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| **Report for assessment of the quality of final results of the third round refinanced Spreading Excellence and Widening Participation project of the activity 1.1.1.5 within the framework of “ERC Advanced Grant” sub-programme** ***(Methodology for completing the final report)***  ***The document shall be prepared only in English (please use the report form in English)*** |

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| **Project name:** | *Indicate the project name according to the concluded agreement/contract on implementation of project* |
| **Specific objective/ activity order number and name:** | specific objective 1.1.1 “To increase the research and innovative capacity of Latvian scientific institutions and ability to attract external funding, investing in human resources and infrastructure”,  activity 1.1.1.5 “Support for international cooperation projects in research and innovation” |
| **Funding recipient:** | *Indicate the legal name of the project submitter, without using its abbreviations* |
| **Agreement No.:** |  |
| **Project implementation start and end date:** |  |
| **Date of submission of the report:** |  |

*The report shall include information on implementation of the project, incl. achievement of the objective and planned scientific results of the project, as well as research activities implemented within the project until the project conclusion.*

*The information included in the report regarding the research implemented during the project is substantiated with scientific results of the project, for example, publications etc., which are attached as appendices to the report.*

*The information included in the report shall be prepared based on the project application submitted under “Horizon 2020” programme and the objective and results planned in the project application*

*Information: The recommended total volume of the report is 20 pages.*

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| **SECTION 1 – DESCRIPTION OF PROJECT PROGRESS** |

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| **1.1. Project summary: progress of achievement of the project objective, progress of implementation of the main activities and achieved project results** |
| *The funding recipient provides a brief, but comprehensive and structured summary of implementation of research activity under the project, which gives an idea of the accomplishments under the project. This section of the document shall include information about achievement of the defined project objective according to the objective set in the project application and also brief information about the accomplishments in implementation of research activities under the project shall be provided. Also the impact of the project's research activities on the target group defined in the project application, as well as applicability of the research results in this target group shall be described.*  *Sustainability of the project's research results and their usability in the subsequent studies of the project team shall be described, and also the results that will be achieved in the post-monitoring period have to be mentioned.*  *This section of the report reflects a brief summary of information provided further in the report.* |

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| **1.2. Project implementation progress, implemented activities and achieved results[[1]](#footnote-1):** | | | | | |
| **No.** | **Project activity according to Section 1.5 of the project application** | **Description of the activity implementation progress**  (brief and concise information about fulfilment of the planned activities and results according to Paragraph 1.5 “Project activities and results to be achieved” of Section 1 “Project description” of the project application, as well as information about the tasks still to be accomplished concerning implementation of the project within the framework of the specific activity) | **Result** | **The result achieved at the conclusion of the project in numerical terms** | |
| **Quantity** | **Unit of measurement** |
| 1. | *All the project activities are mentioned according to the effective agreement/contract on implementation of the project* | *The project implementation progress in each activity (incl. research categories, if applicable) is reflected briefly, the self-assessment of the funding recipient regarding the project accomplishments is stated and the amendments to project activities coordinated with the cooperation institution are reflected in detail (if they apply to the course of implementation of project activities and significantly impact the personnel involved in the implementation of the project). Also the interdisciplinarity of the project (if applicable) is reflected in the description of project implementation progress. Sustainability of the project results is described.* | *The achieved scientific result of the project is stated* | *The achieved value of the result is specified*  *The information shall be aligned with the final values indicated in Section 1.6 “Monitoring indicators to be achieved in the project” of the document*  *The achieved result is substantiated with a supporting appendix attached to the report, if applicable, providing a reference to the respective appendix* | *The unit of measurement of the result is indicated* |
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| **1.3. Monitoring indicators achieved in the project[[2]](#footnote-2) in accordance with the indicators specified in the laws and regulations regarding implementation of the specific objective or activity of the respective European Union fund:**  *In this section the actually achieved project monitoring indicators up to the moment of project conclusion specified in the respective agreement/contract are reflected according to Paragraph 59 of the CM Regulations, as well as the indicators defined in the effective agreement/contract* |

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| **No.** | **Indicator name** | **Planned value (according to the project application)** | **Final value (according to the project application)** | **Unit of measurement** |
| 1. | Number of project applications under “Horizon 2020” programme and the European Union 9th Framework Programme, rated above the quality threshold and supported by ERDF |  |  | number of  project applications |
| 2. | Original scientific articles published in journals or collections of conference articles with the citation index reaching at least 50 per cent of the average citation index in the industry |  |  | number of scientific articles |
| 3. | Original scientific articles published in journals or collections of conference articles included in *Web of Science* or SCOPUS (A or B) databases |  |  | number of scientific articles |
| 4. | Prototype of new product or new technology, including a method |  |  | number of prototypes |
| 5. | New non-commercial treatment and diagnostic methods |  |  | number of methods |
| 6. | Intellectual property licences or transfer contracts |  |  | number of contracts |
| 7. | Other project results (including data) corresponding to the specifics of the study |  |  | number |
| 8. | Technology law – patents |  |  | number of patents |
| 9. | Technology law – other intangible assets |  |  | number of intangible assets |
| **Activities for achievement of the outcome indicators (**description of implementation and activities planned within the project in order to achieve the planned final value at the conclusion of the project**):**  *Brief and concise information about fulfilment of monitoring indicators.*  *Additional information, if the final values of the outcome indicator have not been achieved. This includes information about problems and challenges in the implementation of the project (if applicable) (regarding both the project management, and project implementation).* | | | | |

**PROJECT IMPLEMENTATION PROGRESS AND ACHIEVED QUALITY**

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| **SECTION 2 – EXCELLENCE** *In this section, the project implementation progress and achieved quality is described as planned in Sections 1.5 and 1.6 of the project application and the appendix to the project “Proposal”.* |

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| **2.1. Clarity of the project objectives:** are the research results achieved over the course of the project implementation aimed at achievement of the objectives (incl. RIS3 growth priorities or smart specialization area) and results planned in the project (*please describe and substantiate the answer)* |
| *The description shall reflect: information about achievement of the defined project objective, paying special attention to the achieved results after the intermediate scientific quality assessment, incl. describing the implemented measures for achievement of the results of project activities and outcome indicators (description of measures for achieving the planned final value at the conclusion of the project).* |

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| **2.2. Conformity of the project methodology for achievement of the objective and results**: is the applied methodology and concept appropriate for achievement of the project objective and final results (please describe and substantiate the answer) |
| *The description shall explain how the approach and concept defined in the project application ensured achievement of the defined objectives and results, whether it corresponds to the priorities of the European Research Area, for example, open recruitment policy, gender equality, peer review, innovative doctoral training etc.*  *Analysis of conformity of the methodology and concept selected in the project application and the implementation work plan specified in the appendix to the project application “Proposal” is carried out for achievement of the application objectives and results; synergy with other support instruments is described.*  *Expedience of the alternative choice of the selected methodology during implementation of the application is described (if applicable).* |

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| **2.3. Clarity and quality of the project results:** are the achieved results clear and unambiguous, and is their quality appropriate, taking into consideration the value and impact of the achieved results. The specific outcome indicators to be achieved during the project correspond to the indicators specified in Table 1.3 of Section 1 of the report (please describe and substantiate the answer)**.** |
| *The significance of the achieved project results within the institution at the institutional level is listed, particularly addressing the results achieved after the intermediate scientific quality assessment.* |

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| **SECTION 3 – IMPACT** *In this section, description is provided as planned in Sections 1.3, 1.5 and 1.6 of the project application form and Chapter 2 “Impact” of the appendix to the project “Proposal”.* |
| **3.1. Social and economic impact of the results achieved in the project** |
| *Brief and concise description of how the project results have facilitated cooperation of researchers in cross-disciplinary areas, development of science or national economy sectors, RIS3 objectives and society is provided, incl. description of the social and economic impact of the achieved results on the national economy transformation direction defined in RIS3, as well as implementation of priorities or the smart specialization areas* |

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| **3.2. Achievements in dissemination of the project results and knowledge or technology transfer activities** |
| *Brief and concise information about the impact of the activities of dissemination and transfer of the achieved research results on ensuring development of the funding recipient, national economy sector and fulfilment of the public needs.* |

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| **SECTION 4 – IMPLEMENTATION QUALITY** *This section contains a description as planned in Sections 1.5, 1.6, 2.1 and 2.4 of the project application form and Appendix 3 “Summary of the project budget” and taking into consideration the shortcomings (if applicable)* |

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| **4.1. Project implementation quality** |
| *Brief and concise description (assessment of the funding recipient) regarding efficiency of the used material and financial resources; efficiency of distribution of the work and resources, progress of implementation of activities as planned in the project; conformity and efficiency of the project management structure and monitoring procedures; conformity of the resources and results management system to the project objective.*  *Brief description of quality of the project risk management, incl. the identified risks and implemented preventive measures for prevention of risks (if applicable). Funding recipient's assessment of the cooperation of the scientific staff and contribution to achievement of the project objectives.*  *In the Table 4.1, explanations of the funding recipient are provided regarding elimination of the objections/shortcomings expressed in the project's initial and intermediate scientific quality assessment opinion by experts of the European Commission. If any of the objections/shortcomings has been ignored during the course of project implementation, a reasoned and objective substantiation shall be provided.*  *Brief and concise description (funding recipient's self-assessment), explaining whether the indicated shortcomings have not reoccurred during the project implementation and how elimination of these shortcomings has improved the project implementation and quality.* |

**5. SUMMARY OF THE PROJECT BUDGET**

*(The document shall be prepared only in English as a separate \*.xls or \*.xlsx file according to Appendix 3 to the project application)*

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| **Code** | **Name of the costs item** | **Type of costs (direct/ indirect)** | **Use of costs of one unit** **(whether is or not)** | **Quantity** | **Unit of measurement** | **Project activity No.** | **Costs** | | **TOTAL** | | **incl. VAT** |
| **eligible** | **non-eligible** | **EUR** | **%** |
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**List of submitted documents**



1. The conditions reflected in this section are described in more detail in the section “Project implementation progress and achieved quality”. [↑](#footnote-ref-1)
2. According to the indicators specified in Section 1.6.1 of the project application [↑](#footnote-ref-2)