

Student innovation application for participation in the core programme – Incubation Programme (INC) Evaluation Sheet

Criterion	Purpose of the criterion and evaluation method	Assessment
<p style="text-align: center;"><i>Administrative criteria</i></p> <p><i>The responsible IC employee assesses the compliance of each application with each of the administrative criteria and rates with a 'Yes', 'No' or 'Yes, with a condition'. If the application is rated 'No' for any of the administrative criteria, no qualitative evaluation is carried out and the application is included on the list of Applications not meeting the administrative criteria.</i></p>		
All the required fields are filled in the application	Application form completed. Draft budget completed. CVs of participants attached.	Yes / No / Yes, with a condition
Application submitted by the deadline	Submitted by the deadline.	Yes / No / Yes, with a condition
Criterion	Purpose of the criterion and evaluation method	Assessment
<p style="text-align: center;"><i>Selection criteria</i></p> <p><i>Each Commission member assesses the compliance of each Application with each of the selection criteria and rate with a 'Yes' or 'No'. For individual criteria, a rating of 'Yes, with conditions' may be given if the Commission finds that the criterion is not met, but this does not affect the substance of the application and can be corrected by clarifying the application.</i></p> <p><i>If the application is rated 'No' for any of the selection criteria, no qualitative evaluation is carried out and the application is included on the list of Applications that the commission recommends to reject.</i></p>		
The Applicant qualifies for the project	Students of the Bachelor's, professional, Master's, Doctor's or residency study programmes, pupils of vocational and general education institutions.	Yes / No
The application fulfils the conditions	The Application focuses on improving students' innovation and entrepreneurship skills. It involves practical work by a student or team to develop their innovation or business idea and solve a business problem.	Yes / No
Logic and feasibility	The objective of the application is clear, the planned activities are clearly defined and focused on achieving the objective. The complexity and duration of the activities are in line with the Programme rules and the team's capacity.	Yes / Yes, with conditions / No

Good conduct in the past	The student or team has not previously broken the rules for the use of Student Innovation Grants and has used the funding effectively and responsibly. In case of non-compliance, the Commission may decide on a positive evaluation if there is reason to believe that the rules will not be violated this time. Funding will not be re-awarded for the same activities unless this is economically justified and there is reason to believe that the objectives of the application will be achieved.	Yes / No
<p style="text-align: center;"><i>Qualitative assessment</i></p> <p><i>Each Commission member assesses the compliance of each Application with each quality criterion, scoring it according to the scale and the explanation of the scale value. In assessing the quality criteria, the Commission takes into account the information provided in the entire Application.</i></p> <p><i>Assessment scale, unless otherwise stated in the description of the criterion:</i></p> <p><i>0 points – no answer or inadequate information</i></p> <p><i>1 point – the answer is insufficient, superficial, no reasoning</i></p> <p><i>2 points – the answer is partially developed, the logic of the reasoning is provided, but it lacks depth or specificity</i></p> <p><i>3 points – the answer is complete, clear, with arguments and specific examples</i></p>		
Latvia's Smart Specialisation Strategy	The submitted idea is in line with the Latvian Smart Specialisation Strategy (<i>Research and Innovation Strategy for Smart Specialisation – RIS3</i>) for the transformation of the economy towards higher added value, productivity and more efficient use of resources. (0 – not applicable, 1 – applicable)	0–1
Team diversity	The team includes students from different universities and representatives of organisations, as well as representatives of different levels of study, fields of study or professions. 0 points – no answer or inadequate information 1 point – the team consists only of students within the meaning of the Programme 2 points – the team includes students of vocational and/or general education institutions.	0–2, at least 1
Cooperation	Planned or existing cooperation with professionals, companies, research institutes or other organisations. Cooperation is logical and relevant to the objectives and activities of the application.	0–3

	Project application sections ‘Description of the business idea’, ‘Market research’, ‘Existing stage of development’, etc.	
Planned innovations	<p>The innovation application is expected to lead to the creation of a new product, process, service, technological, organisational, marketing or methodological innovation or improvement.</p> <p>Project application sections ‘Planned methods and technologies’, ‘Topicality of the business idea’, ‘Unique offer’, ‘Description of the business idea’, etc.</p>	0–3 Min 1
Equal opportunities	The application addresses issues related to ‘equal opportunities’ (gender, age, ethnicity, national origin, disability, etc.).	0/0.5
Additional criteria	<p>Extra points will only be awarded to projects that are implemented in one of the topics listed below and/or in interdisciplinary teams. No additional points will be awarded for other applications.</p> <p>The application is related to one of the following topics: artificial intelligence technologies, internal and external security or educational technologies – 1</p> <p>The application is planned to be implemented by an interdisciplinary team and this is clear from the information provided in the application (team composition) – 1</p> <p>Application (at least one participant) has participated in the PINC programme – 1</p>	1–3