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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 “ERA Chairs” 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.:** | *Indicate the agreement number* |
| **Project implementation start and end date:** | *Indicate the 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 results of the project, as well as research activities implemented within the project until the project conclusion.*

*The information on research implemented during the project, included in the report, shall be substantiated with the project results, for example, publications, reports on implemented structural reforms, documents confirming registration of intellectual property or development of new products etc., which are attached as appendices*

*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.*

*Information: if it is impossible in any section of the documents to indicate and describe the project implementation progress as planned, the achieved results or any other information about the accomplishments and achievements in the project implementation as planned in the project application, an explanation of non-accomplished objectives shall be provided.*

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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** |
| *Brief and concise information about the project implementation summary, describing the accomplishments within the framework of the project compared to the information provided in the project application, including information about achievement of the stated project objective.*  *The impact of the project activities on the target group defined in the project application, applicability of the research results in this target group, as well as the impact of implementation of structural changes within the project results on sustainably achieved excellence is described, and also the results that will be achieved in the post-monitoring period have to be mentioned.*  *Description is given, how the project results have facilitated the international competitiveness and/or capacity.*  *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-2):** | | | | | |
| **No.** | **Project activity according to Section 3 of the Appendix “ERA Chairs sub-programme project application” to the project application** | **Description of the activity implementation progress**  (completed tasks, provided deliverables, achieved milestones, time of their achievement and examination method) | **Result** | **Achieved result 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 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*  *(deliverables and milestones)* |
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| **1.3. Monitoring indicators achieved in the project[[2]](#footnote-3) 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** | **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** This section contains self-assessment on fulfilment of the project objective and quality of the achieved final results, taking into consideration the planned implementation of the project in accordance with Sections 1.5 and 1.6 of the project application and Section 1 of the appendix to the project application “ERA Chairs sub-programme project application”, incl. taking into consideration the shortcomings detected during the intermediate scientific quality assessment (if applicable) |

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| **2.1. Clarity of the project objectives:** whether the research results achieved during implementation of the project are addressing achievement of the objectives (incl. implementation of structural changes and sustainable excellence, RIS3 growth priorities or smart specialization area) and results planned within the project (*please describe and substantiate the answer)* |
| *The description shall reflect: information about achievement of the defined project objective, changes made (if applicable), 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 “ERA Chairs sub-programme project application” 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 achieved project results and listed and their significance within the institution is stated at the institutional level, 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. Expected impact of the project implementation** |
| *Brief and concise description (including substantiation) of how the project results have promoted implementation of structural changes in order to achieve excellence in a sustainable manner, including:*  *- institutional changes in ERA Chair leader host institution, which allows to fully participate in the European Research Area;*  *- raising attractiveness of the institution for internationally distinguished and mobile researchers;*  *- raising research excellence of the institution in the specific fields represented by ERA Chair leader, illustrating quantitatively and qualitatively, using such indicators as planned publications and peer-reviewed journals, cooperation contracts with companies, intellectual property, new innovative products or services etc.;*  *- advanced opportunities to compete successfully for internationally competitive research funding.*  *Also cooperation of researchers in cross-disciplinary areas, development of science or national economy sectors, RIS3 objectives and society are described, incl. description of the 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. Dissemination of the achieved project results in knowledge or technology transfer activities** |
| *Brief and concise information about the activities of dissemination and transfer of the achieved structural changes and research results and their impact 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 efficiency of used material and financial resources, incl. justification for acquired equipment, its lease and/or other materials (if applicable; if necessary, a separate appendix is created, listing and indicating necessity of equipment); efficiency of distribution of work and resources, progress of implementation of activities as planned in the project; conformity and efficiency of the project management structures 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.*  *Funding recipient's explanations are provided regarding measures addressing objections/shortcomings expressed in the project's initial and intermediate scientific quality assessment by experts included in the European Union database, if applicable. 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-2)
2. According to the indicators specified in Section 1.6.1 of the project application [↑](#footnote-ref-3)