

## Call for Bilateral Mobility Project Proposals

### Identification information

Partner country:	<b>LATVIA</b>
Partner organisation:	<b>Latvian Academy of Sciences (LZA)</b>
Programme:	<b>Bilateral mobility projects</b>
Period:	<b>2016 - 2018</b>

### Legal framework

The call is based on the Agreement on Scientific Cooperation between The Czech Academy of Sciences (hereinafter referred to as CAS) and the Latvian Academy of Sciences (LZA), and in accordance with art. 2 par. 2 of the Act No. 283/1992 Coll., on The Czech Academy of Sciences, as amended, and art. 3 par. 2 of the Statutes of The Czech Academy of Sciences.

### Basic definition

#### Objectives

- Improve scientific cooperation between the partner countries.
- Stimulate involvement of young researchers and students.
- Establish new contacts for large collaborative projects in the future, such as the preparation of applications for European or national research funding agencies.

#### Project proposal, applicant and applicant's institute

Proposals from **all fields of science** are accepted. Project duration is **3 years**; extension beyond this period is not permitted.

Eligible for project proposal submission are:

- On the Czech side researchers from the institutes of the CAS;
- On the partner side researchers from the institutes of the LZA.

The applicant is eligible to submit:

- Several project proposals within one call but only one project can be funded;
- A project proposal of the same, but previously unsuccessful project repeatedly with the same or with a different partner institution.

## **Research team**

On Czech as well as the partner side the research team consists of one applicant (who with a successful project proposal becomes investigator) and one or more co-investigators.

Research team members can be:

- On the Czech side, employees of an institute of the CAS within a basic labour relationship, i.e. researchers in an employment relationship, students in a legal relationship based on agreements on work performed outside an employment relationship (“agreement to perform work, agreement to complete a job“); the applicant’s contract must have the duration of at least the length of the proposed project and the extent to ensure adequate capacity for the project; in the event of termination of his/her employment during the project, director of the institute must inform provider (contact person) promptly to notify which team member becomes the new investigator;
- On the Latvian side – research workers (scientists, research technical staff and research attending staff) employed at any research institute, university, higher education establishment and their institute and other research institution registered in the Register of Scientific Institutions kept by the Ministry of Education and Sciences of Republic of Latvia; the applicant’s contract must have a duration of at least the length of the proposed project and the extent to ensure adequate capacity of the project. In the event that a research team member can no longer be involved in the execution of the project (transfer to another university or research facility, termination of employment for any other reason, etc.), director of the research institution shall inform the Latvian Academy of Sciences in due time about the changes in the team composition.

Research team members are divided into the following categories:

- Senior researchers (over 5 years since Ph.D.);
- Junior researchers – postdocs (within 5 years since Ph.D.);
- Students (Ph.D., Master) ;
- Other (such as science-tech workers)

## **Range of exchanges**

**Number and length of exchanges and shares of individual co-investigators in exchanges** must reflect the scope and objectives of the project and planned activities. **Days not used** during one calendar year cannot be transferred to subsequent years of the project.

**Maximum exchange quota** is **21 days/year/JP** for each of the parties.

## **Financial provisions**

Funding is provided in the form of a financial contribution toward the costs of mobility (exchanges of Czech and partner members of the research team), in direct connection with the implementation of the project.

**Financial contributors** are:

- **On the Czech side** the CAS;
- **On the partner side** , LZA

Financial contributions will be provided to the maximum amount specified in the project proposal, unless situations, such as budget cuts or limited budget drawing as a result of provisional arrangements, occur.

Management of funds is the responsibility of the investigator's institute. Detailed conditions and rules of management of financial contributions are specified in internal guidelines of partner organizations. (CAS in the Czech Republic and LZA in Latvia)

Financial contribution may be provided only in the year of the exchange realisation, i.e. unclaimed requirements for financial contributions cannot be claimed in subsequent years.

Provision of financial contributions is only possible during the project implementation, not after its completion.

Realisation of the project starts from **1 January 2016** and ends no later than **31 December 2018**.

#### **Financial contributions to the members of partner research team**

a) **For subsistence - CAS (Head office)** provides:

- **Meal allowance and pocket money** in accordance with applicable legislation (Part VII. Act No. 262/2006 Coll., the Labour Code, as amended) and in accordance with the internal rules – for 2015 the maximum amount is 546, - CZK/person/day;
- **Accommodation expenses** of up to **1.600**, - CZK/person/night;
- **Domestic transport expenses by Czech long-distance public transport (bus, train) in actual amount spent, original ticket receipts required**; the daily transfers between accommodation facility and the workplace are not reimbursable.

b) **For international transportation** – the partner organization covers the international transport expenses from partner country to the Czech Republic and back.

#### **Financial contributions to the members of Czech research team**

a) **For subsistence in partner country** – the partner organisation (LZA) covers:

- daily allowance - **20 EUR/person/day**;
- accommodation of up to **50 EUR / person/night**;
- Cost of local and inter-city transfers is eligible if envisaged by the project plan. Domestic transport expenses by Latvia's long-distance public transport (bus, train) in actual amount spent, original ticket receipts required; the daily transfers between accommodation facility and the workplace are not reimbursable.

b) **For international transportation** - CAS (institute) covers the international transport expenses from the Czech Republic to partner country and back.

The above stated amounts are valid on the date of the call for proposals and are meant for the purposes of calculation of the project budget. In the event of significant changes in price levels or a change in legislation in the field of travel expenses, partner organizations reserve the right to make appropriate modifications to the above stated amounts and/or the method of calculation.

## Selection process

### Schedule

end of 3/2015	Announcement of the call for project proposals
<b>29. 05. 2015 24:00</b>	Deadline for submission of project proposals
14. 09. 2015	Completion of the assessment at national level
16. 11. 2015	Completion of the joint assessment at international level
01. 12. 2015	Approval of the final results by both partner organisations
21. 12. 2015	Announcement of results

### Process of project proposal submission

Proposals must be submitted to the CAS and to the partner organization within the above stated deadline; on the Czech side the date of posting is decisive.

**The project proposal on the Czech side** is available for download on the CAS website in the International cooperation section: <http://int.avcr.cz/>.

**Czech applicant submits the project proposal to the CAS**, namely:

- **by mail** in one copy (printed single sided in the A4 format, signed, stamped and unbound), envelope labelled „Lotyšsko/LZA – selection process 2016-2018“, addressed to the contact person (see below); and simultaneously
- **electronically** (one file copy - a completed form for administrative purposes) to the e-mail address of the contact person (see below)

**Proposals submitted in other than the above described way, may be rejected on formal grounds.**

**Partner applicant submits the project proposal to the partner organisation.** Conditions for submission and relevant form/s are available from the website of the LZA in the International / Bilateral cooperation section <http://www.lza.lv>

**By submitting project proposal, the applicant:**

- agrees to processing of personal data within the meaning of the Act No. 101/2000 Coll., On Personal Data Protection, as amended;
- declares that the information he/she stated is accurate, true and complete and that he/she is aware that if otherwise they will face all the legal consequences;
- declares that, if approved, he/she will during the realization of the project follow:
  - [The Code of Ethics of researchers at the Academy of Sciences of the Czech Republic](#);
  - [The European Charter and Code for researchers](#);
  - [Recommendations of the International Commission "Self-Control in Science" \(Recommendations of the International Commission on Professional Self-Regulation in Science\)](#).

### **Method of evaluation and selection of projects**

Evaluation and selection of projects take place in a two-step selection process:

- At the national level, project proposals are evaluated by both partner organizations based on their internal rules.
- At the international level, it is decided on the final selection of projects with regard to the results of national assessments; total number of projects approved for funding is dependent on the financial possibilities of both partner organizations.

### **Criteria for evaluation of project proposals on the Czech side**

- **Quality of the project:**
  - Scientific relevance (concept, innovative character in relation to the state-of-the art, quality of objectives);
  - Methodology, work plan of activities and outputs;
  - Impact of project results, their dissemination and use.
- **Quality of research teams:**
  - Qualification and skills: composition and expertise of research teams;
  - Involvement of junior researchers and students;
  - Complementarity in terms of content, methodology and equipment; previous cooperation and outputs;
  - Justification of collaboration needs.
- **Appropriateness and justification of exchanges (number of exchanges, total amount of days).**
- **Added value and broader impact of bilateral cooperation.**

### **Contact persons**

On the Czech side:

**Mgr. Dana Pazourková**

Division of International Cooperation  
**The Czech Academy of Sciences**

Address: Národní 1009/3  
117 20 Praha 1  
Česká republika

Tel: +420-221 403 XXX

E-mail: [pazourkova@kav.cas.cz](mailto:pazourkova@kav.cas.cz)

URL: <http://int.avcr.cz/>

On the partner side:

**Mr. Kristaps Broks**

International relations group  
**The Latvian Academy of Sciences**

Address: Akadēmijas laukums 1  
Rīga. LV -1050  
LATVIA

Tel: +371 67227391

E-mail: [int@lza.lv](mailto:int@lza.lv)

URL: <http://www.lza.lv>