



I E G U L D Ī J U M S T A V Ā N Ā K O T N Ē

Approved by the Order No. iDEAHub/09-1/3 on December 8, 2021

**Transport and Telecommunication Institute (TTI)**

**REGULATIONS**

**For the selection, implementation, monitoring and funding of student innovation applications**

**Round 1**

**within the framework of the project “Innovation Grants for Students at the Transport and Telecommunications Institute” (hereinafter - iDEAHUB project) (No.**

**1.1.1.3./21/A/006)**

<p><b>1. Cabinet Regulations governing the implementation of the specific support goal</b></p>	<p>1.1. Cabinet of Ministers Regulation No.41 of 16.01.2018 “Implementation Regulations for Measure 1.1.1.3 “Innovation Grants for Students” of the Specific Support Objective 1.1.1 “To increase the research and innovation capacity of Latvian scientific institutions and their ability to attract external funding by investing in human resources and infrastructure” of the Operational Programme “Growth and Employment””.</p>
<p><b>2. Terms used in the Regulation</b></p>	<p>2.1. <b>Student innovation project</b> - an innovative solution developed by a student or a team of students within the Student Innovation Programme to a problem or an issue from the Idea Bank, either of their own design or that of an entrepreneur.</p> <p>2.2. <b>Student innovation project application</b> - an application submitted by a student or a team of students to be evaluated by a jury with the aim of realizing a student innovation project.</p> <p>2.3. <b>Student innovation project "Small"</b> - for the development and initial testing of an innovation idea. The development and initial testing of a research or innovation idea, providing students with entrepreneurship and innovation skills, funding to develop the idea and a testing environment to determine the viability and development potential of the idea to be tested. The specific features (minimum methodological phases of the application process) of the Student Innovation Project “Small” are described in Annex 8 to these Regulations. The implementation of the application results in an identifiable and measurable progress of the solution to the idea, increasing the level of development of the idea compared to the initial stage of the idea at the time of submission of the application.</p>

**2.4. Student innovation project application "Large"** - developing an innovation idea based on an existing proof of concept. Development of a research or innovation idea on the basis of an existing proof of concept (e.g. the team already has a prototype, an initial business idea model, etc.). The specific features (minimum methodological phases of the application process) of the Student Innovation Project "Large" are described in Annex 9 to these Regulations. The implementation of the application results in an identifiable and measurable progress of the solution to the idea, increasing the level of development of the idea compared to the initial stage of the idea at the time of submission of the application.

**2.5. Jury** - a panel established in accordance with these Regulations, which fulfils the conditions for the selection of a panel, whose members are not related to the applicants within the meaning of Article 61 of Regulation (EU) No 2018/1046 and have not participated in the preparation of the evaluated Student Innovation Applications, will not participate in the implementation of the applications and there are no circumstances which would lead the members of the panel to believe that they have an interest in the approval or rejection of a particular application.

**2.6. Idea bank** - innovation directions and ideas, challenges, production or development problems for the industry, relevant for society and entrepreneurs, which are collected, summarized and constantly updated by the TTI in cooperation with strategic and cooperation partners, and for which solutions can be developed by students within the Student Innovation Programme.

TTI Idea bank is available on the iDEAHUB project website [www.ideahub.tsi.lv](http://www.ideahub.tsi.lv).

**2.7. Applicant** - The following individuals may submit their applications:

- 2.7.1. Doctoral students from universities in Latvia and abroad;
- 2.7.2. Bachelor students from universities in Latvia and abroad;
- 2.7.3. Students from higher education institutions in Latvia and abroad studying in professional higher education programmes;
- 2.7.4. Masters students from universities in Latvia and abroad;
- 2.7.5. Students from schools in Latvia, studying in secondary education programmes;
- 2.7.6. Students from vocational schools and colleges in Latvia, studying in professional education programmes.

**2.8. Student innovation project supervisor** - a professional in his/her field who helps to develop an innovative idea of a student or a team of students, provides scientific or technological support, helps to develop a business idea, identifies risks and possible development opportunities, provides practical advice for the development of an innovative

	<p>idea, and generally supervises the implementation of a student innovation project.</p> <p>2.9. A student innovation project can be carried out <b>individually</b> or by a <b>team of students</b>, detailing and justifying each team member's performance in the application and further in the reporting documentation.</p>
<b>3. TTI objective of the selection of student innovation applications</b>	<p>3.1 The <b>iDEAHUB project aims</b> to promote student innovation applications that develop innovation potential, skills and entrepreneurial abilities, solve problems of importance to society or and its parts, strengthen collaboration between universities and between students and entrepreneurs, business and industry, and attract private funding for the Student Innovation Programme<sup>1</sup>.</p> <p>3.2. These Regulations govern the selection, implementation, monitoring and funding of student innovation applications.</p> <p>3.3. These Regulations are binding on the staff of the TTI and the cooperation partners who are employed by or provide support to the iDEAHUB project and on the students (iDEAHUB project target group/applicants according to point 2.7 of these Regulations) who have been awarded a grant by the iDEAHUB project in accordance with these Regulations.</p>
<b>4. Student innovation project areas</b>	<p><b>4.1. Applicants are welcome to submit innovation project applications in the following thematic directions:</b></p> <ul style="list-style-type: none"> <li>• Information and communication technologies;</li> <li>• Digital society and transformation;</li> <li>• Smart logistics and transportation.</li> </ul> <p><b>4.2. Applicants are welcome to submit innovation project applications in these specific areas (not exclusive):</b></p> <ul style="list-style-type: none"> <li>• robotics;</li> <li>• IT;</li> <li>• artificial intelligence and components;</li> <li>• image processing and recognition;</li> <li>• analysis and design of simulation-based systems;</li> <li>• drones and autonomous systems;</li> <li>• aviation and digitalization processes, digital twins;</li> <li>• protection and security systems;</li> <li>• subsurface-scanning radar systems</li> <li>• internet of things/ embedded systems;</li> <li>• scanning systems;</li> <li>• active production technologies</li> <li>• etc.</li> </ul>
<b>5. Submission of student innovation project applications</b>	<p>5.1. iDEAHUB announces the open call for student innovation project applications by publishing these Regulations and the annexes thereto on the iDEAHUB project website <a href="http://www.ideahub.tsi.lv">www.ideahub.tsi.lv</a>.</p>

---

The Student Innovation Programme is the core document of the TTI iDEAHUB project “Innovation Grants for Students at the Transport and Telecommunications Institute” (No 1.1.1.3./21/A/006). The TTI organizes this selection of innovation applications on the basis of this Student Innovation Programme.

	<p>5.2. <b>The student innovation project application must be submitted in the predetermined form as provided in Annex 1 to these Regulations. In addition to the application form, the applicants must submit the following annexes:</b></p> <p>5.2.1. Gantt chart (mandatory);</p> <p>5.2.2. Application letter in a free form (mandatory);</p> <p>5.2.3. CV of the applicant / all team members (mandatory);</p> <p>5.2.4. CV of the mentor (not mandatory);</p> <p>5.2.5. Implementation budget (for Large projects);</p> <p>5.2.6 Justification of costs (for Small and Large projects);</p> <p>5.2.7. a certificate from an educational institution certifying that each member of the team is studying at the specific level and programme of study (not applicable to TTI students);</p> <p>5.2.8 Other annexes (at the applicant's discretion).</p> <p>5.3. All documentation in the application must be clear and legible. The Jury may request further clarifications from the applicant, as well as a presentation of the innovation project application during the evaluation process.</p> <p>5.4. It is recommended that the student/student group consults iDEAHUB during the preparation of the innovation application, agreeing in advance the timing and extent of the consultation with iDEAHUB staff by emailing <a href="mailto:ideahub@tsi.lv">ideahub@tsi.lv</a> .</p> <p>5.5. The applicant must select a <b>student innovation project supervisor</b> from the TTI database of potential supervisors and coordinate the selection of the student innovation project supervisor with the TTI iDEAHUB Manager no later than 5 (five) working days before the application deadline before submitting the student innovation project application.</p> <p>5.6. In case the applicant selects a student innovation project supervisor who is not included in the database of potential supervisor(s) of the TTI, the involvement of the specialist must be coordinated with the TTI iDEAHUB Manager at least 10 (ten) working days before the deadline for submission of the application. Once approved, the TTI adds this person to the database of potential supervisors.</p> <p>5.7 The TTI publishes the data base of potential supervisors on the iDEAHUB project website <a href="http://www.ideahub.tsi.lv">www.ideahub.tsi.lv</a>.</p> <p>5.8. <b>The application documentation must be submitted in Latvian or in English in electronic form to the e-mail address: <a href="mailto:ideahub@tsi.lv">ideahub@tsi.lv</a> by 10 January 2022 at 23.59</b>, by filling in the form electronically and attaching the required documents or copies. It is recommended that the application submitted is authenticated by the applicant's secure electronic signature (if available).</p>
<p><b>6. Rights and obligations of the students</b></p>	<p>6.1. <b>The student/team has the following rights</b> during the implementation of the innovation project and during the grant period:</p>

6.1.1. receive support from the selected student innovation project supervisors and iDEAHUB staff to advise them during the development of their student innovation project applications;

6.1.2. to resubmit an innovation project application in the following year's innovation project competition if participation in one of the innovation project calls has been unsuccessful;

6.1.3. after the successful implementation of the Small Innovation Project Application, submit the Large Innovation Project Application, if the Innovation Project Application meets the criteria for the Large project.

**6.2. The student/team has the following obligations** during the implementation of the innovation project and during the grant period:

6.2.1. to communicate with the selected innovation project supervisor who advises the students during the implementation of the innovation project, inform them about the progress of the innovation project, participate in group or individual consultations to solve problems, discuss the applicability of innovation projects in practice and respond to the current needs of the sector;

6.2.2. in applying for a Large Innovation Project, together with the selected Innovation Project supervisor, develop a planned budget in accordance with Annex 7 to these Regulations.

6.2.3. to submit progress reports on the development of the innovation project in accordance with the submitted activity plan and content to iDEAHUB staff at least every two months within the deadlines set by iDEAHUB in accordance with Annex 4 of these Regulations (in the form of an intermediary project presentation) and present it.

6.2.4. to submit a final report on the development of the student innovation project in accordance with the submitted activity plan and content at the end of the innovation project within the deadlines set by iDEAHUB staff in accordance with Annex 5 (Final presentation) of these Regulations, presenting it and in accordance with Annex 10 (Final report form).

6.2.5. To present the innovation project application to the jury, if requested by the jury, for the selection, or qualitative eligibility assessment, and further for the progress and final report assessment;

6.2.6. to attend and participate in any iDEAHUB project activities, including any training activities provided to them under the iDEAHUB project activities;

	<p>6.3. The student/ team of students is liable for the accuracy and compliance of the provided information with the requirements of these Regulations.</p> <p>6.4. The student submits his/her data to the TTI and the jury for the purposes of carrying out their work. The personal data controller is the TTI.</p>
<p><b>7. Selection and evaluation procedures for student innovation project applications</b></p>	<p>7.1. The responsible entity for the selection and evaluation of student innovation project applications is the Jury of 7 (seven) persons, composed of internal and external experts from the TTI.</p> <p>7.2. The selection and evaluation of the innovation project applications shall be carried out as follows:</p> <p>7.2.1. After the submission of an innovation project application under the open call for proposals, an assessment of the administrative eligibility of the application is carried out;</p> <p>7.2.2. In the case of a positive administrative eligibility assessment, a qualitative eligibility assessment is carried out;</p> <p>7.2.3. The Jury's decision is based on the score given to the innovation project application.</p> <p>7.3. The administrative selection and evaluation of innovation project applications is carried out by iDEAHUB project staff consisting of at least 2 (two) staff members.</p> <p>7.4. The <b>administrative eligibility criteria</b> for the selection and evaluation of student innovation applications are <b>set out in Annex 2 to these Regulations.</b></p> <p>7.5. The innovation project application is submitted to the Jury for a qualitative eligibility assessment if the application scores "positive" in the administrative eligibility assessment.</p> <p>7.6. In case the innovation project application does not meet the administrative criteria, applicants will be given 3 (three) working days to remedy the deficiencies. If the deficiencies are not remedied within this timeframe, the application will be assessed as "negative" according to the administrative criteria and will not be submitted for further qualitative eligibility assessment.</p> <p>7.7. The Jury evaluates innovation project applications on the basis of qualitative eligibility criteria.</p> <p>7.8. The <b>qualitative eligibility criteria</b> and the assessment methodology for the selection and evaluation of student innovation applications are <b>set out in Annex 2 to these Regulations.</b></p>

	<p>7.9. The results of the evaluation procedure are confirmed by the minutes of the Jury meeting.</p> <p>7.10. The results of the competition will be communicated to each applicant/group of applicants separately and published on the TTI's web resources within the deadlines set by the Rector.</p> <p>7.11. The execution of documents and conclusion of contracts (Annex 6 to these Regulations) with the successful applicants shall be in accordance with the established procedures and in accordance with the internal rules of the TTI.</p> <p>7.12. This selection procedure for student innovation applications may be modified and supplemented in accordance with the TTI's internal record-keeping and documentation procedures. Potential applicants will be informed of any changes to these rules and their annexes by publishing an updated version on the iDEAHUB project web resource <a href="http://ideahub.tsi.lv">ideahub.tsi.lv</a>.</p>
<p><b>8. Establishment of the Jury for the evaluation of student innovation project applications</b></p>	<p>8.1. The Jury shall consist of 7 (seven) members.</p> <p>8.2. The Jury shall have quorum if at least 5 (five) members are present.</p> <p>8.3. Procedures for the establishment and approval of the Jury:</p> <p>8.3.1 The iDEAHUB administrative staff shall nominate for approval the members of the Jury, including the following candidates:</p> <p>8.3.1.1. 3 (three) representatives of business or industry associations in the following areas - Information and Communication Technologies, Digital Society and Transformation; Smart Logistics and Transport;</p> <p>8.3.1.2. 1 (one) expert in the field of innovations;</p> <p>8.3.1.3. 2 (two) experts of a scientific institution;</p> <p>8.3.1.4. 1 (one) expert - the representative of iDEAHUB (Chair of the Commission);</p> <p>8.3.2 The members of the Jury shall be confirmed by an order of the Rector of the TTI after the examination of the eligibility of all candidates;</p> <p>8.3.3 The Jury is established and confirmed for each call for innovation project proposals;</p> <p>8.3.4 Requirements for Jury members:</p> <p>8.3.4.1 Representative of business or industry associations (3 persons) - experience in the last 5 (five) years in a managerial position in an innovative company; implementation of new innovative projects and/or new products in the company in the last 3 (three) years; participation in new projects in the iDEAHUB project priority areas;</p>

	<p>8.3.4.2 Innovation expert 1 (1 person) - at least 3 (three) years of experience in innovation development or implementation, or at least 3 (three) years of experience in a business accelerator, incubator, similar start-up support structure, or at least 3 (three) years of teaching or coaching experience in the field of innovation.</p> <p>8.3.4.3 Expert - scientific staff (2 persons) - at least 3 years of experience in a scientific position in the iDEAHUB project areas; publications and projects in the iDEAHUB project areas.</p> <p>8.3.5 If necessary, iDEAHUB will additionally engage experts in the relevant field to evaluate student innovation applications.</p>
<p><b>9. Work of the Jury</b></p>	<p>9.1 All members of the Jury must sign a declaration of absence of conflict of interest (Annex 3 to these Rules).</p> <p>9.2. The Jury can evaluate student innovation project applications both in person and remotely. The scores of all the Jury members are taken into account to determine whether or not an innovation project application meets the criteria;</p> <p>9.3. The innovation project applications submitted by students are evaluated independently by each member of the Jury and a decision on the appropriateness of the project idea is made in accordance with the established criteria.</p> <p>9.4. The Jury members will use the form attached in Annex 2 to evaluate the innovation project applications.</p> <p>9.4.1 Compliance with the qualitative criterion is assessed on a 5-point scale from 1 to 5, with 1 being the lowest score and 5 being the highest (maximum 75 points);</p> <p>9.4.2 The final score is calculated as the arithmetic mean of the scores of all the Jury members who took part in the respective Jury meeting;</p> <p>9.4.3 Innovation project application are ranked according to the final score, from the highest to the lowest.</p> <p>9.5. The Jury evaluates the draft budgets submitted with the student innovation project applications and, if necessary, proposes adjustments to the draft budgets before approving the student innovation project applications, informing the innovation project applicants, who make the necessary adjustments.</p> <p>9.6. The Jury approves the innovation project applications and their budget.</p> <p>9.7. The Jury provides feedback and recommendations to the project leaders on each submitted student innovation project</p>



	<p>application, documenting this in the minutes of the meeting.</p> <p>9.8. Minutes are kept of all Jury meetings.</p> <p>9.9 The minutes shall indicate the names of the applications, the composition of the teams and the final scores awarded; in the case of A Large project, the selection minutes shall also indicate the amount of funding awarded.</p> <p>9.10. The TTI Rector shall issue an order on the basis of the final decision of the Jury.</p> <p>9.11 The Applicant for an Innovation Project has the right to challenge the decision of the Jury by submitting a complaint to the Chair of the Jury within 2 (two) weeks from the date of the decision.</p> <p>12.12 After receiving a complaint about the Jury's decision, the chair of the Jury shall reconsider the decision taken by the Jury and the reasons for it, and shall decide whether to leave it unchanged or to instruct the Jury to reconsider the matter. In the event of a re-decision by the Jury, the decision shall be no longer subject to appeal and shall take effect from the moment of its adoption.</p>
<p><b>10. Financial conditions and contracts for the implementation of student projects</b></p>	<p>10.1. Each student who carries out a project individually or in a team receives a monthly stipend according to a bilateral agreement between the student/team and the TTI:</p> <p>10.1.1. for a bachelor, professional higher education and master study programme student, student of general secondary education, vocational education institutions and colleges - EUR 200 (two hundred euro) per month;</p> <p>10.1.2. for a doctoral student - EUR 228 (two hundred and twenty-eight euros) per month.</p> <p>10.2. The innovation project to be supported will be implemented on the basis of a bilateral agreement between the student/student group and the TTI, which will be concluded after the issuance of the TTI order with the list of winners.</p> <p><b>10.3 Financial support for student innovation projects:</b></p> <p>10.3.1 <b>Student Innovation Project Application "Small" - support for the development and initial testing of an innovation idea - EUR 2596,00 (two thousand five hundred and ninety-six euros).</b></p> <p>10.3.2 <b>Student Innovation Project Application "Large" - support for the development of an innovation idea based on an existing proof of concept - EUR 11127,00 (eleven thousand one hundred and twenty-seven euros).</b></p> <p>10.4 All payments in the framework of the student innovation projects will be made by the TTI Finance Department.</p> <p>10.5 All costs of the student innovation project are eligible, including VAT and other taxes, if applicable.</p>

<p><b>11. Student innovation project areas</b></p>	<p>11.1. <b>5-month project: from 1 February 2022 to 30 June 2022</b> (the bilateral contract between the student/student group and the TTI is concluded for a period of 5 months).</p> <p>11.2. <b>6-month project: from 1 February 2022 to 31 July 2022</b> (the bilateral contract between the student/student group and the TTI is concluded for a period of 6 months).</p>
<p><b>12. Reporting on the progress of supported student innovation projects</b></p>	<p>12.1. The participation of students in the Project activities is supervised by: 12.1.1. the iDEAHUB staff;</p> <p>12.1.2. the student innovation project supervisor;</p> <p>12.1.3. specialists from the TTI database of supervisors, experts and mentors.</p> <p>12.2 During the implementation of the innovation project, students shall report on their progress in accordance with the plan and content of the activities initially submitted at least once every two months within the deadlines set by iDEAHUB by submitting and presenting to iDEAHUB an interim report in accordance with Annex 4 of these Regulations (in the form of an intermediary project presentation).</p> <p>12.3 A committee established by iDEAHUB evaluates the progress of each innovation project compared to the application stage.</p> <p>12.4 In case of a positive decision, the iDEAHUB committee will inform the innovation project team in writing by sending an email to the email address provided in the innovation project application.</p> <p>12.5 In case of a negative decision, the iDEAHUB committee will inform the student team in writing of the termination of the innovation project, giving reasons for the decision, as well as the termination of the grant payments and the revocation of the grants paid, if any, to the team members.</p> <p>12.6 The final report of the innovation project shall be prepared and submitted by the student or the student team to the iDEAHUB staff at the end of the innovation project in accordance with the submitted activity plan and content within the deadlines set by iDEAHUB, in accordance with Annex 5 (final presentation) and Annex 10 (final report form) of these Rules and Regulations. The final presentation and report of the innovation project shall be presented at a public meeting organized by iDEAHUB.</p> <p>12.7 Independent experts engaged by iDEAHUB shall evaluate the submission of each student innovation project, including the final report, the progress of development, provide an opinion on the achievement of the results, as well as recommendations. Each student innovation project shall be evaluated by two (2) experts.</p>

	<p>12.8. for student innovation projects, iDEAHUB will separately assess the relevance of the budget lines to the results achieved and will review supporting documents and other documentation.</p> <p>12.9 If the innovation project includes and fulfils all the conditions set out in the application and is accompanied by all the necessary supporting documents for the expenditure, the Jury will take a decision on the implementation of the innovation project, confirming it in the minutes and submit a request for funding to the cooperation body, the Central Financial and Contracts Agency (CFCA).</p> <p>12.10 If necessary, the innovation project team may ask the TTI to make changes to the composition of the student team members (exclusion or inclusion) based on the justified needs of the team during the implementation of the innovation project.</p>
--	---

**Annex 1**  
**to the Regulation of TSI on selection, implementation,**  
**monitoring and funding of students' innovation**  
**projects applications, 1<sup>st</sup> round, within the project**  
**“Transport and Telecommunication Institute Innovation Grants for Students”**  
**(No 1.1.1.3./21/A/006)**

## Innovation Project Application Form

INFORMATION ABOUT THE TEAM	
TEAM NAME	<i>Insert name of the Team</i>
TEAM SUPERVISOR	<i>Name, Surname, Competences &amp; Background</i>
TEAM LEADER (student)	<i>Name, Surname, Competences &amp; Background</i>
TEAM MEMBERS	
Team Member 1	<i>Name, Surname, educational institution, role in the Project, main important competences</i>
Team Member 2	
Team Member 3	
Team Member 4	
Team Member 5	
Team Member 6	
Add if necessary	
APPLICATION DIRECTION / DIRECTIONS	
<i>Indicate direction / directions (Mark as X)</i>	<p><b>Thematical fields:</b></p> <p><input type="checkbox"/> Information and Communication technologies</p> <p><input type="checkbox"/> Digital Society and Transformation</p> <p><input type="checkbox"/> Smart logistics and transport</p> <p>and specifically in these areas (but without excluding other topics):</p> <p><input type="checkbox"/> Robotics</p> <p><input type="checkbox"/> IT</p> <p><input type="checkbox"/> Artificial Intelligence and components</p> <p><input type="checkbox"/> Image processing and recognition</p> <p><input type="checkbox"/> Modelling-Based Systems Analysis and Design</p> <p><input type="checkbox"/> Drones and autonomous systems</p> <p><input type="checkbox"/> Drones and autonomous systems</p> <p><input type="checkbox"/> Aviation and Processes</p> <p>Digitalization; Digital twins</p> <p><input type="checkbox"/> Safety and Security systems</p> <p><input type="checkbox"/> Ground-penetrating radar systems</p> <p><input type="checkbox"/> IoT / embedded systems</p> <p><input type="checkbox"/> Scanning systems</p> <p><input type="checkbox"/> Additive manufacturing technologies</p> <p><input type="checkbox"/> if another field – please write:</p> <p>_____</p>

Multidisciplinary	<i>Yes / No, indicate which disciplines are involved:</i> _____
<b>TYPE OF INNOVATION</b>	<b>INDICATE</b>
Process	
Product	
Services	
Technology	
<b>A BRIEF DESCRIPTION OF THE PROBLEM AND THE IDEA</b>	
<i>Indicate the problem from Idea Bank or individually developed (max 300 words)</i>	
<b>INNOVATION POTENTIAL &amp; TARGET MARKET</b>	
<i>Brief overview of innovation target group and potential market (max 500 words)</i>	
<b>JUSTIFICATION OF THE RELEVANCE OF THE IDEA</b>	
<i>(max 1500 words)</i>	
<b>ADVANTAGES OVER EXISTING SERVICES / PRODUCTS ON THE MARKET (COMPETITIVENESS)</b>	
<i>(max 1000 words)</i>	
<b>PLANNED PROJECT ACTIVITIES</b>	
<i>(max 1500 words)</i>	
<b>IMPLEMENTATION METHODS / TOOLS / TECHNOLOGIES</b>	
<i>(max 1000 words)</i>	
<b>PLANNED RESULTS</b>	
<i>(max 500 words)</i>	
<b>ANNEXES</b>	
Estimated Budget of implementation (applicable for Large projects)	<i>Attachment</i>
Costs' justification (applicable for Large and Small projects)	<i>Attachment</i>
Timetable Gantt Chart Diagram	<i>Attachment</i>
Motivation letter	<i>Attachment</i>
CV of applicant/ team members	<i>Attachment</i>
CV of mentor (not obligatory)	<i>Attachment</i>
Other documents (at the discretion of the applicant)	<i>Attachment</i>

Documents shall be submitted in Latvian or English in electronic form to e-mail address: [ideahub@tsi.lv](mailto:ideahub@tsi.lv), required copies of documents, certificates, licenses, etc.

**Annex 2**  
**to the Regulation of TSI on selection, implementation,**  
**monitoring and funding of students' innovation**  
**projects applications, 1<sup>st</sup> round, within the project**  
**“Transport and Telecommunication Institute Innovation Grants for Students”**  
**(No 1.1.1.3./21/A/006)**

## **Evaluation criteria for Selection of Students Innovation Projects Applications**

1. Administrative eligibility criteria for the evaluation of applications are the following:

<b>No</b>	<b>Administrative eligibility criteria of the application</b>	<b>Conformity Yes / No</b>
1.	The application for the innovation has submitted in the appropriate form (Annex 1)	
2.	Application is completed and submitted in Latvian or English	
3.	Innovation application costs are not funded twice (the activities covered by the application are paid for the first time)	

2. The compliance of the innovation application with the administrative criteria is assessed by the Head of the iDEAHUB.

3. If the innovation application does not meet the administrative criteria, applicants are given 3 (three) business days for correction actions and resubmission.

4. To be admitted to the quality evaluation of the application, all the eligibility criteria must be positively assessed.

**5. Quality eligibility criteria for the evaluation of applications are the following:**

<b>No</b>	<b>Application quality eligibility criteria</b>	<b>Scores</b>
1.	Proposed innovation idea corresponds to the fields covered by the Student Innovation Program and topics of the Competition	0 – 5
2.	Relevance of the innovation for addressing issues and challenges faced by society and businesses	0 – 5
3.	Collaboration with the industry representatives is well addressed and defined	0 – 5
4.	Testing/implementation/commercialization plan is well addressed (criterion applies <i>only</i> to Students project application “Large”)	0 – 5
5.	Feasibility of the project results (goals, results and implementation in practice are realistic and feasible)	0 – 5
6.	Technical soundness of the project, all activities, their mutual consistency and results are clearly defined	0 – 5
7.	Applicant or Team described the role of each participant in the project activities; Project leader is named	0 – 5
8.	The competencies of the Team members or the Applicant correspond to the necessary skills and competencies for the high-quality implementation of the project. These competencies are described and justified in the Application; the selected Mentors and the Project supervisor have the necessary competencies	0 – 5
9.	The project team is multidisciplinary	0 – 5

10.	It is feasible to implement the project in the duration of five or six months	0 – 5
11.	Information dissemination plan for the project results – in coordination with Mentors and Industry representatives – is well defined in the Application	0 – 5
12.	Evaluation from the expert of the Commission (additional points) *	0 – 5
13.	Compliance with the Horizontal principle of “Equal Opportunities” (in respect to gender, disability, age and ethnicity)	0 – 5
14.	Compliance with the Horizontal principle of “Sustainable Development” (eco-innovation component)	0 – 5
15.	At least one student from the student team participated in or applied for iDEAHUB trainings (workshop “Innovation management” or workshop “Design Thinking” or training “Ideas Brainstorming Techniques”)	0 – 2

No	Quality eligibility criterion of the Budget for Students project application “Large”	Conformity Yes / No
1.	The necessary resources are justified in the application; planned allocated financial resources can be considered justified costs, are not overstated and correspond to the average costs for similar activities in the respective industry	

\* Additional points from the Expert Commission are given for the following aspects of the project Application:

- The proposed innovation can solve business and society issues/challenges, as well as the priority development tasks set by the TSI and partners;
- Recipiense of patent is planned and is credible and justified;
- The proposed solution is unique and can have a significant impact on the growth of the entire industry.

Applicants' scores are summarized and ranked from best to worst, project applications “Large” and “Small” are evaluated separately. The Commission, if necessary, can schedule additional meetings with Applicants and / or request additional documents and information to make a decision on the awarding based on the results of the Competition. The Commission can assign additional bonus expert scores, from 1 to 5. Maximum possible score for application “Large” is 72. Maximum possible score for application “Small” is 67. Winners are the Applicants with the highest number of scores (according to the ranked results), TSI approves the winners list by order.

**Annex 3**  
**to the Regulation of TSI on selection, implementation,**  
**monitoring and funding of students' innovation**  
**projects applications, 1<sup>st</sup> round, within the project**  
**“Transport and Telecommunication Institute Innovation Grants for Students”**  
**(No 1.1.1.3./21/A/006)**

**DECLARATION**  
**On the absence of conflict of interest**

I \_\_\_\_\_ hereby certify that I am a member of the Jury for the selection of applications for Student Innovation Projects, which was established with the aim of ensuring the rational use of financial resources provided for in Project No 1.1.1.3/18/A/006 “Transport and Telecommunication Institute Innovation Grants for Students” (hereinafter referred to as the Project) in accordance with the Regulations for the selection, implementation, monitoring and financing of student innovation applications approved by the Transport and Telecommunication Institute

and declare the following:

- 1.
- 2.
3. I am not related to the applicants in the meaning of Regulation (EU) No 2018/1046 61 and I have not participated and will not participate in the implementation of the Applications, nor are there any circumstances which would lead to the conclusion that I have an interest in the approval or rejection of a particular Application; I will assess the relevance of the results of each Application, including the planned results of the Application and the initial budget of the project to the achieved results, in the context of the Project deliverables and in accordance with the conditions set out in the methodology “Methodology for the application of the lump sum for the implementation of student innovation applications for the development and initial testing of an innovation idea” and “Methodology for the application of the lump sum for the implementation of student innovation applications for the development of an innovation idea based on a proof of concept” developed by the Ministry of Education and Science.

**Name, surname, position and signature of the member of the commission:**



## **Content of the interim presentation of the student team application**

### **The interim presentation must include the following:**

1. What has been done during the reporting period?
  - ◆ Assessment of the progress of the idea in relation to its initial stage of development at the time of application
  - ◆ An assessment of the progress of the idea in relation to the interim deliverables set out in the application, including a description of the level of achievement of the interim deliverables as originally planned (percentage);
2. What problems have arisen in the course of the work and what could be / are the solutions?;
3. Describe the teamwork and assessment;

*Provide a written response (on a presentation slide) outlining each point. The student team should be able to provide information that explicitly or implicitly reflects information/answers on the activities carried out during the implementation process and the conclusions drawn.*

#### Notes:

- \* 10 minute presentation + 5 minutes for a Q&A session
- \* One member of the student team must be presenting
- \* All student team members participate. incl. the Student Team supervisor.
- \* The presentation should be accompanied by annexes that could complement the claims made in the presentation (e.g. videos, pictures, price surveys, contracts, invoices or any other document that the applicant considers to be of value).

## **Content of the final presentation (deliverable) of the Student Team Application**

**The final deliverable (presentation) shall include the following:**

1. A detailed and sequential assessment of the progress of the idea in relation to the initial stage of development of the idea at the time of submission of the application, as well as in relation to the interim deliverables and final results set out in the application, including a description of the level of achievement (percentage) of the interim deliverables and final results initially planned;
2. A description of the further application or development potential of the results of the application;
3.
  - ◆
  - ◆
  - ◆
  - ◆ Self-assessment of the process and outcomes of the application by the applicants, including; Describe the main achievements and challenges during the implementation of the application; Describe the collaboration and evaluation of the Student Team; Describe the benefits of the collaboration and the overall implementation of the application (including the impact of the project on the professional development of the applicants); Description of the collaboration with the (application) student supervisor and the evaluation of the student innovation programme.

*Provide a written response (on a presentation slide) outlining each point. The student team should be able to provide information that explicitly or implicitly reflects information/answers on the activities carried out during the implementation process and the conclusions drawn.*

Notes:

- \* 10 minute presentation + 5 minutes for a Q&A session
- \* One member of the student team must be presenting
- \* All members of the Student Team must participate, including the Student Team supervisor.
- \*The presentation should be accompanied by annexes that could complement the claims made in the presentation (e.g. videos, pictures, price surveys, contracts, invoices or any other document that the applicant considers to be of value).

Annex 6  
to the Regulation of TSI on selection, implementation,  
monitoring and funding of students' innovation  
projects applications, 1<sup>st</sup> round, within the project  
"Transport and Telecommunication Institute Innovation Grants for Students"  
(No 1.1.1.3./21/A/006)

**Team agreement No. \_\_**  
**on the participation in the iDEAHUB project activity "Innovation Project  
Implementation"**

Riga, \_\_\_\_\_ 2022

AS "Transporta un sakaru institūts", reg. No. 40003458903, address: Lomonosova iela 1, Rīga, LV-1019, Latvia, (hereinafter - the TTI), represented by its Chair of the Board Irina Jackiva, acting on the basis of the Articles of Association, as one party, and

Members of the student team:

Student innovation project supervisor (main supervisor):	Name, surname: Personal identity number: Passport data (for non-residents): Address: Phone number: E-mail address:
Team member 1	Name, surname: Personal identity number: Passport data (for non-residents): Address: Phone number: E-mail address:
Team member 2	Name, surname: Personal identity number: Passport data (for non-residents): Address: Phone number: E-mail address:
Team member 3	Name, surname: Personal identity number: Passport data (for non-residents): Address: Phone number: E-mail address:
Team member 4	Name, surname: Personal identity number: Passport data (for non-residents): Address: Phone number: E-mail address:

(hereinafter - the Student Team), as the other party,  
both separately and jointly referred to as the Party/Parties,

European Regional Development Fund project No 1.1.1.3/21/A/006 “**Innovation Grants for Students at the Transport and Telecommunication Institute**” (hereinafter - iDEAHUB project), on the basis of the TTI Regulations for the selection, implementation, monitoring and financing of student innovation applications (hereinafter referred to as the Competition Regulation) of ..... November 2021, and on the basis of the TTI Rector Juris Kanels' Order No. \_\_\_\_\_ of \_\_\_\_\_, 2022, enter into the following Agreement (hereinafter - the Agreement):

## **1. Subject of the Agreement**

1.1. This Agreement defines the obligations and rights of the Parties in the implementation of the \_\_\_\_\_ Student \_\_\_\_\_ Team \_\_\_\_\_ Innovation \_\_\_\_\_ Idea \_\_\_\_\_ Application \_\_\_\_\_ (name) (hereinafter referred to as the “Innovation Project”) and regulates the financial obligations of the Parties.

1.2. The innovation project is implemented under the category - *"Small": support for the development and initial testing of an innovation idea / or "Large": support for the development of an innovation idea on the basis of an existing proof-of-concept.*

1.3. According to the Innovation Project Application documentation, the Student Team undertakes to implement the Innovation Project within 5 (five) or 6 (six) months from the signature of the Agreement.

1.4. The amount of funding available for the implementation of the Innovation Project (hereinafter referred to as "Funding") is set out in Clause 4 of this Agreement.

1.5. The use of the Funding allocated to the Innovation Project shall be governed by the TEC on the basis of Annex 1 "Innovation Project Application", the Student Team's progress reports and final report, as well as Annex 2 "Cost Estimate" if a "Large" Innovation Project is implemented.

1.6. In case the Student Team uses equipment and facilities which are not the property of the TTI during the implementation of the Innovation Project, an agreement on the use of the equipment/facilities will be concluded between the TTI, the Student Team and the owner of the equipment/facilities, which shall become an annex and an integral part of this Agreement.

## **2. Agreement period**

2.1. The Agreement enters into force on 1 February 2022 and is concluded for a period until 31 July 2022.

## **3. Rights and obligations of the Parties**

3.1. Obligations of the Student Team:

3.1.1. Under the supervision of the Student Team supervisor, to execute the Innovation Project to a high standard, in line with the Innovation Project deliverables as well as the TTI guidelines.

3.1.2. To implement the Innovation Project up to the limits of the funding set out in Clause 4.2 of the Agreement, the use of which shall be agreed in advance and in writing with the TTI contact person indicated in Clause 12.3.

3.1.3. With the support of the Innovation Project Team supervisor and iDEAHUB, submit the detailed procurement plan within 15 (fifteen) working days of the signature of the agreement, if applicable.

3.1.4. To report to the TTI on the progress of the Innovation Project in accordance with the deadlines and procedures set out in the Competition Regulations and at the request of the TTI.

3.1.5. With the support of the Innovation Project supervisor and iDEAHUB, submit **progress reports** on the development of the innovation project in accordance with the submitted activity plan and content at least every two months within the deadlines set by iDEAHUB in accordance with Annex 4 of the Competition Regulations (in the form of an interim presentation of the project) and present it. The Progress Report shall be submitted by the Student Team representative to [ideahub@tsi.lv](mailto:ideahub@tsi.lv), with the title of the Innovation Project and the type of report clearly indicated in the subject of the e-mail.

3.1.6 The interim deliverable is a presentation of the results of the Innovation Project in front of the iDEAHUB commission every 2 (two) months, the interim deliverable shall include:

3.1.6.1. an assessment of the progress of the idea in relation to the initial stage of development of the idea at the time of submission of the Innovation Project;

3.1.6.2. an assessment of the progress of the idea development in relation to the intermediate deliverables set out in the Innovation Project Application documentation, including a description of the level of achievement of the originally planned interim deliverables (percentage);

3.1.6.3 A description of the problems encountered during the implementation of the innovation project and possible solutions;

3.1.6.4. Description and evaluation of student teamwork.

3.1.7. With the support of the Innovation Project supervisor and iDEAHUB, submit to iDEAHUB staff a final report on the development of the innovation project in accordance with the submitted activity plan and content at the end of the innovation project within the deadlines set by iDEAHUB in accordance with Annex 5 (final presentation) of the Competition Regulations, presented in accordance with Annex 10 (final report form) of the Competition Regulations. The final report shall be submitted by the Student Team representative to the e-mail address [ideahub@tsi.lv](mailto:ideahub@tsi.lv) , indicating in the subject of the e-mail the specific name of the Innovation Project and the type of report.

3.1.8 The final deliverable is a presentation of the final results of the Innovation Project in front of the iDEAHUB commission, the final deliverable shall include:

3.1.8.1 A detailed and sequential assessment of the progress of the idea in relation to the initial stage of development of the idea at the time of submission of the Innovation Project Application, as well as in relation to the interim deliverables and final results set out in the Innovation Project Application documentation, including a description of the level of achievement of the initially planned intermediate deliverables and final results;

3.1.8.2 A self-evaluation of the process and results of the Innovation Project by the Student Team; 3.1.8.3. A concise description in the final report of the main achievements and challenges during the Innovation Project, a description and evaluation of the team's collaboration, as well as a description of the benefits of the collaboration and the Innovation Project as a whole, a description of the collaboration with the Innovation Project supervisor (main supervisor) and an overall evaluation of the Innovation Project.

3.1.9 During the implementation of the Innovation Project, the Student Team shall complete the methodological phases of the Minimum Application Process for the Innovation Project in accordance with Annex 3 of this Agreement. The fulfilment of these requirements shall be reflected in the progress reports referred to in Clause 3.1.5 and in the final report referred to in Clause 3.1.7 of this Agreement.

3.1.10 Immediately, but no later than within 3 (three) working days of the occurrence of the fact, inform the TTI contact person in writing of any possible or foreseeable delays in the implementation of the Innovation Project and of circumstances, events and problems affecting or likely to affect the accurate, complete and timely implementation of the Innovation Project;

3.1.11 To use the information provided by the TTI only for the fulfillment of their obligations in accordance with the provisions of this Agreement;

3.1.12 The Student Team is liable for any failure to provide truthful information or for providing false information to the TTI and for any damage caused to the TTI;

3.1.13. within 3 (three) working days of the occurrence of the fact, inform the TTI of the receipt of any other public funding for the implementation of the idea referred to in Clause 1.1 of the Agreement, coordinating, as necessary, changes to the implementation of the Innovation Project referred to in Clause 1.1 of the Agreement;

3.1.14. to comply with confidentiality obligations in accordance with the provisions of this Agreement.

### 3.2. Rights of the Student Team:

3.2.1. to receive from the Project promoter the information at its disposal necessary for the implementation of the Innovation Project; 3.2.2. to receive a stipend for the members of the Student Team during the period of performance specified in Clause 2.1 of the Agreement in accordance with the provisions of Clause 4.1 of this Agreement; 3.2.3. if necessary, request the TTI to make changes in the composition of the Student Team members (to exclude or include members), based on the justified needs of the team in the process of implementation of the innovation project; 3.2.4. to withdraw from participation in the Student Team, compensating the TTI for direct losses incurred in relation to the expenses already incurred in the Student Innovation Project; 3.2.5. to ensure communication with the TTI contact person or his/her designated substitute in the absence of the contact person.

### 3.3. Obligations of the TTI:

3.3.1. to provide the Student Team with the information necessary for the implementation of the Innovation Project, as required; 3.3.2. to take the actions necessary to support the Student Team in the successful implementation of the Innovation Project in a timely manner within the eco-environment available at iDEAHUB; 3.3.5. to monitor the implementation of the Innovation Project and to ensure, by taking all reasonable measures, the absence of double funding for the implementation of the idea referred to in Clause 1.1 of the Agreement; 3.3.6. to carry out in good faith the processing of personal data of the Student Team in accordance with the requirements of the laws and regulations.

### 3.4. Rights of the TTI:

3.4.1. in accordance with its obligations under Clause 3.3 of the Agreement, receive the progress of the Innovation Project in accordance with the Agreement and request any information from the Student Team relating to the progress of the Innovation Project;

3.4.2. to provide guidance to the Student Team on the implementation of the Innovation Project in accordance with the terms of the Agreement;

3.4.3. to decide, if necessary, on a change of Student Team members, withdrawal of a member or reasonable addition to the Student Team, as well as on other necessary changes;

3.4.4. to remove a Student Team member for breach of contract and recover from that student the direct losses incurred by the TTI in relation to expenditure already incurred in the student innovation project;

3.4.5. to decide on the change of Student Team supervisors , if necessary;

3.4.6. to plan in a timely manner support activities for the work of the Student Teams and to request information from the Student Teams in order to carry out the activities referred to in Clause 3.3.2 of the Agreement;

3.4.7. control the work of the Student Team and the use of funds in accordance with Annex 1 "Innovation Project Application" and Annex 2 "Cost Estimate" (if applicable) of the Agreement;

3.4.8. to regulate the use of the Funding available to the Student Team on the basis of the costs set out in Annex 8.2 "Cost Estimate" to the Agreement. If necessary, the TTI is entitled to reject the cost estimate, providing the team with an explanation for the rejection.

3.4.9. ensure communication with the Student Team by communicating with the Student Team supervisor or his/her nominated substitute in the absence of the Student Team supervisor, as well as with the members of the Student Team.

#### **4. Procedure for the use of the funding allocated to the innovation project**

4.1. Monthly grants for Student Team members shall be paid from the TTI Innovation Fund on a competitive basis in accordance with the Competition Regulations in the following amounts:

4.1.1. for a bachelor, professional higher education and master study programme student, student of general secondary education, vocational education institutions and colleges - EUR 200 (two hundred euro) per month;

4.1.2. for a doctoral student - EUR 228 (two hundred and twenty-eight euros) per month.

4.2. Financial support for student innovation projects shall be provided as follows:

4.2.1. Student Innovation Project Application "Small" - support for the development and initial testing of an innovation idea - EUR 2 596.00 (two thousand five hundred and ninety-six euros).

4.2.2. Student Innovation Project Application "Large" - support for the development of an innovation idea based on an existing proof of concept - EUR 11 127,00 (eleven thousand one hundred and twenty-seven euros).

4.3. Expenditure on materials, equipment, services and mobility shall be financed in accordance with Annex 2 of the Agreement "Cost Estimate" through procurement procedures organised by the TTI, with invoices submitted being paid from the TTI current account opened for the IDEAHUB project.

#### **5. Termination of the Agreement**

5.1. If the Student Team fails or is in default of its obligations and is found to be in breach of the provisions of the Agreement, the TTI shall have the right to terminate the Agreement with the Student Team unilaterally by giving written notice to all parties concerned without delay. In this case, the Student Team shall compensate the TTI for any direct losses incurred by the TTI in relation to expenses already incurred in the Student Innovation Project.

5.2. Termination of the Student Team Agreement shall be grounds for termination of the employment relationship between the TTI and the supervisor.

5.3. The Student Team shall be obliged to compensate the TTI for direct losses incurred by the TTI, including the grant paid, in relation to expenses already incurred in the Student Innovation Project within 30 (thirty) days after the written notification has been submitted to the TTI, upon initiating the unilateral termination of the Agreement.

5.4. The Student Team, upon initiating the termination of the Agreement, is obliged to continue to participate in the IDEAHUB project training activities for innovation project implementers according to the programme and methodological phases set out in Annex 3 of the Agreement.

5.5. Unilateral termination of the Agreement by the Team shall be grounds for initiating the reimbursement of a scholarship paid under the terms of Clause 6.1 of the Agreement, if it was received through a competitive procedure.

#### **6. Repayment of grants**

6.1. If the Student Team members or member fails or neglects to comply with the obligations under this Agreement and the TTI becomes aware of this fact, the Student Team members or member shall reimburse the TTI the grant paid to the Team member within 1 (one) month.

## **7. Processing of personal data**

7.1. The Parties shall be responsible for the compliance of personal data processing with the requirements of the General Data Protection Regulation (EU) 2016/679 (hereinafter - the Regulation) and other applicable laws and regulations of the Republic of Latvia, as well as for ensuring the rights of data subjects in accordance with the regulatory framework for personal data processing.

7.2. The Parties shall ensure that logical and technical security measures are applied in the processing of personal data in order to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access.

7.3. The Parties guarantee and represent that they have the right to process personal data to the extent and in the manner set out in this Agreement, in accordance with the specified purposes in connection with the performance of this Agreement.

7.4. The Parties shall notify each other immediately, but no later than within 72 hours, if they identify any error or irregularity relating to the processing of personal data by the other Party under this Agreement, or if they suspect any breach of the Regulation or other breaches relating to the processing of personal data under this Agreement.

7.5.

The Parties shall promptly remedy the personal data breaches, if any, identified, failing which the other Party shall have the right to unilaterally terminate this Agreement. The Parties shall each be responsible for their own actions, third party claims in relation to breaches in the processing of personal data and shall not claim from the other any damages or expenses related to the processing of personal data.

## **8. Confidentiality**

8.1. Each member of the Student Team (hereinafter referred to as the "Recipient of Information") undertakes to maintain the confidentiality, including the confidentiality and non-disclosure of the information referred to in the Agreement and obtained during the performance of this Agreement, including information obtained from third parties participating or involved in the performance of the Agreement, as well as information, facts, circumstances, data, documents concerning the terms of the Agreement, the result and relating to the Parties' activities, internal regulatory documents, processes, plans, intentions, products, know-how, software, computer programs, specifications, which become known to the Parties pursuant to the Agreement, including confidentiality requirements regarding the information and all intellectual property to be developed under the Agreement, hereinafter also referred to as "Confidential Information", except for the following:

8.1.1. as specified in the regulatory enactments in force in the Republic of Latvia providing for the provision of information to the competent state authorities or municipalities;

8.1.2. where the information is publicly available and known before the Recipient of the Information has received it.

8.2. Confidential Information includes materials created by the Recipient of the Information and containing the above Confidential Information, in any form or a part thereof. It also includes information that was disclosed prior to the signing of this Agreement.

8.3. Confidential information may be provided in writing or electronically, or verbally, or in any other form.

8.4. The Recipient of Information shall be entitled to use the Confidential Information only for the performance of their duties (purposes).

8.5. The Recipient of Information undertakes to notify the Provider promptly in writing of any disclosure, release or other breach of this Agreement of which it becomes aware.



8.6. The Recipient of Information undertakes to maintain the utmost confidentiality and not to disclose the nature or content of the confidential information to any third party without the prior written consent of the TTI.

8.7. The Recipient of Information shall not be entitled to disclose the confidential information to third parties, to use it for any commercial purpose, or to use it for his own benefit or for the benefit of a third party, unless this is agreed in writing with the TTI.

8.8. The Recipient undertakes to indemnify the TTI against all losses, expenses, costs incurred by it as a result of the Recipient's failure to comply with the terms of this Agreement.

## **9. Ownership of the assets created or acquired**

9.1. According to the provisions of the Cabinet Regulation No 41, paragraph 48.2, TTI is the owner of the intellectual property rights created during the implementation of the iDEAHUB project activities.

9.2. The conditions for the use, implementation, publicity and commercialization of the project results, including the conditions for knowledge and technology transfer, the conditions for the use and implementation of experimental facilities, shall be in accordance with the provisions of external regulatory enactments.

9.3. If the Student Team Innovation Project results in the creation of intellectual property, it shall be disposed of in accordance with the TTI Intellectual Property Rights Management and Use Policy.

## **10. Amendments**

10.1. All amendments and supplements to this Agreement shall be in writing and attached to this Agreement and shall form an integral part hereof. They shall enter into force only after signature by the Parties concerned and, unless they provide for a different effective date.

## **11. Dispute resolution procedure**

11.1. All disputes which may arise during the performance of or in connection with the Agreement shall be settled by the Parties through mutual negotiation. If no agreement is reached, the dispute shall be submitted to the courts of the Republic of Latvia for settlement in accordance with the laws and regulations in force in the Republic of Latvia.

## **12. Force-Majeure**

12.1 Force majeure is a calamity or disaster that could not have been foreseen or prevented. Such force majeure shall include circumstances beyond the control and responsibility of the Parties (natural disasters, flood, fire, earthquake and other acts of God, as well as war and hostilities, strikes and other circumstances beyond the reasonable control of the Parties).

12.2 If the Parties are unable to perform their obligations under the Agreement, in whole or in part, as a result of force majeure, the Agreement may be terminated.

12.3 In the event of termination of the Agreement due to Force Majeure, neither Party may claim damages for any loss suffered as a result of the termination of the Agreement.

12.4 The Party experiencing Force Majeure shall inform the other Party in writing of the occurrence or cessation of such Force Majeure without delay and in any event not later than within 3 (three) working days. Failure to give such notice within such period shall forfeit the right of the Party responsible to invoke Force Majeure.

12.5 The Parties are aware of the circumstances related to the COVID-19 pandemic and undertake to adapt to the fullest extent possible to ensure the smooth implementation of the provisions of the Agreement.

### **13. Final provisions**

13.1 This Agreement is drawn up on \_\_\_\_ (\_\_\_\_) pages, \_\_\_\_\_ (\_\_\_\_) copy for each of the Parties.

13.2 The Agreement shall enter into force at the time of its signature, which shall be the time of signature of the last representative of the Party.

13.3 For the purposes of the Agreement, official communication means email correspondence between the Student Team, the Student Team supervisor and the TTI contact person. The TTI contact person in the matters concerning the implementation of the Innovation Project:

---

### **14. Details and Signatures of the Parties:**

**Annex 7**  
**to the Regulation of TSI on selection, implementation,**  
**monitoring and funding of students' innovation**  
**projects applications, 1<sup>st</sup> round, within the project**  
**“Transport and Telecommunication Institute Innovation Grants for Students”**  
**(No 1.1.1.3./21/A/006)**

<b>Annex 1 for the Student Team Application</b>					
<b>Budget</b>					
	<b>Estimated items</b>	<b>Unit</b>	<b>Amount</b>	<b>Cost per unit, EUR</b>	<b>Total for the whole volume, EUR</b>
1.	Mobility expenditures in Latvia				<b>0,00</b>
1.1.	<i>Travel costs</i>				0,00
1.2.	<i>Participation in conferences, seminars</i>				0,00
2.	Material costs				<b>0,00</b>
2.1.	<i>Material 1</i>				0,00
...	<i>Material 2</i>				0,00
	<i>Material 3</i>				0,00
3.	Rent of equipment				<b>0,00</b>
3.1.	<i>Equipment 1</i>				0,00
...	<i>Equipment 2</i>				0,00
	<i>Equipment 3</i>				0,00
4.	Individual consultations (Business support services)				<b>0,00</b>
4.1.	<i>Consultations that does not or cannot provide TSI iDEAHUB on the specifics of the application, development, testing or validation of a specific model or prototype</i>				0,00
4.2.	<i>Legal, financial and tax consultations on the specifics of the product, service or model</i>				0,00
	<b>In total:</b>				<b>0,00</b>

## **Minimum methodological phase of the application process for the "Small" Project Application**

**1. The implementation of the Application shall include at least the following methodological phases of the implementation process, which the Student Team members shall apply and learn during the implementation of the Application:**

### **1.1. Knowledge of specific modules of the research and/or innovation process**

*(mandatory).*

During this phase, the implementers of the application shall, inter alia, perform:

- product and competitive analysis (e.g. product life cycle, product technical specification, value proposition preparation, calculation and testing methods (focus group, validation), etc.)
- financial analysis (pricing methods, raising finance from clients, investors, etc.)
- documenting the processes and activities for further use in scientific publications, registering intellectual property rights or for other purposes related to the exploitation of the results of developments;
- and other methods of action to achieve the innovation or research idea.

*Completion of the phase is evidenced by an entry in the Student Team Final Report indicating the participation in specific workshops, lectures, etc. in relevant innovation or research training activities (name of the member (if the application is implemented by a team), title, date, venue, supervisor), a brief summary of the main lessons learnt and conclusions from each activity and a copy of evidence of participation (if applicable and available), such as a certificate, testimonial, etc.*

### **1.2. Networking and development of cooperation (mandatory)**

Student teams present short presentations of their ideas/concepts, create group discussions under the guidance of Student Team Leaders and participate in networking events, including communicating with industry representatives of different levels and disciplines, collaborating with other Student Teams. Local and international cooperation with industry, business, public and academic sectors, and a deeper understanding of research, innovation development and business challenges in the sector. Student Teams use different communication channels (face-to-face discussions, telephone conversations, electronic correspondence, use of business social networks (LinkedIn, etc.) for networking, etc.) to, for example, generate interest in a collaboration or identify next steps for an established collaboration.

Analyzing problem situations and defining solutions;  
customer and market analysis (e.g. market segmentation, target market selection, end-user or

investor profiling, interviews, customer outreach, jobs to be done method for observing and analyzing customer activities, etc.);

*Completion of the phase is evidenced by an entry in the Student Team Final Report, giving details of participation in specific events (name of the member (if the application is implemented by a team), name of the event, date, venue, supervisor, link to video recording (if applicable)), including self-presentation of the application results or interim results, a brief summary of the main lessons learnt and conclusions from each event, and a copy of the document certifying participation, e.g., a link to the video recording of the Student Team presentation (if applicable and possible).*

### **1.3. Proof of conceptual model of the concept or study (mandatory)**

The student team analyses their innovation or research idea, develops a proof-of-concept or research model and demonstrates that the product, process, technology or business model is feasible.

For example, the Student Team develops an initial prototype, an initial business idea model, tests a hypothesis, conducts a customer survey, brings in a partner from industry or academia, etc. A prototype is a test version of a product, service, process, model, designed to test its performance (including the relevance of the identified problem and its solution) and to further learn from its mistakes. *The completion of the phase is evidenced by the development and public presentation of the innovation idea concept or research conceptual model, as well as by a detailed description in the final report of the Student Team of the process of development of the innovation idea concept or research conceptual model, the main results and conclusions.*

### **1.4 Development of a minimally viable product or solution demonstration model in a laboratory environment or in an environment with simulated interfaces with existing systems (recommended)**

The Student Team starts to refine and develop their innovation or research idea and test its effectiveness. One or more initial prototypes or pilot tests are developed, resulting in a Minimum Viable Product (MVP) or prototype in a laboratory environment or an environment with simulated interfaces to existing systems.

An MVP is a prototype or experiment that proves or disproves a hypothesis and its main objective is to provide a working product that contains the basic functions required by the user and that can be used for tests in real market conditions to obtain user feedback and demonstrate the business potential.

*Completion of the phase is evidenced by the development and public presentation of a minimally viable product or model, as well as a detailed description in the Final Report of the Student Team of the process, main results and conclusions of the development of the minimally viable product or model.*

2. The implementation of the Application must ensure that the outcome of the Application (including the prototype) reflects the knowledge, competences and skills acquired during the implementation of the Application (including those acquired in Phases 1.1 and 1.2), providing an understanding and mastery of the methodological processes involved in the development of innovative products or services.

*Example of the activities describing the development of the result:*

- *- Identification and justification of the problem to be solved. There is evidence that confirms the eligibility of the problem for the target group;*
- *- The identification of the target group of the solved problem. Specific description of the target group. In case of several target groups, the similar and different factors are established;*
- *- The existing solution of the problem. Evidence of how the problem has been dealt with in the past and communication with the user(s) of the current solution;*
- *- Justification for the lack of solution of the problem. Analysis of the current situation and justification why the current problem has not been resolved to date.*
- *- Other activities in accordance with the specific type and specifics of the application.*

## **Minimum methodological phase of the application process for the "Large" Project Application**

**1. The implementation of the Application shall include at least the following methodological phases of the implementation process, which the Student Team members shall apply and learn during the implementation of the Application:**

### **1.1. Knowledge of specific modules of the research and/or innovation process**

*(mandatory).*

During this phase, the implementers of the application shall, inter alia, perform:

- Analyzing problem situations and defining solutions;
- customer and market analysis (e.g. market segmentation, target market selection, end-user or investor profiling, interviews, customer outreach, jobs to be done method for observing and analyzing customer activities, etc.);
  
- product and competitive analysis (e.g. product life cycle, product technical specification, value proposition preparation, calculation and testing methods (focus group, validation), etc.)
  
- financial analysis (pricing methods, raising finance from clients, investors, etc.)
- documenting the processes and activities for further use in scientific publications, registering intellectual property rights or for other purposes related to the exploitation of the results of developments;
- and other methods of action to achieve the innovation or research idea.

*Completion of the phase is evidenced by an entry in the Student Team Final Report indicating the participation in specific workshops, lectures, etc. in relevant innovation or research training activities (name of the member (if the application is implemented by a team), title, date, venue, supervisor), a brief summary of the main lessons learnt and conclusions from each activity and a copy of evidence of participation (if applicable and available), such as a certificate, testimonial, etc.*

### **1.2. Networking and development of cooperation (mandatory)**

Student teams present short presentations of their ideas/concepts, create group discussions under the guidance of Student Team Leaders and participate in networking events, including

communicating with industry representatives of different levels and disciplines, collaborating with other Student Teams. Local and international cooperation with industry, business, public and academic sectors, and a deeper understanding of research, innovation development and business challenges in the sector. Student Teams use different communication channels (face-to-face discussions, telephone conversations, electronic correspondence, use of business social networks (LinkedIn, etc.) for networking, etc.) to, for example, generate interest in a collaboration or identify next steps for an established collaboration.

*Completion of the phase is evidenced by an entry in the Student Team Final Report, giving details of participation in specific events (name of the member (if the application is implemented by a team), name of the event, date, venue, supervisor, link to video recording (if applicable)), including self-presentation of the application results or interim results, a brief summary of the main lessons learnt and conclusions from each event, and a copy of the document certifying participation, e.g., a link to the video recording of the Student Team presentation (if applicable and possible).*

### **1.3 Development of a minimally viable product or solution demonstration model in a laboratory environment or in an environment with simulated interfaces with existing systems (*mandatory*)**

The Student Team continues to develop their innovation or research idea on the basis of an existing proof of concept. One or more initial prototypes or demonstration models are developed, theoretical and practical tests (field tests) are performed, resulting in an MVP or prototype in a laboratory environment or an environment with simulated interfaces with existing systems. Proof of concept demonstrates that a product, process or business model is feasible, confirms or refutes the original hypothesis. For example, the Student Team has already developed a prototype, an initial business idea model, they have engaged an industry partner, a hypothesis has been tested, etc. A prototype is a test version of a product, service, process, model, developed to test its operation, concept or model and further learn from its mistakes.

An MVP is a prototype or experiment that proves or disproves a hypothesis and its main objective is to provide a working product that contains the basic functions required by the user and that can be used for tests in real market conditions to obtain user feedback and demonstrate the business potential.

The target group has tried the product and the product developers have listened to all user suggestions, and the product provides a solution to a problem.

*Completion of the phase is evidenced by the development and public presentation of a minimally viable product or model, as well as a detailed description in the Final Report of the Student Team of the process, main results and conclusions of the development of the minimally viable product or model developed.*

### **1.4. Improvement of the business model (*recommended*)**

After one or several iterations of the MVP, an adjusted business model is developed.



*The completion of the phase is evidenced by the development and public presentation of a adjusted business model, as well as a concise description of the adjusted business model's development and main conclusions in the final report of the Student Team.*

2. The implementation of the Application must ensure that the outcome of the Application (including the prototype) reflects the knowledge, competences and skills acquired during the implementation of the Application (including those acquired in Phases 1.1 and 1.2), providing an understanding and mastery of the methodological processes involved in the development of innovative products or services.

*Example of the activities describing the development of the result:*

- - *Identification and justification of the problem to be solved. There is evidence that confirms the eligibility of the problem for the target group;*
- - *The identification of the target group of the solved problem. Specific description of the target group. In case of several target groups, the similar and different factors are established;*
- - *The existing solution of the problem. Evidence of how the problem has been dealt with in the past and communication with the user(s) of the current solution;*
- - *The costs of the existing solution. Evidence has been obtained that constitutes the unique cost components of the problem to be solved;*
- - *The selling of the existing solution. Evidence of the supply chain of the current solution and the cost of each step has been obtained;*
- - *Regulatory enactments governing the problem solution. Evidence has been obtained that determines the conditions governing the implementation of the solution to the problem;*
- - *Scaling of the solution of the problem. Evidence has been gathered on the scalability of the solution, e.g. by assessing the experience of at least two countries through detailed mapping.*
- - *Justification for the lack of solution of the problem. Analysis of the current situation and justification why the current problem has not been resolved to date.*

**Annex 10**  
**to the Regulation of TSI on selection, implementation,**  
**monitoring and funding of students' innovation**  
**projects applications, 1<sup>st</sup> round, within the project**  
**“Transport and Telecommunication Institute Innovation Grants for Students”**  
**(No 1.1.1.3./21/A/006)**

**Students innovation project Final report**

\_\_\_\_\_ (place)

\_\_\_\_\_ (date)

Unit to be assessed	Comments of the impelementener of the innovation project	Comments of the jury	Points awarded by the jury / %
1.Evaluation of the presentation:			
1.1.materials added, visual design of the presentation			
1.2. explicit substantive part			
2. Assessment of idea development against the initial stage of development *			
3. Assessment of idea development against the stage of developement of intermediate results*			
4. description of the possibilities for further application or development of the results of the project *			
5. Self-assessment of the applicant:*			
5.1.Description of the most significant achievements and challenges during the implementation of the project			
5.2.described and evaluated team cooperation and benefits from mutual cooperation and application implementation in			

general, including project impact on the team professional development			
5.3.a description of the cooperation with the student team supervisor and the involved mentors / experts			
5.4. evaluation of the student innovation program and its impact on the implementation of the application has been performed			
6. Acquired knowledge about specific modules of the research and innovation process *			
6.1. Analysis of problem situations and definition of solutions			
6.2. customer and market analysis (eg market segmentation, target market selection, end-user or investor profile definition, interviews, customer reach, jobs to be done method for monitoring and analyzing customer activities, etc.)			
6.3. Product and competition analysis (eg product life cycle, product technical specification, value proposition preparation, calculation and test methods (focus group, validation), etc.)			
6.4. Financial analysis (pricing methods, attracting financing from the client, investors, etc.)			

6.5.documentation of processes and activities for their further use in the development of scientific publications, registration of intellectual property rights or other purposes related to the use of the results of the development			
6.6.other methods of operation to achieve the goal of the innovation or research idea			
7. Gained experience in networking and cooperation (experience in short presentation of research work or idea, participation in group discussions led by experts, use of various communication channels, face-to-face and remote discussions, use of social networks, networking, etc.)			
Compliance of budgeted costs with the achieved results (applicable only to "Large" projects)			
Conformity of budget supporting documents with expenditure lines (applicable only to "Large" projects)			
Total result:			

Decicion taken by the jury commission:

Reccomendation of the jury commission:

--

Name and surname of the representative of the team implementing the innovation project:	Name and surname of the representative of the team implementing the innovation project:
Name and surname of a member of the the jury commission:	Name and surname of a member of the the jury commission:

\* The gray boxes should be filled in by the team representative / leader of the innovation project implementation team