

REGULATION

of **the Institute of Solid State Physics, University of Latvia (ISSP UL)**

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 SAO Cabinet Regulations) | |
| Purpose of preliminary selection of postdoctoral applications of the ISSP UL | To select postdoctoral researchers in compliance with requirements prescribed by Paragraph 25.1 of the SAO Cabinet Regulations for submission and implementation of research applications in line with the Research Program of ISSP UL, prescribing the following priority directions of the research:   * Functional materials for electronics and photonics; * Nanotechnology, nanocomposites and ceramics; * Thin films and coating technologies; * Theoretical and experimental studies of materials structure and properties. | |
| Financial terms | Under the SAO 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 SAO Cabinet Regulations.   Costs eligible for a research application related to economic activity shall be specified by Subparagraphs of Paragraph 49 of the SAO Cabinet Regulations | |
| Type of postdoctoral application selection | an open competitive selection of postdoctoral applications | |
| Deadline for the submission of postdoctoral applications | from 23.09.2016 | till 24.10.2016 |

1. **Requirements for Postdoctoral Researchers**
2. A postdoctoral researcher who, according to Paragraph 2.9 of the SAO 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.

1. **Submission of Postdoctoral Applications and Required Documents**
2. ISSP UL prepares and announces 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 ISSP UL www.cfi.lu.lv.
3. The postdoctoral researcher may submit the application:
   1. by sending it as an electronic document signed by a safe electronic signature containing the time stamp to the email address: issp@cfi.lu.lv;
   2. in person by submitting one hard copy at ISSP UL, Kengaraga street 8, Riga, room 204.
   3. by post – ISSP UL, Kengaraga street 8, Riga, LV-1063, Latvia
4. The application for preliminary selection shall consist of the following:
   1. an application for the postdoctoral application selection (Annex 1.1);
   2. the research project proposal (Annex 1.2);
   3. the curriculum vitae (CV) of the postdoctoral researcher (Annex 1.3);
   4. 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” (Annex 1.4);
   5. information about the readiness of the cooperation partner to participate in the implementation of the research application (if the Project envisages a cooperation partner) (Annex 1.5);
   6. information about the potential consultant on research/national economy (Annex 1.6);
   7. 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);
   8. other documents testifying 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.
5. A foreign postdoctoral researcher may submit a project that has been submitted in collaboration with ISSP 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. 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”;
6. **Procedure for the Preliminary selection of Postdoctoral Applications**
7. To evaluate the post-doctoral applications, the Director of ISSP UL by his order shall appoint an evaluation board (the Board) to evaluate the applications within 10 (ten) working days by drawing up an individual post-doctoral application evaluation sheets for each Applicant (Annex 2) or otherwise documenting the evaluation. Meetings of the Board shall be recorded.
8. During evaluation process of the post-doctoral applications, first the post-doctoral researchers’ compliance with the Part II of this Regulation and compliance of the documents submitted with the Part III of this regulation shall be examined. In case of non-compliance of the applicant and the documents submitted, the Board shall take a motivated decision to reject the application.
9. Postdoctoral applications shall be assessed according to the following criteria (Annex 2):
   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 research programme, human resources plan and research areas of the ISSP UL.
10. The research application submitted by a foreign postdoctoral researcher that has been submitted in cooperation with the ISSP 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 requested funding indicated in the research application does not exceed the maximum funding of a research application prescribed by Paragraph 47 and restrictions of costs stipulated by Paragraph 48 of the SAO 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.
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 11.1. 11.2. and 11.3. 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”.
12. The Board shall summarize the assessments, arranging them according to number of points received in the preliminary selection. Those applications, which did not receive the necessary minimal number of points in any of criteria, shall not be included in the priority rating and will be excluded from further evaluation process and is considered to be rejected. The Board shall arrange the list of the applications by priority research sectors, starting with applications that have received the highest score in every scientific area.
13. The Board shall take the decision on postdoctoral applications that should be supported and recommended for submission for the project call 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”.
14. The Secretary of the Board shall present the summary of the assessment results in the minutes signed by the Chairman of the Board.
15. The Board shall draft the evaluation summary that shall be issued by the Director of ISSP UL or a person authorized by the Director, and the Board will ensure that the decision is made publicly accessible on the website of the ISSP UL [www.cfi.lu.lv](http://www.cfi.lu.lv). The Board informs the post-doctoral researcher about the results of the competition by sending the notification according to the type of communication indicated in the Annex 1.1.
16. After the results of the competition are approved, in compliance with Subparagraph 25.2 of the Cabinet Regulations, ISSP UL shall enter into agreement with the selected post-doctoral researcher regarding the content of the research application, conditions for technical and financial co-operation, the choice of co-operation partner, rights, obligations, and liability of the parties, terms for the use, introduction, publicity, and marketing of results of the research project. Together with the post-doctoral scientist the ISSP UL shall prepare a research application and then submit it for the project call 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”.
17. If within 5 (five) working days before the deadline of the project call the agreement referred to in Paragraph 17 of this Regulation is not reached or the applicant has failed to comply with any of the points of the agreement relating to the preparation of an application, the Director of the ISSP UL or a person authorised by the Director shall refuse the submitting a research application for the application selection round giving a notice to the Board and the Applicant in writing. The Secretary of the Board shall summarize the information in a minutes signed by the Chairman of the Board.
18. If the Director of the ISSP UL or a person authorised by the Director considers that within 5 (five) working days before the deadline of research application selection round research project proposal (in English) of appropriate quality has not been received, he/she shall ask for the opinion of the Board on this issue. The Board shall re-evaluate the research project proposal in English. If the Board confirms that the research project proposal in English is prepared in inadequate quality, the Director of ISSP UL or a person authorised by the Director shall refuse submitting a research application for the project call giving a notice to the Board and the applicant. The Secretary of the Board shall summarize the information in minutes signed by the Chairman of the Board.

**Annexes**

Annex 1.1. Application for the preliminary selection round of postdoctoral applications (in Latvian):

Annex 1.2. Research project proposal (in English);

Annex 1.3. Curriculum vitae of the postdoctoral researcher (in English);

Annex 1.4. Statement by the postdoctoral researcher (in Latvian);

Annex 1.5. Information about the cooperation partner (in Latvian);

Annex 1.6. Information about the consultant from the sector of science/national economy (in Latvian);

Annex 2. Assessment criteria.