Institutional Support for Project Writing at the University of Latvia
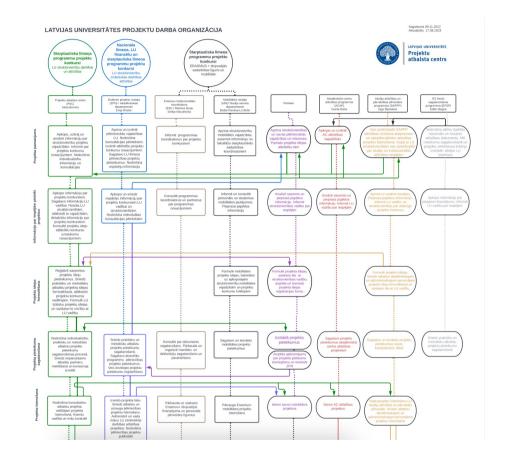
March 26, 2024, Rīga

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)

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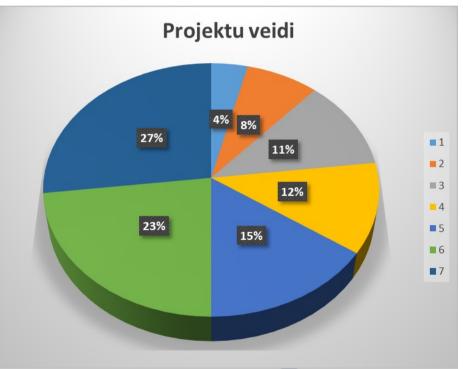
15% of the projects are approved (15,924,976.51 euros).

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

Horizon Europe

THE NEXT EU RESEARCH & INNOVATION PROGRAMME (2021–2027)

Projektu veidi

4%	
8%	
11%	
12%	
15%	
23%	
27%	

1
2
3
4
5
6
7

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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.

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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

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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.
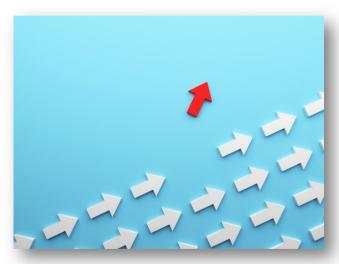
Consultations and support process [1]

Step 1. Interview on assessment of individual capacities and needs:
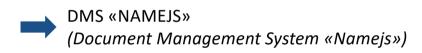
Questions like
- *Why PSC ?*
- *Previous project-writing experience*
- *Success rate*
- *Reasons for the previously written project's rejection*
- *Team*
- *Established networks*
- *Self-evaluation of the customer's capacities in project writing*
- *Etc.*

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.____
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alpojuma_pieteikums.docx

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Consultations and support process [3]

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

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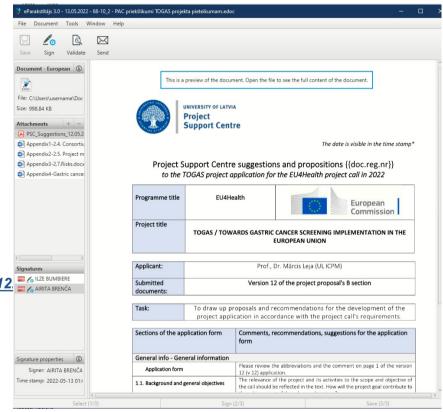Kliniska_profilaktiska_medicina_instituts\Laika_aktivitashu
grafiks.xlsx

Consultations and support process [4]

Step 4: Written suggestions and propositions

Suggestions and propositions
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Kliniska_profilaktiska_medicina_instituts\Suggestions\PSC_Suggestions_12.
05.2022-final.pdf

Consultations and support process [5]

Step 5: Signing an acceptance certificate for the completed service

Acceptance Certificate
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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

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Trainings & Methodical support

- International trainings every two years with international experts, like "International Project Writing Tips and Tricks", "Proposal Writing for Widening Participation and Spreading Excellence under Horizon Europe";

- A guidebook for the preparation and implementation of international project applications at the University of Latvia;

https://www.lu.lv/fileadmin/user_upload/lu_portal/pazinojumu_dokumenti/Normativie_akti_veidlapas_1_dala/Normati vie_akti_veidlapas_2_dala/ROKASGRAMATA_FINAL_18.08.2023.pdf

LATVIJAS UNIVERSITĀTE
Projektu
atbalsta centrs

Rokasgrāmata starptautisko projektu pieteikumu sagatavošanai un īstenošanai Latvijas Universitātē

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 Bothanical Garden, April 15)

Horizon Europe (NEB project for UL Bothanical 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)

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Let's find the solutions together!

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**Project
Support Centre**

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