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”

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<th>Cabinet Regulations regulating the implementation of the Specific Aid Objective’s Activity</th>
<th>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).</th>
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| 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:  
- 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 euro. The maximum period for the implementation of the project is 36 months. Costs eligible for research applications not related to economic activity are following:  
- costs of a postdoctoral researcher (personnel) up to 2731 euros 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 euros per month which include costs contained in Subparagraphs of Paragraph 48 of the SAM Cabinet Regulations.  
Costs eligible for research applications related to economic activity are defined in Subparagraphs of Paragraph 49 of the SAM Cabinet Regulations. |
I. Requirements for Post-doctoral Researchers

1. In the selection of post-doctoral applications can participate a postdoctoral researcher who:
   1.1. According to Paragraph 2.9 of the SAM Cabinet Regulations, is a Latvian or foreign researcher that has acquired a doctorate not more than ten 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.
   1.2. Has agreed with the potential scientific advisor on the planned cooperation for implementation of the research proposal and the content of the research proposal that corresponds to one of the Riga Technical University’s research platforms, programmes, research areas as well as Human Resources Development Plan.
   1.3. Has agreed with the respective head of the structural unit on the planned cooperation for implementation of the research proposal, the conditions for technical and financial co-operation, the rights, obligations, and liability of the parties, and the conditions for the use, introduction, publicity, and commercialization of results of the research proposal.

2. In the event of approval of the research application, the post-doctoral researcher concurrently:
   2.1. Must not receive remuneration within the frame of the present Activity and within the frame of Activity 1.1.1.1 “Practical Research Aid”, Activity 1.1.1.3 “Innovation Grants for Students” and Activity 1.1.1.5 “Support for International Cooperation Projects in Research and Innovation” 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 Priority Action “Research, Technology Development and Innovations” of the Operational Programme “Growth and Employment”;
   2.2. Must not be employed and receive remuneration in other projects that are restricted by relevant regulations;
   2.3. Can be employed in academic work (bar as the lead researcher, researcher or research assistant), administrative work, conduct contractual research commissioned by an enterprise, be employed in other work or, after getting approval from the Vice-Rector of RTU, in other research project without exceeding 0.2 FTE (full time equivalent) outside the implementation of the post-doctoral research application. 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 format in the web page of Riga Technical University www.rtu.lv in both Latvian and English.

5. The post-doctoral researcher prepares research application in the SEDA’s Post-doctoral research aid information system (hereinafter - POSTDOC information system).

6. The access to POSTDOC system is granted to those post-doctoral researchers who have submitted following documents to RTU Department of Doctoral Studies (hereinafter - DDS):

   6.1. An application addressed to the Vice-Rector for Research of RTU (Supplement No. 1);

   6.2. A statement by the potential scientific advisor with the signature of the head of relevant structural unit on the planned cooperation with the post-doctoral researcher for implementation of the research proposal and on the compliance of the project idea with the Riga Technical University’s research platforms, programmes, research areas as well as Human Resources Development Plan (Supplement No. 2);

   6.3. A copy of the post-doctoral researcher’s diploma about obtaining a scientific degree of a doctor or a document from relevant higher education institution confirming that the post-doctoral researcher will obtain a scientific degree of a doctor by the submission date of the research application in the competition announced by the SEDA;

   6.4. A unilaterally (by the post-doctoral researcher) signed agreement on the use of the POSTDOC information system in 2 copies (Supplement No. 3);

   6.5. A fully filled-out scientific description of the project proposal - Research project proposal (in English) (Supplement No. 4);

   6.6. A Curriculum vitae (CV) of the post-doctoral researcher using the CV format included in the Supplement No. 5;

   6.7. 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”, Activity 1.1.1.3 “Innovation Grants to Students” and Activity 1.1.1.5 “Support for International Cooperation Projects in Research and Innovation” 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. 6).

   6.8. A letter of intent by the partner institution or organization in Latvian and English (if applicable, Supplement No. 7).

7. The documents requesting access to the POSTDOC information system can be submitted in following ways:

   7.1. by sending it as an electronic document signed with a safe electronic signature containing the time stamp to the email address: postdocs3@rtu.lv;

   7.2. in person in paper format to RTU DSD located in Room 218, Kaļķu Street 1, Riga.

8. The requests to access the POSTDOC information system can be made until June 25, 2019 16:00 (Easter European Summer Time, GMT+3).
9. DDS collects and aggregates the applications of the candidates to access the POSTDOC information system and gives them for review to the Administrative Commission. Access to the POSTDOC information system is granted if post-doctoral researcher complies with the requirements described in Section I of this By-law and the application contains fully filled-out documents listed in Paragraph 6 of this By-law.

10. Post-doctoral researcher prepares the research application in the POSTDOC information system electronically by filling out relevant content sections according to the methodology of completing the research application form provided by the SEDA and by uploading necessary attachments. The post-doctoral researcher must fill-out/add following sections/information in Latvian in the POSTDOC information system:

- Iesniegums – Application with project information;
- 1. Apraksts – Project description (Sub-sections 1.1 – 1.4);
- 1.5. Rezultāti – Project activities and results;
- 1.6. Rādītāji – Project result indicators;
- 1.7. Īstenošanas vietas – Project implementation locations;
- 1.9. Partnери – Project partners (if applicable);
- 2. Īstenošana (2.1, 2.3 apakšsadaļas) – Implementation (Sub-sections 2.1 and 2.3);
- 2.4. Risku izvērtējums – Risk analysis;
- 3. Uzturēšana – Maintenance and sustainability (Sub-sections 3.1, 3.2, 6.1 un 6.2);
- Publicitāte – Publicity activities;
- 1. pielikums: Pētniecības pieteikuma īstenošanas laika grafiks – Research application implementation time frame.

In the section “Pievienotie faili” of the electronic application, the post-doctoral researcher must upload:

- A fully filled-out scientific description of the project proposal - Research project proposal (in English) (Supplement No. 4);
- A Curriculum vitae (CV) of the post-doctoral researcher using the CV format included in the Supplement No. 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”, Activity 1.1.1.3 “Innovation Grants to Students” and Activity 1.1.1.5 “Support for International Cooperation Projects in Research and Innovation” 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. 6).
- A letter of intent (Supplement No. 7) signed by the signatory of the cooperation partner (head of the institution, dean of a faculty at the institution, director of a department at the institution, director of a scientific institute of the institution) regarding the preparedness to participate in implementation of the research application and to admit the post-doctoral researcher and ensure access to infrastructure or human resources without gaining advantages or intellectual property rights arising from the activities carried out within the scope of the research application (if applicable), additional information, which can ascertain that the letter concerned has been signed by a signatory (specifying a link to the website of the institution of the cooperation partner, where signatories of the cooperation partner are shown, as well as adding an authorization of the institution of
the cooperation partner (a power of attorney, an internal regulation, a certification of administrative management), which certifies that the letter by the cooperation partner was signed by a person, who is considered a signatory;

- A copy of the post-doctoral researcher’s diploma about obtaining a scientific degree of a doctor.

11. The post-doctoral researcher prepares the research application in the POSTDOC information system until the access is closed for all post-doctoral researchers on June 30, 2019 24:00 (Easter European Summer Time, GMT+3). The POSTDOC information system is closed to all candidates at the same time regardless when the access was granted.

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

12. For administration of the post-doctoral applications, an Administrative Commission that reviews access requests to POSTDOC information system, 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 Administrative Commission to reject post-doctoral applications is also created by the Order of the Vice-Rector for Research.

13. After the access to the POSTDOC information system is closed to the post-doctoral researchers, the OVR aggregates information on electronic applications prepared by the candidates in POSTDOC information system and gives it for review to the Administration Commission that evaluates research application’s conformity with the administrative criteria – requirements defined in the Section II Paragraph 10 of this By-law and the SEDA guidelines. The evaluation results are documented.

14. If there is non-conformity with the administrative criteria, then the Administrative 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 Administrative Commission makes a justified decision to reject the post-doctoral application.

15. If the research application prepared in the POSTDOC information system conforms with the administrative criteria, then the Administrative Commission takes a decision to endorse and submit the post-doctoral research application to the SEDA 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”.

16. Based on the protocoted decisions of the Administrative 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 sending the announcement of the evaluation results to the post-doctoral researchers electronically to the e-mail address given in the application form.

17. After the confirmation of the selection results, RTU signs an agreement with the post-doctoral researcher, according to the Paragraph 25.2. of the SAM Cabinet Regulations, and submits the post-doctoral research application to the SEDA 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”.

18. In case five days prior the submission deadline of the respective selection round to the SEDA the Administrative Commission has doubts about the compliance of the scientific description of the project proposal - Research project proposal (Supplement No. 4) with the Research project proposal guidelines, the Administrative 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 Administrative 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 Administrative Commission. If the Appeals Commission supports the decision of the Administrative 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: An application addressed to the Vice-Rector for Research of RTU to request access to the POSTDOC information system

Supplement No. 2: A Statement of Scientific Advisor and Head of Structural Unit on cooperation with the post-doctoral researcher

Supplement No. 3: An agreement on the use of the POSTDOC information system

Supplement No. 4: A form for scientific description of the project proposal - Research project proposal

Supplement No. 5: CV sample form

Supplement No. 6: 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”, Activity 1.1.1.3 “Innovation Grants to Students” and Activity 1.1.1.5 “Support for International Cooperation Projects in Research and Innovation” 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. 7: Sample letter of intent for partner organizations in Latvian and English (if applicable)