

APPROVED
by Rīga Stradiņš University
Rector's Decree
No. 1-PB-2/215/2023 of 02.05.2023

Procedure of granting external expert support for the preparation of project applications in Horizon Europe, European Research Area networks and Joint programming initiatives

1. General provisions

1.1. The procedure has been drafted to provide RSU staff with support from external experts for the preparation of project applications within the procurement of Rīga Stradiņš University (hereinafter referred to as RSU) “Support services for the preparation of project applications for the EU research and innovation financing programme Horizon Europe” (Id. RSU 2022/172/AK) (hereinafter referred to as the Procurement). The Procurement was conducted within the RSU project “Increasing the scientific capacity of Rīga Stradiņš University in the European Research Area” (No. 1.1.1.5/18/I/011).

1.2. The procedure provides that RSU ensures support of external experts for the preparation of project applications, which **RSU staff prepares as the lead partner of the project** in Horizon Europe, European Research Area networks and Joint programming initiatives.

1.3. To qualify for the services provided in the procurement, the project application and the scientific supervisor should meet the criteria specified in Annex 1 to this procedure.

2. Activities to be supported

2.1. In accordance with the technical specification of the Procurement, the RSU staff representative – the author of the project application (hereinafter referred to as the Application Author) can get the following types of project application preparation support:

2.1.1. **Research expertise** for the project idea and/or final version of the project application:

2.1.1.1. Evaluation of the scientific idea of the project and compliance of researchers involved, on which an assessment report is prepared and submitted with an expertise report and recommendations for the necessary improvements, incl. on:

2.1.1.1.1. Compliance with the requirements of the specific programme and the project call;

- 2.1.1.1.2. Novelty of the project idea, where the assessment is made both on the topic of scientific research and on projects with a similar topic, which are or were implemented within Horizon 2020 or Horizon Europe;
- 2.1.1.1.3. Excellence of the planned research group and project consortium and its compliance for the achievement of research results of the specific research topic and implementation of the specific project.
- 2.1.1.2. Expertise of the final version of the project application making proposals for the improvement of the following aspects in the application:
 - 2.1.1.2.1. Research novelty of the project;
 - 2.1.1.2.2. Compliance with the project application assessment requirements, which are defined in the respective Operational Programme, in the project competition description on the portal of the European Commission "[Funding & tender opportunities](#)" and in the assessment form published on the portal;
 - 2.1.1.2.3. Excellence and compliance of the research group and the project consortium;
 - 2.1.1.2.4. Methodology described in the project and impact and dissemination of research results;
 - 2.1.1.2.5. Compliance of planned resources with project activities.

2.1.2. Coordination of the preparation of the package of project application documents in cooperation with researchers involved in accordance with the requirements of the specific programme and project call, incl.:

- 2.1.2.1. Preparation of the project concept in accordance with the requirements of the specific project call, incl. formulating general and specific objectives of the project, breakdown of activities into work packaged and main outcomes to be achieved;
- 2.1.2.2. Preparation of information necessary for the completion of part A of the project application form in accordance with the requirements of the specific project call, incl. communication and requesting information from project partners;
- 2.1.2.3. Preparation of part B of the project application form, following the methodology. Preparation of information includes communication and information requests from project partners, as well as coordination of the final text both with RSU and other partners involved in the project
- 2.1.2.4. Preparation of the project budget, incl. communication and information requests from project partners, as well as coordination of the final version both with RSU and other partners involved in the project;
- 2.1.2.5. Preparation of necessary annexes for the project application in accordance with the requirements of the specific project call.

2.1.3. Administrative management of the process of preparation of the project application, incl. coordination of information necessary for the project application, communication with RSU and project partners, organisation and leading of project consortium meetings, ensuring circulation of information and documenting of adopted decisions.

2.2. An RSU staff representative can apply for several types of support mentioned in Sub-Paragraph 2.1 of this procedure.

3. Application for receiving support

3.1. The Application Author shall fill out a digital form in English on the *Microsoft Forms* platform, following the instructions specified in the form (the form is available [here](#), it is submitted when the Application Author clicks *Submit*).

3.2. After the form has been submitted, the Application Author shall inform the Development and Project Department (hereinafter referred to as the DPD) about the fact of sending the form by sending electronically to e-mail apd@rsu.lv information on the date, when the form was submitted.

3.3. The DPD shall administratively assess the submitted application, consult the Application Author about the content of the submitted request for support, if necessary. The final decision shall be adopted by the RSU Vice-Rector for Science, who, before taking the decision, shall consult with the Director of the Research Department and the Director of the DPD.

3.4. The support for preparing project applications referred to in Sub-Paragraph 2.1 of this procedure can be received if the application has been submitted at least 3 (three) months before the project application submission deadline.

4. Involvement of external experts

4.1. If the Vice-Rector for Science supports the involvement of external experts in the preparation of the project application, the DPD in cooperation with the Procurement Unit shall prepare the documentation defined in the Procurement regulations for sending to service providers, with which a general agreement of provision of services has been signed as a result of the Procurement.

4.2. The administrative process of the agreement for involvement of external experts shall be coordinated by the DPD, but the project Application Author shall actively ensure cooperation with the selected service provider.

5. Other conditions

5.1. After the submission of a project application for the project competition, the Application Author shall inform the DPD electronically to e-mail apd@rsu.lv by sending the final version of the project application and the certification (e-mail from the programme system, etc.), which confirms that the project application has been submitted.

5.2. Information on the availability and conditions of funding is posted once a month in RSU internal news – “Universitātes Pulss” and/or “Aktualitātes pētniecībā”.

Assessment criteria for granting support of external experts for the preparation of project applications

No.	Description of criterion	Assessment system	
		Assessment	Decision
The application and the scientific supervisor should meet the following criteria			
1.	The project idea complies with RSU's strategic objectives and research priorities	complies/does not comply	
2.	Hirsch index of the scientific supervisor of the project <i>Social sciences – H index at least 3</i> <i>Life Sciences and Medicine and Health Sciences – H index 10</i>	complies/does not comply	
3.	Publications of the scientific supervisor of the project in the respective area in the last three years <i>At least three publications, which are published in journals indexed in the databases Scopus or ISI Web of Science/Web of Knowledge, Erih-Plus</i>	complies/does not comply	
4.	Participation of the scientific supervisor of the project in international research projects <i>Minimum criterion – participation in at least one international research project</i>	complies/does not comply	

Coordinated by:

_____ project leader of the Development and Project Department
 _____ Director of the Development and Project Department
 _____ Director of the Research Department

Approved:

_____ Vice-Rector for Science