

Methodology for the evaluation of the administrative eligibility criteria of Research and Innovation Project (PIP) applications

The methodology for assessing the eligibility of a project application to the administrative evaluation criteria (hereinafter - the methodology) has been developed in accordance with the Cabinet of Ministers Regulation of 4 September 2018 No 560 "Procedure for the Implementation of National Research Programme Projects" (hereinafter - the Cabinet Regulations) and the call text of the long-term national research programme "Biomedical and Photonics Research Platform for Innovative Products" (BioPhoT) Research and Innovation Projects (hereinafter - the Regulations).

2. The compliance of the project application with the administrative evaluation criteria shall be assessed by the Latvian Council for Science (hereinafter - the Council) in accordance with the procedure set out in Clause 34 of the Regulations from the deadline for submission of project applications set out in Clause 35 of the Regulations.

3. The Council shall assess the compliance of the project application with the administrative criteria referred to in Sub-paragraphs 19.1, 19.2, 19.3, 19.4, 19.5, 19.6, 19.7 and 19.8 of the Cabinet Regulation, and additional administrative criteria in accordance with Sub-paragraph 35.2. of the Regulations.

4. Annex 9 to the Regulations 'Evaluation Form for Administrative Eligibility Criteria for Research and Innovation Project (RIP) Applications', shall be completed by the Council, indicating for each criterion whether it has been fulfilled. If the criterion is fully met, indicate 'Yes', and if the criterion is not met or partially met, indicate 'No'. If a criterion is indicated as 'No', the 'Implementation' column of the administrative evaluation form shall indicate why the criterion has not been met.

5. The Council shall summarise the results of the administrative evaluation. If there are project applications which do not meet the administrative evaluation criteria, the Council shall summarise them in a list, together with the Council's completed administrative evaluation criteria forms, and forward them to the BioPhoT Platform Project Management Team for a decision in accordance with point 21 of the Cabinet Regulations and point 37 of the Regulations.

No	Administrative eligibility criterion <i>In accordance with Sub-paragraphs 19.1 - 19.9 of the Cabinet of Ministers Regulation</i>	Execution <i>All criteria shall be checked for compliance with the following conditions</i>	Yes/No
1.	the project application is fully completed, formatted and submitted using the information system (Sub-paragraph 19.1 of the Cabinet Regulation)	<i>The Council shall verify that the project application has been submitted to the National Information System for Scientific Activities (hereinafter referred to as the Information System) by the deadline for the submission of project applications specified in the call for proposals and in point 27 of the Regulations. The project application has been submitted to and all the required sections have been completed in accordance with:</i>	

		a) Annex 6 "Methodology for the formatting and submission of the application for of the Platform Project" (hereinafter referred to as the "Submission Methodology") to the Regulation; b) Part G of the project application "The 1st stage BioPhot Open Call Application form"; c) Part H of the project application "PIP 1st Stage Expert Panel Presentation Template". The project application has been submitted to the information system by the closing date specified in the call for proposals and in point 27 of the Regulation.	
2.	an English translation of the relevant sections of the project application has been submitted in accordance with the requirements of the Regulations (Sub-paragraph 19.2 of the Cabinet Regulation)	The Council verifies that, in accordance with point 2 of the Submission Methodology: Parts of the project application completed in English or Latvian in accordance with point 2 of the Submission Methodology: 1. Part A "General Information" and its sections shall be completed in Latvian and English; 2. Part B "Project description" and part C "Curriculum Vitae" must be completed in English (you may add a Latvian translation); 3. Part D "Declaration by the applicant", 4. Part E "Declaration by the project's scientific partner", 5. Part F "Financial turnover statement form", 6. Part G "The 1st stage BioPhot Open Call Application form" must be completed in English only;" Part H "PIP 1. k�rtas ekspertu pane�la prezent�cijas veidne" must be completed in English only.	
3.	the requirements of the competition rules concerning the conditions for participation of the research group are fulfilled (Sub-paragraph 19.3 of the Cabinet Regulation)	The Council shall verify that the members of the Scientific Group meet the requirements of Chapter III of the Statutes by examining the Scientific Group referred to in Chapter 2, Scientific Group, of Part A, General Information, of the project application The Project Manager, the Project Principal Investigators and the Project Executors shall comply with the requirements of Sub-paragraphs 2.12³ 2.12⁴ 2.12⁵ 2.12⁶ of the Cabinet Regulations. The project partner may be involved in the implementation of the project, including through human resources participating in the implementation of the project as main	

		<i>contractors or contractors, in accordance with point 24 of the Regulations</i>	
4.	the project is carried out in a scientific institution which complies with the requirements of this Regulation (Sub-paragraph 19.4 of the Cabinet Regulation)	<i>The Council verifies that the scientific institution complies with point 2.12 of the Cabinet Regulation, Part D of the project application "Declaration by the applicant" has been submitted.</i> <i>In order to demonstrate compliance with the definition of a research organisation, the financial management and accounting policy and the financial turnover statement (Part F of the project application, 'Financial turnover statement form') submitted by the research organisation shall be verified and, if the research organisation has private investors, a declaration by the research organisation that the research results of the project will not be used for commercial purposes.</i> <i>The financial management and accounting policies shall be examined taking into account the following aspects:</i> <i>• it defines and describes the institution's core activities, which are non-economic in nature, in accordance with Sub-paragraph 2.2 of the Cabinet Regulation;</i> <i>• it separates the financial flows of these operating activities from those of an economic nature in its revenue and expenditure accounting dimensions</i> <i>The information provided in Part F of the project application, 'Financial Turnover Report Form', must be consistent with the information provided in the Financial Management and Accounting Policy</i>	
5.	if a cooperation partner is involved in the implementation of the project, it complies with the requirements of these Regulations and the Cabinet Regulation (Sub-paragraph 19.5 of the Cabinet Regulation)	<i>The Council verifies that the project's scientific institution partner complies with sub-paragraphs 2.18, 2.12 and 9.3 of the Cabinet Regulation, and the project's public institution partner complies with sub-paragraphs 2.18 and 9.3 of the Regulation, and that the necessary certificates (Part E of the project application "Certificate of the project's scientific institution partner") have been submitted and signed in accordance with the relevant forms.</i> <i>Project partner - scientific institution:</i> <i>In order to demonstrate compliance with the definition of a research organisation, the financial management and accounting policy and the financial turnover statement (Part F of the project application, 'Financial turnover statement form') submitted by the research organisation shall be verified and, if the research organisation has private investors, a declaration by the research organisation that the research</i>	

		results of the project will not be used for commercial purposes. The financial management and accounting policies shall be examined against the following criteria: 1) it defines and describes the non-economic core activities of the institution in accordance with sub-paragraph 2.2 of the Regulations; 2) it shall distinguish the financial flows of those operating activities from those of an economic nature in its revenue and expenditure accounting dimensions The information provided in Part F of the project application, 'Financial Turnover Report Form', must be consistent with the information provided in the Financial Management and Accounting Policy. <i>Click or tap here to enter text.</i>	
6.	the eligible costs indicated in the project application comply with the requirements set out in the Regulations (Sub-paragraph 19.6 of the Cabinet Regulation)	The Council shall verify that the costs indicated in Chapter 4 "Project Budget" of Part A "General Information" of the project application comply with the requirements of Paragraph 69.¹¹ of the Cabinet Regulation and that the indirect eligible costs of the project comply with Paragraph 69.¹¹2 of the Cabinet Regulation.	
7.	the project complies with point 2.1 of the Regulation (Sub-paragraph 19.7 of the Cabinet Regulation)	The Council shall verify that the applicant has declared that the activities concerned are in conformity with the activities defined in Paragraph 11 of the Cabinet Regulation and are compatible with the types of non-economic activities defined in Sub-paragraphs 2.1 and 2.2 of the Cabinet Regulation.	
8.	absence of risk of double funding with other public funding sources, including European Union funds, as evidenced by a certificate attached to the project application by the applicant (Sub-paragraph 19.8 of the Cabinet Regulation)	The Council verifies that the project is free from the risk of double funding in the declaration (Part D 'Declaration by the coordinator' of the project application, Part E 'Declaration by the scientific partner of the project application) by the coordinator and the collaborating partner (if applicable). The supporting documents must be signed with a secure electronic signature by the management of the relevant authorities or be delivered to the Council before the deadline for the submission of project applications set out in point 27 of the Regulation.	
9.	the project application provides for at least the result defined in point 31.4 of the Regulation (point 19.9 of the Cabinet Regulation and point 35.2.1. of the Regulation)	The Council verifies that the project application (Part A, point 3) contains a description of the achievement of at the result defined in point 31.4.	
10	Compliance with Latvian Research and Innovation	The Council verifies that in the Part G "The 1st stage BioPhot Open Call Application form") the	

	Strategy for Smart Specialization (RIS3) Biomedicine, medical technologies and bio-pharmacy; Photonics, smart materials, technologies and engineering systems;	<i>relevant RIS3 area is indicated</i>	
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