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ATTĪSTĪBAS  
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EIROPAS SAVIENĪBA  
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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

## Latvian Biomedical Research and Study Centre Post-doctoral Application Pre-selection Regulations

### 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” Research Application Selection Round for Submitting Research Applications

Regulations of the Cabinet of Ministers regulating the implementation of the specific aid objective activity	Cabinet Regulations No. 50 adopted 19 January 2016 "Regulations Regarding 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”" (the SAM Cabinet Regulations)
Latvian Biomedical Research and Study Centre Post-doctoral Application Pre-selection Competition Objective	Select post-doctoral researchers pursuant to the SAM Cabinet Regulations Sub-paragraph 25.1 requirements for research application preparation and research application implementation in accordance with the Latvian Biomedical Research and Study Centre (the BMC) Human Resources Development Plan and Research Programme determining the following areas as a priority: human genetics and disease mechanisms, cancer research, biotechnology and structural biology, molecular microbiology and virology, molecular pharmacology, system biology and bioinformatics.
Financial conditions	<p>According to the SAM Cabinet Regulations</p> <p>The maximum total research application financing is 133,806 <i>euros</i>.</p> <p><u>The following costs shall be eligible within the scope of a research application not related to economic activity:</u></p> <ul style="list-style-type: none"> <li>• Post-doctoral (staff) costs up to 2,731 <i>euros</i> a month, including the state mandatory social insurance contributions and other social guarantees laid down in laws and regulations;</li> <li>• unit costs according to the standard rate set in the European Union Framework Programme for Research and Innovation "Horizon 2020" Marie Skłodowska-Curie Programme "Individual Fellowships" - 800 <i>euros</i> per month, which includes the costs specified in the SAM Cabinet Regulations Sub-paragraph 48.</li> </ul> <p><u>The costs eligible for a research application related to economic activity</u> set out in the SAM Cabinet Regulations Sub-paragraph</p>

	49.	
Method of selection of post-doctorate applications	Open post-doctorate application selection	
Deadline for submitting post-doctoral applications	From September 8, 2016	till October 17, 2016

### I. Requirements for Post-doctoral Researchers

1. In the selection can participate a post-doctoral researcher, who, according to the SAM Cabinet Regulations Sub-paragraph 2.9 is a Latvian or foreign scientist, who has obtained the doctoral degree no more than five years before the deadline for submitting research applications for Post-doctoral Research Aid within the State Education Development Agency announced competition, regardless of age, race, gender, ethnicity, political affiliation, social status or any other characteristics (the Applicant). This period may be extended up to two years, if the person has reasonable grounds: parental leave or temporary incapacity for work.
2. When the research application is accepted, a post-doctoral researcher cannot receive:
  - 2.1. remuneration concurrently 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 Researchers” 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 Priority Action “Research, Technology Development and Innovations” of the Operational Programme “Growth and Employment”;
  - 2.2. work remuneration in other project or working place, except the case, if employment of the postdoctoral research in academic work (except a senior research scientist, a researcher, a scientific assistant) or in conducting a contractual research of the enterprise outside implementation of the research application expressed in full working time equivalent does not exceed 0.2. In such case it is necessary to ensure corresponding accounts of working time, in conformity with the employment restrictions laid down in laws and regulations.
3. In the selection cannot participate a post-doctoral researcher, who once received post-doctorate research aid.

### II. Post-doctoral Application Process and Documents to be Submitted

4. BMC prepares and launches the selection of post-doctoral applications according to the SAM Cabinet Regulations Sub-paragraph 25.1, publishing the application selection regulations on the BMC website [www.biomed.lu.lv](http://www.biomed.lu.lv) both in Latvian and English.
5. Post-doctoral researcher shall submit an application for BMC:
  - 5.1. In person - in Riga, Rātsupītes Street 1 k-1, Room 221 at 9.30 to 16.30;
  - 5.2. By post to the address - 1 k-1 Rātsupītes Street, Riga, Latvia, LV-1067;
  - 5.3. An electronic document with a secure electronic signature in accordance with the Electronic Documents Law and the Cabinet Regulations No. 473 (issued on 28.06.2005)

"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" by sending an e-mail to [bmc@biomed.lu.lv](mailto:bmc@biomed.lu.lv) from September 8, 2016 till October 17, 2016.

6. The application shall consist of:
  - 6.1. application for post-doctoral application selection (Annex 1 to the Regulations);
  - 6.2. application form corresponding to the part of the Research Project Proposal (in English) (Annex 2 to the Regulations);
  - 6.3. post-doctoral researcher's curriculum vitae (CV) in the *Europass* format (in English);
  - 6.4. Doctoral Diploma;
  - 6.5. post-doctoral researcher's certification that the post-doctoral researcher has not received remuneration within the scope of this Activity and in the case of granting the research application aid will not receive remuneration concurrently 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 Researchers" 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 Priority Action "Research, Technology Development and Innovations" of the Operational Programme "Growth and Employment" (Annex 3 to the Regulations);
  - 6.6. information regarding the co-operation partner's readiness to participate in implementation of the research application (if applicable);
  - 6.7. information regarding the potential scientific/business consultant;
  - 6.8. information regarding a statement of an enterprise or a collegial body of enterprises justifying the significance of the research in English (if applicable) (Annex 4 to the Regulations);
  - 6.9. other documents certifying the post-doctoral researcher's skills, knowledge and capacity, including copies of publications or references to the sites where they have been published, information on participation in conferences, language certificates, information on participation in the implementation and administration of scientific projects obtained through a tender, information on international co-operation, and other documents.
  
7. If the research application submitted in accordance with the Regulations Paragraph 5.1 and 5.2, then shall be submitted the application original (research application form with attachments) added with an identical electronic copy providing documents in the format DOC or DOCX and XLSX or XLS on an electronic data carrier. Research application supplemental documents can also be added in the file format PDF or JPG. The electronic copy of the research application must comply with the research application original.
  
8. Foreign post-doctoral researcher may submit a project, which was submitted in collaboration with BMC for the European Union Framework Programme for Research and Innovation "Horizon 2020" Marie Skłodowska-Curie Programme "Individual Fellowships" and was evaluated above the quality threshold in the abovementioned evaluation of project applications, however, did not receive funding for project implementation. In such case, the Applicant shall submit:
  - 8.1. assessment of the scientific quality of the project provided by experts included in the European Commission expert database;
  - 8.2. the European Commission's decision on approval of the project;

8.3. a copy of the project application submitted within the European Union Framework Programme for Research and Innovation "Horizon 2020" Marie Skłodowska-Curie Programme "Individual Fellowships";

8.4. a statement of an enterprise or a collegial body of enterprises justifying the significance of the research in English (if applicable);

### **III. Procedure for the Pre-selection of Post-doctoral Applications**

9. To evaluate the post-doctoral applications, the Director of BMC by his order shall appoint an evaluation board (the Board) to evaluate the applications within 5 (five) working days by drawing up an individual post-doctoral application evaluation sheet for each Applicant (Annex 5) or otherwise documenting the evaluation. Meetings of the Board shall be recorded.

10. When evaluating the post-doctoral applications, the Applicant's compliance with the Regulations Part II and compliance of the documents submitted with the Regulations Part III shall be first examined. In case of non-compliance of the Applicant and the documents submitted, the Board shall take a reasoned decision to reject the application.

11. Post-doctoral application evaluation criteria (Annex 5):

11.1. research topic application development quality and scientific excellence;

11.2. research topic application effect;

11.3. planned implementation of the research;

11.4. post-doctoral scientist's scientific capacity;

11.5. research topic contributes to the achievement of the objectives of the smart specialisation strategy of Latvia, implementation of the priorities of growth or development of the specialist areas;

11.6. research topic compliance with the BMC research programme, research areas and human resources planning.

12. Foreign post-doctoral application that was submitted in collaboration with BMC for the European Union Framework Programme for Research and Innovation "Horizon 2020" Marie Skłodowska-Curie Programme "Individual Fellowships" and that project application evaluated above the quality threshold, but did not receive funding for the project implementation shall be evaluated by three eligibility criteria only:

12.1. post-doctoral researcher compliance with Paragraph 1 of these Regulations;

12.2. the total funding of the application does not exceed the maximum total eligible amount of funding of the research application indicated in Paragraph 47 of the SAM Cabinet Regulations and the limitations of costs referred to in Paragraph 48 thereof;

12.3. research topic contributes to the achievement of the objectives of the smart specialisation strategy of Latvia, implementation of the priorities of growth or development of the specialist areas.

13. Foreign post-doctoral researcher whose project was submitted in collaboration with BMC for the European Union Framework Programme for Research and Innovation "Horizon 2020" Marie Skłodowska-Curie Programme "Individual Fellowships" and was evaluated above the quality threshold in the abovementioned evaluation of project applications, however, did not receive funding for project implementation, will not participate in the general selection, and in the case of fulfilment of the conditions set forth in Sub-paragraphs 12.1; 12.2 and 12.3 herein above, the Board will take a decision on

referring the post-doctoral application to the preparation and submission of the research applications for the 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” research application selection round.

14. The Board shall process the rates of the Applicants ranking the applications in order of priority, starting with those which have received the highest number of points. *If any criterion score has not received the minimum number of points, it is not included in the order and is further evaluated and considered to have been rejected.* If determined institutions in priority areas of science, the Board shall rank the rates by areas, starting with those which have received the highest number of points.

15. The Board shall decide on the aided post-doctoral applications, which are referred to the preparation and submission of the research applications for the 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” research application selection round or rejection in accordance with the BMC human resources planning, the budget allocated to the co-financing, institutions in the priority fields of science and so on.

16. The Secretary of the Board shall summarize the results in a record to be signed by the Chairman of the Board.

17. According to the decision of the Board an order will be prepared to be issued by the BMC Director or a person authorised by the Director, and ensured the decision publishing on its website [www.biomed.lu.lv](http://www.biomed.lu.lv) and announcing of the competition results to the Applicant according to the applicant notified form of communication.

18. After the competition results are approved, in accordance with the SAM Cabinet Regulations Subparagraph 25.2, the BMC shall agree with the aided post-doctoral scientist on the research application research content, technical and financial co-operation terms, co-operation partner selection, the parties' rights, obligations and responsibilities, conditions of use, implementation, publicity and marketing of the research application results, together with the post-doctoral scientist prepare a research application submission and submit it for the 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” research application selection round.

19. If within 5 (five) working days before the deadline for submitting research applications for the research application selection round the agreement referred to in Paragraph 17 above 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 BMC director or a person authorised by the Director shall refuse submitting a research application for the application selection round giving a notice in writing to the Board and the Applicant. The Secretary of the Board shall summarize the information in a record to be signed by the Chairman of the Board.

20. If the BMC Director or a person authorised by the Director considers that a well-prepared Research Project Proposal in English has not been received 5 (five) working days before the deadline for submitting for research application selection round, he shall seek the opinion of the Board on this issue. The Board shall re-evaluate the Research Project Proposal in English and either confirm or reject in a well-argued manner the allegation of a poorly prepared Research Project Proposal in English. If the Board confirms that the Research Project Proposal in English has not been prepared well enough, the BMC Director or a person authorised by the Director shall refuse submitting a research application for the application selection round giving a notice to the Board and the Applicant. The Secretary of the Board shall summarize the information in a record to be signed by the Chairman of the Board.

**Annexes:**

*Annex 1.* Application for post-doctoral application selection.

*Annex 2.* Research topic application scientific description with the completion techniques, which is a part of the Research Project Proposal.

*Annex 3.* Certification that the post-doctoral researcher has not received remuneration within the scope of this Activity and in the case of granting the research application aid will not receive remuneration concurrently 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 Researchers” 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 Priority Action “Research, Technology Development and Innovations” of the Operational Programme “Growth and Employment” (Annex 3 to the Regulations).

*Annex 4.* Statement of an enterprise or a collegial body of enterprises justifying the significance of the research.

*Annex 5.* Post-doctoral application evaluation criteria for pre-selection.