

**REGULATION**

**of the University of Latvia**

**on**

**preliminary selection of postdoctoral applications**

**for**

**submission to the State Education Development Agency** (SEDA)

**for the research application selection round**

**for**

**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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| Regulations of the Cabinet of Ministers regulating implementation of the activity of the specific aid objective aid  | Cabinet Regulations No. 50 of January 19, 2016, “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”  (hereinafter - the SAM Cabinet Regulations)  |
| Purpose of preliminary selection of postdoctoral applications of the University of Latvia (hereinafter the UL)  | To select postdoctoral researchers in compliance with requirements prescribed by Paragraph 25.1 of the SAM Cabinet Regulations for submission and implementation of research applications in line with the Human Resources Development Plan of the University of Latvia (approved in 08.07.2016. by Order No.302 of the UL) and the research programme (approved in 25.01.2016. by Decision No.268 of the Senate of UL), prescribing the following priority excellence areas for groups of sectors:1. Exact sciences:
	1. innovative information technologies;
	2. mathematical methods as promoters of excellence in exact sciences;
	3. climate change and adaptation;
	4. innovative materials;
	5. nanotechnologies and quant technologies;
	6. Sub-sectors of exact sciences relevant for ensuring a quality study process.
2. Medicine and life sciences:

2.1. ecology and biological diversity;2.2. ethnopharmacy/pharmacology and chemistry of natural substances;2.3. innovative biomedical technologies;2.4. biobank;2.5. research on public health and health care organisation;2.6. regenerative medicine;2.7. medical physics.3. Social sciences:3.1. interaction of technologies and the individual, innovative public administration and education;3.2. challenges of life quality and sustainable development of the nation;3.3. reflective societies of Europe in the conditions of globalisation**;**3.4. innovation and global competitiveness of Europe.4. Humanities:4.1. critical thinking as the promoter of development of the society;4.2. Latvian studies (in the European context);4.3. the Latvian diaspora in the world;4.4. intercultural and interdenominational communication;4.5. language policy, multilingual education/research. |
| Financial terms | Under the SAM Cabinet Regulations:1. The maximum total eligible funding of a research application shall be 133,806 euros.2.The following costs shall be eligible within the scope of a research application not related to economic activity:* costs of a postdoctoral researcher (personnel) up to 2,731 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.

3. Costs eligible for a research application related to economic activity shall be specified by Subparagraphs of Paragraph 49 of the SAM Cabinet Regulations |
| Type of postdoctoral application selection  | an open competitive selection of postdoctoral applications  |
| Implementation period 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” | \_\_.\_\_.2016 | November 30, 2023 |

1. **Requirements for Postdoctoral Researchers**

1. A postdoctoral researcher who, according to Paragraph 2.9 of the SAM Cabinet Regulations, is a Latvian or foreign researcher who has acquired doctorate not more than five years before the deadline for submission of research applications for postdoctoral research aid in the competition announced by the StateEducation Development Agency (SEDA), irrespective of age, race, gender, ethnicity, political affiliation, social status or other features, may participate in the selection procedure. The said period may be extended for a period of two years, if the person has a justified reason: a parental leave or temporary work disability.

2.In the event of the approval of the research application the postdoctoral researcher must not concurrently receive:

2.1. remuneration within the frame of the present Activity and within the scope of this Activity and within the scope 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”;

2.2. remuneration in another project or place of work except the case except the case when the postdoctoral researcher’s employment - outside the research application implementation - in academic work (except the leading researcher, researcher, research assistant) or in conducting contractual research commissioned by an enterprise does not exceed 0.2 FTE (full time equivalent). It shall be necessary in the given case to ensure appropriate account-keeping of the work time, taking due notice of restrictions imposed on employment by regulatory acts.

1. A postdoctoral researcher who has already once received funding of postdoctoral research aid in the Republic of Latvia shall not be allowed to participate in the selection procedure.

1. **Submission of Postdoctoral Applications and Required Documents**
2. The Project Implementation Division of the Research and Project Department (herein after the RPD) of the UL shall prepare and announce application for preliminary selection of postdoctoral applications by publishing the Regulation on application selection, the announcement about the place for submissions, the deadline for application submissions in Latvian as well as in English on the website of the UL www.lu.lv.

5. The postdoctoral researcher may submit the application:

5.1. by sending it as an electronic document signed by a safe electronic signature containing the time stamp to the email address: pecdoktoranti@lu.lv;

5.2. in person by submitting one hard copy to the Project Implementation Division of the RPD of the UL, in 5 Baznīcas street (the building in the yard), Room 454, Riga.

6. The research project proposal of the postdoctoral research application (in English) (Supplement 1.2) shall be sent in the DOC or DOCX format to the email address: pecdoktoranti@lu.lv.

7. The application for preliminary selection shall consist of the following:

7.1. an application for the postdoctoral application selection (Supplement 1.);

7.2. the curriculum vitae (CV) of the postdoctoral researcher (in English) (Supplement 1.1);

7.3. the research project proposal (in English) (Supplement 1.2);

7.4. a copy of the diploma of the doctoral degree. If at the time of submitting the application for the pre-selection procedure the postdoctoral researcher has defended his/her Doctoral Thesis, however, has not yet received the diploma, the postdoctoral researcher shall submit a statement confirming the defense of the Doctoral Thesis issued by the respective institution;

7.5. a formal acknowledgement from the Academic Information Centre (AIC) about the recognition of the doctoral degree if it has been awarded abroad;

7.6. a statement by the postdoctoral researcher that the postdoctoral 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 scope of this Activity and within the scope 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 1.3);

7.7. information about the readiness of the cooperation partner to participate in the implementation of the research application (if the Project envisages a cooperation partner) (Supplement 1.4.);

7.8. confirmation about the University of Latvia industry research consultant support **(**Supplement 1.5.);

7.9. the statement of an enterprise or a collegial body of enterprises about the significance of the research (in English) (for industrial research) (Supplement 1.6.);

7.10. other documents testifying to the skills, knowledge and capacity of the postdoctoral researcher, including copies of publications or indications of websites where they have been published, information about participation in conferences, certificates attesting language proficiency, information about participation in the implementation and administration of research projects awarded as a result of competition, information about international experience and other documents.

8. A foreign postdoctoral researcher may 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” and was evaluated above the quality threshold in the above assessment of project applications, however, did not receive funding for project implementation. In the given case the postdoctoral researcher shall submit:

8.1. assessment of the research quality of the project by experts included in the database of experts of the European Commission;

8.2. decision of the European Commission on the approval of the project;

8.3. 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”;

8.4. the statement of an enterprise or a collegial body of enterprises about the significance of the research (in English) (for industrial research) (Supplement 1.6.).

1. **Assessment of Postdoctoral Applications**

9. Postdoctoral applications shall be assessed according to the following criteria (Supplement 2):

9.1. quality and research excellence of the development of the research application;

* 1. impact of the research application;

9.3. planned implementation of the research;

9.4. research capacity of the postdoctoral researcher;

9.5. contribution of the research theme to achievement of the objectives of the smart specialisation strategy of Latvia, implementation of growth priorities or development of specialisation fields;

9.6. compliance of the research theme to the research programme, human resources plan and research areas of the UL.

10. The research application submitted by a foreign postdoctoral researcher that has been submitted in cooperation with the UL within the frame of the Marie Skłodowska-Curie action “Individual Fellowships” of the EU Framework Programme for Research and Innovation “Horizon 2020” and was evaluated above the quality threshold in the above assessment of project applications, however, did not receive funding for project implementation, shall be assessed only according to 3 (three) eligibility criteria:

10.1. compliance of the postdoctoral researcher with requirements contained in Part I of the present Regulation;

10.2. the total funding of the research application does not exceed the maximum total maximum total eligible funding of a research application prescribed by Paragraph 47 and restrictions of costs stipulated by Paragraph 48 of the SAM Cabinet Regulations;

10.3. the research theme contributes to achievement of the objectives of the smart specialisation strategy of Latvia, implementation of growth priorities or development of specialisation fields.

11. A foreign postdoctoral researcher may 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” and was evaluated above the quality threshold in the above assessment of project applications, however, did not receive funding for project implementation, shall not participate in the overall selection procedure. . In the event of meeting conditions laid down in Paragraphs 10.1. 10.2. and 10.3. of the present Regulation, the Commission shall take the decision on recommending the postdoctoral application for formulation of the research application and its submission for the research application selection round for 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”.

1. **Preliminary Selection of Postdoctoral Applications**
2. The Project Implementation Division of the RPD of the UL shall collate information and review compliance of the postdoctoral researcher with requirements contained in Part I of the present Regulation and compliance of the submitted documents to requirements of Part II of the present Regulation and shall submit the received documents to the Council of the respective sector of science at the UL (hereinafter the Council). In the event of the research theme submitted by the postdoctoral researcher being an interdisciplinary research study, it shall be assessed by all councils involved in the research.
3. The Council shall undertake the said assessment according to the formulated assessment criteria (Supplement 2) within 5 (five) work days from the deadline for the submission of applications. The minutes of the meeting of the Council or the extract from the said minutes as well as filled in and signed assessment forms together with documents submitted by the postdoctoral researcher shall be returned to the Project Implementation Unit. Members of the Council sign a statement concerning elimination of a conflict of interest
4. The Project Implementation Division of the RPD of the UL shall summarize the assessments, arranging them according to priority rating, starting with the project that has scored the highest number of points.
5. The summary shall be submitted to the Commission established by the order of the UL (hereinafter the Commission) for final decision. The Committee shall be convened by its Chairperson. The Commission shall be have decision-making competence if its meeting is attended by at least 2/3 of the Commission members. Prior to taking the decision members of the Commission sign a statement concerning elimination of a conflict of interest. The decision shall be taken by a majority of votes; in the event of a tie vote the Chairperson of the Commission shall have the decisive vote. The Commission shall take the decision on postdoctoral applications that should be supported and recommended for formulation and submission for the selection round of research applications for 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” or that should be rejected in compliance with the Human Resource Development Plan of the UL, the Scientific Programme of the UL, the allocated budgetary co-funding, priority research sectors of the institution etc. The minimum score required for the support of the application shall be 50 (fifty) points from the maximum total of 100 (hundred) points.
6. The Secretary of the Commission shall present the summary of the assessment results in the minutes signed by the Chairperson of the Commission and submit them to the Project Implementation Division of the RPD of the UL.
7. The Project Implementation Division of the RPD of the UL shall draft the order of the UL following the decision of the Commission that shall be issued by the Rector of the UL or a person authorized by the Rector, ensure that the decision of the Commission is made publicly accessible on the website of the UL www.lu.lv and that the postdoctoral researcher is informed about the results of the competition by sending the notification electronically to the email address indicated on the application within 3 (three) work days from the moment the Commission has taken the respective decision.
8. The postdoctoral researcher whose application was not supported within the frame of the preliminary selection round, may submit the application repeatedly for the next preliminary selection round of applications, however, the postdoctoral researcher cannot submit an application that is identical to the application that has been rejected in view of its low research quality.
9. The postdoctoral researcher may challenge the decision of the Commission in the Academic Arbitration Court of the UL within 1 (one) months’ time from the date when the decision was taken.
10. Following the approval of results of the competition the LU shall develop the research application in cooperation with the postdoctoral researcher.

**V. Formulation, Filing and Submission of a Research Application to the SEDA**

21. The research application shall consist of the research application form and its supplements:

21.1. the timetable for the implementation of the research application;

21.2. the plan of financing;

21.3. the budget summary of the research application;

21.4. the research project proposal (in English);

21.5. the postdoctoral researcher’s curriculum vitae/CV (in English);

21.6. the statement of an enterprise or a collegial body of enterprises about the significance of the research (in English) (for industrial research);

21.7. the letter of the cooperation partner about its readiness to participate in the implementation of the research application if the research application is implemented in partnership with a foreign or Latvian research institution, higher educational institution or enterprise;

21.8. decision of the European Commission on the approval of the project submitted within the frame of the Marie Skłodowska-Curie action “Individual Fellowships” of the EU Framework Programme for Research and Innovation “Horizon 2020” (if applicable);

21.9. a copy of the research application submitted within the frame of the Marie Skłodowska-Curie action “Individual Fellowships” of the EU Framework Programme for Research and Innovation “Horizon 2020” (if applicable);

21.10. assessment of the research quality of the project by experts included in the database of experts of the European Commission (if applicable);

21.11. a justification regarding the stimulating impact of the public support planned within the frame of the research application in line with requirements contained in Article 6.2 and 6.3 of the Commission Regulations No.651/2014 (applicable if the planned research application implementation is related to economic activity);

21.12. Statement confirming non-existence of double funding.

1. The research application shall be filed in Latvian. Should any section of the research application form be filed in another language, a translation in the state language shall be appended under the procedure prescribed by Cabinet Regulations No.291 of August 22, 2000, “On Procedure for [Procedure for the Certification of Translations of Documents in the State Language](http://www.vvc.gov.lv/export/sites/default/docs/LRTA/MK_Noteikumi/Cab._Reg._No._291_-_Certification_of_Document_Translations_.doc)” or certified by a notary .
2. The curriculum vitae/CV of the research applicant – the postdoctoral researcher, the research project proposal and the statement of an enterprise or a collegial body of enterprises about the significance of the research (in English) (for industrial research) shall be submitted in English in compliance with Paragraph 23 of the SAM Cabinet Regulations.

24. In the event of the research application being filed in the form of an electronic document:

24.1. regulatory acts on filing electronic documents shall be complied with[[1]](#footnote-1);

24.2. the research application and additional documents submitted as a single file shall be signed by a secure electronic signature containing the time-stamp. Applications signed by an electronic signature shall be accepted via e-mail also on the day following the final submission deadline if they have been signed by a time stamp on the last submission date.

25. In the event of the research application being filed as a hard copy in paper form:

25.1. regulatory acts prescribing requirements for preparing and filing documents shall be complied with[[2]](#footnote-2);

25.2. one original copy shall be submitted, appending an identical electronic copy, providing documents in the DOC or DOCX and XLS or XLSX format on an electronic data carrier. Documents appended to the research application may be appended also in the format of PDF or JPG files. The electronic copy of the research application shall be identical to the original of the research application;

25.3. The research application shall be prepared in computer print, pages may be printed/copied on both sides; chapters, paragraphs and subprograms of the research application shall not be changed and deleted;

25.4. If any of the supplements to the research application is a copy, true copy or extract of an electronic document in paper form, its correctness shall be certified in compliance with requirements of regulatory acts.

26. In compliance with Sub-paragraph 25.2 of the SAM Cabinet Regulations, the UL shall enter into an additional agreement (Supplement 3) with the supported postdoctoral researcher regarding the content of the research application, conditions for technical and financial co-operation, rights, obligations, and liability of the parties, terms for the use, introduction, publicity, and marketing of results of the research application. **The additional agreement shall become effective only in the event of the approval of the research application by the SEDA.**

27. The UL shall submit the research application to the SEDA for the research application selection round for 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”.

**Supplements:**

Supplement 1. Application for the preliminary selection round of postdoctoral applications at the UL (in Latvian):

Supplement 1.1. Curriculum vitae/CV of the postdoctoral researcher (in English) for the preliminary selection round of postdoctoral applications at the LU (in English);

Supplement 1.2. Research project proposal (in English);

Supplement 1.3. Statement by the postdoctoral researcher (in Latvian);

Supplement 1.4. Information about the cooperation partner for the preliminary selection round of postdoctoral applications at the UL(in Latvian);

Supplement 1.5. Confirmation about the University of Latvia industry research consultant support (in Latvian);

Supplement 1.6. Statement of an enterprise or a collegial body of enterprises about the significance of the research (in English) (for a project related to economic activity).

Supplement 2. Assessment criteria for the the preliminary selection round of postdoctoral applications at the UL.

Supplement 3. Additional Agreement with the UL.

Supplement 4. Statement concerning elimination of a conflict of interest.

1. Law on Electronic Documents, Cabinet Regulations No. 473 of June 28, 2000, “On Procedures for the Preparation, Drawing Up, Storage and Circulation of Electronic Documents in State and Local Government Institutions, and the Procedures by which Electronic Documents are Circulated between State and Local Government Institutions, or Between These Institutions and Natural Persons and Legal Persons

. [↑](#footnote-ref-1)
2. Law on Legal Force of Documents, Cabinet Regulatinos No. 916 of September 28, 2010, “On Procedure for Preparing and Filing Documents”. [↑](#footnote-ref-2)