**REGULATION**

**of the Institute of Agricultural Resources and Economics**

**on preliminary selection of postdoctoral applications**

**for submission to the State Education Development Agency** (SEDA)

**for the research application selection round**

**for 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”**

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| Regulations of the Cabinet of Ministers regulating implementation of the activity of the specific aid objective aid | Cabinet Regulations No. 50 of January 19, 2016, “On 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”  (hereinafter - the SAM Cabinet Regulations) |
| Purpose of preliminary selection of postdoctoral applications of the Institute of Agricultural Resources and Economics (hereinafter referred to as AREI) | To select postdoctoral researchers in compliance with requirements prescribed by Paragraph 25.1 of the SAM Cabinet Regulations for submission and implementation of research applications in line on the basis of human resources development plan and research programme of the AREI. The priority are the following science fields:   * Genetics and crop breeding for integrated and organic farming systems; * Development of sustainable crop growing technologies for different farming systems; * Crop quality assessment for effective use of potential; * Production of fodder and raw materials for feed; * Economy of sustainable development of bio-resources based industry; * Sustainable development opportunities for rural areas; * Efficiency of production processes and competitiveness of undertakings. |
| Financial terms | Under the SAM Cabinet Regulations:  1. The maximum total eligible funding of a research application shall be 133,806 euros.  2.The following costs shall be eligible within the scope of a research application not related to economic activity:   * costs of a postdoctoral researcher (personnel) up to 2,731 euros per month, including State mandatory social insurance contributions and other social guarantees laid down in laws and regulations; * costs of one unit according the standard rate specified by Marie Skłodowska-Curie action “Individual Fellowships” of the EU Framework Programme for Research and Innovation “Horizon 2020” – 800 euros per month which include costs contained in Subparagraphs of Paragraph 48 of the SAM Cabinet Regulations.   3. Costs eligible for a research application related to economic activity shall be specified by Subparagraphs of Paragraph 49 of the SAM Cabinet Regulations |
| Type of postdoctoral application selection | Open selection of post - doctoral researchers` applications |

1. **Requirements for Postdoctoral Researchers**

1. A postdoctoral researcher who, according to Paragraph 2.9 of the SAM Cabinet Regulations, is a Latvian or foreign researcher who has acquired doctorate not more than five years before the deadline for submission of research applications for postdoctoral research aid in the competition announced by the StateEducation Development Agency (SEDA), irrespective of age, race, gender, ethnicity, political affiliation, social status or other features, may participate in the selection procedure. The said period may be extended for a period of two years, if the person has a justified reason: a parental leave or temporary work disability.

2. In the event of the approval of the research application the postdoctoral researcher must not concurrently receive:

2.1. remuneration within the frame of the present Activity and 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 Students” of the Specific Aid Objective 1.1.1 “To increase the research and innovative research commissioned by an enterprise, 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. remuneration in another project or place of work except the case except the case when the postdoctoral researcher’s employment - outside the research application implementation - in academic work (except the leading researcher, researcher, research assistant) or in conducting contractual research commissioned by an enterprise does not exceed 0.2 FTE (full time equivalent). It shall be necessary in the given case to ensure appropriate account-keeping of the work time, taking due notice of restrictions imposed on employment by regulatory acts.

3. A postdoctoral researcher who has already once received funding of postdoctoral research aid in the Republic of Latvia shall not be allowed to participate in the selection procedure.

1. **Submission of Postdoctoral Applications and Required Documents**

4. AREI prepares and announces the pre-selection of post-doctoral researchers’

applications according to 21.1. subpoint of SAM MK Regulations. The pre-selection regulation is published in the AREI website www.arei.lv in Latvian and English.

5. A post-doctoral researcher is entitled to submit an application personally at the AREI administration, or send the application by mail - Zinātnes iela 2, Priekuļi, Priekuļu pagasts, Priekuļu novads, LV-4126 or send the application by email - arei@arei.lv.

6.The application consists of:

6.1.a letter of application to the selection of post-doctoral researchers applications (Annex 1);

6.2.an application form which corresponds to a part from the “*Research project proposal”*(in English or Latvian) (Annex 2);

6.3.post-doctoral researcher’s Curriculum Vitae (CV)1 (in English);

6.4.the diploma of the degree of Doctor and/or the certificate of the Academic Information Centre on the recognition of the diploma of the degree of Doctor;

6.5 a statement by the postdoctoral researcher that the postdoctoral researcher has not received aid within the frame of the present Activity and in the event of the allocation of research application aid will not concurrently receive remuneration within the frame of the present Activity and 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 Students” of the Specific Aid Objective 1.1.1 “To increase the research and innovative research commissioned by an enterprise, 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);

6.6. information about the readiness of the cooperation partner to participate in the implementation of the research application (if the Project envisages a cooperation partner);

6.7. Standard form (if applicable) for the opinion on the significance of the planned study for the development of the respective sector or merchant (Annex 4);

6.8.Other documents which show the post-doctoral researcher’s abilities, knowledge and capacity, including copies of publications or references to the websites where they have been published, information on participation in conferences, language certificates, information on participation in implementation and administration of research projects obtained on competitive basis, information on international cooperation and other documents.

7. A foreign postdoctoral researcher may submit a project that has been submitted within the frame of the Marie Skłodowska-Curie action “Individual Fellowships” of the EU Framework Programme for Research and Innovation “Horizon 2020” and was evaluated above the quality threshold in the above assessment of project applications, however, did not receive funding for project implementation. In the given case the postdoctoral researcher shall submit:

7.1. assessment of the research quality of the project by experts included in the database of experts of the European Commission;

7.2. decision of the European Commission on the approval of the project;

7.3. a copy of the project application submitted within the frame of the Marie Skłodowska-Curie action “Individual Fellowships” of the EU Framework Programme for Research and Innovation “Horizon 2020”;

7.4. An opinion of the merchant’s or merchants’ collegial institution on the significance of the study in English (if applicable);

1. **Assessment of Postdoctoral Applications**

8. Scientific board of AREI issues a decision to establish the assessment commission (further: the commission) for the purpose of evaluation of post-doctoral

researchers’ applications no more then 20 working days’ time. The evaluation is performed by filling in an individual evaluation list for each applicant (Annex 5) or recording the assessment in any other way. All the minutes of meetings of the commission are recorded.

9. As regards the evaluation of the post-doctoral researcher’s application, firstly, eligibility of an applicant is checked on the basis of the requirements of Part II of this regulation as well as the relevance of submitted documents is evaluated concerning the requirements of Part III of this regulation. If an applicant and submitted documents do not satisfy the requirements, the commission makes a decision to reject an application.

10. Postdoctoral applications shall be assessed according to the following criteria (Annex 5):

10.1. quality and research excellence of the development of the research application;

10.2. impact of the research application;

10.3. planned implementation of the research;

10.4. research capacity of the postdoctoral researcher;

10.5. contribution of the research theme to achievement of the objectives of the smart specialisation strategy of Latvia, implementation of growth priorities or development of specialisation fields;

10.6. compliance of the research theme to the research programme, human resources plan and research areas of the IARE.

11. The research application submitted by a foreign postdoctoral researcher that has been submitted in cooperation with the IARE within the frame of the Marie Skłodowska-Curie action “Individual Fellowships” of the EU Framework Programme for Research and Innovation “Horizon 2020” and was evaluated above the quality threshold in the above assessment of project applications, however, did not receive funding for project implementation, shall be assessed only according to 3 (three) eligibility criteria:

11.1. compliance of the postdoctoral researcher with requirements contained in Part I of the present Regulation;

11.2. the total funding of the research application does not exceed the maximum total maximum total eligible funding of a research application prescribed by Paragraph 47 and restrictions of costs stipulated by Paragraph 48 of the SAM Cabinet Regulations;

11.3. the research theme contributes to achievement of the objectives of the smart specialisation strategy of Latvia, implementation of growth priorities or development of specialisation fields.

12.Post-doctoral researcher from a foreign country, whose project was submitted in cooperation with LLU to Marie Skłodowska-Curie Action grant programme “Individual Fellowships” of the European Union research and innovation programme “Horizon 2020” and received the evaluation above the quality threshold level in the above mentioned project assessment, but did not receive funding, does not take part in the pre-selection along with others; if the requirements of subpoints 11.1;11.2 and 11.3 of this regulation are met, the commission makes a decision to forward the post-doctoral researcher’s application to the next selection round of measure 1.1.1.2 “Post-doctoral Research Funding” in the framework of 1.1.1. specific support objective “To Increase Research and Innovation Capacity of Scientific Institutions of Latvia and their Ability to Attract External Funding by investing in Human Resources and Infrastructure” within Operational Programme “Growth and Employment”.

13.The commission summarizes the evaluations of applicants, ranging applications in the order of priority starting with the highest score.

14.The commission makes a decision regarding the supported post-doctoral researchers’ applications, which will be forwarded to the next selection round in measure 1.1.1.2 “Post-doctoral Research Funding” in the framework of 1.1.1. specific support objective “To Increase Research and Innovation Capacity of Scientific Institutions of Latvia and their Ability to Attract External Funding by investing in Human Resources and Infrastructure” within Operational Programme “Growth and Employment” or which will be rejected according to the IARE human resources plan, allocated budget for co-financing, institutional priority research areas etc.

15.The secretary of the commission depicts the results in the protocol which is signed by the chairperson of the commission.

16.AREI administration on the basis of the results of the commission prepares the AREI decision which is then issued by AREI Director or Director`s authorized person and publishes the results online[www.arei.lv](http://www.arei.lv )as well as informs applicants personally about the results.

17.After the approval of the pre-selection competition results, following 25.2. subpoint of SAM MK Regulations, IARE agrees with the supported post-doctoralresearcher on the content of research application, technical and financial cooperation, the choice of a cooperation partner, the rights, obligations and responsibility of the parties, usage and introduction of research results, publicity and commercial conditions; together with the post-doctoral researcher prepares the research application and submits it to the next selection round of measure 1.1.1.2 “Post-doctoral Research Funding” in the framework of 1.1.1. specific support objective “To Increase Research and Innovation Capacity of Scientific Institutions of Latvia and their Ability to Attract External Funding by investing in Human Resources and Infrastructure” within Operational Programme “Growth and Employment”.

18.If two weeks before the deadline of the submission of the research application to the next selection round, the agreement has not been achieved regarding activities stated in Point 17 of this regulation or an applicant has not fulfilled any of the agreement’s points concerning the preparation of the application, the commission take a decision regarding refusal and rejects submission of thepost-doctoral researcher’s application to the next round by informing the commission and the applicant about it in writing. The commission’s secretary records the information in the protocol which is signed by the chairperson of the commission.

19. If commision holds the view that one week before the deadline of the submission of the research application to the next selection round, the research project proposal in English of appropriate quality has not been received, the commission reject submission of the post-doctoral researcher’s application to the next round by informing the applicant about it in writing. The commission’s secretary records the information in the protocol which is signed by the chairperson of the commission.

**Annexes:**

Annex 1. Application for the preliminary selection round of postdoctoral applications.

Annex 2. Research project proposal.

Annex 3. Statement of the postdoctoral researcher.

Annex 4. Standard form for the opinion on the significance of the planned study for the development of the respective sector or merchant

Annex5. Assessment criteria for the the preliminary selection round of postdoctoral applications at the AREI.