

**REGULATION**

**of Institute of Electronics and Computer Science on preliminary selection of postdoctoral applications**

**for submission to the State Education Development Agency** (SEDA) **for the second call 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 – Cabinet Regulation for the activity). | |
| Purpose of preliminary selection of postdoctoral applications of Institute of Electronics and Computer Science (hereafter - IECS) | 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 with the Human Resources Development Plan of the institute of Electronics and Computer Science and the research programme (Development Strategy of Institute of Electronics and Computer Science for 2015-2020), prescribing the following priority excellence areas for groups of sectors:  [PRD1] Extremely-high resolution event timing  [PRD2] Transformed time signal processing, UWB and SHF, EHF systems  [PRD3] Video analysis for safe and smart cities  [PRD4] Embedded and Cyber-physical systems for mobility  [PRD5] Bio-medical and biometry signal and image processing  [PRD6] Complex signal processing for industrial technologies  [PRD7] Remote sensing and space data processing  [PRD8] WSN hardware and software platform development and application (bioeconomy, medicine, environment monitoring etc.) | |
| Financial terms | The maximum total eligible funding of a research application shall be 133,806 euros.  The following costs shall be eligible within the scope of a research application not related to economic activity:   * the costs of a post-doctoral researcher up to 2,731 euros per month, including State mandatory social insurance contributions and other social guarantees laid down in laws and regulations; * the units costs of research, including costs of purchase of materials, protection of technology rights and external services, costs of training and networking measures 800 euros per month. A certain part of the unit costs may be provided for payment of manhours for support/ technical duties, for example, data processing, considering also other planned costs to be covered from the unit costs amounting to 800 euros (per month); * unit costs for administrative and infrastructure resources of the research applicant used for ensuring implementation of the research application shall be 185.83 euros per month*.* Unit costs shall include office supplies, stationery and lease or purchase of office equipment, lease or rental of premises, utility payments and maintenance costs of premises (including covering in proportion of the costs for the use of common-use premises of an institution and common-use resources), costs of telecommunication, Internet and postal services; maintenance costs of information technologies; costs for aid of the research applicant and remuneration of the management personnel; costs which are not included in the costs referred to in Sub-Paragraphs 48.1 and 48.2 of the Cabinet Regulation for the activity, but are necessary for achieving the results of the research application. | |
| Type of postdoctoral application selection | an open competitive selection of postdoctoral applications | |
| Duration of the competition (Deadline for submission) | From **5 February** 2018 | until **9 April** 2018 |

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. Institute of Electronics and Computer Science (hereafter - IECS) prepare and announce application for preliminary selection of postdoctoral applications by publishing the Regulation on application selection, the announcement about the place for submissions, the deadline for application submissions in Latvian as well as in English on the website of the IECS [www.edi.lv](http://www.edi.lv).

5. The postdoctoral researcher may submit the application:

5.1. working days from 9:00 to 17:00 in IECS administration (building A, room 1.-3., 2nd floor, Dzerbenes Street 14, Riga). Research application submission date shall be considered the date, when it is received in IECS;

5.2. by regular mail. Research application submission date shall be considered the date, when the application is submitted to the post office. If the application is submitted in post office in the last submission day, it is recommended to make sure that it is indicated by post stamp of correct date;

5.3. by sending it as an electronic document signed by a safe electronic signature containing the time stamp to the email address: [info@edi.lv](mailto:info@edi.lv);

5.4. If the research application is submitted by mail or electronic document format, it shall be marked by information about the application selection within the documentation is submitted. Applications with electronic signatures are accepted in e-mail also in next day after the last closing date, unless they are signed with a time stamp of last date of application.

5.5. Research applications shall be submitted by the deadline of submission. If the research application is submitted after the deadline, it will not be evaluated and research applicant receives IECS notification of withdrawal to assess research application.

5.6. After receiving the application, IECS sent to applicants the assurance of the research application.

6. The application for preliminary selection shall consist of the following:

6.1. an application for the postdoctoral application selection (Supplement 1.);

6.2. the research project proposal (in English) (Supplement 2);

6.3. the curriculum vitae (CV) of the postdoctoral researcher (in English) (form by *Europass*);

6.4. a copy of the diploma of the doctoral degree;

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” (Supplement 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) (Supplement 4.);

6.7. information about the potential consultant on research/national economy (Supplement 5.);

6.8. the statement of an enterprise or a collegial body of enterprises about the significance of the research (in English) (for a project related to economic activity) (Supplement 6.);

6.9. other documents testifying to the skills, knowledge and capacity of the postdoctoral researcher, including copies of publications or indications of websites where they have been published, information about participation in conferences, certificates attesting language proficiency, information about participation in the implementation and administration of research projects awarded as a result of competition, information about international experience and other documents.

1. **Assessment of Postdoctoral Applications**

7. Received post-doctoral applications are submitted to the Scientific Council of the Institute. The decision on approval of post-doctoral applications is taken by the Director of the Institute on the basis of the recommendations made by the Scientific Council of the Institute.

8. Evaluating Postdoctoral applications, first of all shall be tested the Applicant's relevance with this Regulation - part II. If there is any inconsistency, for applicant or submitted documents, the Commission shall take a reasoned decision to reject an application.

9. Postdoctoral application assessment criteria (Supplement 7):

* 1. quality of research theme development of application and it scientific excellence;
  2. impact of research theme of application;
  3. Planed implementation of research;
  4. Scientific capacity of postdoctoral applicant;
  5. research topic contribution in Latvian smart specialization strategies goals, growth priorities or development;
  6. The research themes relevance with the Institute's research program, research areas and human resources plan

10. Director adopts a decision about supported Postdoctoral applications that shall be directed for research preparation and submission in 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” research application selection round or their rejection according to IECS human resources development plan, the budget allocated to the co-financing institutions the priority fields of science and so on.

11. The Institute shall ensure that the commission decision is made publicē in [www.edi.lv](http://www.edi.lv) and announcement of the results of the tender to the Applicant

12. After the approving the competition results, the IECS according to Paragraph 25.2 of the SAM Cabinet Regulations shall agree with supported Applicant about research application content, technical and financial cooperation conditions, partner selection, the parties' rights, obligations and responsibilities of the research application, about the results of the use, implementation, publicity and marketing conditions and together with Applicant prepare research application for submission in 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” research application 2.selection round.

13. Before the deadline of submission of research applications selection round have not been able to agree on these Regulations paragraph 12 or if the applicant has not complied with any of the points of agreement according to the preparation of an application, IECS director or the person authorized by director shall reject research application for the selection round, upon written notice to the Applicants.

**Supplements:**

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| 1. | Application for the preliminary selection round of postdoctoral applications |
| 2. | Scientific description of research topic with methodology for filling, which is part of the "Scientific description of research application (Research Project Proposal)" |
| 3. | 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” |
| 4. | Information about the cooperation partner for the preliminary selection round of postdoctoral applications if necessary |
| 5. | Information about the consultant from the sector of science/national economy for the preliminary selection round of postdoctoral applications |
| 6. | Statement of an enterprise or a collegial body of enterprises about the significance of the research |