1.1. pielikums

**Research project proposal**

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| **1. Excellence** |

**Max 5 pages (min font size 11, *Times New Roman*)**

***Please delete [Guidelines] when filling out the form!***

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| * 1. **Short abstract of project proposal (max 200 words)** |
| *[Guidelines]: Short project description, including scientific objective, planned actions, expected results and foreseen impact of the project proposal. At the end of the description provide at least three key words characterizing the proposed research project.* |

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| * 1. **Quality, innovative aspects and credibility of the research project (including inter/ multidisciplinary aspects)** |
| *[Guidelines]: Describe your research project including following information:*   * *Introduction, state-of-the-art analysis based on recent international scientific publications, main goal and objectives, overview of the actions.* * *Arguments justifying that research proposal and the planned activities are consistent with the objectives of the RIS 3, will contribute the growth of Latvian development priorities or areas of specialization development and are consistent with research priorities of Riga Technical University.* * *Overview of research methodology and approach: highlight the type of research and proposed innovation activities.* * *Originality and innovative aspects of the research programme: explain the contribution that the research project proposal is expected to make to advancements within the research project field globally and on national level. Describe any novel concepts, approaches or methods that will be employed.* * *Explain how the high-quality, novel research is the most likely to open up the best career possibilities for the post-doctorate and new collaboration opportunities for the project proposal applicant (institution) (further-applicant).* |

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| * 1. **Clarity and quality of transfer of knowledge/training for the development of the post-doctorate in light of the research objectives** |
| *[Guidelines]: Briefly describe the training or skills development that the post-doctorate will undergo.*  *Outline how a two way transfer of knowledge will occur between the researcher and the*  *host institution(s), in view of their future development and past experience:*   * *Explain how the post-doctorate will gain new knowledge during the fellowship at the applicant organization(s);* * *Outline the previously acquired knowledge and skills that the post-doctorate will transfer to the applicant organization(s).* |

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| * 1. **Quality of the applicant institution management system and scientific/economic sector consultant\* and the hosting arrangements** |
| *[Guidelines]: Briefly describe following aspects:*   * *Qualifications and experience of the consultant(s). Information regarding the consultant(s) must include the level of experience on the research topic proposed. Information provided should include participation in projects, publications, patents and any other relevant results that have been realized during previous three years.* * *Hosting arrangements: The applicant must show that the post-doctorate should be well integrated within the applicant organization in order that all parties gain the maximum knowledge and skills from the research project. The nature and the quality of the research group/environment as a whole should be outlined, together with the measures taken to integrate the post-doctorate in the different areas of expertise, disciplines, and international networking opportunities that the applicant could offer.*   *Additionally, briefly describe how the applicant will contribute to the advancement of their career development at least five years after the project.* |

*\*Scientific/economic sector consultant - person of research project applicant - leader of department, group, study direction, department, or other structural unit where post-doctorate will be included, who will be able to provide support to post-doctorate.*

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| * 1. **Capacity of the post-doctorate to reach and re-enforce a position of professional maturity in research** |
| *[Guidelines]: Applicant should demonstrate how their proposed research and personal experience will contribute to post-doctorate professional development as an independent/mature researcher. The post-doctorate should aim at reaching a realistic and well-defined objective in terms of career advancement, development and widening of research competences, particularly in terms of multi/interdisciplinary expertise, inter-sectoral experience and transferable skills.* |

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| **2. Impact** |

**Max 2 pages (min font size 11, *Times New Roman*)**

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| * 1. **Enhancing research- and innovation-related skills and working conditions to realize the potential of individuals and to provide new career perspectives** |
| *[Guidelines]: Explain the expected impact of the planned research and training, and new competences acquired during the project proposal implementation (including mobility in partner organization(s)) on the capacity to increase career prospects for the post-doctorate after the project ends. Describe the added value of the fellowship on the future career opportunities of the researcher.*  *Explain the expected impact/contribution of research proposal and planned activities on the achievement of the objectives of the RIS 3, Latvian development priorities or areas of specialization development.* |

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| * 1. **Effectiveness of the proposed measures for communication and results dissemination** |
| *[Guidelines]: The new knowledge generated by the action should be used wherever possible to advance research, to foster innovation, and to promote the research profession to the* ***general public****. Therefore briefly describe information and project results’ dissemination plan including:*   * *Communication and public engagement strategy of the action* * *Dissemination of the research results* * *Exploitation of results and intellectual property rights*   ***Concrete plans for the above must be included in the project proposal time diagram after section 3.1. of this proposal.***  ***Public engagement.*** *Post-doctorate should ensure that their research activities are made known to society at large in such a way that they can be understood by non-specialists, thereby improving the public's understanding of science. Direct engagement with the public will help researchers to better understand public interest in priorities for science and technology.*  ***Dissemination, exploitation of results.*** *All researchers should ensure, in compliance with their contractual arrangements, that the results of their research are disseminated and exploited, e.g. communicated, transferred into other research settings or, if appropriate, commercialized.* |

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| **3. Implementation** |

**Max 5 pages (min font size 11, *Times New Roman*)**

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| * 1. **Overall coherence and effectiveness of the work plan, including appropriateness of the allocation of tasks and resources.** |
| *[Guidelines]: Describe phases of the planned research project demonstrating allocation of tasks and resources among several work packages. Use the template below to describe each work package:*   |  |  | | --- | --- | | **WP1** | [Title of the work package] | | **Description:**  [In work package description, briefly describe the objective of the work package, planned activities (including research activities, training activities, mobility) and major outcomes of the described activities.] | | | **Milestones:** | | | M1.1. …. [Indicate one or more milestones for each work package]  [Milestones are control points that help to chart and monitor the work progress. Milestones may correspond to the completion of a key deliverables, allowing the next phase of the work to begin. They may also be needed at intermediary points so that, if problems have arisen, corrective measures can be taken. A milestone may be a critical decision point in the action where, for example, the researcher must decide which of several technologies to adopt for further development.] | | | **Deliverables:** | | | D1.1. … [Indicate one or more deliverables for each work package]  D1.2. …  [Deliverables are concrete and measurable outputs resulting from the planned activities, meaningful in terms of the action’s overall objectives. Deliverables can be scientific publications in journals or conference proceedings, different reports (e.g., mobility report), technical or methodological descriptions, patent application etc. It is advisable to order the deliverables chronologically (starting with the one with the earliest planned delivery date). It is also recommended to be as precise as possible in describing the deliverable and indicating the quantity of each deliverable, e.g., one scientific publication in the journal indexed in SCOPUS or Web of Science data bases).] | |   *Indicate the time frame for planned project activities in the time diagram overleaf. Add or delete additional sections as necessary.* |

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|  | Project time diagram (in quarters) | | | | | | | | | | | | | | | |
| 2018 | | | | 2019 | | | | 2020 | | | | 2021 | | | |
|  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |  |  |
| Work package – **WP1** |  |  | *X* | *X* | *X* | *X* | *X* | *X* |  |  |  |  |  |  |  |  |
| Deliverable(s): |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *D.1.1. Technological instruction* |  |  |  |  |  | *X* |  |  |  |  |  |  |  |  |  |  |
| *D.1.2. Scientific publication* |  |  |  |  |  |  |  | *X* |  |  |  |  |  |  |  |  |
| Milestone(s): |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *M.1.1. Prepared description of technological instruction* |  |  |  |  |  | *X* |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobility |  |  |  |  | *X* |  |  |  |  |  |  |  |  |  |  |  |
| Publication(s) |  |  |  |  |  |  |  | *X* |  |  |  |  |  |  |  |  |
| Conference(s) |  |  |  |  |  |  | *X* |  |  |  |  |  |  |  |  |  |
| Public engagement |  |  | *X* | *X* | *X* | *X* | *X* | *X* |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Based on work package description(s) in section 3.1., indicate the time frame for implementation in the diagram above. Use the example above as a guideline for linking your work packages with the time plan. Refer also to section 2.2. for relevant activities of public engagement etc.*

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| * 1. **Appropriateness of the management structure and procedures, including quality management and risk management** |
| *[Guidelines]: Briefly explain the management structure and risk management of the proposed project, including:*   * *Research project organization and management structure, including the administration and financial management strategy, as well as the implementation of research project proposal and progress monitoring mechanisms put in place;* * *Risks that might endanger reaching project objectives and the contingency plans to be put in place should risk occur.*   *When describing the risks you can use following table:*   |  |  |  |  | | --- | --- | --- | --- | | **Risk** | **Probability\*** | **Impact\*** | **Mitigation/Contingency plan** | |  |  |  |  | |  |  |  |  | |  |  |  |  |   *\*Categories: High, Medium, Low* |

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| * 1. **Appropriateness of the institutional environment (infrastructure)** |
| *[Guidelines]: Provide brief description of following aspects:*   * *Main tasks and commitments of the beneficiary and partners (if applicable).* * *Infrastructure, logistics, facilities offered in as far they are necessary for the good implementation of the research project at the beneficiary institution or partner institution (if applicable).* |

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| * 1. **Competences, experience and complementarity of the participating organizations and institutional commitment** |
| *[Guidelines]: The active contribution of the beneficiary and partner institution to the research and training activities should be described, including organizations involved in mobility activities.*  *NB: Each participant is described in Section 3.5. This specific information should not be repeated here.* |

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| * 1. **Capacity of the Applicant** |

**Max 1 page per institution (min font size 9, Times New Roman)**

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| **Applicant [Legal Name]** | |
| General description |  |
| Scientific key person (scientific/scientific sector consultant)\* | [Name, title, qualification] |
| Key research facilities, infrastructure and equipment | *[Guidelines]: Demonstrate that the institution has sufficient facilities and infrastructure to offer a suitable environment for training, research and transfer of knowledge to recruited post-doctorate.* |
| Independent research premises | *[Guidelines]: Please explain the status of the applicant’s research facilities – i.e. are they owned by the applicant or rented by it? Are the research premises wholly independent from other institutions in the consortium?* |
| Previous involvement in research and training programmes | *[Guidelines]: Detail any relevant EU, national or international research and training projects in which the applicant has previously participated during last three years* |
| Current involvement in research and training programmes | *[Guidelines]: Detail the EU and/or national research and training actions in which the partner is currently participating* |
| Relevant publications and/or research/innovation products | *[Guidelines]: Indicate a maximum of 5 scientific publications and/or products that are relevant to the project topic and developed within the institution.* |

\*Scientific/economic sector consultant - person of research project applicant - leader of department, group, study direction, department, or other structural unit where post-doctorate will be included, who will be able to provide support to post-doctorate

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| **Partner organization (if applicable) [Legal Name]** | |
| General description |  |
| Key person (scientific/scientific sector consultant) | [Name, title, qualification] |
| Key research facilities, infrastructure and equipment | *[Guidelines]: Demonstrate that the institution has sufficient facilities and infrastructure to offer a suitable environment for training, research and transfer of knowledge to recruited post-doctorate.* |
| Previous and current involvement in research and training programmes | *[Guidelines]: Detail any relevant EU, national or international research and training projects in which the partner organization is currently participating or has previously participated during last three years* |
| Relevant publications and/or research/innovation products | *[Guidelines]: Indicate a maximum of 5 scientific publications and/or products that are relevant to the project topic and developed within the institution.* |

\*Scientific/economic sector consultant - person of partner institution - leader of department, group, study direction, department, or other structural unit where post-doctorate will be included, who will be able to provide support to post-doctorate.