



UNIVERSITY  
OF LATVIA



UNIVERSITY OF LATVIA  
**Project  
Support Centre**

# Institutional Support for Project Writing at the University of Latvia



March 26, 2024, Rīga

Airita Brenča



# Project Support Centre

- Project Support Centre (PSC) - as a pilot project within the Project supported by the European Social Fund ("Ensuring better governance at the University of Latvia" (No.8.2.3.0/18/A/019)).
- On January 1, 2022, PSC transformed into a unit under the Administration of the University of Latvia.
- 9 employees.
- Individualised, consultative, methodical, and practical support with the formulation of international project concepts and project applications.

+ Scientific projects' department team & Erasmus Institutional Coordinator

([https://www.lu.lv/fileadmin/user\\_upload/lu\\_portal/pazinojumu\\_dokumenti/Normativie\\_akti\\_veidlapas\\_1\\_dala/Normativie\\_akti\\_veidlapas\\_2\\_dala/Printesanai\\_\\_LU\\_projektu\\_darba\\_organizacija.pdf](https://www.lu.lv/fileadmin/user_upload/lu_portal/pazinojumu_dokumenti/Normativie_akti_veidlapas_1_dala/Normativie_akti_veidlapas_2_dala/Printesanai__LU_projektu_darba_organizacija.pdf))



## Project Support Centre: figures

A total of **42 projects** have been created and examined by PAC throughout its existence: 15 large, 14 medium, and 4 minor.

**111,599,972.51 euros** is the total amount requested for the written projects.

15% of the projects are approved (**15,924,976.51 euros**).

# UL & HORIZON EUROPE

- A total of 214 applications have been submitted since the programme began.
- 26 projects total 5.58 million EUR have been approved.
- Seven projects are under UL coordination.
- There are six projects on the reserve list.

## *Types of Projects:*

7 – Research projects

6 - Mobility projects

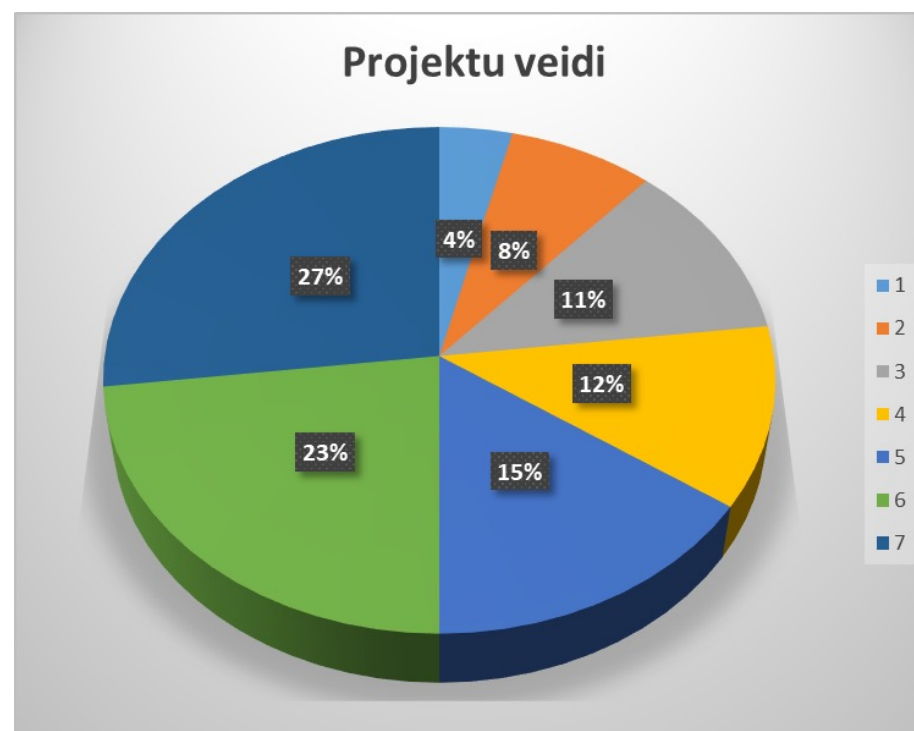
5 – Support activities, CSA projects

4 - Doctoral network projects

3 - Collaboration projects

2 – Innovation projects

1 – Maria Sklodovska –Kiri grant



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# LRC Project Calls for 2023/2024

- 19 LRC funded FLPPs were started in January 2024. The total sum raised is 5.3 M EUR.
- At the end of 2023, UL participated in 7 VPP competitions, submitting 20 project applications; 8 projects have been granted funding, a total of 5.7 M EUR.



# INTERREG projects in 2023/2024

In 2023, contracts were signed for the implementation of 8 projects totaling **1 591 197 euro**


- **Central Baltic sea program** – 1
- **Baltic sea region program** – 3
- **Interreg Eiropa programm** – 4



# The Project Support Centre's services

- PSC services = six project life cycle stages;
- The University of Latvia covers the first three stages; the costs of services from stages four to six are funded by the clients.

APPROVED  
by the UL ordinance no. 1-4/248  
on 27.04.2022

 UNIVERSITY OF LATVIA  
**Project Support Centre**

**LIST OF SERVICES FOR INTERNATIONAL PROJECT PREPARATION AND IMPLEMENTATION IN 2022**

Project life cycle*	Service name
I. Project justification	1. The project idea analysis; the needs analysis of the development of the structural unit. 2. Advice on the relevance of the project idea to the aims and objectives of the UL strategic development planning documents
II. Information on the project application opportunities	3. Preparing a presentation about the current <u>programmes</u> , open and forthcoming project calls 4. Advice on selecting a <u>programme</u> , <u>sub-programme</u> and/or priority appropriate for financing the project idea 5. <u>Identifying eligible partners for forming a project consortium</u>
III. Project idea formulation	6. Project idea assessment, compliance of the project idea with the conditions of the specific project call 7. Advice on administrative compliance of the project applicant and/or project partners 8. Evaluation of a project proposal which has been written, but not submitted 9. Evaluation of a project proposal which has been written and submitted, but has not been approved for funding
IV. Project proposal preparation	10. Consultations on the conditions of the selected <u>programme call</u> 11. Developing a time schedule for the project proposal preparation process 12. <u>Organisation</u> of the project proposal preparation process 13. Involvement of the selected partners for setting up a consortium, preparation of a confidentiality agreement 14. Consultations on writing project application sections 15. Writing separate sections of a project proposal 16. Administrative preparation of the project application and its annexes for submission 17. Project application submission according to the requirements of the respective <u>programme call</u>
V. Project implementation	18. Supporting the project manager in starting the project implementation, including the preparation of the necessary documents in accordance with the regulations of the UL. 19. Preparation of consortium agreement 20. Advice provided to the project manager during the project implementation process 21. Advice provided to the project manager during the audit of supervisory authorities
VI. Maintenance and sustainability of the project results	22. Advice and support during the audit of supervisory authorities in the post-monitoring period of the implemented project

\* The costs for the services from the project life cycle stages "I. Project justification, II. Information on the project application opportunities, III. Project idea formulation" are covered by the public funds of the University of Latvia; meanwhile the costs for the services from the project life cycle stages "IV. Project proposal preparation, V. Project implementation and VI. Maintenance and sustainability of the project results" are covered by the service recipients





# Consultations and support process [1]

Step 1. Interview on assessment of individual capacities and needs:

## Questions like

- *Why PSC ?*
- *Previous project-writing experience*
- *Success rate*
- *Reasons for the previously written project's rejection*
- *Team*
- *Established networks*
- *Self-evaluation of the customer's capacities in project writing*
- *Etc.*



# Consultations and support process [2]

Step 2: Filling out the Service Request form and agreeing on the service required/offered.

➔ DMS «NAMEJS»  
(Document Management System «Namejs»)

SERVICES APPLICATION FORM NO. \_\_\_\_\_  
[..\..\..\KAS MEES ESAM\PAC\\_pakalpojumi KLIENTI\ENG\\_pakalpojuma\\_pieteikums.docx](#)

UNIVERSITY OF LATVIA  
Project Support Centre

Annex 1  
APPROVED  
by the UL ordinance no. 1-4/248  
on 27.04.2022

SERVICES APPLICATION FORM NO. \_\_\_\_\_

In accordance with the estimate "Support in The Preparation and Implementation of International Projects (1 h rate)" approved on 12/04/2022

The date is visible in the time stamp\*

Rīga, | \_\_\_\_\_, as a client, we'd like to get the following project services from the Project Support Center for \_\_\_\_\_ project proposal:

1. The project idea analysis; the needs analysis of the development of the structural unit.	10. Consultations on the conditions of the selected programme call
2. Advice on the relevance of the project idea to the aims and objectives of the UL strategic development planning documents	11. Developing a time schedule for the project proposal preparation process
3. Preparing a presentation about the current programmes, open and forthcoming project calls	12. Organisation of the project proposal preparation process
4. Advice on selecting a programme, sub-programme and/or priority appropriate for financing the project idea	13. Involvement of the selected partners for setting up a consortium, preparation of a confidentiality agreement
5. Identifying eligible partners for forming a project consortium	14. Consultations on writing project application sections
6. Project idea assessment, compliance of the project idea with the conditions of the specific project call	15. Writing separate sections of a project proposal
7. Advice on the project applicant and/or project partners' administrative compliance	16. Administrative preparation of the project application for submission



# Consultations and support process [3]

Step 3: Hold a joint meeting to discuss and agree on specifics and a timetable

[..\..\INSTITUTI\KPMI-Kliniska\\_profilaktiska\\_medicina\\_instituts\Laika\\_aktivitashu\\_grafiks.xlsx](..\..\INSTITUTI\KPMI-Kliniska_profilaktiska_medicina_instituts\Laika_aktivitashu_grafiks.xlsx)

LATVIJAS UNIVERSITĀTE Projektu atbalsta centrs		EU4 Health Programme (EU4H)
		Projekta pieteikuma iesniegšana 24.maijs 2022 plkst. 18.00 (LV laiks) Izvērtēšanas rezultāti 2022.gada septembrī. Projekta finansējuma līgums 2023.gada janvārī.
<p><i>EU4H-2022-PA-01-CP-g-22-03.6W02/03</i>  <i>Call for proposals to monitor and strengthen the implementation of innovative approaches to prostate, lung and gastric cancer screening at Union level</i>                      projekta pieteikuma sagatavošanas un iesniegšanas laika grafiks</p>		
Datums	Paveicamais darbs	Svarīgā nodotā informācija
08.04.	LU lēmums par projekta pieteikuma sagatavošanu	
<b>12.04.</b>	<b>PAC Pakalpojumu pieteikšanas veidlapas aizpildīšana</b>	
08.04 - 22.04.	Darbs pie projekta konsorcijs izveides	
13.04. - 13.05.	Projekta pieteikuma atsevišķo sadaļu tekstu rakstīšana	
<b>19.04. - 27.04.</b>	<b>LU juridiskās dokumentācijas atbilstības pārbaude sistēmā</b>	<a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register</a> <a href="http://leai-fca_en.pdf">http://leai-fca_en.pdf</a>
<b>22.04</b>	<b>Lēmums par projekta konsorcijs sastāvu</b>	
<b>27.04 - 28.04.</b>	<b>Partnerorganizāciju juridiskās dokumentācijas atbilstības pārbaude sistēmā</b>	<a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register</a> <a href="http://leai-fca_en.pdf">http://leai-fca_en.pdf</a>
25.04 - 27.04.	Konsorcijs partneru atbilstības pārbaude un, ja nepieciešams, reģistrācija sistēmā PIC numura iegūšanai	<a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register</a>
<b>28.04.</b>	<b>Konsorcijs partneru kontaktpersonu saraksta sastādīšana (projekta pieteikuma sagatavošanai)</b>	
25.04. - 28.04.	Darba vietas izveidē nepieciešamas informācijas apkopošanai (One drive vai google-doc) un partneru informācija par darbu kārtību	
28.04. - 03.05.	Partneru iepriekš īstenoto projektu saraksta veidošana	
05.05. - 16.05.	Projekta budžeta izstrādāšana	
14.05. - 18.05.	Projekta pieteikuma atsevišķo sadaļu tekstu saskaņošana ar partneriem	
17.05. - 19.05.	Projekta budžeta saskaņošana ar partneriem un labojumu iestrādāšana	
19.05. - 22.05.	Partneru komentāru par projekta pieteikumu (sistēmā) apkopošana, izdiskutēšana un nepieciešamo izmaiņu veikšana	
<b>23.05.</b>	<b>Projekta iesniegšanas apliecinājuma vēstules sagatavošana un parakstīšana LU</b>	Paraksta Rektors vai Prorektors
<b>24.05.</b>	<b>Projekta pieteikuma visu dokumentu augšupuzlīde sistēmā</b>	
<b>24.05</b>	<b>Projekta pieteikuma iesniegšana</b>	



# Consultations and support process [4]

## Step 4: Written suggestions and propositions

### Suggestions and propositions

[..\\..\\INSTITUT\\KPMI-](#)

[Kliniska profilaktiska medicina instituts\Suggestions\PSC Suggestions 12.05.2022-final.pdf](#)

The screenshot shows the eParakstājis 3.0 application interface. The main window displays a document preview for 'PSC Suggestions and propositions' from the University of Latvia Project Support Centre. The document is titled 'Project Support Centre suggestions and propositions {{doc.reg.nr}} to the TOGAS project application for the EU4Health project call in 2022'. The preview includes a table with the following information:

Programme title	EU4Health	
Project title	TOGAS / TOWARDS GASTRIC CANCER SCREENING IMPLEMENTATION IN THE EUROPEAN UNION	
Applicant:	Prof., Dr. Mārcis Leja (UL ICPM)	
Submitted documents:	Version 12 of the project proposal's B section	
Task:	To draw up proposals and recommendations for the development of the project application in accordance with the project call's requirements.	
Sections of the application form	Comments, recommendations, suggestions for the application form	
General info - General information		
Application form	Please review the abbreviations and the comment on page 1 of the version 12 (v.12) application.	
1.1. Background and general objectives	The relevance of the project and its activities to the scope and objective of the call should be reflected in the text. How will the project goal contribute to	

The interface also shows a sidebar with file information (File: C:\Users\username\Doc, Size: 998.84 KB) and a list of attachments including 'PSC\_Suggestions\_12.05.2', 'Appendix1-2.4. Consortiu', 'Appendix2-2.5. Project m', 'Appendix3-2.7.Risks.docx', and 'Appendix4-Gastric cancel'. The bottom of the window has a status bar with 'Select (1/3)', 'Sign (2/3)', and 'Save (3/3)' buttons.



# Consultations and support process [5]

Step 5: Signing an acceptance certificate for the completed service

## Acceptance Certificate

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Annex 6  
APPROVED  
by the UL ordinance no. 1-4/248  
on 27.04.2022

 LATVIJAS UNIVERSITĀTE  
**Projektu atbalsta centrs**

ACCEPTANCE CERTIFICATE NO. \_\_\_\_\_

*The date is visible in the time stamp\**

Rīga, \_\_\_\_\_

In accordance with this Acceptance certificate, the Project Support Centre (hereinafter – Service provider), on one part, and \_\_\_\_\_ (hereinafter – Service receiver), on the other part, confirm that the following services have been provided and received concerning the \_\_\_\_\_ project proposal:

1. The project idea analysis; the needs analysis of the development of the structural unit.	10. Consultations on the conditions of the selected programme call
2. Advice on the relevance of the project idea to the aims and objectives of the UL strategic development planning documents	11. Developing a time schedule for the project proposal preparation process
3. Preparing a presentation about the current programmes, open and forthcoming project calls	12. Organisation of the project proposal preparation process
4. Advice on selecting a programme, sub-programme and/or priority appropriate for financing the project idea	13. Involvement of the selected partners for setting up a consortium, preparation of a confidentiality agreement
5. Identifying eligible partners for forming a project consortium	14. Consultations on writing project application sections
6. Project idea assessment, compliance of the project idea with the conditions of the specific project call	15. Writing separate sections of a project proposal application for submission
7. Advice on the project applicant and/or project partners' administrative compliance with the project call guidelines	16. Administrative preparation of the project application for submission
8. Evaluation of a project proposal which has been written, but not submitted	17. Project application submission according to the requirements of the respective programme call
9. Evaluation of a project proposal which has been written and submitted, but has not been approved for funding	18. Supporting the project manager in starting the project implementation, including the preparation of the necessary documents in accordance with the regulations of the UL
	19. Preparation of consortium agreement
	20. Consultations on the conditions of the selected programme call



# General consultation and support process rules and principles



A clear distinction of roles and responsibilities



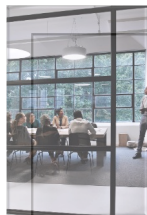
Timetable for mutually agreed-upon duties



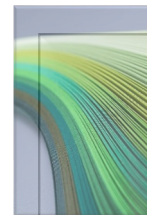
List of contacts from both PSC and clients



MS Teams/ Google Docs shared folder



Regular meetings to discuss and receive feedback



Flexibility and responsiveness



# Training, methodological and financial support

Training of various project writing work aspects

Workshops on practical project application development

Financial support system for the international project writing







# Writing Work; projects implementation

**EFQM** sections set up for submission in May (support for our Quality Manager)

**Interreg Central Baltic programme** projects (1 initiative for Business Incubator, 1 initiative for Career Centre - Improved employment opportunities on labour market, April 30)

The **National Cultural Heritage Administration** Call: Conservation and restoration programme of cultural monuments (project for UL Botanical Garden, April 15)

**Horizon Europe** (NEB project for UL Botanical Garden, 2025)

Currently, in charge of **six projects**: HIVE, GreenHexagon, CAMINO, FOR ADULTS AND CHILDREN ALIKE, Interreg project for resting place (2 612,759 EUR)



Let's find the  
solutions together!



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