

## Conclusion of contracts

- Decision regarding the conclusion of contracts on granting of funding to the project applicant shall be notified within 4 months after the open call has been finalised.
- Before the conclusion of contracts on granting of funding, the approved project applicants must also submit to VIAA the cooperation agreement regarding project implementation, concluded between the project applicant and the researcher's institution.
- If the project has several cooperation partners, a multilateral cooperation agreement must be submitted, signed by all cooperation partners.

## Receipt of funding

After the contract on granting of funding has been concluded, VIAA will make an advance payment of 20% to the project promoter. The remaining 80% shall be transferred after the report submission and approval.

## Contacts



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Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

## Swiss Researchers Activities in Latvia



### Swiss-Latvian Cooperation Programme

- promotes elimination of economic and social disparities between Latvia and other Member States of the European Union;
- promotes elimination of economic and social disparities among cities and regions of Latvia.

Swiss-Latvian Cooperation Programme supports projects in the following fields:

- security, stability and support to reforms;
- environment and infrastructure;
- support to the private sector;
- human resources and social development;
- support to non-governmental organisations.

VIAA is administering two activities implemented in the framework of the Swiss-Latvian Cooperation Programme:

- Swiss Scholarship Fund;
- Activities of Swiss researchers in Latvia.

## Activities of Swiss researchers in Latvia

- development and improvement of the potential of higher education institutions and scientific institutions of Latvia;
- promotion of long-term cooperation among higher education institutions and scientific institutions of Latvia and Switzerland.

**Swiss researcher** - employee of a higher education institution or scientific institution of Switzerland, who holds a Professor's, Associate Professor's or Leading Researcher's academic post.

## Eligible activities

Accredited universities of Latvia and scientific institutions registered in the Register of Scientific Institutions may apply to the funding (scholarship), in order to:

- invite a researcher from Switzerland for the provision of separate lectures or a lecture course;
- implement experience exchange in the field of higher education or scientific activity.

For the implementation of eligible activities, funding (scholarship) will be granted, which will be transferred to the respective researcher by the project promoter.

Duration of the activity - 5 - 60 calendar days.

## Project funding

- The minimum funding of each project is CHF 1,505.00 (for 5 calendar days), maximum funding - CHF 11,680.00 (for 60 calendar days).
- The scholarship includes the researcher's daily allowance, accommodation expenditure (hotel) and travel costs in the following amount:
  - daily allowance of CHF 65.00 for each calendar day of the period when the activity is implemented;
  - accommodation expenditure (hotel) of CHF 120.00 for each night of the period when the activity is implemented;
  - travel costs of CHF 700.00 for economy class return air ticket.



## Open call for project applications

- The applicants shall prepare and submit their project applications to the State Education Development Agency (VIAA), and these applications shall be evaluated in the framework of the open call.
- Every year (until 2014), an open call announcement will be published in March and September. The open call will be implemented in six rounds.
- Each project may involve one researcher. If several higher education institutions and/or scientific institutions of Latvia wish to involve the same researcher, a joint project application must be submitted.
- When filling out the application, detailed information regarding the planned project must be provided, and there also must be an agreement with the Swiss researcher and his/her institution about his/her participation in the project, the aim of the activity, its content and duration.

## Project application

The project application consists of an application form and the following annexes:

- the project applicant's confirmation (in Latvian) regarding the provision of support to the researcher in Latvia;
- confirmation (in English) of the researcher's institution regarding the researcher's participation in the project;
- the researcher's CV in English.

The project application form is available on VIAA's website [www.viaa.gov.lv](http://www.viaa.gov.lv), in section "Swiss Contribution - Activities of Swiss researchers in Latvia".