

APPROVED  
by Rīga Stradiņš University  
Rector's Decree  
No. 1-PB-2/175/2023 of 18.04.2023

## **Procedure of granting financial support for participation in Horizon Europe programmes, European partnership, European Research Area networks and Joint programming initiatives**

### **1. General provisions**

1.1. The procedure has been drafted to foster international cooperation of RSU staff and preparation of research project applications within the project “Increasing the scientific capacity of Rīga Stradiņš University in the European Research Area” (No. 1.1.1.5/18/I/011) of Rīga Stradiņš University (hereinafter referred to as RSU).

1.2. The procedure provides that RSU grants funding for participation in international cooperation events and preparation of project applications in Horizon Europe programmes, European partnership European Research Area networks and Joint programming initiatives.

### **2. Activities to be supported within the funding**

2.1. The funding shall be granted for participation in networking events and research mobility (business trips abroad) to get involved in international consortia within Horizon Europe programme, European partnership, European Research Area networks and Joint programming initiative projects, including:

2.1.1. for participation in partnership exchanges and information days within the Horizon Europe programmes;

2.1.2. for participation in support events organised by the European Commission's Joint Research Centre;

2.1.3. for participation in international scientific conferences.

2.2. The funding shall be granted for participation in Horizon Europe programme, European partnership, European Research Area networks and Joint programming initiative projects – for the preparation of project applications, including for remuneration, business trips to potential project partners to project planning meetings, organisation of working seminars in Latvia.

### **3. Procedure of application for receiving the funding**

3.1. To receive funding for participation in international events (Paragraph 2.1 of the procedure), RSU staff shall fill out Annex 1.1 and/or 1.2 of the procedure appending supporting documents (invitation to the event, seminar agenda, etc.).

3.2. To receive funding for the preparation of project application (Paragraph 2.2 of the procedure), RSU staff shall fill out Annex 2 to the procedure.

3.3. The application for receiving funding shall be submitted to the RSU Development and Project Department (hereinafter referred to as the DPD) by sending electronically to e-mail [apd@rsu.lv](mailto:apd@rsu.lv). The DPD shall administratively assess compliance and send for adoption of the final decision on granting the funding to 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 Development and Projects Department.

3.4. The application assessment criteria, if RSU is the lead partner in the project, are defined in Annex 3 to the procedure.

### **4. Procedure of granting the funding**

4.1. The maximum amount of funding granted for participation in events abroad for the preparation of one project application shall not exceed 1500 euros.

4.2. The maximum amount of funding, including all tax payments (VAT and employer's mandatory state social insurance contributions), which is granted for the preparation of one project application:

4.2.1. RSU as the lead partner in the project application does not exceed 9000 euros;

4.2.2. RSU as a cooperation partner in the project application does not exceed 5000 euros.

4.3. Funding for the preparation of a project application for RSU staff shall be defined as a lump-sum payment paid in two parts:

4.3.1. 50% of the granted funding shall be paid after the submission of a certification to the DPD about the submission of the project application;

4.3.2. 50% of the granted funding shall be paid after receiving a project application approval (the project obtains funding) or receiving an above the quality threshold assessment.

4.4. The funding can be received if the application for receiving funding has been submitted at least 3 (three) months before the project application submission deadline, if RSU is the lead partner, and at least 1 (month) before the project application submission deadline, if RSU is a cooperation partner.

4.5. A lump-sum payment for the RSU staff representative shall not exceed 3000 euros, including all tax payments.

4.6. Remuneration costs for the preparation of the project application for an external project shall be spent based on an employment contract.

### **5. Reporting conditions**

5.1. Reporting on participation in events abroad shall take place in accordance with the RSU procedure "Procedure of Organisation and Registration of Business Trips and Justified Absence and Payment for Them".

5.2. After the submission of a project application for the project competition, an RSU staff representative shall send electronically to the DPD's e-mail [apd@rsu.lv](mailto:apd@rsu.lv) a certification (e-mail from

the programme system or lead partner of the project, etc.), which confirms that the project application has been submitted.

## **6. Dissemination of information**

6.1. The procedure for financing event for supporting international cooperation, including research mobility and participation in competitions of the Horizon Europe programme and other research and innovation support programmes and technology initiatives, is available on the RSU website in section “Development and research projects”: <https://www.rsu.lv/projekts/rigas-stradina-universitates-zinatniskas-kapacitates-paaugstinasana-eiropas-petniecibas>.

6.2. Information on the availability and conditions of funding is posted in RSU internal news – “University Pulse” and/or “Latest News in Research”.

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Application for receiving financial support for participation in **networking events and research mobility** (Sub-Paragraphs 2.1.1 and 2.1.2 of the procedure)

No.	Information to be specified	Information (to be filled out by the applicant)
1.	Applicant's name, surname	
2.	Brief description of the applicant's research idea	
3.	Information on foreign partner institutions, with which it is planned to strengthen, extend or start cooperation	
4.	Event ( <i>partnership exchange, information day, seminar</i> ), which is planned to be visited	
5.	Purpose of participation in the event	
6.	Place and time of the event	
7.	Programme (Horizon Europe, European partnership, European Research Area networks and Joint programming initiatives), for which it is planned to submit a project application	
8.	Call to competition, for which it is planned to submit a project application ( <i>if identifiable</i> )	
9.	Planned level of participation in developing a new project application ( <i>project coordinator or cooperation partner</i> )	
10.	Funding necessary for participation in the event ( <i>indicate also the type of expenses: travel expenses (plane, bus, train, ferry tickets), insurance, daily allowance, accommodation, etc.</i> )	

Coordinated by:

\_\_\_\_\_ *project leader of the Development and Project Department*  
 \_\_\_\_\_ *Director of the Development and Project Department*  
 \_\_\_\_\_ *Director of the Research Department*

\_\_\_\_\_ *(applicant's signature)*

Approved:

\_\_\_\_\_ *Vice-Rector for Science*



Annex 1.2

Application for receiving financial support for **participation in international conferences**  
(Sub-Paragraph 2.1.3 of the procedure)

No.	Information to be specified	Information (to be filled out by the applicant)
1.	Applicant's name, surname	
2.	Name of conference	
3.	Purpose of participation ( <i>poster presentation, oral report</i> )	
4.	Planned publication ( <i>conference proceedings or article in full-text collected articles of conferences indexed in Web of Science Conference Proceedings Citation Index and/or Scopus, Erih-Plus</i> )	
5.	Necessary funding for participation in the event ( <i>indicate also expenses: participation in conferences and publication of handouts, stand rental, production, transportation, provision of operation, costs of technical equipment, if applicable</i> )	

\_\_\_\_\_  
(applicant's signature)

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

Application for receiving financial support for the **preparation of the project application**  
(Sub-Paragraph 2.2 of the procedure)

No.	Information to be specified	Information (to be filled out by the applicant)
1.	Applicant's name, surname	
2.	Programme (Horizon Europe, European partnership, European Research Area networks and Joint programming initiatives)	
3.	Call to competition, for which the project application is prepared, deadline for submitting the project application	
4.	Planned level of participation in developing a new project application ( <i>project coordinator or cooperation partner</i> )	
5.	Formulation of the project idea, competitiveness in the European Research Area, degree of readiness of the project application	
6.	Applicant's research capacity ( <i>publications*</i> , <i>participation in projects</i> ) <b>in the last 3 years</b>	
7.	Group of RSU researchers (name, surname)	
No.	Title of the cost item	Information (to be filled out by the applicant)
1.	Remuneration costs ( <i>indicate the name, surname of research staff and amount</i> )	
2.	Costs of business trips and missions ( <i>indicate the number, place, time of necessary business trips, missions, seminars</i> )	
3.	Involvement of external experts ( <i>justify the need to involve an external expert</i> )	
4.	Organisation of working seminars for the preparation of the project in Latvia	

\* publications, which are published in journals indexed in the databases *Scopus* or *ISI Web of Science/Web of Knowledge*, *Erih-Plus*

\_\_\_\_\_ (applicant's signature)

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

Application for receiving financial support if RSU submits the project as the **lead partner**,  
**Assessment criteria**

No.	Description of criterion	Assessment system	
		Assessment	Decision
<b>The application and the scientific supervisor should meet the following criteria</b>			
1.	The project idea complies with RSU's strategic objectives and research priorities	<b>complies/does not comply</b>	
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>	<b>complies/does not comply</b>	
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>	<b>complies/does not comply</b>	
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>	<b>complies/does not comply</b>	

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*