

Annex 5
Regulations for the Open Call for Proposals "Research and Development Grants 2024"
of Riga Technical University

**Criteria for the Scientific Evaluation of the Final Scientific Report of the Project and
Scientific Evaluation Form for the Final Scientific Report of the Project**

1. The Project Leading Researcher shall complete the Final Scientific Report of the Project (hereinafter - the Final Report). The Final Report shall be subject to scientific expertise, which is organised by the LCS on behalf of RTU, involving two independent foreign experts for the evaluation of the Final Scientific Report of the Project.
2. The LCS shall provide foreign experts with access to the information system for the Final Scientific Report of the Project concerned and the Proposal for the same Project.
3. Within three weeks of the signing of the expert's acknowledgment and the conclusion of the Expert Contract, the expert shall carry out an individual evaluation of the Final Report by completing Annex 5 "Scientific Evaluation Form for the Final Scientific Report of the Project" to the Regulations.
4. The expert shall assess the Final Report against the following criteria:

Individual/Consolidated Evaluation of the Final Report	
Grant title:	
Expert(s):	
1.	Criterion: Scientific Quality of the Grant Application
	<p><i>The expert shall evaluate how the Project Scientific Team has achieved what was planned in the Project Proposal by the end of the Project. Chapter 1 "Scientific Excellence" of the Final Report shall be taken into account, while linking it to the Final Report as a whole and to the Project Proposal. Here, the expert shall provide comments and suggestions on research opportunities after the end of the Project in order to achieve scientific excellence.</i></p> <p><i>The expert shall assess whether the results of the Project Scientific Team during the period demonstrate its high research capacity and whether the results described are appropriate to contribute to the knowledge base of the scientific field(s).</i></p>
2.	Criterion: Impact of Research Results
	<p><i>The expert shall evaluate how the Project Scientific Team has achieved what was planned in the Project Proposal by the end of the Project. Chapter 2 "Impact" of the Final Report shall be taken into account, while linking it to the Final Report as a whole and to Part B of the Project Proposal "Description of the Project Application". In this field, the expert shall provide comments and suggestions on the impact of the Project and the dissemination of the knowledge gained, as well as on communication activities after the end of the Project.</i></p> <p><i>The expert shall evaluate whether the Project Scientific Team has achieved what was planned in Part B of the Project Proposal. Assess whether the plans described in the Project Proposal for identifying stakeholders, applying the right forms of cooperation and transferring the knowledge generated by the Project (e.g. in recommendations, guidelines, prototyping, etc.) have been implemented as planned. It shall be assessed whether the scientific outputs (publications, participation in conferences, registration</i></p>

	<p><i>of intellectual property) have been achieved according to the milestone planned in the Project Proposal.</i></p> <p><i>The expert shall assess whether the international cooperation planned in the Project (including writing new projects, joining international networks, etc.) has taken place to the extent foreseen in the Project and has contributed to the achievement of the Project's aim and to the capacity building of the Project Scientific Team.</i></p>
3.	<p style="text-align: center;">Criterion: Grant Feasibility and Provisions</p> <p><i>The expert shall assess how the Project Scientific Team has achieved what was planned in the Project Proposal by the end of the Project. Chapter 3 "Implementation" of the Final Report shall be taken into account, while linking it to the Final Report and to Part B of the Project Proposal "Description of the Project Application" as a whole. In this field, the expert shall provide comments and suggestions to make the projects more successful.</i></p> <p><i>The expert shall assess whether the management of the Project has been effective, including taking into account the overall progress of the Project. Whether the risk plan foreseen in Part B "Project Management and Risk Plan" of the Project Proposal has been implemented where risks materialised and whether their solutions are credible. In addition, the expert shall assess and indicate whether there is sufficient involvement of students in the implementation of the Project.</i></p>

5. The expert shall assess the Final Report with one of two ratings:
 - 5.1. Project objective achieved;
 - 5.2. Project objective not achieved.
6. Once both experts have completed and approved their individual evaluation of the Final Report in the Information System, the LCS shall provide both experts with access to the completed individual evaluation by both experts, and disclose to each expert the identity of the other expert.
7. In the consolidated evaluation score in points of the Final Report, the two experts shall agree on a consolidated evaluation score in points, summarising the evaluations made in the individual evaluations and their supporting comments.
8. The Reporter shall prepare a consolidated evaluation score in points for the Final Report in accordance with the form in Annex 5 to the Regulations, taking into account the individual evaluations of the two experts, and agree it with the other expert before submitting it to the Board in the Information System.
9. If the experts have given a rating of "Project objective not achieved" in the consolidated evaluation of the Final Scientific Report of the Project, the experts shall also indicate in the evaluation the percentage of achievement of the Project's objective.

Evaluation Form for the Final Scientific Report of the Project

Individual/Consolidated Scientific Evaluation of the Final Report of the Project	
Project title	
Members of the Commission:	
Expert(s):	
1.	Criterion: Scientific Excellence
	(comment)
2.	Criterion: Impact
	(comment)
3.	Criterion: Project Feasibility and Provisions
	(comment)
Project objective achieved (%)	
Project objective not achieved, percentage of objective evaluation score (%)	