

Annex 2

Regulations for the Call for Proposals "ANM POSTDOCTORAL GRANTS 2024"

Methodology for the Presentation and Submission of the Grant Application and Final Report of the Grant

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Introduction

The methodology for the presentation and submission of the Grant Application and Final Report of the Grant (hereinafter - the methodology) has been developed for the preparation of the necessary documentation for the Call for Proposals "ANM POSTDOCTORAL GRANTS 2024".

The methodology is designed for Grant Applicants who prepare and submit the Grant Application and for Grant Implementers who prepare the Final Report of the Grant.

I. Terms Used

1.	Postdoctoral Researcher	The scientist who prepares and submits the Grant Application, ensures its implementation - plans and carries out the tasks, is responsible for the execution and achievement of the Project objectives, activities, deliverables and results to the extent, time and quality as foreseen in the Research Application, is responsible for his/her activities in accordance with the norms of scientific ethics, is responsible for the timely preparation and submission of documentation describing the overall and scientific progress of the Grant, in accordance with the terms of the Grant Contract.
3.	Scientific Advisor	The scientist who coordinates the submission of the Grant Application, supervises the quality of the tasks foreseen in the Grant, advises the Postdoctoral Researcher, supervises the execution of the results, in accordance with the terms of the Grant Contract.
4.	Head of Unit	The head of the Unit in which the Grant is being implemented, who approves the submission of the Grant Application, within whose headed Unit the Grant is being implemented, who assumes responsibility for the achievement of the Project results and is accountable for the execution of its parts, in accordance with the terms of the Grant Contract.
5.	Grant contact person	A natural person registered in the National Scientific Activity Information System completes the information about the Project, uploads its annexes and reports, and, if necessary, maintains contact with the staff of the Latvian Council of Science (the Grant contact person may be the Postdoctoral Researcher or the Grant Scientific Advisor).
6.	Expert	A foreign scientist who carries out an independent individual scientific evaluation of the Grant Application, the Final Report of the Grant and whose scientific qualifications, evaluation expertise and work experience are relevant to the scientific field and subject matter of the Grant Application and the Final Report of the Grant.
7.	Reporter	The expert who carries out the individual scientific evaluation of the Grant Application, the Final Report of the Grant and the consolidated scientific evaluation of the Grant Application, the Final Report of the Grant, in agreement with the other expert.

II. Presentation and Completion of the Grant Application

1. The Postdoctoral Researcher shall complete Part A of Annex 1 of the Regulations, "Grant Application" (hereinafter - the Application), in the Information System and upload the following sections as annexes in the Information System:
 - 1.1. Part B of the Application "Description of the Grant Application";
 - 1.2. Part C of the Application "Curriculum Vitae" (hereinafter - CV);
 - 1.3. Part D of the Application "Acknowledgment by the Grant Applicant" and "Acknowledgment by the Scientific Advisor and the Head of Unit";
 - 1.4. Part E of the Application "Acknowledgment by the Consolidation Partner" (if applicable).
2. The following language requirements shall be observed:
 - 2.1. Part A and its Chapters shall be completed in Latvian and English;
 - 2.2. Part B "Description of the Grant Application" and Part C "Curriculum Vitae" shall be completed in English;
 - 2.3. Part D shall be completed in Latvian;
 - 2.4. Part E shall be completed in Latvian.
3. Documentation items related to the Application may be uploaded separately in the Information System, but everything shall be uploaded and completed in the Information System within the deadline for submission of Applications set out in the Regulations. The Application shall be mutually agreed by the Postdoctoral Researcher and the Scientific Advisor before its submission.

III. Completion of Part A of the Grant Application

4. Part A of the Grant Application shall be completed in the Information System in Latvian and English.
5. Chapter 1 of Part A of the Application, "General information", shall be completed for the Grant Applicant, the Grant Scientific Advisor, the Unit in which the Grant will be implemented and the Consolidation Partner (if applicable).

1. Grant title in LV Grant title in ENG	<i>Grant title in Latvian and English</i>
2. Grant Applicant - Post-doctoral researcher (name, surname)	<i>Name and surname to be given in the form on the identity documents), contact details (telephone number and e-mail address)</i>
2.1. E-mail address of the Grant Applicant	
2.2. Phone No. of the Grant Applicant	
2.3. E-mail address of the Grant Applicant's institution	<i>Indicate the e-mail of the scientific institution (RTU / RTA / RTU LA)</i>
2.4. Website of the Grant Applicant's institution	<i>Indicate the website of the scientific institution (RTU / RTA / RTU LA)</i>
3. Unit where the Grant will be implemented	<i>Full name of the faculty and institute/centre</i>
4. Scientific Advisor (name, surname)	<i>Name and surname to be given in the form on the identity documents</i>
5. Consolidation Partner (if applicable)	<i>Name and contact details of the Consolidation Partner, in accordance with Section 8 of the Regulations</i>
5.1. Phone No. of the Consolidation Partner.	
5.2. E-mail address of Consolidation Partner	
5.3. Website of the Consolidation Partner	

6. Type of research	<i>Indicate whether the Grant will involve fundamental or applied research</i>
	fundamental research
	applied research
7. Smart specialisation area	<i>Selection</i>
8. Type of funding	<i>Indicate in accordance with Section 4 of the Regulations</i>
	external consolidation funding (RTU- RTU LA)
	external consolidation funding (RTU-RTA)
	internal consolidation and excellence funding (RTU-LJA)
	internal consolidation (RTU)
9. The Grant's main scientific field and sub-field, as defined in the Research Platform Areas in Section 17 of the Regulations	Selection related to the type of funding chosen in Section 8
10. Total Grant funding (EUR)	<i>Indicate the total funding required for the Project (in euro), taking into account Section 5 of the Regulations</i>
11. Grant Application Summary in LV (1200 characters) Grant Application Summary in ENG (1200 characters)	<i>Describe the main activities and deliverables</i>
12. Keywords in LV Keywords in ENG	<i>Indicate at least three keywords describing the Project Proposal, including the scientific field and sub-field of the research</i>
13. Grant implementation period	<i>Indicate the implementation period of not less than 12 months, with a start date no later than 01.01.2025</i>
	Project start date (year, month)
	Project end date (year, month)
	Project duration in months

6. Chapter 2 of Part A of the Application, "Grant Deliverables" shall be completed in the Information System, taking into account the Project deliverables as set out in Section 15 of the Regulations. A number of Project deliverables shall be identified.

No.	Type of result	Number at the end of the Project
1.	Published, submitted or accepted for publication original scientific articles (at least one - mandatory) included in Q1 or Q2 quartile journals indexed in SCOPUS or Web of Science databases, and written with co-authors from QS WUR 2024 Top 500 universities	
2.	Submitted (at least one - mandatory) project application to an international R&D project call (Horizon Europe, etc.);	
3.	International patents applied for or obtained	
4.	Other results relevant to the specific nature of the research and complementary to the above (<i>specify</i>)	

7. Chapter 3 of Part A of the Application, "Grant Budget", shall be completed in the Information System, indicating the costs of implementing the Grant under the eligible cost items set out in Sections 27 and 28 of the Regulations:

No.	Type of costs	Number of months	Cost per month, EUR	TOTAL
1.	Remuneration costs	<i>Number of months of Grant implementation</i>		<i>Calculation of the total amount of a cost type by multiplying the number of months of implementing of the Grant by the amount per month of the cost type</i>
2.	Unit cost			<i>The total amount of items 2.1, 2.2, 2.3, 2.4, 2.5 shall be calculated</i>
2.1.	Business trip expenses			
2.2.	Costs of purchase and delivery of materials			
2.3.	Costs of external services			
2.4.	Training - professional development costs			
2.5.	Costs of publishing scientific articles			
3.	Administrative costs of the Unit implementing the Grant (10% of unit cost)	<i>10% of the total amount of unit cost in item 2</i>		
	TOTAL: (1, 2, 3)	Total of items 1, 2, 3		

IV. Completion of Part B of the Grant Application "Description of the Grant Application"

8. The Postdoctoral Researcher shall complete the Grant Application Description Form in English. The completed Grant Application Description Form shall be saved as a PDF file and uploaded in the Information System.
9. All Chapters and Sub-chapters of the Grant Application Description Form shall be completed, entering information in the fields provided, taking into account the following conditions and guidelines:

Conditions for the formatting of the Description:

- not more than 12 pages;
- font size not less than 11;
- single line spacing;
- indentation - 2 cm on each side, 1.5 cm on the top and bottom;
- all tables, diagrams, references/reference lists and other elements shall be included in the Project Description, not exceeding 12 pages.

Grant title: *indicate the title of the Grant*

1. Scientific Excellence

The objective and hypothesis (if any) of the research and the tasks to achieve the objective. The objective shall demonstrate the link to the contribution to the knowledge base of a scientific field or several scientific fields by generating new knowledge or technological insights. The research objective shall be consistent with what is envisaged in the Grant; it is not advisable to have several parallel objectives, especially if the research plan does not describe how to achieve all of them. Indicators (e.g. scientific results) against which the achievement of the objective can be measured are recommended. The objective shall be consistent with the capacity of the Applicant (and the Project Consolidation Partner, if applicable) to achieve it (i.e. the resources available and the tasks identified are sufficient to achieve the objective within the timeframe of the Project implementation). The tasks shall be clear, realistic and achievable, and consistent with the Grant's objective, implementation plan and scientific deliverables.

The current state of the scientific field or scholarship of the research shall be described, highlighting the role of the research in the context of the field, the main challenges and priorities, the necessity, originality and novelty of the research in the context of the field of research (other aspects such as interdisciplinarity or multidisciplinary).

The scholarship description shall include information showing the overall development of the field of research, what the Applicant has done in the field, and what new contributions the Project will make.

The research methodology and research approach to achieve the objective shall be described in detail. It is recommended to highlight the innovative methodological solutions that will be applied in the Grant. If the Project involves experimentation or research involving human and animal subjects, the ethical aspects of the research shall also be described.

The involvement of foreign research staff from the QS WUR 2024 TOP 500 universities shall be described.

The Postdoctoral Researcher shall describe how the planned research and personal experience will contribute to the Postdoctoral Researcher's professional development towards becoming an independent researcher. Describe the new competences and skills envisaged in the Research Application and how they relate to the Postdoctoral Researcher's existing professional experience. The Postdoctoral Researcher should aim to achieve a realistic and clearly defined career development goal and to develop and broaden research skills, in particular interdisciplinary expertise, cross-sectoral experience and generic skills.

Describe the qualifications and level of experience of the Scientific Advisor in the field of research of the Research Application, indicating international collaboration, participation in projects, publications, patents and any other achievements related to the Research Application in the last 3 (three) years

2. Impact

2.1. Scientific results and technological insights of the research and their dissemination plan

Describe the expected scientific results and technological insights in line with the objective and tasks of the research (as specified in Chapter 1 "Scientific Excellence" of Part B "Description of the Grant Application" of the Project Proposal) and their impact on the knowledge base in the relevant and/or other scientific fields.

To describe the preparation of new project applications (e.g. Horizon Europe calls) using the results obtained in this Project, it is recommended to describe the call in which the new project applications are planned to be submitted, the collaborations established, the thematic framework of the new project proposal, etc.

Engagement in international cooperation networks, in particular with QS WUR TOP 500 universities, shall be described.

Specific plans for scientific publishing, data publication, intellectual rights strengthening or participation in and organisation of scientific events according to the breakdown in the Results Indicator Table shall be listed. It is recommended to describe the subject of the publication, the scientific journals in which it is planned to publish and its relevance to the subject matter of the research. The number of scientific publications submitted and approved shall be appropriate to the scope of the Project and the experience of the researcher. It shall be described whether original scientific articles included in Q1 and Q2 quartile journals indexed in SCOPUS or Web of Science databases, and written with co-authors from QS WUR 2024 Top 500 universities, are foreseen. It shall be taken into account that the highest scores will be awarded only if such articles are foreseen in Q1 journals.

In Chapter 2 of Part A of the Project Proposal, "Grant Deliverables", indicate the quantitative indicators for publicising the results of the Project, if the indicators are to be delivered during the Project. The experts will assess the relevance and proportionality of the plan to the Project's overall results. The outputs shall be binding if the Project is funded.

2.2. Socio-economic impact of the results and publicity

In this section, describe the use of the results of the research (also after the Grant has ended), e.g. policy planning or regulatory development based on the results, new technologies, technological instructions, recommendations and other potential users of the Grant's results based on measurable parameters.

If the research is clearly fundamental, its impact in the future shall be foreseen by identifying the stakeholders and sectors where the Grant's results will potentially be used. It is recommended to describe the approaches/interactions that will be used to reach the potential users of the Grant's results.

Where relevant, include possible knowledge and technology transfer measures. If it is intended to patent the results of the Grant, the patenting strategy shall be indicated.

The approach to effective public outreach using the Grant's results, including the promotion of own scientific field and science in general, planned publicity activities, possible communication channels, and tools for more successful public outreach, shall be described.

The description shall be binding and its progress shall be reflected in the Final Scientific Report of the Grant. The experts will assess the relevance and proportionality of the plan to the Grant's overall results.

2.3. International cooperation and networking

Describe the activities that will be undertaken to promote international cooperation, involvement in international networks, visibility of the research team, mobility, production of new knowledge and international research projects (indicating partner organisations, programmes, conferences, etc. if possible).

The experts will assess the relevance and proportionality of the measures mentioned in this subsection to the Project's overall results.

3. Implementation

3.1. Description of the Grant activities and deliverables

In this section, detail the work plan according to the objective and tasks of the research, outlining the stages of the work. The description of the work stage shall include its title, the start and end month of the Project, a description of the methodology used, the equipment and research infrastructure used, the missions envisaged (if any); if the Project involves a Project Consolidation Partner, the tasks of the Project Cooperation Partner shall be indicated, the results obtained and the outputs (in accordance with Chapter 2 "Impact" of Part B "Description of the Grant Application" of the Project Proposal).

Both thematic and chronological considerations shall be taken into account when drawing up the work plan, and overlapping work stages shall be avoided. It is recommended that the work plan also includes dissemination and project management activities, which take a certain amount of time to complete.

If the Project involves a Consolidation Partner, the rationale for the Consolidation Partner's involvement in the implementation of the Grant, the expected contribution and its capacity shall be outlined.

3.3. Overall Grant management

Describe the management organisation, decision-making, quality management, staffing issues, monitoring of Project implementation, liaison with the Consolidation Partner (if applicable), administration capacity (resources available to the Project Applicant), intellectual property management issues (if applicable) within the Grant. Project management mechanisms can be designed in line with practices already in place in the Project Applicant's institution, while describing Grant-specific management aspects.

3.4. Research and implementation risk assessment

The Applicant shall develop a plan to prevent or mitigate potential risks (see Table 1). Several types of risks, e.g. financial risks, implementation risks, risks to achieving results, scientific risks, etc. shall be indicated. The likelihood of risks may be high, medium or low, and the impact may be high, medium or low. The section on risk prevention and mitigation measures shall describe the measures planned to reduce the likelihood of a risk occurring or its impact on the Grant.

Table 1

No.	Risk - name and type - implementation, achievement of results, financial etc.	Description of risk - causes, consequences, impacts, including on what - intended result / target group	Assessment		Causes and/or prevention/mitigation measures
			Likelihood (likely not to happen - 1, rather unlikely - 2, very likely - 3, likely to happen - 4)	Impact (low - 1, medium - 2, high - 3)	
1.	<i>name and type of risk</i>	brief description of risk	<i>Coefficient from 1-4</i>	<i>Coefficient from 1-3</i>	<i>specific measures to prevent or mitigate the likelihood of the causes or consequences of risks</i>
2.					
3.					
n					

V. Completion of Part C "Curriculum Vitae" of the Project Proposal

10. The *Curriculum Vitae* shall be completed by the Postdoctoral Researcher.
11. The Postdoctoral Researcher shall attach a copy of the document certifying the award of the PhD degree to the *Curriculum Vitae*.
12. The completed *Curriculum Vitae* form and a copy of the document certifying the award of the PhD degree shall be uploaded as a PDF file into the Information System. The *Curriculum Vitae* shall be completed under the following conditions:

Part C "Curriculum Vitae"

Conditions for completing the *Curriculum Vitae*:

- not more than 2 pages;
- font size not less than 11;
- single line spacing;
- indentation - 2 cm on each side, 1.5 cm on the top and bottom;

Name, surname:

additional forms of the name and surname used to identify the author in publications may also be specified

Postdoctoral Researcher identifier(s), if used (ORCID, Research ID, Scopus Author ID, etc.):

EDUCATION

Indicate the title of the PhD degree, the date of its award, the field of science, the institution, the country

WORK EXPERIENCE

Description of current and past positions and related duties/tasks in the last five years relevant in the context of this Project

Date [current position] [institution, country]

Date [position] [institution, country]

SCIENTIFIC PROJECTS

indicate projects and project applications relevant in the context of this Call for Proposals

SCIENTIFIC PUBLICATIONS

indicate up to five scientific publications or intellectual property assertions relevant to the context of the Project, also including the total number of publications, the total number of citations, the citation index and the source, e.g. Scopus or Web of Science Core Collection

OTHER INFORMATION

indicate other information within a 2-page limit, e.g. number of Doctoral or Master's theses supervised, duties in editorial boards, international research experience, teaching experience

VI. Presentation and Submission of the Administrative Parts of the Project Proposal

13. The administrative parts of the Project Application are Part D "Acknowledgment by the Grant Applicant" and "Acknowledgment by the Scientific Advisor and the Head of Unit", Part E "Acknowledgment by the Consolidation Partner". Part D and Part E shall be completed in Latvian.
14. The Postdoctoral Researcher shall sign the Grant Application's acknowledgment by a secure electronic signature and upload it to the Information System in the space provided.
15. The Scientific Advisor assigned to the Grant and the Head of the Unit implementing the Grant shall sign the acknowledgment by a secure electronic signature and the Postdoctoral Researcher shall upload it to the Information System in the space provided.
16. The representative of the Consolidation Partner (with signatory power) shall complete the Consolidation Partner's acknowledgment by filling in the spaces indicated in the Form and following the formatting conditions set out in the Form.
17. The representative of the Consolidation Partner shall sign the Consolidation Partner's acknowledgment by a secure electronic signature and the Postdoctoral Researcher shall upload it in the Information System in the space provided.
18. If a secure electronic signature cannot be provided for any of the acknowledgments, the acknowledgments shall be signed and the Postdoctoral Researcher shall upload a scanned copy of them in the Information System in PDF file format, delivering the original signed document in person or by post before the deadline for the submission of Applications.

VII. Presentation and Completion of the Final Report of the Grant

19. The Postdoctoral Researcher shall produce the Final Report of the Grant within one month of the end date of implementation and upload it in the Information System.
20. The Final Report of the Grant shall be produced by linking it to the information provided in the Grant Application. If the named scientific publications that have been accepted for publication cannot be found on the Internet, the Postdoctoral Researcher shall upload the publisher's acknowledgment of the publication in the Information System in addition to the above Report.
21. The Final Report of the Grant shall be completed in English, all chapters and sub-chapters of the Report shall be filled in, the information shall be entered in the fields provided and uploaded in the Information System as a PDF file.
22. The Final Report of the Grant shall be completed by the Postdoctoral Researcher under the following conditions:

Final Report of the Grant

Text formatting requirements:

- not more than 12 pages;
- font size not less than 11;
- single line spacing;
- indentation - 2 cm on each side, 1.5 cm on the top and bottom;
- all tables, diagrams, references/reference lists and other elements shall be included in the Interim/Final Scientific Report, not exceeding 12 pages.

Grant title: *indicate the title of the Grant*

1. Scientific Excellence

The Postdoctoral Researcher shall describe the research methodology and the progress of the research in accordance with Chapter 1 "Scientific Excellence" of Part B "Description of the Grant Application" and Sub-chapter 2.1 of Chapter 2 "Scientific Results and Technological Insights of the Research and Their Dissemination Plan" of the Project Proposal, including the progress towards the objectives and tasks.

The scientific results and technological insights achieved during the implementation as foreseen in the Grant Application, in addition to a description of their methodological or theoretical originality, as well as the impact of the results on the development and knowledge base of own or other scientific fields shall be described.

2. Impact

2.1. Scientific results of the Grant

The Postdoctoral Researcher shall describe the implementation of the dissemination plan drawn up in Sub-chapter 2.1 "Scientific Results and Technological Insights of the Research and Their Dissemination Plan" of Part B "Description of the Grant Application" of the Project Proposal, the sustainability of the knowledge generated, changes to the plan and any necessary adjustments.

2.2. Opportunities for research development

Scientific cooperation of the Postdoctoral Researcher with Latvian or foreign scientific organisations, types of cooperation (briefly described) and integration into the Project as planned in Sub-chapter 2.1 "Scientific Results and Technological Insights of the Research and Their

Dissemination Plan" of Part B "Description of the Project Application" of the Project Proposal shall be described.

Opportunities to participate in the preparation of new project applications, including under the EU Research and Innovation Framework Programme "Horizon Europe", using the results obtained in this Project as planned in Sub-chapter 2.1 "Scientific Results and Technological Insights of the Research and Their Dissemination Plan" of Part B "Description of the Project Application" of the Project Proposal.

A description of whether additional funding has been secured to further develop the Research Project idea.

In Table 1, the scientific cooperation activities within the scope of the Project implementation shall be listed.

Table 1

No.	Cooperation institution/organisation, country	Type of cooperation	Result	Time period
1.				
2.				
3.				
n				

2.3. Socio-economic impact of the results

Use of the Project's scientific results in cooperation with institutions, businesses in the development of new technologies, technological instructions, legislation, policy planning, etc. Evaluation of the cooperation by the Project Implementer. Specific cases, if applicable, shall be listed in Table 2.

A reflection of the contribution of the research to the scientific field or fields (as indicated in Chapter 1 "General Information" of Part A of the Project Proposal) during the implementation of the Project.

If there are any obstacles to the impact of the Grant's results, they shall be describe here.

Table 2

No	Cooperation with	Type of cooperation	Result	Time period
1.				
2.				
3.				
4.				
n				

2.4. Publicity and communication

Communicating the results of the Project to the public as planned in the Project Proposal and changes, including how the Project has succeeded in reaching the target audience indicated in Sub-chapter 2.2 "Socio-economic Impact and Publicity of the Results" of Part B "Description of the Grant Application" of the Project Proposal.

In Table 3, the specific measures or activities aimed at publicity and public outreach shall be indicated.

Table 3

No.	Communication channel (e.g. TV, radio, social networks, etc.)	Activity (e.g. interview, popular science article, seminar, etc.)	Target audience planned/reached (describe the target audience of the activity and the size of the audience reached)	Available (provide a hyperlink where the activity or information on the activity is available)	Date of publication/event
1.					
2.					
3.					
4.					
n					

3. Implementation

Progress on the work plan implementation and risk management.

The progress of the work plan of the research in the light of Sub-chapter 3.1 "Description of the Grant Activities and Deliverables" of Part B "Description of the Grant Application" of the Grant Application, as well as the risks faced by the Grant Implementer during implementation, how they were addressed and whether they were already foreseen in the risk plan outlined in Sub-chapter 3.4 "Research and Implementation Risk Assessment" of Part B "Description of the Grant Application" of the Grant Application. If new risks were identified during the implementation, describe them and their remediation, as well as their impact on further progress, results and budget of the research here.

Changes in the Project management organisation and their impact on Project implementation if any.