB shall award the Call for Proposals funding to the next Project on the reserve list of Project Proposals on which the RPB's decision referred to in Section 43.1 of the Regulations is taken.
47. 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.
48. On the basis of the RPB's decision referred to in Section 43.1 of the Regulations, the Rector of RTU

shall conclude a Project Contract with the Project Scientific Leader and the Head of the Unit implementing 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.

49. The procedure for challenging the results of the Call for Applications is as follows:
  - 49.1. 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;
  - 49.2. 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.
50. The RPB shall monitor the budget implementation of the approved Projects. If the RPB concludes that the amount of funding absorbed by the Project as of March 31, 2025 is less than 25% of the total project cost, the RPB may decide to reallocate the funding and/or terminate the Project Contract.

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

51. The Project Scientific Leader shall submit via the NSAIS, within one month after the end date of the Project implementation, the Final Scientific Report of the Project in accordance with the terms of the Contract and in accordance with Annex 6 "Final Report of the Project" to the Regulations.
52. The LCS shall organise and procure experts for the evaluation of the Final Scientific Report of the Project.
53. In order to ensure an independent evaluation of the Final Scientific Report of the Project and to avoid any potential conflict of interest, the LCS shall involve at least two foreign experts in the evaluation of each Final Scientific Report of the Project, subject to the following conditions:
  - 53.1. the expert holds a PhD;
  - 53.2. the scientific qualifications of the expert are relevant to the scientific discipline and subject matter of the Final Scientific Report of the Project;
  - 53.3. the expert's previous evaluation expertise and work experience are relevant to the scientific discipline and subject matter of the Final Scientific Report of the Project;
  - 53.4. the expert carries out the evaluation independently and does not represent the institution of the submitter of the Final Scientific Report of the Project, 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;
  - 53.5. 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 Scientist Grant Project is anonymous with respect to the implementer 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 Final Scientific Report of the Project after the completion of the individual scientific quality evaluation of the research application and before the consolidated assessment.
  - 53.6. if, during the evaluation of 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's contract, the LCS shall inform the expert concerned in accordance with the terms of the Expert 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 Regulations.
54. If the scientific evaluation of the Final Scientific Report of the Project is "Project objective not achieved" or the minimum deliverables are not achieved, the RPB informs the RTU Project Supervisory Board, which has the right to prohibit the Project Scientific Leader from participating in project implementation or applying for new projects for the next 3 years.
55. The RPB 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 Scientist Grant Project. The costs of the extension shall be borne by the Unit in which the Project is being implemented.

## **XI. Processing of Personal Data**

56. The processing of personal data is for the purpose of assessing the compliance of the Scientist Grant Application with the requirements of the Regulations, for the conclusion of the Contract, for evaluation, reporting and other administrative purposes.
57. 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).
  - 57.1. The following categories of personal data are processed in the process of awarding a Scientist Grant: name, surname, personal identification number, telephone number, e-mail address;
  - 57.2. publications, CV information, education information, and other information necessary for the award and implementation of the Scientist Grant;
  - 57.3. institution, position.
58. The following data subject categories are processed in the process of awarding a Scientist Grant:
  - 58.1. scientist;
  - 58.2. implementers;
  - 58.3. students;
  - 58.4. contact person for the Cooperation Partner.
59. The personal data submitted is accessible to RTU staff, RTU LA, RTA staff, foreign experts involved in the evaluation, award and implementation process of the Scientist 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 Scientist Grant, to the extent and in accordance with the procedure established by the regulatory enactments.
60. The submitted personal data are stored in accordance with the established retention period and the RTU Case Nomenclature.
61. By submitting a Scientist Grant Application, the Scientist Grant Implementation Team and the Consolidation 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**

62. The Project Implementer shall provide information to the RTU, which shall ensure communication to inform the public about the implementation of the Projects funded under the Call for Proposals, in accordance with the procedures and within the deadlines set out in the Project Contract. RTU shall collect this information and make it available to the public.
63. The Project Implementer shall cooperate with RTU and participate in public information and communication activities organised by RTU, including the development of project materials, content development and joint seminars on Project implementation.
64. The Project Implementer 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 Scientist Grant, indicating the ANM logo and written reference to RTU and/or RTU LA, RTA and the source of funding in Latvian or English.

## **XIII. Miscellaneous**

65. Information on the Project Proposals funded by the Call for Proposals shall be published on the following websites [www.rtu.lv](http://www.rtu.lv), [www.liepaja.rtu.lv](http://www.liepaja.rtu.lv) and [www.rta.lv](http://www.rta.lv).
66. Questions concerning the preparation and submission of a Project Application shall be sent to the following e-mail address: [petnieciba@rtu.lv](mailto:petnieciba@rtu.lv). Answers to the questions submitted by the Project Applicants shall be sent electronically to the RPB and 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:**

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: "Criteria for the Scientific Evaluation of the Final Scientific Report of the Project" and "Scientific Evaluation Form for the Final Scientific Report of the Project";

Annex 6 "Final Scientific Report of the Project".