

By-law for selection of post-doctoral applications of Riga Technical University

For submission of applications to the State Education Development Agency within Activity 1.1.1.2 “Post-doctoral Research Aid” of the Specific Aid Objective 1.1.1 “To increase the research and innovative capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure” of the Operational Programme “Growth and Employment”

Cabinet Regulations regulating the implementation of the Specific Aid Objective’s Activity	Cabinet Regulations No. 50 “On Implementation of Activity 1.1.1.2 “Post-doctoral Research Aid” of the Specific Aid Objective 1.1.1 “To increase the research and innovative capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure” of the Operational Programme “Growth and Employment” adopted on 19 January 2016 (hereinafter - the SAM Cabinet Regulations).
Objective of the selection of post-doctoral applications of Riga Technical University (hereinafter – RTU)	To select postdoctoral researchers that would give significant contribution to development of excellent research at RTU (in accordance with RTU Strategic Goals) in compliance with the requirements defined in Paragraph 25.1 of the SAM Cabinet Regulations for preparation and implementation of research applications according to Human Resources Development Plan of RTU and the Research Programmes (Platforms), and defining the following priority research areas: <ul style="list-style-type: none"> • Energy and Environment; • City and Development; • Information and Communication; • Transport; • Materials, Processes and Technologies; • Safety and Security.
Financial Terms	According to the SAM Cabinet Regulations, the maximum total eligible funding of a research application is 133 806 <i>euro</i> . The maximum period for the implementation of the project is 36 months. <u>Costs eligible for research applications not related to economic activity are following:</u> <ul style="list-style-type: none"> • costs of a postdoctoral researcher (personnel) up to 2731 <i>euros</i> per month, including State mandatory social insurance contributions and other social guarantees laid down in laws and regulations; • costs of one unit according the standard rate specified by Marie Skłodowska-Curie action “Individual Fellowships” of the EU Framework Programme for Research and Innovation “Horizon 2020” – 800 <i>euros</i> per month which include costs contained in Subparagraphs of Paragraph 48 of the SAM Cabinet Regulations. <u>Costs eligible for research applications related to economic activity are defined in Subparagraphs of Paragraph 49 of the SAM Cabinet Regulations.</u>

Type of post-doctoral application selection	Open selection of post-doctoral applications
Deadline for submission of post-doctoral selection applications of RTU and project application	In accordance with the announcement of the call for applications that has been published in the web page of RTU and that is linked to the respective selection round of the Activity 1.1.1.2. of the State Education Development Agency.

I. Requirements for Post-doctoral Researchers

1. A postdoctoral researcher who, according to Paragraph 2.9 of the SAM Cabinet Regulations, is a Latvian or foreign researcher that has acquired a doctorate not more than five years before the deadline for submission of the research applications for postdoctoral research aid in the competition announced by the State Education Development Agency (hereinafter - SEDA), irrespective of age, race, gender, ethnicity, political affiliation, social status or other features, may participate in the selection. The said period may be extended for up to two years, if the person has a justified reason: a parental leave or temporary work disability.
2. In the event of approval of the research application, the post-doctoral researcher must not concurrently receive:
 - 2.1. remuneration within the frame of the present Activity and within the frame of Activity 1.1.1.1 “Practical Research Aid” and Activity 1.1.1.3 “Innovation Grants for Students” of the Specific Aid Objective 1.1.1 “To increase the research and innovative research commissioned by an enterprise, capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure” of the Priority Action “Research, Technology Development and Innovations” of the Operational Programme “Growth and Employment”;
 - 2.2. remuneration in a different project or work place except the case when the post-doctoral researcher’s employment in academic work (except the lead researcher, researcher, research assistant) or in conducting contractual research commissioned by an enterprise, that is outside the implementation of research application, does not exceed 0.2 FTE (full time equivalent). In the given case, it is necessary to ensure appropriate account-keeping of the working time, taking due notice of restrictions imposed on employment by relevant laws and regulations.
3. A post-doctoral researcher that has already once received funding within the frame of Activity 1.1.1.2 “Post-doctoral Research Aid” of the Specific Aid Objective 1.1.1 “To increase the research and innovative capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure” of the Operational Programme “Growth and Employment” cannot participate in the selection.

II. Procedure for Submission of Post-doctoral Applications and Application Documents

4. The Office of the Vice-Rector for Research (hereinafter - OVR) of RTU prepares and announces the main call and, if necessary, an additional call for selection of applications according to Paragraph 25.1 of the SAM Cabinet Regulations by publishing an announcement and the By-law for selection, submission deadline and location in the web page of Riga Technical University www.rtu.lv in both Latvian and English.
5. The post-doctoral researcher can submit the application consisting of the application form included in the Supplement No. 1 of this By-law together with its supplements in following ways:

- 5.1. by sending it as an electronic document signed with a safe electronic signature containing the time stamp to the email address: postdocs@rtu.lv;
- 5.2. in person by submitting one hard copy (bound together in a folder) to RTU Doctoral Studies Department (hereinafter - DSD) located in Room 218, Kaļķu Street 1, Riga.
6. The post-doctoral researcher sends the application form (Supplement No. 1) and the *Research project proposal* in English (Supplement No. 1.1.) as an electronic document to the email address: postdocs@rtu.lv.
7. The application consists of the application form for the selection of the post-doctoral applications (Supplement No. 1) and its supplements:
 - 7.1. Fully filled-out scientific description of the project proposal - *Research project proposal* (in English) (Supplement No. 1.1.);
 - 7.2. Curriculum vitae (CV) of the post-doctoral researcher using the CV format included in the Supplement No. 1.2. (in English);
 - 7.3. A copy of the diploma for the acquisition of a doctoral degree;
 - 7.4. A notice from the employer about a parental leave or temporary work disability (if applicable);
 - 7.5. A statement by the post-doctoral researcher that the post-doctorate has not received aid within the frame of the present Activity and in the event of the allocation of research application aid will not concurrently receive remuneration within the frame of the present Activity and within the frame of Activity 1.1.1.1 "Practical Research Aid" and Activity 1.1.1.3 "Innovation Grants to Students" of the Specific Aid Objective 1.1.1 "To increase the research and innovative research commissioned by an enterprise, capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure" of the Priority Action "Research, Technology Development and Innovations" of the Operational Programme "Growth and Employment" (Supplement No. 1.3.);
 - 7.6. A statement from the head of a relevant RTU structural unit that he/she agrees with the implementation of the post-doctoral research project and will ensure sustainability of the results achieved for at least five years after termination of the research application, including sustainability of the work position created within the scope of the research application, in accordance with the Paragraph 73 and Paragraph 6 of the SAM Cabinet Regulations (Supplement No. 1.4.);
 - 7.7. Information about the readiness of a potential cooperation partner to participate in the implementation of the research application by providing access to scientific infrastructure (equipment that is necessary for the implementation of the research activities) and support from the scientific consultant. This needs to be confirmed with a letter of intent in Latvian and English signed by the representative of the partner institution with an authority to sign (if applicable) (Supplement No. 1.5.);
 - 7.8. A statement from the potential scientific advisor about the cooperation with the post-doctoral researcher to conduct the proposed research project within the frame of Activity 1.1.1.2 "Post-doctoral Research Aid" of the Specific Aid Objective 1.1.1 "To increase the research and innovative capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure" by providing consultations for the planned research (Supplement No. 1.6.);
 - 7.9. Curriculum vitae (CV) of the potential scientific advisor using the CV format included in the Supplement No. 1.2. (in English);
 - 7.10. A statement of one enterprise or a collegial body of enterprises on the significance of the proposed research in development of the research field or the enterprise in Latvian and English (if applicable) (Supplement No. 1.7.);
8. A foreign post-doctoral researcher can submit a project that has been submitted within the frame of the Marie Skłodowska-Curie action "Individual Fellowships" of the EU Framework Programme for Research and Innovation "Horizon 2020" in cooperation with RTU and was evaluated above the quality threshold in the assessment of the

above-mentioned project application, but did not receive funding for the project implementation. In the given case the post-doctoral researcher submits:

- 8.1. All the documents defined in Paragraph 7 of this By-law except the scientific description of the project proposal - *Research project proposal*;
- 8.2. An assessment of the research quality of the project by the experts included in the database of experts of the European Commission;
- 8.3. A decision of the European Commission on the approval of the project;
- 8.4. A copy of the project application submitted within the frame of the Marie Skłodowska-Curie action "Individual Fellowships" of the EU Framework Programme for Research and Innovation "Horizon 2020."

III. Assessment and Assessment Criteria of the Post-doctoral Applications

9. For assessment of the post-doctoral applications, an Administrative Assessment Commission (hereinafter – Assessment Commission) that evaluates the conformity of the post-doctoral applications with administrative criteria and coordinates the assessment process is created by the Order of the Vice-Rector for Research. Similarly, an Appels Commission that reviews complaints of the applicants and, if necessary, evaluates the decisions of the Assessment Commission to reject the post-doctoral application is also created by the Order of the Vice-Rector for Research.
10. The OVR collects the applications from post-doctoral researchers and gives them for review to the Assessment Commission that evaluates the conformity of the post-doctoral applications with administrative criteria: verifies the compliance of the post-doctoral researchers with the demands defined in Part I of this By-law and the compliance of the submitted documents with the demands defined in Part II of this By-law. The Assessment Commission also fills out Part I of the Post-doctoral Application's Assessment Summary (Supplement No. 2) about the conformity with the administrative criteria and records the assessment results. The meetings of the Assessment Commission are protocolled.
11. If there is non-conformity with the administrative criteria, then the Assessment Commission requests the applicant to submit additional information within 3 working days after the decision. If the additional information is not received within the appointed time, the Assessment Commission makes a justified decision to reject the post-doctoral application.
12. For each post-doctoral application that conforms to the administrative criteria, the Assessment Commission draws up an Assessment Sheet of the Post-doctoral Application (Supplement No. 3) by filling out Part II on the research capacity of the post-doctoral researcher and the potential scientific advisor. The post-doctoral application is given for further review to the Scientific Commission of the relevant RTU Faculty. The Scientific Commission receives the Assessment Sheets of the Post-doctoral Applications (Supplement No. 3) and the documents defined in Paragraph 7 of this By-law except the scientific description of the project proposal - *Research project proposal* (Supplement No. 1.1.).
13. The Scientific Commissions of the RTU Faculties evaluate the compliance of the post-doctoral applications with the Eligibility Criteria defined in Part I of the Supplement No. 3 and give their expert opinion on the assessment of the research capacity (Part II of the Supplement No. 3) by adding the statement in the Assessment Sheet of the Post-doctoral Application. The Assessment Sheets of the Post-doctoral Applications are signed by the Chairman of the Scientific Commission.
14. Assessment criteria of the eligibility and the scientific capacity of the post-doctoral applications (Supplement No. 3):
 - 14.1. Contribution of the submitted research topic towards the achievement of the objectives of the smart specialisation strategy of Latvia, implementation of growth priorities or development of specialisation areas;
 - 14.2. Compliance of the research topic with the Research Platforms, Programme, Research Areas and Human Resources Development Plan of RTU;

- 14.3. Research capacity of the post-doctoral researcher;
- 14.4. Research capacity of the scientific advisor.
15. The minimum requirements for selection of the post-doctoral applications:
 - 15.1. The research proposal contributes towards the achievement of the objectives of the smart specialisation strategy of Latvia, implementation of growth priorities or development of specialisation areas;
 - 15.2. The research proposal complies with the Research Platforms of RTU;
 - 15.3. The Applicant has received at least 12 (twelve) points out of maximum of 44 (forty four) points in the assessment of the research capacity of the post-doctoral researcher;
 - 15.4. The potential scientific advisor has received at least 12 (twelve) points out of maximum of 50 (fifty) points in the assessment of his or her research capacity.
16. In the cases when the research capacity of the applicant or the scientific advisor has been evaluated below the level of minimum requirements, but the Scientific Commission believes that the post-doctoral application will give significant contribution to development of scientific excellence of RTU, the Scientific Commission has rights to give additional 6 capacity points justifying their decision with a statement.
17. The Assessment Commission summarizes the statements received from the Scientific Commissions, fills-out Part II of the Post-doctoral Application's Assessment Summary on the assessment criteria of eligibility and research capacity and prepares the protocols of assessment results that are signed by the Chairman of the Assessment Commission.
18. The Assessment Commission takes a decision on endorsable post-doctoral applications that are advanced for preparation of the research application and its submission for the selection round of the Activity 1.1.1.2 "Post-doctoral Research Aid" of the Specific Aid Objective 1.1.1 "To increase the research and innovative capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure" of the Operational Programme "Growth and Employment" in compliance with the Human Resources Development Plan of RTU, allocated co-funding, priority research areas etc. or their rejection.
19. Based on the protocolled decisions of the Assessment Commission, the OVR prepares an RTU Order on endorsed post-doctoral applications that is issued by the Vice-Rector for Research of RTU or, if the Vice-Rector is absent, by the Rector of RTU. The OVR also ensures publication of the results in the web page of Riga Technical University www.rtu.lv and sending the announcement of the evaluation results to the post-doctoral researchers electronically to the e-mail address given in the application form not later than 3 days after the Assessment Commission's decision.
20. After the confirmation of the selection results, RTU agrees with the post-doctoral researcher, according to the Paragraph 25.2. of the SAM Cabinet Regulations, on the content of the research application, the conditions for technical and financial co-operation, the rights, obligations, and liability of the parties, the conditions for the use, introduction, publicity, and marketing of results of the research application; develops the research application in cooperation with the post-doctoral researcher and submits it for the selection round of the Activity 1.1.1.2 "Post-doctoral Research Aid" of the Specific Aid Objective 1.1.1 "To increase the research and innovative capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure" of the Operational Programme "Growth and Employment" to the SEDA.
21. In case 10 working days prior the submission deadline of the respective selection round to the SEDA an agreement on the activities prescribed in the Paragraph 20 of this By-law has not been reached or the Assessment Commission has doubts about the compliance of the scientific description of the project proposal - *Research project proposal* (Supplement No. 1.1.) with the Research project proposal guidelines, the Assessment Commission makes a decision to reject the endorsement for submission of the post-doctoral application to the SEDA and informs the applicant. After the decision of rejection, the Assessment Commission submits the protocol of this decision together

with post-doctoral application to the Appeals Commission that evaluates and makes a final decision to support or reject the decision of the Assessment Commission. If the Appeals Commission supports the decision of the Assessment Commission to reject the endorsement for submission of the post-doctoral application to the SEDA, the OVR prepares an RTU Order on rejection of the post-doctoral application that is issued by the Vice-Rector for Research of RTU or, if the Vice-Rector is absent, by the Rector of RTU.

Supplements:

Supplement No. 1: Application for the Selection of Post-doctoral Applications of RTU

Supplement No. 1.1: Research project proposal with completion guidelines

Supplement No. 1.2: CV sample form

Supplement No. 1.3: Statement that the post-doctoral researcher has not received aid within the frame of the present Activity and in the event of the allocation of research application aid will not concurrently receive remuneration within the frame of the present Activity and within the frame of Activity 1.1.1.1 “Practical Research Aid” and Activity 1.1.1.3 “Innovation Grants to Students” of the Specific Aid Objective 1.1.1 “To increase the research and innovative research commissioned by an enterprise, capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure” of the Priority Action “Research, Technology Development and Innovations” of the Operational Programme “Growth and Employment.”

Supplement No. 1.4: Statement from the head of a relevant RTU structural unit on the implementation of the post-doctoral research project, the sustainability of the project results, including sustainability of the work position, and provision of necessary infrastructure.

Supplement No. 1.5: Sample letter of intent for partner organizations in Latvian and English (if applicable)

Supplement No. 1.6: Statement from the potential scientific advisor about the cooperation with the post-doctoral researcher to conduct the proposed research project within the frame of Activity 1.1.1.2 “Post-doctoral Research Aid” of the Specific Aid Objective 1.1.1 “To increase the research and innovative capacity of scientific institutions of Latvia and the ability to attract external financing, investing in human resources and infrastructure” by providing consultations on planned research

Supplement No. 1.7: Statement of an enterprise or a collegial body of enterprises on the significance of the research in English (if applicable).

Supplement No. 2: Post-doctoral Application’s Assessment Summary

Supplement No. 3: Assessment Sheet of the Post-doctoral Application