

Regulations on Student Research and Innovation Grant

1. General provisions

- 1.1. Regulations on Student Research and Innovation Grant of Rīga Stradiņš University Alumni Association (hereinafter - RSU AA) (hereinafter - the Regulations) determine the procedure for submission and evaluation of student project applications for receiving a grant at RSU AA.
- 1.2. The purpose of awarding the grant is to support and motivate RSU students to conduct research including development of entrepreneurial capacity and improvement of professional skills.

2. Application rules

- 2.1. Full-time or part-time RSU undergraduate students, Master's programme students or students of medical residency may apply for the grant.
 - 2.1.1. Undergraduate and Master's programme students must form a team of 2 to 5 members to apply for the grant.
 - 2.1.2. Residency students may form a team of 1 to 5 members to apply for the grant.
- 2.2. One RSU student may apply for the grant within one team. If the team has received a grant, the team members may not reapply for the grant within the same team or another team until the project for which the grant was awarded has been completed and all performance indicators have been achieved.
- 2.3. With the help of the grant, the team may implement a research idea or create a business plan:
 - 2.3.1. The team may develop its research intention individually or in one of the following project platforms:
 - 2.3.1.1. Vertically Integrated Projects (hereinafter - VIP);
 - 2.3.1.2. Ideas Bank;
 - 2.3.1.3. Student Research Interest Groups (hereinafter - SRIG)
 - 2.3.1.4. RSU AA Academy of Researchers.
 - 2.3.2. The team can develop its business ideas on the platform of the Business Incubator (hereinafter - BI).
- 2.4. The team needs a mentor to qualify for the grant.

- 2.4.1. If a team implements a research idea or develops a business plan and acts in one of the project platforms defined in the paragraph 2.3, the mentor may be attracted from the respective platform.
- 2.4.2. If a team implements a research idea without using the platform defined in the paragraph 2.3, the mentor may be an expert in the field relevant to the project topic.
- 2.5. The team planning to carry out a research project must agree on it with the mentor before submitting a grant application. The mentor shall inform the team of the need to consult with:
 - 2.5.1. a data protection officer in order to clarify how to appropriately obtain, store and use data in accordance with laws and regulations in the field of personal data processing;
 - 2.5.2. the Research Ethics Committee in order to obtain authorisation to implement the research idea;
 - 2.5.3. the department or laboratory in order to find out what goods or services for the implementation of the project (as mentioned in the paragraph 4.3) will be necessary to purchase within the grant and to obtain proof that there will be a place to store the purchased goods and the laboratory will allow to use its premises for conducting research.
- 2.6. During the implementation of the project or no later than two years from the award of the grant, the team must schedule one of the following activities, depending on the type of project:
 - 2.6.1. For research projects:
 - 2.6.1.1. A scientific publication in an international scientific journal or database;
 - 2.6.1.2. A presentation at an international conference with the research results;
 - 2.6.2. A business plan for ideas projects:
 - 2.6.2.1. A presentation of the business idea in the BI.

3. Applying for the grant

- 3.1. Application for the grant shall be announced on RSU website www.rsu.lv twice during the academic year, once a semester, as long as financial resources are available for the grant. If there is a lack of financial resources to provide the grant, the announcement may be terminated.
- 3.2. In order to apply for the grant, a completed project application form, a project estimate and, if applicable, an opinion of the Research Ethics Committee must be submitted.
- 3.3. Applications for the grant with all necessary appendices shall be submitted in person at RSU Technology Transfer Office at 12 Vīlīpa iela, Rīga or electronically by sending to e-mail: tpk@rsu.lv.

4. Amount of grant and eligible expenses

- 4.1. The grant shall be paid from the outside funds of RSU AA foundation, which are composed of donations, as well as co-payments of RSU.
- 4.2. The minimum amount of the grant for one project is EUR 1,000.00 and the maximum amount of the grant to be awarded is EUR 4,000.00.
- 4.3. The following costs shall be eligible for the project:
 - 4.3.1. purchase of materials and reagents;
 - 4.3.2. representation expenses, including business trips for the presentation of the grant idea, presentation at a scientific conference or publication of the results of the grant research (indicating RSU as an institutional affiliation).
- 4.4. The grant shall be awarded for one calendar year from the date specified in the grant award decision. The grant payment term cannot be extended.

5. Grant Monitoring Committee

- 5.1. Project applications shall be evaluated and project implementation shall be monitored by the Grant Monitoring Committee (hereinafter - the Committee).
- 5.2. The Committee shall consist of:
 - 5.2.1. One student delegated by RSU Student Union;
 - 5.2.2. A representative of RSU Research Department;
 - 5.2.3. Two representatives of RSU academic staff;
 - 5.2.4. A representative of RSU AA.
- 5.3. The composition of the Committee shall be approved by the Chairperson of RSU AA Board no later than two weeks before the deadline for submission of projects.
- 5.4. The work of the Committee shall be coordinated and chaired by a representative of RSU AA.

6. Evaluation of applications

- 6.1. The evaluation of projects shall be performed by the Committee in accordance with the evaluation criteria.
 - 6.1.1. The Committee shall assess the project rationale, logical structure, implementation capacity, project quality and sustainability and the project budget;
 - 6.1.2. The total maximum number of points to be obtained according to the evaluation criteria shall be 30 points.
- 6.2. The team may get additional points if the grant project is implemented on any of the platforms referred to in the paragraph 2.3 or if the team members have a resident status. The number of additional points to be awarded shall be as follows:
 - 6.2.1. VIP, Ideas Bank, BI - 5 points;

- 6.2.2. SRIG, Academy of Researchers - 3 points;
- 6.2.3. Resident status - 1 point.
- 6.3. The additional points referred to in the paragraph 6.2 shall not be aggregated and if the team operates on several project platforms or if there is a resident in the team who also operates on one of the project platforms, the number of additional points obtained shall correspond to the number of points of the platform for which the highest score can be obtained.
- 6.4. The submitted project applications that meet the requirements of the Regulations after the evaluation shall be ranked numerically according to the total number of points obtained, adding together the number of points obtained via evaluation criteria and the number of additional points obtained. The maximum total number of points to be obtained is 35 points. If several projects have the same number of points, priority shall be given to the project that has received a higher score according to the evaluation criteria referred to in the paragraph 6.2.
- 6.5. The minimum quality indicator shall be the overall assessment starting from 12 points for the project to be eligible for grant funding.

7. Decision Making

- 7.1. The Committee shall take a decision regarding awarding or refusing the grant within ten working days from the end of the application period.
- 7.2. The reasons for refusing the grant may be as follows:
 - 7.2.1. The project application does not comply with the requirements of the Regulations;
 - 7.2.2. The project does not meet the quality criteria and has received an overall score below 12 points;
 - 7.2.3. Insufficient financial resources.
- 7.3. The team may withdraw the submitted project application no later than 2 weeks before the expected start date of the project.
- 7.4. If the team refuses to use the grant after a positive decision, the funding shall be allocated to a project that has received the highest score in the evaluation but was rejected due to insufficient funding.
- 7.5. During the implementation of the grant, the Committee shall have the right to refuse the further disbursement of financial resources to the project (cancellation of the project) or to suspend the financing of the project temporarily by a reasoned decision.
- 7.6. Applicants for grants may contest the decisions taken by the Committee by submitting an application to the Director of RSU Research Department within ten calendar days from the date of notification of the decision. The decision of the Director of the Research Department may be contested by submitting an application to the Vice-Rector for Science of RSU.

8. Procedures for implementation and monitoring of grant projects

- 8.1. Implementation of the project shall be carried out:
 - 8.1.1. under the supervision of the mentor;
 - 8.1.2. in conformity with the requirements of the Regulations;
 - 8.1.3. in accordance with the information provided in the project application and the estimate;
 - 8.1.4. in compliance with RSU internal rules and regulations.
- 8.2. During the implementation of the project, an interim report on the completed and planned project work must be submitted every six months.
- 8.3. The interim report shall be signed and commented according to the interim form by the team mentor.
- 8.4. The interim report shall be examined and evaluated by the Committee.
- 8.5. Pursuant to the paragraph 7.5 of the Regulations the Committee shall have the right to postpone or suspend the financing of the project, if, during the examination of the interim report or at any other time during the implementation of the project, the Committee establishes the following facts:
 - 8.5.1. The grant has been partially or fully used inconsistently with the purpose of the project;
 - 8.5.2. More than 30% of the members of the team are on academic leave or are excluded;
 - 8.5.3. At least one of the team members lacks academic success and/or fails to fulfil the obligations laid down in the study plan;
 - 8.5.4. False and/or incomplete information is provided in reports;
 - 8.5.5. When implementing the project, the team does not comply with the requirements of the Regulations and other laws and regulations.
- 8.6. The team shall submit a written application to the Committee in the following situations:
 - 8.6.1. no later than three months before the end of the project implementation period, when the team wants to make changes to the project estimate. The justification for the necessary changes shall be given in the application and the application shall also be signed by the team mentor.
 - 8.6.2. no later than two weeks after the establishment of the fact, when more than 30% of the team members are on academic leave for valid reasons. The application shall give valid reasons and planned solutions. Pregnancy, childcare and acute illness may be considered to be a valid reason Whereas, changing the composition of the team is a possible solution. When considering the application, the Committee may decide on postponing the implementation of the project or cancelling the financing of the project.
 - 8.6.3. no later than two weeks after the establishment of the fact, when the team wishes to change the composition during the implementation of the project for valid

reasons. The reasons referred to in the paragraph 8.6.2, graduation from RSU of one or more team members, as well as other reasons not mentioned in the Regulations may be considered as valid reasons.

- 8.6.4. no later than one month before the end of the project implementation period, when an extension of the project implementation period is required, in particular to carry out the activities referred to in the paragraph 2.6. The Committee is entitled to extend the project implementation period for completing the remaining works, but the grant payment period cannot be extended.
- 8.6.5. In any situation when the team finds out that it is not possible to fulfil the obligations undertaken in the project or the rules set by the Regulations and when the situation cannot be resolved with the help of the mentor.
- 8.7. An oral report to the Committee shall be provided at the end of the project implementation period. The team mentor shall also participate in the report. The Committee shall have the right not to accept the work of the team and to set requirements for further implementation of the project without additional funding, if the project goal is not achieved.

9. Processing of personal data

- 9.1. Processing of personal data in the grant award process shall take place with the aim to assess the compliance of applicants (RSU students) with the requirements of the Regulations, awarding of grants, the implementation of
- the grant project, monitoring and communication.
- 9.2. The legal basis for the processing of personal data is Article 6 paragraph one (a) and (f), Article 9 paragraph two (a) of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) and the paragraph 9.1 of the Regulations.
- 9.3. Personal data - given name, surname, telephone number, e-mail address, study programme, year of study and the position shall be processed in the grant award process.
- 9.4. Categories of data subjects - applicants (RSU students), mentors.
- 9.5. The personal data submitted by the applicants (RSU students) shall be available to RSU and RSU AA staff involved in the grant award process, including members of the Committee. Personal data may be disclosed to the investigative and judicial authorities, as well as to supervising and controlling authorities to the extent and in accordance with the procedures prescribed by laws and regulations.
- 9.6. The submitted personal data shall be stored for 5 (five) years, unless the longer storage of such data is specified or permitted in the specific case by laws and regulations:

the data shall be anonymised and further identification of the person is not possible;

it is necessary for the implementation of RSU rights protection in relation to requests, claims or demands;

there are well-founded suspicions of illegal activities which are the subject of an investigation; personal data is necessary to deal with a dispute or complaint.

- 9.7. Applicants shall have the rights of the data subject as set out in RSU Privacy Policy with respect to their personal data.
- 9.8. When submitting an application for the grant, applicants (RSU students) shall give their consent for the processing of personal data in the amount and in accordance with the procedures specified in sub-paragraph 9.1 of the Regulations.
- 9.9. When submitting an application for the grant containing information and data relating to third parties (natural persons), the applicant (a RSU student) shall confirm that he/she has informed those persons of the processing of personal data by RSU for the specific purpose, thereby ensuring RSU against third party claims.