**PĒTNIECĪBAS ADMINISTRĀCIJAS DAĻA**

**RESEARCH ADMINISTRATION DEPARTMENT**

**PROJECT NOTIFICATION FORM**

**(PRELIMINARY | FINAL)**

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| **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 | | | | |  |

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| **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** | | | |
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| **Part 3: Project administration and implementation team** | | |
| **Position** | **Name, Surname** | **Department/unit** |
| **Supervisor** |  |  |
| **Project Manager** |  |  |
| **Financial Manager** |  |  |
| **Planned executor/s** |  |  |
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| **Part 4: Risk assessment** | | | |
| **Risk probability**  *(low,* ***average****, high)* | **Risk impact**  *(low,* ***average****, high)* | **Risk nature** | **Risk mitigation**  *(high-high, high-average, average-high)* |
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| **Part 5: Annexes** | |
| **#** | **Title** |
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| **To be informed:**  *(list here staff to be informed about project)* | | | | |
| **Name, Surname** | **Department/unit** | **Date** | | **Signature** |
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| **Approved:** | | | |
| **Name, Surname** | **Department/unit** | **Date** | **Signature** |
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