

**GUIDELINES FOR APPLICANTS No 2 OF PROJECT FINANCING CONDITIONS UNDER MEASURE 09.3.2.-LMT-K-712 ‘DEVELOPMENT OF COMPETENCES OF SCIENTISTS, OTHER RESEARCHERS AND STUDENTS THROUGH PRACTICAL RESEARCH ACTIVITIES’ OF PRIORITY AXIS 9. EDUCATING THE SOCIETY AND STRENGTHENING THE POTENTIAL OF HUMAN RESOURCES OF THE OPERATIONAL PROGRAMME FOR THE EU STRUCTURAL FUNDS INVESTMENTS FOR 2014–2020**

*Unofficial translation*

**CHAPTER I  
GENERAL PROVISIONS**

1. Guidelines for Applicants No 2 of Project Financing Conditions under Measure 09.3.3-LMT-K-712 *Development of Scientific Competences of Scientists, other Researchers and Students through Practical Research Activities* of Priority Axis 9 *Educating the society and strengthening the potential of human resources* of the *Operational Programme for the European Union Funds’ investment in 2014–2020* (hereinafter – the Guidelines for Applicants) establishes the requirements for the Applicants when drawing up and submitting applications for financing the projects co-funded from structural funds of the European Union (hereinafter – proposals) according to the activity *Promotion of Post-Doctoral Fellowships* of Measure 09.3.3-LMT-K-712 *Development of Scientific Competences of Scientists, other Researchers and Students through Practical Research Activities* (hereinafter – the Measure) of Priority Axis 9 *Educating the society and strengthening the potential of human resources* of the *Operational Programme for the EU Structural Funds Investments for 2014–2020* approved by the Commission Decision No C(2014)6397 on 8 September 2014 (hereinafter – Operational Programme), beneficiaries of the projects according to the Guidelines for Applicants, as well as the institutions engaged in the assessment and selection of applications, and supervision of the project implementation.

2. The present Guidelines for Applicants have been drawn up having regard to:

2.1. the plan for the implementation measures of the priority under the Operational Programme for the EU Structural Funds Investments for 2014–2020 and approved by Order No V-380 of the Minister of Education and Science of the Republic of Lithuania on 23 April 2015 *On the approval of the plan for the implementation of the implementation measures of a priority under the Operational Programme for the EU Structural Funds Investments for 2014–2020, and of the National Guidelines for Applicants for the calculation of monitoring indicators* (hereinafter – Measure implementation plan);

2.2. the *Project Administration and Financing Rules* approved by Order No 1K-16 of the Minister of Finance of the Republic of Lithuania on 8 October 2014 *On the Approval of the Project Administration and Financing Rules* (hereinafter – the Project Regulations);

2.3. *Guidelines for Applicants of the Calculation of Monitoring Indicators of the Operational Programme for the EU Structural Funds Investments for 2014–2020* approved by Order No 1K-499 of the Minister of Finance of the Republic of Lithuania on 30 December 2014 *On the Approval of the Guidelines for Applicants of the Calculation of Monitoring Indicators of the Operational Programme for the EU Structural Funds Investments for 2014–2020* (hereinafter – Guidelines for Applicants of the Calculation of Monitoring Indicators of the Operational Programme);

2.4. the *Operational Plan for 2016–2018 of the National Programme for the Development of Studies, Scientific, Research and Experimental (Social and Cultural) Development for 2013–2020* approved by Order No V-204 of the Minister of Education and Science of the Republic of Lithuania on 17 March 2016 *On the Approval of the Operational Plan for 2016–2018 of the National Programme for the Development of Studies, Scientific, Research and Experimental (Social and*

*Cultural) Development for 2013–2020;*

2.5. *the Operational Plan for 2019–2020 of the National Programme for the Development of Studies, Scientific, Research and Experimental (Social and Cultural) Development for 2013–2020* approved by Order No V-110 of the Minister of Education, Science and Sport of the Republic of Lithuania on 8 February 2019 *On the Approval of the Operational Plan for 2019–2020 of the National Programme for the Development of Studies, Scientific, Research and Experimental (Social and Cultural) Development for 2013–2020;*

2.6. *the Recommendations on the Compliance of Project Expenditure to the Requirements of the European Union Structural Funds approved by the 16 May 2019 Protocol No. 42 of the Steering Committee of the Operational Program for the Development of Human Resources, the Operational Program for Growth, the Cohesion Promotion Program and the Operational Program of the European Union Funds Investment Program 2014–2020 (hereinafter - Recommendations on Eligibility of Project Expenditures to the Requirements of the European Union Structural Funds) and published on the website of the EU Structural Funds [www.esinvesticijos.lt](http://www.esinvesticijos.lt);*

2.7. *Law on Higher Education and Research of the Republic of Lithuania;*

2.8. *the priority project selection criteria of the activity Promotion of Post-Doctoral Fellowships under the measure Support to Research Activities of Scientists and Other Researchers approved by Resolution No 44P-15.1(17) of the meeting of the Monitoring Committee of the Operational Programme for the EU Structural Funds Investments for 2014–2020 on 19 May 2016;*

2.9. *the model lists of eligible research and/or technological production of research and dissemination projects approved by Order No V-2017 of the Chairman of the Research Council of the Republic of Lithuania on 31 October 2014 Regarding the Approval of the Model Lists of Eligible Research and/or Technological Production of Research and Dissemination Projects (hereinafter – the Model lists of eligible research and/or technological production of research and dissemination projects);*

2.10. *General Rules of Experts of the Research Council of Lithuania and Their Activities approved by the Order No. V-42 of the Chairman of the Research Council of Lithuania of 29 January 2018 On the Approval of the General Rules of the Lithuanian Science Council Experts and Their Activities;*

2.11. *Regulation of the Annual Assessment of Research and Experimental Development and Artistic Activities of Universities and Research Institutes approved by the Order No. V-747 of the Minister of Education and Science of the Republic of Lithuania of 4 October 2017 On the Approval of the Regulation on the Annual Evaluation of the Research and Experimental Development and Arts Activities of Universities and Research Institutes.*

3. *The concepts used for the purpose of the present Guidelines for Applicants shall be interpreted as defined in the legal acts referred to in Article 2 of the present Guidelines for Applicants, the Rules on the Allocation of Responsibility and Functions among Institutions while Implementing the Operational Programme for the EU Funds Investments for 2014–2020 approved by the Resolution No 528 of the Government of the Republic of Lithuania on 4 June 2014 Regarding Allocation of Responsibility and Functions among Institutions while Implementing the Operational Programme for the EU Funds Investments for 2014–2020, and the Rules on the Administration of the Operational Programme for the EU Funds Investments for 2014–2020 approved by Resolution No 1090 of the Government of the Republic of Lithuania on 3 October 2014 On the Approval of the Rules on the Administration of the Operational Programme for the EU funds investments for 2014–2020.*

4. *For the purposes of the Guidelines for Applicants the Research fellow shall be a researcher holding a doctoral degree awarded by a Lithuanian or foreign research and studies institution, provided no more than five years have lapsed from the doctoral degree award date until the deadline for submission of applications indicated in the call for proposals (the period does not include maternity leave, paternity or child raising leave until the child is three years of age), and engaged in the research*

activity provided in the project. For the purposes of the Guidelines for Applicants the post-doctoral fellowship shall be a research work carried out by the Research fellow. For the purposes of the Guidelines for Applicants the post-doctoral fellowship supervisor shall be a researcher working at the Applicant (Beneficiary) institution, who supervises the research work of the Research fellow during the implementation of the project.

5. The implementation of the measure is managed by the Ministry of Education, Science and Sport of the Republic of Lithuania (hereinafter – the Ministry), and the Research Council of Lithuania (hereinafter – the Implementing Authority or RCL).

6. The form of financing under the Measure is a non-repayable subsidy.

7. The project selection under the Guidelines for Applicants shall be carried out by way of competition in a single stage.

8. According to the Guidelines for Applicants total EUR 10,426,320 (ten million four hundred twenty six thousand three hundred twenty euros) were allocated from the European Social Fund.

9. According to the Guidelines for Applicants there will be two calls for proposals, with the following projected allocations from the European Social Fund, respectively for the first and second calls: EUR 3 894 437,68 (three million eight hundred ninety-four thousand four hundred thirty-seven euros 68 cents), and EUR 6 531 882,32 (six million five hundred thirty-one thousand eight hundred eighty-two euros 32 cents). Where the amount distributed, or requested to be allocated according to the decisions regarding the project funding and the submitted Applications within the framework of a call for proposals is smaller than the amount allocated for the call, the uncommitted amounts shall be distributed proportionally among other calls. When passing a decision regarding the funding of the projects, the Ministry shall have a right to increase the amount intended to be allocated to the call without increasing the amount specified in the Measure implementation plan, or infringing the legitimate expectations of the Applicants.

10. The purpose of the measure is to enhance the scientific qualification of students, researchers and scientists through practical activities, research exchanges and while promoting the building and development of scientific communication and networking.

11. According to the Guidelines for Applicants the purpose of the Measure is to support post-doctoral fellowship studies.

12. The purpose of the activity referred to in Article 11 of the Guidelines for Applicants is to promote the development of the post-doctoral fellowship studies, and increase the research qualification of the research fellows (the projects do not have to seek developing specific products for the market, or increase the commercial and technology transfer scale).

13. According to the supported activities indicated in the Guidelines for Applicants the first call for proposals is scheduled to be published in the second quarter of 2017, and the second call for proposals will be published in fourth quarter of 2019. Calls for proposals are published at the internet website of the Implementing Authority [www.lmt.lt](http://www.lmt.lt), and the internet website of the EU structural funds [www.esinvesticijos.lt](http://www.esinvesticijos.lt).

## **CHAPTER II REQUIREMENTS FOR THE APPLICANTS**

14. According to the provisions of the Guidelines for Applicants the Applicants (Beneficiaries) are:

14.1. universities or state research institutes holding the arts or science doctoral rights and/or together with the universities performs the education of scientists and included in the Open Information, Counselling and Guidance System [www.aikos.smm.lt](http://www.aikos.smm.lt);

[14.2. companies registered in the Republic of Lithuania, performing research and experimental \(social, cultural\) development activities](#) (hereinafter – R&D activities).

15. Branches of legal entities are eligible to be the Applicants (Beneficiaries).

16. The Applicants shall not be allowed to submit applications in cooperation with partners.
17. A research fellow and his fellowship supervisor may be indicated in a single application under a single call for proposals only.
18. The Applicant (Beneficiary) is required to have the following capacities necessary to implement the project:
- 18.1. operate an infrastructure required for carrying out R&D activities;
  - 18.2. have human resources required for administration of the project.
19. At a time a Beneficiary may implement more than one project, provided the Beneficiary operates adequate infrastructure and administrative and financial resources required for a quality implementation of projects.
20. If it is determined by final decision of Ombudsman for academic ethics and procedures or by effective court decision that a person has violated the principle of academic integrity in research, the Applications that identify him as a fellowship supervisor or a research fellow shall not be considered for 5 years from the effective date of the decision. The Applications that indicate as the research fellow or the fellowship supervisor a researcher who has previously managed a project funded by the Research Council of Lithuania which was terminated or not implemented, shall not be considered for a period of three years from the effective date of the decision of the Research Council of Lithuania.
21. The Applicant who is the research fellow, or the fellowship supervisor shall comply with the requirements set forth in Chapters I and II of the Guidelines for Applicants as of the deadline for submission of applications indicated in the call for proposals.

### **CHAPTER III REQUIREMENTS APPLICABLE TO PROJECTS**

22. A project must comply with the general requirements set forth in Section 10 of the Project Regulations.
23. Projects must comply with the specific project selection criterion approved by the Monitoring Committee of the European Union Funds Operational Program for the Investment Program 2014-2020 May 8 Protocol No. 44P-4 (40), i. e., Projects must comply with the requirements of the National Study, Research and Experimental (Social, Cultural) Development Program 2013-2020 Action Plan for 2016-2018 subarticle 2.1.3.1 or National Study, Research and Experimental (Social, Cultural) Development Program 2013-2020 Action Plan for 2019-2020 subarticle 2.1.3.1, specifying the action and the beneficiary (applicant) assigned to the action.
24. The selection of projects shall be carried out following the priority selection criteria referred to in Annex 2 to the Guidelines for Applicants. The projects are scored points for the compliance with the priority project selection criteria, and the maximum score according to each criterion is indicated in Annex 2 to the Guidelines for Applicants. The minimum score required under the Guidelines for Applicants is 55, of which no less than 15 points shall be scored according to the selection criterion referred to in Article 1 of Annex 2, no less than 14 points are required according to the project selection criterion referred to in Article 2 of Annex 2, and no less than 14 points shall be collected according to the project selection criteria referred to in Article 3 of Annex 2, and no less than 12 points must be awarded according to the selection criterion referred to in Article 4 of Annex 2. In case the projects are assigned identical number of points, the project shall be ranked in accordance with the procedure set forth in Article 151 of the Project Regulations.
25. Where in relation to the quality assessment a project is scored less than 55 points, or the project fails to obtain the minimum score referred to in Article 24 of the Guidelines for Applicants according to each priority project selection criterion, the application shall be rejected.
26. The duration of the projects submitted according to the Guidelines for Applicants shall be 24 months from the Grant Agreement signature date.

27. In certain cases in view of some objective reasons that the Beneficiary was not in a position to foresee at the time of the submission and the assessment of the application, the duration of the projects referred to in Article 26 of the Guidelines for Applicants may be extended in the procedure specified in the Project Regulations, but in any case for longer than 6 months, and without infringing the time limits referred to in Articles 213.1 and 213.5 of the Project Regulations. The project activity implementation period may be suspended for a period of maternity leave, paternity or child-raising leave until the child reaches the age of 3 years, provided that after the activities under the project are renewed, the project will be completed by the terms referred to in Articles 213.1 and 213.5 of the Project Regulations.

28. The project activities must be started no later than within one month from the effective date of the Grant Agreement, but in any case, and must be completed no later than the terms referred to in Articles 213.1 and 213.5 of the Project Regulations. The beginning of project activities is considered to be the date at which the research fellow starts working for the project.

29. The research fellow shall start working for the project within no later than one month from the effective date of the Grant Agreement and shall work within the project throughout the entire project implementation period, i.e. total no less than 1,260 hours in the course of 12 months (according to unit costs certificates declared by the Beneficiary and approved by the Implementing Authority). The working hours of the research fellow should not include the working time for indirect (administrative) project activities (if applied).

30. The activities under the project must be all carried out in the Republic of Lithuania. Project activity may be carried out in other Member States of the EU, or in non-EU States, provided the products, results and the benefit (or part thereof corresponding to the financial contribution of the Republic of Lithuania) are allocated to the Republic of Lithuania. Project activities venue is the location at which project activities are being implemented by the project team as defined in the *Recommendation Regarding the Compliance of Project Expenses with the Requirements of Structural Funds of the European Union*.

31. An eligible target group of the project is the research fellows who according to Section 23 of the Project regulations at the same time are participants of the Project.

32. A project must pursue the following Measure implementation monitoring indicators:

32.1. Researchers participating in ESF activities designed for studies under informal education programmes (indicator code P.S.395). Minimum target value – 1 person; interim target value by 1 June 2018 – 1 person (interim target value is set for first call for proposals only).

32.2. Researchers that left abroad for professional development using ESF investment (indicator code P.S.393). Minimum target value – 1 person; interim target value not specified;

32.3. Implemented R&D projects (indicator code P.S.396). Minimum target value – 1 project; interim target value not specified;

33. The Measure implementation monitoring indicators indicated in Article 32 of the Guidelines for Applicants are computed according to the *Guidelines for Applicants of the Procedure for the Computation of Monitoring Indicators of the Operating Programme*. The Guidelines for Applicants of computation of all monitoring indicators of the Operating Programme are published at the EU structural funds' website [www.esinvesticijos.lt](http://www.esinvesticijos.lt).

34. Project maturity requirements do not apply.

35. There shall be no restrictions of the project that could have an adverse effect upon the implementation of the principles of gender equality, non-discrimination based on gender, race, nationality, language, origin, social standing, beliefs and views, disability, sexual orientation, ethnicity or religion.

36. There shall be no project actions that could adversely affect the implementation of the sustainable development principle.

37. According to the present Guidelines for Applicants State aid as defined in Article 107 of the Treaty on the Functioning of the European Union (OJ 2016 C, 202, p. 47), or *de minimis aid*

compliant with the provisions of Commission Regulation No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis aid* (OJ 2013 L 352, p.1) shall not be granted.

38. A project may not have been or be currently funded from the state budget of the Republic of Lithuania and/or municipalities budgets, other monetary resources at the disposal of the State and/or municipalities, EU structural funds or other measures of the EU financial assistance or other international support (including the funds allocated for the implementation of the Agreement establishing the European Molecular Biology Laboratory), and where granted EU structural funds, such measures would be recognised eligible for funding and/or funded on more than a single occasion.

39. In the course of the project implementation the research fellow must be enrolled and attend a fellowship programme at a foreign research or studies institution, a research centre, a laboratory, a company, an institution, a library, an archive, an expedition, etc. Minimum duration of the trip is one month. The overall duration of the trip may be broken down to individual parts each of them no shorter than 15 days.

40. In the course of the project implementation the fellow may not be changed.

41. Physical project implementation indicators are planned following, but not limited to, the model lists of eligible research and/or technological production of research and dissemination projects.

42. The projects are not subject to continuity of investment or post funding reporting requirements.

## **CHAPTER IV**

### **ELIGIBLE COSTS OF PROJECTS AND FINANCING REQUIREMENTS**

43. The costs incurred within the projects shall comply with the requirements for project costs defined in Chapter VI of the Project Regulations and the *Recommendations Regarding the Compliance of Project Expenses with the Requirements of Structural Funds of the European Union*.

44. The eligible costs of a project are the costs that were incurred and paid in the period since the beginning of project until the end of the project activities, but no later than within the terms specified in Sub-Articles 213.1 and 213.5 of the Project Regulations.

45. Eligible costs of the project shall be reimbursed according to unit costs and flat rates. The amount of eligible costs of the project is determined for each project individually considering the reasonableness of project during the eligibility assessment, however, not exceeding the maximum amount allocated to the project as set forth in Article 46 of the Guidelines for Applicants.

46. The maximum amount to be allocated to fund per project is EUR 129 891 (one hundred and twenty-nine thousand eight hundred and ninety-one euro).

47. A Beneficiary may be disbursed an advance payment. A maximum advance payment allocated to the project is 30 % of the funding amount allocated to the project, unless the Grant Agreement provides for a smaller maximum advance amount. The maximum advance amount and the advance payment procedure are specified in the Grant Agreement and Section 21 of the Project Regulations.

48. The maximum share of the project eligible for funding is equal to 100 % of the total eligible costs of the project.

49. The Applicant may contribute to the implementation of the project at its own initiative, and using own funds and/or those of other sources.

50. The share of the eligible costs of the project that is not covered by the funds allocated to the project, shall be funded from the funds of the Beneficiary.

51. According to the Guidelines for Applicants there are the following categories of eligible costs:

Expense category No	Expense category name	Requirements and explanations
1.	Land	Does not apply
2.	Immovable property	Does not apply
3.	Construction, reconstruction, repair and other works	Does not apply
4.	Equipment, machinery and other assets	Does not apply
5.	Project implementation	The expenses related to the compensation of the research fellow, and the associated obligations of the employer shall be reimbursed using fixed rates (Article 52.1 of the Guidelines for Applicants).
6.	Information about the project	Does not apply
7.	Indirect costs and other costs according to the fixed project cost rate.	<p>Costs are reimbursed applying a flat rate (Article 52.2 of the Guidelines for Applicants).</p> <p>The expenses concerned are:</p> <ol style="list-style-type: none"> <li>1. the costs of the business trips of the research fellow, travel and fellowship;</li> <li>2. service expenses;</li> <li>3. costs related to the acquisition of short-term and long-term assets;</li> <li>4. costs of depreciation of the long-term assets owned by the Beneficiary, where no public funds (including other countries) were used to acquire the assets;</li> <li>5. project publicity costs. Only the expenses related to the mandatory project publicity measures according to Articles 450.1, 450.2 and 450.6 of the Project Regulations are considered eligible.</li> <li>6. other costs required to attain the project objectives;</li> <li>7. indirect project costs (project administration and related costs).</li> </ol>

**Note:** The project budget table in the Application form shall be completed following the Instruction on completing the project budget form provided in the Recommendations regarding the compliance of project costs with the requirements of structural funds of the European Union.

52. Beneficiary costs reimbursed when carrying out project activities:

52.1. costs of compensation to the research fellow and the related obligations of the employer are reimbursed according to unit costs of compensation for research projects. The rates are established in accordance with the *Report of the Survey on the Determination of Unit Costs of Compensation in Research Projects*. (the Report is published at <http://www.esinvesticijos.lt/lt/dokumentai/supaprastinto-islaidu-apmokejimo-tyrimai>).

52.2. costs of the project other than those indicated in Article 52.1 of the Guidelines for Applicants according to Article 433.3 of the Project Regulations shall be reimbursed at a flat rate that accounts of for 40 % of the compensation costs and the associated obligations of the employer.

53. The costs reimbursed at unit costs and a flat rate specified in Articles 51-52 of the Guidelines for Applicants shall comply with the following provisions:

53.1. the costs reimbursed at unit costs and a flat rate must comply with the provisions of Section 35 of the Project Regulations;

53.2. an applicant shall have a right to provide in the application the unit costs lower than the maximum values indicated in the Guidelines for Applicants;

53.3. project costs intended to be incurred at unit costs, are reimbursed by compensating having regard to the unit costs set forth in the Grant agreement and the documents submitted by the Beneficiary supporting the achieved results (i.e. time sheets of the research fellow, summary of the salary calculation using unit costs, and the documents certifying the attainment of a physical operating indicator. The form of the summary is approved by Implementing Authority). The documents to be submitted are specified in the Grant Agreement;

53.4. Where the Managing Authority or the Audit Authority establishes that the unit cost / flat rate has not been correctly determined, the adjusted amount or the conditions for its application shall apply to the cost of the project activities carried out from the date of entry into force of the revision.

54. The unit costs applied to a specific project shall be set in the Grant Agreement, and may not be changed throughout the implementation of the project.

55. The ineligible costs are specified in Section 34 of the Project Regulations.

56. The costs of the remuneration of the supervisor of the fellowship constitute ineligible costs.

57. Application costs and cross-financing costs constitute ineligible costs.

58. The expenditures incurred by the Beneficiary are reimbursed by way of compensating.

59. In case any income was generated as a result of the project implementation, such income shall be estimated and recovered no later than with the last payment claim in the manner set forth in Articles 447 and 448 of the Project Regulations.

## **CHAPTER V**

### **DRAWING UP OF APPLICATIONS, INFORMATION OF APPLICANTS, CONSULTATION, SUBMISSION AND ASSESSMENT OF APPLICATIONS**

60. In order to receive funding an applicant must fill in an application. A partly completed form in PDF format is available at the 'Related documents' part of Section 'Financing' of the EU structural funds' website [www.esinvesticijos.lt](http://www.esinvesticijos.lt).

61. An applicant shall complete an application and shall submit together with the Annexes referred to in Article 66 of the Guidelines for Applicants by the last day of the term for the submission of applications to the website on the exchange of data of projects co-funded from the European Union structural funds (hereinafter – DMS), and in case the functionalities of the DMS are not implemented – applications shall be submitted to the Implementing Authority in writing in



the procedure set forth in Section 12 of the Project Regulations.

62. In case an application in accordance of Article 61 of the Guidelines for Applicants is submitted in writing, the application may be submitted in one of the following methods:

62.1. a paper-based copy of the application and its Annexes drawn up in the Lithuanian language are submitted to the Implementing Authority. Attached to the paper-based copy shall be the application and its Annexes recorded in the electronic media. The Annexes shall be submitted in the Microsoft Office Word format. The content of the original and the electronic versions of the application must be identical. Having established that the content of the electronic version of the application does not match the content of the original version, the information provided in the original version of the application shall prevail. An application may be submitted by a registered letter, via a mail courier, or served in person at the address indicated in the call for proposals;

62.2. the electronic document signed by a secure electronic signature is sent to the implementing institution at the electronic mail address indicated in the call for proposals. When the application is submitted in the latter method the documents attached and/or digital copies of the documents attached do not need to be certified by an electronic signature.

63. Where the applications are submitted through the DMS, the Applicant shall log-in to the DMS through the State Information Resources Interoperability Platform, and register as a DMS user.

64. Within 3 days following submission of the Application through the DMS, the Applicant shall enter into the Information system for the submission and administration of applications and reports of the Research Council of Lithuania the following information in the English language: the general information of the application, the description of the project (need for the project, description of the selected solution and the projected results, project summary, the capacity of the Beneficiary to implement the projects, project management description, risks related to the project implementation and their management), curricula vitae of the fellowship supervisor and of the research fellow, as well as the Annexes referred to in Articles 66.4 and 66.7 of the Guidelines for Applicants, drawn up in English in *Microsoft Office Word* format. An Applicant logs-in through a website [junkis.lmt.lt](http://junkis.lmt.lt), and registers as a user, or can log-in using the data earlier created by the user if he had previously used the system.

65. Where the functionalities of the DMS are temporarily not available, and for that reason the Applicants are not able to upload the application or an Annex(-es) thereto on the deadline for the submission of applications, the Implementing Authority shall extend the term for the submission of applications for 7 (seven) days, and/or provides for a possibility to submit the application and the Annexes in another way, and announces about that in the procedure specified in Article 82 of the Project Regulations.

66. Attached to the application the Applicant is required to submit the following Annexes:

66.1. a letter signed by the Head of the Applicant institution, or a person authorised thereby, regarding the capacities of the Applicant (Beneficiary) to implement the project, and the project security (a model form of the letter is available at the internet website of the EU structural assistance [www.esinvesticijos.lt](http://www.esinvesticijos.lt), Section 'Financing' next to "Related document" of a call for proposals, and the internet website of the Implementing Authority [www.lmt.lt](http://www.lmt.lt)) (in Lithuanian);

66.2. copies of documents certifying the doctoral degree of the research fellow;

66.3. curriculum vitae of the research fellow (in Lithuanian and English);

66.4. a list of the key research publications (no more than 10), and other research production (no more than 5 articles) of the key members of research groups (with comprehensive bibliographic information, references to *Clarivate Analytics Web of Science*, *Scopus* or another equivalent database or a publicly accessible source for verifying the information, the information on the registration of patents, or cells of plant or animal species, cell lines or strains of the microorganisms) (in Lithuanian and English);

66.5. copies of documents certifying the doctoral degree of the fellowship supervisor;

66.6. Curriculum vitae of the fellowship supervisor, in addition to other information specifying the experience in supervising PhD students and educating other researchers until the deadline of submission the applications, the experience in the course of the past five years until the deadline of submission the applications of participating in research projects and carrying out other R&D activity (in Lithuanian and English);

66.7. a list of the key research publications published by the fellowship supervisor in the course of the past five years (no more than 10), and other research production (no more than 5), and a list of research papers produced by the deadline for submission of applications (with comprehensive bibliographic information, references to *Clarivate Analytics Web of Science*, *Scopus* or another equivalent data base, or publicly accessible source for verifying the information, the information on the registration of patents, or cells of plant or animal species, cell lines or strains of the microorganisms or other R&D production) (in Lithuanian and English);

66.8. copies supporting the information on granting the pregnancy, child-bearing, paternity or child raising leave (if applies);

66.9. copies of all letters of authorisations to sign the relevant documents (in case such documents are signed not by the head of the institution);

66.10. a letter signed by the Head of the applicants institution, or a person authorised thereby, certifying that the project will not be financed from the funds of the budget of the Republic of Lithuania allocated for the implementation of the Agreement establishing the European Molecular Biology Laboratory (a model form of the letter is available at the internet website of the EU structural assistance [www.esinvesticijos.lt](http://www.esinvesticijos.lt), Section 'Financing' next to "Related document" of a call for proposals, and the internet website of the Implementing Authority [www.lmt.lt](http://www.lmt.lt)) (in Lithuanian);

66.11. when the Application is submitted by the Applicant referred to in Sub-Article 14.2 of the Guidelines for Applicants, the following Annexes shall be provided:

66.11.1. list covering last 5 years preceding the closing date of the call for proposals, which includes:

66.11.1.1. signed patent or technology licensing agreements (with copies of documents) and / or information on registered patents with the European Patent Office, the United States Patent and Trademark Office, the Japanese Patent Office or the State Patent Bureau of the Republic of Lithuania (maximum 5);

66.11.1.2. scientific publications of the company staff, including the fellowship supervisor (with company affiliations), published in periodicals referenced in the *Clarivate Analytics Web of Science*, *Scopus* or another equivalent database (with complete bibliographic information, links to databases or other publicly available source for verifying the information) (maximum 5);

66.11.1.3. R&D projects carried out and executed on the basis of the rights of a principal or partner, funded by Lithuanian and / or foreign institutions or other R&D production (maximum 5) (with references to a publicly available source for verifying the information);

66.11.2. Statistical Report on Research and Development (Form MT-02) approved by the Director of Department of Statistics of the Republic of Lithuania for the last calendar year prior to the date of submission of the Application.

67. The last day for the submission of the applications is specified in the call for proposals that is published at the website of the EU structural assistance [www.esinvesticijos.lt](http://www.esinvesticijos.lt) and the internet website of the Implementing Authority [www.lmt.lt](http://www.lmt.lt).

68. The Applicants shall be informed and consulted in the manner set forth in Section 5 of the Project Regulations. The information about the officials of the Implementing Authority providing consultations and their contact details shall be indicated in the announcement of the call for proposals published according to the Guidelines for Applicants at the website of the EU structural assistance [www.esinvesticijos.lt](http://www.esinvesticijos.lt) and the website of the Implementing Authority [www.lmt.lt](http://www.lmt.lt).

69. The Implementing Authority shall carry out the project eligibility assessment in the procedure set forth in Sections 14 and 15 of the Project Regulations according to the requirements

prescribed in Annex 1 of the Guidelines for Applicants and special project selection criterion specified in Article 23 of the Guidelines for Applicants, as well as the assessment of the project's quality in Sections 14 and 16 of the Project Regulations in accordance with the requirements set forth in Annex 2 of the Guidelines for Applicants. The results of the eligibility assessment of the projects submitted according to the call for proposals are indicated in the *Report on the Eligibility Assessment of Projects*.

70. The assessment of the applications shall be carried out in the following manner:

70.1. initially the project is subject to eligibility assessment;

70.2. the applications meeting the eligibility requirements are further referred to the quality assessment.

71. Pending the quality assessment the application are broken down into two parts:

71.1. applications in humanities and social sciences;

71.2. applications in natural sciences, technology, medicine and health, and agriculture.

72. Each section of the applications referred to in Article 71 is further broken down into application groups, taking into account the number of the applications, the number of applications according to science fields approved by Order No V-93 of the Minister for Education, Science and Sport of the Republic of Lithuania on 6 February 2019 *Regarding the Approval of Science and Art Fields*. The number of applications within the groups should be no less than 15 (except in the cases when the number of applications within the sections as per Article 71 is less than 15), and not larger than 30. The groups of applications compiled by the Committee of Humanities and Social Sciences and/or the Committee of Natural and Technical Sciences of the Implementing Authority (hereinafter – the Committee) shall be approved by an Order of the Chairman of the Implementing Authority, and shall be, within 5 working days, published at the website of the Implementing Authority indicating a conditional name of the group of applications, and the codes of the applications assigned to the group.

73. The funds designated by the terms of the call to fund the projects under the measure shall be broken down into as many parts as the number of application groups formed under Article

72 of the Guidelines for Applicants. The funds shall be distributed proportionally to the amounts

requested by the applications groups of the projects compliant with the eligibility requirements according to Annex 1 to the Guidelines for Applicants (the requested funds shall be specified during the eligibility assessment stage).

74. In the course of an examination of an application the Implementing Authority shall, within the terms and in the manner set forth in Article 118 of the Project Regulations, request the Applicant to provide missing information and/or documents. The Applicant shall provide the information and/or documents within the term set by the Implementing Authority.

75. The applications shall be assessed for a period not longer than 90 days of the deadline for the submission of applications indicated in the call for proposals. The durations of the stages for the assessment of applications are the following:

75.1. the application shall be assessed for a period not longer than 40 days of the deadline for the submission of applications indicated in the call for proposals;

75.2. an assessment of the quality of the projects, the selection and the passing of the decision regarding the funding of projects shall last no longer than 50 days of the approval of the report on the assessment of eligibility.

76. In case of a failure to assess the applications within the established term (when in relation to the assessment of the applications it is necessary to apply to other institutions, carry out inspections at project implementation and/or administration location, also in the cases when the amount of all applications received exceeds the amount allocated under the call for proposals), the implementation term may be extended upon a decision of the Implementing Authority). The

Implementing Authority shall notify the Applicants of the new term for the assessment of the applications through the DMS, and in case the functionalities of the DMS have not been installed, the Applicants shall be notified in writing, and the Ministry shall be accordingly notified.

77. The application is rejected for reasons referred to in Article 20 of the Guidelines for Applicants, or Sections 14–16 of the Project Regulations in the manner specified therein. An Applicant shall be notified of a rejection of its application through the DMS, and in case the functionalities of the DMS have not yet been installed, the Applicant shall be notified in writing within 3 working days from the date of the decision to reject the application.

78. The project quality assessment shall be performed by foreign experts whose work shall consist of an individual assessment and an assessment by an expert panel. Two experts shall be appointed for the purpose of an individual assessment of each application; by a duly reasoned decision of the respective committee an additional expert(s) may be appointed, in case the application provides for research activities of interdisciplinary nature. In the manner set forth in Article 80 of the Guidelines for Applicants expert panels for individual application groups shall be set up from the experts appointed to individually assess the applications. An individual assessment is performed by experts individually without consulting the other members of the group regarding the assessment of a specific application. In the course of a group assessment the experts shall discuss the results of the individual assessment, and seek consensus concerning the assessment of each application. Assessment done by expert panel, indicated in minutes of an expert panel is treated as final project quality assessment.

79. In case the research (project activities) provided in several applications for the same call essentially coincide, the eligible project shall be the one with the highest score.

80. Upon the completion of the project quality assessment, a project quality assessment report shall be drawn up for each application group. The report shall contain a list of assessed applications ranked according to the score assigned to the applications within the framework of the quality assessment (from the highest in the descending order), while indicating the score assigned to the application according to each selection criterion. In case the application score equally, the applications are ranked in a priority order in accordance with Article 151 of the Project Regulations.

81. In case the funds allocated to a group of applications according to Article 81 of the Guidelines for Applicants are not sufficient to finance all the positively assessed projects within the group, the first positively assessed project within the group for which the funds are not sufficient shall be funded using the funds of the call not allocated within other application groups (prioritizing the projects with the smallest funding shortage). Subject to the approval of the Ministry funding may be also provided to the first positively assessed projects for which the funding was not sufficient, without exceeding the total amount allocated according to the Guidelines for Applicants (prioritizing the projects with the smallest funding shortage). The retained funds under a call that are not sufficient to fund at least one project, shall be transferred to another call according to the Guidelines for Applicants.

82. The final discussion of the assessment of the applications shall be organised, and the composition of the group engaged in the discussion of the final assessment shall be approved by the Implementing Authority in the manner set forth in Article 146 of the Project Regulations. The principles of activities of the group engaged in the discussion of the final assessment shall be set forth in an Order approving the composition of the group, or in its Rules of Procedure.

83. Having agreed with the Ministry the Implementing Authority may decide not to hold a discussion of the final assessment of applications referred to in Article 82 of the Guidelines for Applicants provided the amount allocated to the specific call for proposals is sufficient to fund all the applications submitted under one call and recognised as eligible within the framework of the quality assessment.

84. Having completed the assessment of the applications the Implementing Authority shall draw up a report on the selected reports in accordance with the provisions of Section 17 of the Project

Regulations.

85. The list (approved by the Chairman of the Research Council of Lithuania) of Applicants whose projects have been or have not been selected for funding, the amount of funding allocated to each project and the total amount of funding allocated under the call for proposals shall be published on the EU Structural Funds website [www.esinvesticijos.lt](http://www.esinvesticijos.lt) and Applicants shall be informed through the DMS or in case the functionalities of the DMS are not implemented – in writing (not applicable if Applications were rejected during the evaluation).

86. Within 3 working days of the dispatch of the information about the passed decision regarding the project selection for funding, the Applicant shall have a right to submit an appeal regarding the quality assessment of the application to the Implementing Authority in the cases and the procedure set forth in the General Rules for Competitive Financing of Research and Dissemination Projects of the Research Council of Lithuania, approved by Order No V-176 of the Chairman of the Research Council of Lithuania of 4 April 2019 *On the Approval of the General Rules for the Competitive Financing of Research and Dissemination Projects of the Lithuanian Research Council*.

87. The Applicant shall have a right to appeal the decision to reject the application in the procedure set forth in Section 43 of the Project Regulations no later than within 14 days from the day at which the Applicant learned or should have learned about the contested actions of the Implementing Authority or the omission.

88. Having completed the assessment of the applications the Implementing Authority shall, in the manner set forth in Section 18 of the Project Regulations, and using the form provided in Annex 4 to the Guidelines for Applicants, draw up and submit to the Applicant a draft Grant Agreement and indicate the term of the validity of the offer to sign the Grant Agreement. Where within the term of validity of the offer set by the Implementing Authority the Applicant fails to sign the Grant Agreement, the offer to sign the Grant Agreement shall be considered expired. The Applicant shall have a right to apply to the Implementing Authority with a request to change the term for signing the Grant Agreement in view of objective reasons beyond the control of the Applicant.

89. The original copy of the Grant Agreement may be drawn up and submitted:

89.1. as a signed paper document, or

89.2. as an electronic document signed by an electronic signature depending on the choice of the form of the document by the Beneficiary.

## **CHAPTER VI REQUIREMENTS APPLICABLE TO PROJECT IMPLEMENTATION**

90. The project is implemented following the requirements of the Grant Agreement, the Guidelines for Applicants and the Project Regulations.

91. Where the activities have not been launched within one month from the effective date of the Grant Agreement, the Implementing Authority shall have a right to unilaterally terminate the Grant Agreement in the manner specified in Article 192 of the Project Regulations.

92. While implementing the project activities the Beneficiary shall ensure that only the participants of the target group referred to in Article 31 of the Guidelines for Applicants are engaged in the activities, and shall undertake to hold documents certifying the belonging of each participant to the target group.

93. The Beneficiary shall through the DMS, and in case such functionalities of the DMS have not yet been installed, provide to the Implementing Authority the information in writing about each research fellow engaged in the research on the first day of the engagement of the fellow in project activities on a single occasion through the project implementation period according to the project participant questionnaire form that the Implementing Authority provides to the Beneficiary after the signature of the Agreement.

94. In case a research fellow refuses to fill in the participant questionnaire form and/or the

Beneficiary is not in a position to submit the data about the participant, the costs of the research fellow's participation in the project activities are recognised to be ineligible. Where because of a disability the research fellow cannot fill in the participant questionnaire form and/or the

Beneficiary has access to the information stored in public registers or the state or municipal information systems about the research fellows carrying out the research, or has the information about the research fellows (and can validate the correctness during the on-site inspection), in that case the information about the project participants provided in the participant questionnaire is submitted to the Implementing Authority by the Beneficiary, and the research fellow will not be required to fill in the participant questionnaire form.

95. The Beneficiary shall submit fellowship reports within the terms set forth by the Grant Agreement. The fellowship reports are assessed by the experts in the procedure set forth by the Implementing Authority. Upon a request of the Implementing Authority the Beneficiary shall also provide the information on the project implementation progress, and the research or technological products created as a result of the project.

96. For the purpose of supervising the project implementation course the Implementing Authority shall have a right to carry out an on spot check of the project. Representatives of the Ministry shall have a right to attend the project implementation and/or administration location individually or together with the Implementing Authority.

97. In the course of the implementation of the project the Beneficiary shall agree with the Implementing Authority all the deviations from the scheduled implementation of the project, that amend the scope of the project, the costs, or extend the duration of the project or cause other modifications to the project or the obligations of the Beneficiary defined in the Grant Agreement. Any changes in the Project implementation or the Grant Agreement shall be agreed with the Implementing Authority in the manner set forth in the Grant Agreement.

98. The Beneficiary shall provide information about a project being implemented or delivered in the manner set forth in Section 37 of the Project Regulations by selecting the actions for the information about the project proportional to the scope of project activities and referred to in Articles 450.1, 450.2 and 450.6 of the Project Regulations, and engaging in other activities intended for information about project activities.

99. The Beneficiary shall allow responsible officials of the European Commission, the European Court of Auditors, an audit institution and other institutions to access all the documents in the course of the implementation of the projects and for another 2 years from December 31 of the year in which the decision was taken to approve the invoices submitted to the European Commission, or when the end of the project financing coincides with the reporting year for which the invoices are submitted to the European Commission, and retain the documents in the procedure stipulated in Article 488 of the Project Regulations, except the documents that are drawn up, submitted and received through the DMS. The specific term for retention of project- related documents is set in the Grant Agreement.

100. In case where implementing the project the Beneficiary fails to comply with the terms and conditions of the Grant Agreement, and/or violates legal acts of the Republic of Lithuania and/or the European Union, or in case the fellowship report submitted by the Beneficiary is assessed negatively, the Implementing Authority shall have a right by its unilateral decision to reduce, suspend or terminate the funding of the project, and/or to terminate the Grant Agreement and/or request the repayment of project funds or part thereof, following the requirements set forth in the decision of the Implementing Authority. Any violations of the Grant Agreement shall be considered, and the decisions regarding such established violations shall be passed in the procedure set forth in the Project Regulations.

## **CHAPTER VII**

## **PROCEDURE FOR AMENDING THE GUIDELINES FOR APPLICANTS**

101. The procedure for amending the Guidelines for Applicants is defined in Section 11 of the Project Regulations. 102. In case the Guidelines for Applicants is amended after the projects have been already selected, without violating the principle of equality the amendments of the Guidelines for Applicants shall in the cases specified in Article 91 of the Project Regulations apply to the projects being implemented.

### **ANNEXES:**

1. Form of the Table of the Project's Eligibility Assessment;
2. Form of the Table of Project's Quality Assessment;
3. Application form.
4. Form of the Grant Agreement.