**REGULATION**

**of the nodibinajums Baltic Studies Centre**

**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 nodibinajums Baltic Studies Centre (hereinafter BSC) | 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 research themes listed in “*Baltic Studies Centre* Research Programme, Human Resource Plan and Research Fields 2016- 2025” (in particular in perspective research areas). | |
| Financial terms | Under the SAM Cabinet Regulations:  The maximum total eligible funding of a research application shall be 133,806 euros.  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.   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 | October 14, 2016 | November 30, 2023 |

1. **Requirements for Postdoctoral Researchers**
2. 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.
3. In the event of the approval of the research application the postdoctoral researcher must not concurrently receive:
   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. 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.
4. 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.
5. **Submission of Postdoctoral Applications and Required Documents**
6. BSC shall prepare and announce application for preliminary selection of postdoctoral applications according the 1st Subparagraphs of Paragraph 48 of the SAM Cabinet Regulations 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 BSC website (www.bscresearch.lv).
7. The postdoctoral researcher have to submit the application by post (via registered letter) sending all of the needed forms filled and signed to the BSC address Kokneses prospekts 26-2, Rīga, LV-1029, Latvija. The letter should be sent until November 14 (including). On the envelope there should be written “For the preliminary selection of postdoctoral fellows”.
8. The application for preliminary selection shall consist of the following:
   1. an application for the postdoctoral application selection (Attachment 1.);
   2. the research project proposal (in English) (Attachment 2);
   3. the curriculum vitae (CV) of the postdoctoral researcher (in English) (formatted according to *Europass*);
   4. a copy of the diploma of the doctoral degree (a formal acknowledgement from the Academic Information Centre (AIC) about the recognition of the doctoral degree if it has been awarded abroad);
   5. 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” (Attachment 3);
   6. information about the readiness of the cooperation partner to participate in the implementation of the research application (if the Project envisages a cooperation partner) (Attachment 6);
   7. Information and confirmation about the possible scientific or/ and market consultant. Postdoctoral fellow can collaborate with multiple consultants, however, at least one of the consultants should represent BSC (Attachment 7);
   8. the statement of an enterprise or a collegial body of enterprises about the significance of the research (in English) (for industrial research);
   9. 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.
9. 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:
   1. assessment of the research quality of the project by experts included in the database of experts of the European Commission;
   2. decision of the European Commission on the approval of the project;
   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”;
   4. the statement of an enterprise or a collegial body of enterprises about the significance of the research (in English) (for industrial research).
10. **Preliminary Selection of Postdoctoral Applications**
11. BSC 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 BSC Scientific Committee (hereinafter the Committee). 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.
12. The Committee shall undertake the said assessment according to the formulated assessment criteria (Attachment 5) 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 applicants.
13. Initially for each proposal it’s correspondance to the requirements described in II and III chapter will be assessed.
14. Postdoctoral applications shall be assessed according to the following criteria (Attachment 5):
    1. quality and research excellence of the development of the research application;
    2. impact of the research application;
    3. planned implementation of the research;
    4. research capacity of the postdoctoral researcher;
    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;
    6. compliance of the research theme to the “*Baltic Studies Centre* Research Programme, Human Resource Plan and Research Fields 2016- 2025”.
15. 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:
    1. compliance of the postdoctoral researcher with requirements contained in Part I of the present Regulation;
    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;
    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.
16. 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”.
17. Committee shall summarize the assessments, arranging them according to priority rating, starting with the project that has scored the highest number of points. *Proposal will be considered as automatically rejected If in any of the evaluation criteria described in Attachment 5 proposal will score lower than the set selection benchmark*.
18. Committee 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 “*Baltic Studies Centre* Research Programme, Human Resource Plan and Research Fields 2016- 2025”. The minimum score required for the proposal to be considered for support is at least 75% of total points. There are also the minimum score for each of criterions described in Attachment 5.
19. Committee shall present the summary of the assessment results in the minutes signed by the Chairperson of the Committee.
20. Board of BSC shall draft the order of the BSC following the decision of the Committee that shall be issued in BSC home page ([www.bscreseaerch.lv](http://www.bscreseaerch.lv)). Postdoctoral researcher is informed about the results of the competition by sending the notification electronically to the email address indicated on the application within 5 work days from the moment the Commission has taken the respective decision.
21. After the results have been confirmed BSC in compliance with Sub-paragraph 25.2 of the SAM Cabinet Regulations, the UL shall enter into an additional agreement 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.** BSC board together with applicant prepare final application to be submitted 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”.
22. If three days prior to final deadline when postdoctoral proposal has to be submitted to SEDA BSC and the post-doctoral applicant have not reached agreement concerning the points described in paragraph 18 or post-doctoral applicant has not carried out any of the aspects described in this regulation or other related documents, BSC board can decide reject the proposal of particular post-doctoral applicant. BSC board will inform Committee and post-doctoral applicant in written form.

**Pielikumi:**

1. attachment. Application for the preliminary selection round of postdoctoral applications at the BSC;
2. attachment. Research project proposal (in English);
3. attachment. Statement by the postdoctoral researcher (in Latvian);
4. attachment. 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);
5. attachment. Assessment criteria for the the preliminary selection round of postdoctoral applications at the BSC;
6. attachment.
7. attachment.