**Research project proposal**

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| **1. Excellence** |

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

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

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| **Short abstract of project proposal (max 200 words)** |
| *[Guidelines]:*  *Title. Economic or non-economic, fundamental or industrial research (please choose one in each category, RTU supports only non-economic project applications). Short project description, including scientific objective, planned actions, expected results and foreseen impact of the project proposal.*  |
| *Provide at least three key words (max 5) characterizing the proposed research project including research field and sub-field. Please specify the research field and sub-field in accordance with* [*https://read.oecd-ilibrary.org/science-and-technology/frascati-manual-2015\_9789264239012-en#page61*](https://read.oecd-ilibrary.org/science-and-technology/frascati-manual-2015_9789264239012-en#page61) |

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| * 1. **Quality and credibility of the research/innovation action (level of novelty, appropriate consideration of inter/multidisciplinary and gender aspects)**
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| *[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.*
* *Overview of research methodology and approach: highlight the type of research (fundamental or industrial 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 implemented.*
* *The gender dimension in the research content (if relevant). In research activities where human beings are involved as subjects or end-users, gender differences may exist. In these cases the gender dimension in the research content has to be addressed as an integral part of the proposal to ensure the highest level of scientific quality.*
* *The interdisciplinary aspects of the project (if relevant).*
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| * 1. **Quality and appropriateness of the training, mobility, transfer of knowledge between the post-doctorate, the applicant and partner organization**
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| *[Guidelines]:* *Outline how transfer of knowledge will occur between the post-doctorate, the applicant and partner organisation (scientific institution/ university or merchant):** *Explain the chosen learning objective and the skills to be acquired, their suitability for career development;*
* *Explain how the post-doctorate will gain new knowledge during the fellowship at the applicant and partner organization(s);*
* *Outline the previously acquired knowledge and skills that the post-doctorate will transfer to the applicant organization(s), including supervision of bachelor, master and doctor theses, developing international project applications.*

*Typical training activities in Individual Fellowships may include:** *Primarily, training-through-research by the means of an individual personalised project, by the support of the scientific / economic sectors consultant and other members of the research staff of the applicant and partner organisations.*
* *Hands-on training activities for developing scientific skills (new techniques, instruments, research integrity, 'big data'/'open science') and transferrable skills (entrepreneurship, proposal preparation to request funding, patent applications, management of IPR, project management, task coordination, supervising and monitoring, take up and exploitation of research results)*
* *Inter-sectoral or interdisciplinary transfer of knowledge (e.g. through secondments)*
* *Taking part in the research and financial management of the action*
* *Organisation of scientific/training/dissemination events*
* *Communication, outreach activities and horizontal skills*
* *Training dedicated to gender issues*
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| * 1. **Quality of the supervision and of the integration in the team/institution**
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| *[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.*
* *The text must show that the post-doctorate should be well integrated within the applicant organisation 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.*

*Briefly describes how the research applicant will contribute the development of research directions and will facilitate the sustainability of the post-doctorate employment possition; how applicant will promote to the professional development of post-doctorate researcher at least five years after the project completion. Indicate that after the completion of research project proposal the newly formed (if applicable) position of postdoctoral researcher should be guaranteed (in full-time equivalent) within the preiod of five years. Explains how sustainability will be ensured and what input will be provided to the institution after upgraded competences and skills (if applicable) of postdoctoral researcher gained during the implementation of post-doctoral research proposal. For example, post-doctoral researcher will develop project applications and attract other financial sources for the achievement of the goals set in the institution's operational strategy, development of research direction, creation of new research group, etc. As well as will ensure that the development of the proposlal's research field occurs in accordance with the strategy and research programs approved of the research institution/university, or business development plan of the merchant; ensures the sustainability of the post-doctoral employment position.* |

*\*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. **Post-doctoral researcher’s potential to reach and re-enforce a position of professional maturity in research**
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| *[Guidelines]: Applicant should demonstrate how their proposed research and personal experience will contribute to post-doctorate professional development as an independent/mature researcher. Describe the new competences and skills planned in the research application and how they relate to the postdoctoral professional experience. 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 3 pages (min font size 11, *Times New Roman*)**

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| * 1. **Enhancing the potential and future career prospects of the researcher**
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| *[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. Which new competences and skills will be acquired? Explain how new competencies and skills acquired during the implementation of research application (as explained in 1.4) can make the post-doctoral researcher more successful in their long-term career.* |

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| * 1. **Quality of the proposed measures to exploit and disseminate the action results**
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| *[Guidelines]: Dissemination and Exploitation strategy is about the results of the action and it is targeted at peers (scientific or the action's own community, industry and other commercial actors, professional organisations, policy-makers) and to the wider research and innovation community - to achieve and expand the potential impact of the action. The proposal should describe*  *the strategy for targeting peers (scientific, industry and other actors, professional organisations, policy-makers, etc.) and the wider community. 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, commercialised. Post-doctoral researcher is expected to take a lead in ensuring that research is fruitful and that results are either exploited commercially or made accessible to the public (or both) whenever the opportunity arises, including information how the planned results of the research will impact on the objectives of the RIS 3, Latvian development priorities or areas of specialization and will impact on strengthening innovation capacity of Latvia, creating new market opportunities, promoting business competitiveness and growth, addressing climate change, the environment or other issues related to the provision of public needs.* *The new knowledge generated by the action should be used wherever possible to advance research and to foster innovation.* *Therefore develop following two points:** ***Dissemination of the research results;***
* ***Exploitation of results and intellectual property rights.***

*Concrete plans for exploitation and dissimination activities must be included in the project proposal*  *Gantt chart* *(see point 3.1).* |

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| * 1. **Quality of the proposed measures to communicate the action activities to different target audiences**
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| *[Guidelines]: The new knowledge generated by the action should be used wherever possible to promote scientific achievements and research profession to the public.* *Communication and public engagement of the action have to be described:** *how the planned public engagement activities contribute to creating awareness of the performed research;*
* *how both the research and results will be made known to the public in such a way they can be understood by non-specialists;*
* *results, which may possibly influence policy-making, and ensure follow-up by industry, civil society and by the scientific community.*

*The primary goal of public engagement activities is to create awareness among the general public of the research work implications for citizens and society. The type of outreach activities could range from press articles and participating in European Researchers' Night events to presenting science, research and innovation activities.**Concrete plans for communication activities must be included in the project proposal Gantt chart (see point 3.1).**Public engagement. Post-doctorate should ensure that their research activities* *– both the action and, when available, its results – 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.* |

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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 (optimal solution is to have 3 to 5 work packages).* *The research project proposal should be designed in such a way to achieve the desired impact. Use the template below to describe each work package:*

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| **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).] |

*A project time diagram should be included in the table overleaf listing the following:** *Work Packages titles,*
* *List of major deliverables,*
* *List of major milestones,*
* *Secondments,*
* *Training,*
* *Scietific publications,*
* *Conferences, seminars and networking,*
* *Public engagement and communication,*
* *Other.*

*Deliverables, milestones, mobility/secondments, training, scientific publications, conferences, publications, networking, public engagement and communication should be described as part of work packages.* *Describe how the action plan and the available resources will ensure the achievement of the research, mobility and learning objectives. Explains why the set amount of months is appropriate*  *for the implementation of the activities concerned.**.* |

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|  | Month |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 |
| Work package 1: [Title] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work package 2: [Title] |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| …. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deliverables |  |  |  |  |  |  |  |  |  |  |  | **D.2.2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Milestones |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobility |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Publication |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conferences, seminars, networking |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Public engagement and communication |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

*Based on work package description(s) in section 3.1., indicate the time frame for implementation in the diagram above using color or symbols. Add or delete rows as necessary. Refer also to section 2.3. for relevant activities of public engagement etc. Use codes to indicate Deliverables and Milestones in the table as described in Work packages (e.g., D2.2 would be the second deliverable from Work package 2 that will be achieved during Month 12 of the project).*

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| * 1. **Appropriateness of the management structure and procedures, including risk management**
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| *[Guidelines]: Briefly explain the management structure and risk management of the proposed project, including:** *Organisation and management structure, as well as the progress monitoring mechanisms put in place, to ensure that objectives are reached;*
* *Risks that might endanger reaching project objectives and the contingency plans to be put in place should risk occur;*
* *Involvement of entity with a capital or legal link to the beneficiary (name of the entity, type of link with the beneficiary and tasks to be carried out), if applicable.*

*When describing the risks you can use following table:*

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| **Risk** | **Probability\*** | **Impact\*** | **Mitigation/Contingency plan** |
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*\*Categories: High, Medium, Low* |

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| * 1. **Appropriateness of the institutional environment (infrastructure)**
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| *[Guidelines]: Provide brief description of following aspects:** *The active contribution of the beneficiary and partner institution to the research and training activities;*
* *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. **Capacity of the Applicant**
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**Max 1 page per institution (min font size 9, Times New Roman)**

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| **Applicant [Legal Name of the Organization]** |
| General description |  |
| Scientific key person (scientific/scientific sector consultant)\* | [Name, scientific degree, position, qualification] |
| Key research facilities, infrastructure and equipment | *[Guidelines]: Demonstrate that the team has sufficient facilities and infrastructure to offer a suitable environment for training and transfer of knowledge to recruited post-doctorate (indicate the main existing and necessary equipment for the implementation of research proposal)* |
| 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 organization 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 organization 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 by the organization.* |

\*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 of the Organization]** |
| General description |  |
| Key person (scientific/scientific sector consultant)\* | [Name, title, qualification] |
| Key research facilities, infrastructure and equipment | *[Guidelines]: Demonstrate that the team has sufficient facilities and infrastructure to offer a suitable environment for training and transfer of knowledge to recruited post-doctorate (indicate the main existing and necessary equipment for the implementation of research proposal).* |
| Previous involvement of partner organization in research and training programmes | *[Guidelines]: Detail any relevant EU, national or international research and training projects in which the partner organization has previously participated during the last three years.* |
| Relevant publications and/or research/innovation products of partner organization | *[Guidelines]: Indicate scientific articles or research and innovation products in the relevant scientific field developed by the partner organization (max. 5).* |

\*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.

*Copy several tables for partner organizations if necessary!*