



# Institutional Support for Project Writing at the University of Latvia

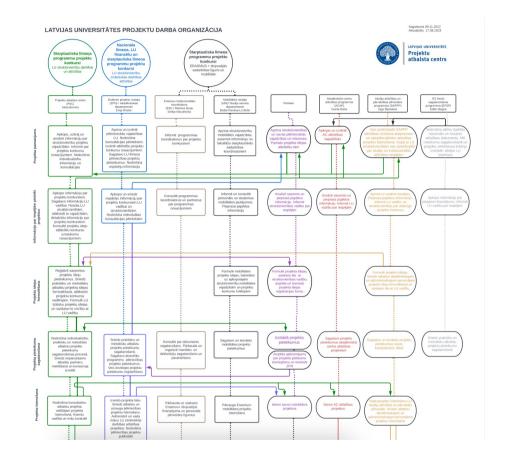


## **Project Support Centre**

- 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

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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).



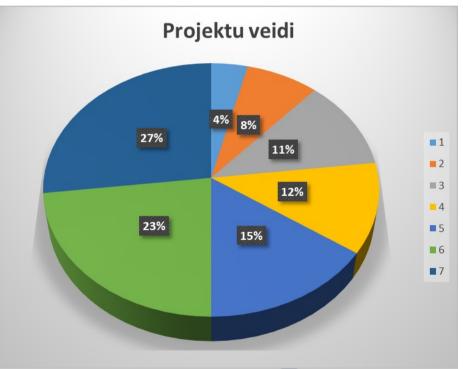
### **UL & HORIZON EUROPE**

- 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







### 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

#### LIST OF SERVICES FOR INTERNATIONAL PROJECT

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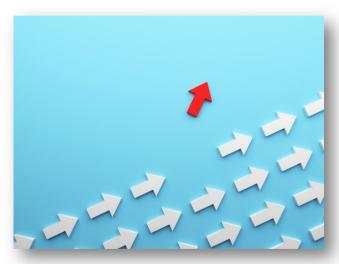


## **Consultations and support process [1]**

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

#### Questions like

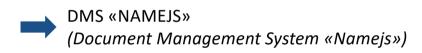
- Why PSC?
- Previous project-writing experience
- Success rate
- Reasons for the previously written project's rejection
- Team
- Established networks
- Self-evaluation of the customer's capacities in project writing
- Etc.





## Consultations and support process [2]

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



#### **SERVICES APPLICATION FORM NO.**

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7. Advice on the project applicant and/or

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\* as a client, we'd like to get the following Riga, services from the Project Support Center for 10. Consultations on the conditions of the selected 11. Developing a time schedule for the project proposal 1. The project idea analysis; the needs analysis 2. Advice on the relevance of the project preparation process 12. Organisation of the project proposal preparation idea to the aims and objectives of the UL 13. Involvement of the selected partners for setting up a consortium, preparation of a confidentiality agreement 14. Consultations on writing project application sections ancing the project id ea. 15. Writing separate sections of a project proposal 6. Project idea assessment, compliance of the project idea with the conditions of the 16. Administrative preparation of the project



## Consultations and support process [3]

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

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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

#### EU4H-2022-P-J-01: CR-g-22-08.01/02/03

Call for proposals to monitor and strengthen the implementation of innovative approaches to prostate, lung and gastric cancer screening at Union level projekta pieteikuma sagatavošanas un iesniegšanas laika grafiks

Datums	Paveicamais darbs	Svat gil nodet ga informs cija
08.04.	LU lēmums par projekta pieteikuma sagatavošanu	
12.04.	PAC Pakalpojumu pieteikšanas veidlapas aizpildīšana	
08.04 - 22.04.	Darbs pie projekta konsorcija izveides	
13.04 13.05.	Projekta pieteikuma atsevišķo sadaju tekstu rakstīšana	
19.04 27.04.	LU juridiskās dokumentācijas atbilstības pārbaude sistēmā	https://ec.europa.eu/into/running-tenders/opportunities/occs/zuzi-zuzi/reommon/guidanoe// leu-lear-foa_en.pdf
22,04	Lāmums par projekta konsorcija sastāvu	
27.04 - 28.04.	Partnerorganizāciju juridiskās dokumentācijas atbilstības pārbaude sistēmā	https://ec.europa.eurinto/runding-tendersropportunities/rooss/zuzi-zuz/roommon/guldance// lev-lear-foa_en.pdf
25.04 -27.04.	Konsorcija partneru atbilstības pārbaude un, ja nepieciešams, reģistrēšana sistēmā PIC numura iegūšanai	https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to- participate/participant-register
28.04.	Konsorcija partneru kontaktpersonu saraksta sastādīšana (projekta pieteikuma sagatavošanai)	
25.04 28.04.	Darba vietnes izveide nepieciešamās informācijas apkopošanai (One drive vai google-doc) un partneru informēšana par darba kārtību	
28.0403.05.	Partneru iepriekšīstenoto projektu saraksta veidošana	
05.05 16.05.	Projekta budjeta izstrādāšana	
14.05 18.05.	Projekta pieteikuma atsevišķo sadaļu tekstu saskaņošana ar partneriem	
17.05 19.05.	Projekta budjeta saskaŋošana ar partneriem un labojumu iestrādāšana	
19.05 22.05.	Partneru komentāru par projekta pieteikumu (sistēmā) apkopošana, izdiskutēšana un nepieciešamo izmaiņu veikšana	
23.05.	Projekta iesniegšanas apliecinijuma vēstules sagatavošana un parakstīšana LU	Paraksta Rektors vai Prorektors
24.05.	Projekta pieteikuma visu dokumentu augšupuzlāde sistēmā	
24,05	Projekta pieteikuma iesniegšana	

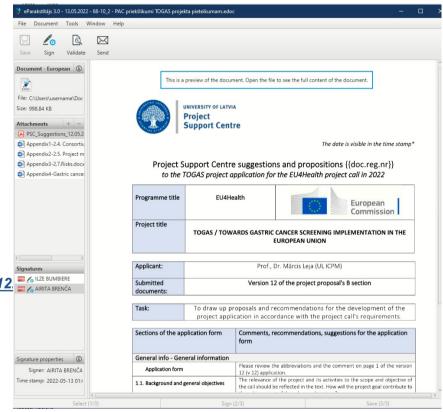


## **Consultations and support process [4]**

Step 4: Written suggestions and propositions

#### Suggestions and propositions

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## Consultations and support process [5]

Step 5: Signing an acceptance certificate for the completed service

#### **Acceptance Certificate**

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#### ACCEPTANCE CERTIFICATE NO.

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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



### **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/Normativie\_akti\_veidlapas\_2\_dala/ROKASGRAMATA\_FINAL\_18.08.2023.pdf





## 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)

# Let's find the solutions together!





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