**PĒTNIECĪBAS ADMINISTRĀCIJAS DAĻA**

**RESEARCH ADMINISTRATION DEPARTMENT**

**PROJECT NOTIFICATION FORM**

**(PRELIMINARY | FINAL)**

|  |
| --- |
| **Part 1: General information**  |
| **Project Title**  |  |
| **Acronym** |  | **TSI project code** |  |
| **Starting date**  |  | **Duration** |  |
| **Programme/Customer** |  |
| **Partners** |  |
| **Project level** | **Consulting** |  | **National** |  | **International** |  | **Other** |  |
| **Activity type** | **Economic** |  | **None-economic** |  |
| **Project brief**  |  |
| **Result** | **Type** | **Mark** | **Description** |
| Report |  |  |
| Prototype, product |  |  |
| Research publication |  |  |
| Marketing publication |  |  |
| Intellectual property |  |  |
| **Research area***(only for research projects****)***  | ICT (Telematics) |  | Smart Solution in Transport & Logistics |  | Digital Society and Economy |  |

|  |
| --- |
| **Part 2: Financial data** |
| **Budget Data** | **Overall** **budget** |  | **TSI budget (inc. VAT)** |  | **TSI budget** **(without VAT)** |  |
| **Co-financing data** | **Total co-financing** |  | **Direct** |  | **Indirect** |  |
| **Co-financing compensation mechanisms** |  |
| **Cash flow** |  |
| **Foreseen distribution** | **%** | **Amount** | **Department/unit** |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Part 3: Project administration and implementation team** |
| **Position** | **Name, Surname** | **Department/unit** |
| **Supervisor** |  |  |
| **Project Manager** |  |  |
| **Financial Manager** |  |  |
| **Planned executor/s** |  |  |
|  |  |
|  |  |

|  |
| --- |
| **Part 4: Risk assessment** |
| **Risk probability***(low,* ***average****, high)* | **Risk impact***(low,* ***average****, high)* | **Risk nature** | **Risk mitigation** *(high-high, high-average, average-high)* |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Part 5: Annexes** |
| **#** | **Title** |
|  |  |

|  |
| --- |
| **To be informed:***(list here staff to be informed about project)* |
| **Name, Surname** | **Department/unit** | **Date** | **Signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Approved:** |
| **Name, Surname** | **Department/unit** | **Date** | **Signature** |
|  |  |  |  |