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I E G U L D Ī J U M S T A V Ā N Ā K O T N Ē

Institute of Horticulture, Latvia University of Agriculture regulations of post-doctoral research applications for submission to the next round of research application selection in measure 1.1.1.2 “Postdoctoral Research Funding” in the framework of 1.1.1. specific support objective “To Increase Research and Innovation Capacity of Scientific Institutions of Latvia and their Ability to Attract External Funding by investing in Human Resources and Infrastructure” within Operational Programme “Growth and Employment”

Regulation of the Cabinet of Ministers regulating implementation of the measure of specific support objective	Regulation of the Cabinet of Ministers No 50 (January 19, 2016) on “Implementation of measure 1.1.1.2 “Post-doctoral Research Funding” in the framework of 1.1.1. specific support objective “To Increase Research and Innovation Capacity of Scientific Institutions of Latvia and their Ability to Attract External Funding by investing in Human Resources and Infrastructure” within Operational Programme “Growth and Employment” (Further: SAM MK Regulation)	
Aim of pre-selection competition of postdoctoral researchers’ applications in Institute of Horticulture, Latvia University of Agriculture (hereinafter referred to as LatHort)	To select post-doctoral researchers according to the requirements stated in Article 25.1. of the SAM MK Regulation for preparing of research applications and implementation of research applications on the basis of human resources development plan and research programme of the Institute of Horticulture, Latvia University of Agriculture giving the priority to the following areas of science fields: breeding of horticultural crop cultivars; environmentally-friendly production systems, storage and processing technologies, incl. biochemistry and microbiology of fruits and vegetables, biological basic research for horticultural science.	
Funding conditions	According to SAM MK Regulation: Maximum total referable funding of the research application is EUR 133,806. <u>The following costs are eligible in the framework of unrelated to economic activity research application:</u> <ul style="list-style-type: none"> • Post-doctoral researcher’s (staff) costs account for up to EUR 2,731 monthly, including state social insurance contributions and others social guarantees as stated in legal documents; • Unit cost is 800 euro per person monthly according to Marie Skłodowska-Curie Action grant programme “Individual Fellowships” of the European Union research and innovation programme “Horizon 2020” which comprises costs included in subpoints of SAM MK Article 48. <u>Referable funding for research applications related to economic activity is determined in subpoints of Article 49 in SAM MK Regulation.</u>	
Type of implementation of post-doctoral researchers’ selection	Open selection of post-doctoral researchers’ applications	
Submission deadline of post-doctoral researchers’	From September 15, 2016	Until October 20, 2016

I. Requirements for post-doctoral researchers

1. Post-doctoral researcher who according to 2.9. subpoint of SAM MK Regulation is a researcher from Latvia or from another country and who has been awarded the doctoral degree not more than five years before the deadline of the submission of post-doctoral research funding application to the competition announced by the State Education Development Agency is eligible for participation in the selection regardless of age, race, gender, ethnicity, political affiliation, social status or any other characteristics (hereinafter referred to as an applicant). The time period can be prolonged until two years if the person has reasonable grounds: parental leave or temporary incapacity for work.

2. If research application is accepted, a post-doctoral researcher cannot simultaneously receive:

2.1. funding within the framework of this measure and funding in measure 1.1.1.1 "Practical research support" and measure 1.1.1.3 "Innovation grants for students" of the priority direction "Research, technological development and innovations" of 1.1.1 specific support objective "To Increase Research and Innovation Capacity of Scientific Institutions of Latvia and their Ability to Attract External Funding by investing in Human Resources and Infrastructure" within Operational Programme "Growth and Employment".

2.2. salary in another project or work place, except for the cases when outside employment's working hours of a post-doctoral researcher in academic work (except for the post of a leading researcher, researcher or scientific assistant) or in contract commercial research do not exceed 0.2 of full-time load equivalent. In such cases the record of work schedule is necessary in order to observe the employment restrictions stated by the law.

3. A post-doctoral researcher, who has once received post-doctoral research support funding, is not eligible for the selection.

II. Procedure of submission of post-doctoral researchers' application and the necessary documents

4. LatHort prepares and announces the pre-selection of post-doctoral researchers' applications according to 21.1. subpoint of SAM MK Regulations. The pre-selection regulation is published in the LatHort website www.lvai.lv in Latvian and English.

5. A post-doctoral researcher is entitled to submit an application personally at the LatHort, Graudu street 1, Dobele, Latvia, from September 15, 2016 until October 20, 2016, or send the application by mail (postmark) to the following address: LatHort, Graudu street 1, Ceriņi, Krimūnu pagasts, Dobeles novads, LV- 3701, or by e-mail darzkopibas.instituts@llu.lv

6. The application consists of:

6.1. a letter of application to the selection of post-doctoral researchers applications (Supplement 1);

6.2. an application form which corresponds to a part from the "Research project proposal" (in English) (Supplement 2);

6.3. post-doctoral researcher's Curriculum Vitae (CV)¹ (in English);

6.4. the diploma of the degree of Doctor and/or the certificate of the Academic Information Centre on the recognition of the diploma of the degree of Doctor;

6.5. post-doctoral acknowledgment (Supplement 3);

6.6. information on the potential partner's readiness to participate in the implementation of the research application (if applicable);

¹ CV *Europass* is recommended

6.7. Other documents which show the post-doctoral researcher's abilities, knowledge and capacity, including copies of publications or references to the websites where they have been published, information on participation in conferences, language certificates, information on participation in implementation and administration of research projects obtained on competitive basis, information on international cooperation and other documents.

7. Post-doctoral researchers from other countries are entitled to submit the project which was submitted in cooperation with LatHort to Marie Skłodowska-Curie Action grant programme "Individual Fellowships" of the European Union research and innovation programme "Horizon 2020" and received the evaluation above the quality threshold in the above mentioned project assessment, but did not receive funding. In this case an applicant submits:

- 7.1. Experts' assessment of the scientific quality of the project; experts should be included in the European Commission expert database;
- 7.2. The European Commission's decision on the project approval;
- 7.3. A copy of the submitted project proposal to Marie Skłodowska-Curie Action grant programme "Individual Fellowships" of the European Union research and innovation programme "Horizon 2020";
- 7.4. An opinion of the merchant's or merchants' collegial institution on the significance of the study in English (if applicable).

III. Procedure of pre-selection of post-doctoral researchers' applications

8. Director of LatHort issues a decision to establish the assessment commission (further: the commission) that will be headed by the Scientific committee chairman for the purpose of evaluation of post-doctoral researchers' applications in 10 working days' time. The evaluation is performed by filling in an individual evaluation list for each applicant (Supplement 4) or recording the assessment in any other way. All the minutes of meetings of the commission are recorded.

9. As regards the evaluation of the post-doctoral researcher's application, firstly, eligibility of an applicant is checked on the basis of the requirements of Part II of this regulation as well as the relevance of submitted documents is evaluated concerning the requirements of Part III of this regulation. If an applicant and submitted documents do not satisfy the requirements, the commission makes a decision to reject an application.

10. Criteria for evaluation of post-doctoral researchers' applications (Supplement 4):

- 10.1. the quality and scientific excellence of research project proposal;
- 10.2. influence of research project;
- 10.3. planned implementation of the research;
- 10.4. scientific capacity of a post-doctoral researcher;
- 10.5. contribution of the research project in achieving strategic goals of smart specialisation, implementation of growth priorities or development of specialization areas in Latvia;
- 10.6. the relevance of the research project to the LatHort research programme, research areas and human resources plan.

11. An application of a post-doctoral researcher from a foreign country which was submitted in cooperation with LatHort to Marie Skłodowska-Curie Action grant programme "Individual Fellowships" of the European Union research and innovation programme "Horizon 2020" and received the evaluation above the quality threshold level in the above mentioned project assessment, but did not receive funding is assessed according to only three criteria:

- 11.1. The eligibility of a post-doctoral researcher in relation to the first point of the present regulation;
- 11.2. The total funding of the application does not exceed the maximum total referable funding stated in Article 47 of SAM MK Regulation and cost restrictions mentioned in its Article 48;

11.3. The research project proposal gives contribution to achieving strategic goals of smart specialisation, implementation of growth priorities or development of specialization areas in Latvia.

12. Post-doctoral researcher from a foreign country, whose project was submitted in cooperation with LatHort to Marie Skłodowska-Curie Action grant programme “Individual Fellowships” of the European Union research and innovation programme “Horizon 2020” and received the evaluation above the quality threshold level in the above mentioned project assessment, but did not receive funding, does not take part in the pre-selection along with others; if the requirements of subpoints 11.1; 11.2 and 11.3 of this regulation are met, the commission makes a decision to forward the post-doctoral researcher’s application to the next selection round of measure 1.1.1.2 “Post-doctoral Research Funding” in the framework of 1.1.1. specific support objective “To Increase Research and Innovation Capacity of Scientific Institutions of Latvia and their Ability to Attract External Funding by investing in Human Resources and Infrastructure” within Operational Programme “Growth and Employment”.

13. The commission summarizes the evaluations of applicants, ranging applications in the order of priority starting with the highest score.

14. The commission makes a decision regarding the supported post-doctoral researchers’ applications, which will be forwarded to the next selection round in measure 1.1.1.2 “Post-doctoral Research Funding” in the framework of 1.1.1. specific support objective “To Increase Research and Innovation Capacity of Scientific Institutions of Latvia and their Ability to Attract External Funding by investing in Human Resources and Infrastructure” within Operational Programme “Growth and Employment” or which will be rejected according to the LatHort human resources development plan, allocated budget for co-financing, institutional priority research areas etc.

15. The secretary of the commission depicts the results in the protocol which is signed by the chairperson of the commission.

16. Director of LatHort on the basis of the results of the commission prepares the LatHort decision and publishes the results online www.lvai.lv as well as informs applicants personally about the results.

17. After the approval of the pre-selection competition results, following 25.2. subpoint of SAM MK Regulations, LatHort agrees with the supported post-doctoral researcher on the content of research application, technical and financial cooperation, the choice of a cooperation partner, the rights, obligations and responsibility of the parties, usage and introduction of research results, publicity and commercial conditions; together with the post-doctoral researcher prepares the research application and submits it to the next selection round of measure 1.1.1.2 “Post-doctoral Research Funding” in the framework of 1.1.1. specific support objective “To Increase Research and Innovation Capacity of Scientific Institutions of Latvia and their Ability to Attract External Funding by investing in Human Resources and Infrastructure” within Operational Programme “Growth and Employment”.

18. If two weeks before the deadline of the submission of the research application to the next selection round, the agreement has not been achieved regarding activities stated in Point 17 of this regulation or an applicant has not fulfilled any of the agreement’s points concerning the preparation of the application, director of LatHort rejects submission of the post-doctoral researcher’s application to the next round by informing the commission and the applicant about it in writing. The commission’s secretary records the information in the protocol which is signed by the chairperson of the commission.

19. If director of LatHort holds the view that one week before the deadline of the submission of the research application to the next selection round, the research project proposal in English of appropriate quality has not been received, the commission is asked to express its opinion. The commission evaluates the research project proposal in English again, providing a reasoned approval or rejection. If the commission confirms that the research project proposal in English is not of relevant quality, director of LatHort rejects submission of the post-doctoral researcher's application to the next round by informing the commission and the applicant about it in writing. The commission's secretary records the information in the protocol which is signed by the chairperson of the commission.

Supplements:

Supplement 1. Application to pre-selection of post-doctoral research applications;

Supplement 2. Scientific description with completion methodology of the research application which is a part of “Research project proposal”;

Supplement 3. Post-doctoral acknowledgment;

Supplement 4. Evaluation Criteria for pre-selection of post-doctoral research applications at Institute of Horticulture, Latvia University of Agriculture.