

**LITHUANIAN RESEARCH CENTER FOR AGRICULTURE AND FORESTRY
DESCRIPTION OF THE PROCEDURE FOR THE ALLOCATION OF FUNDS FOR THE
PROMOTION AND PREPARATION OF INTERNATIONAL PROJECTS APPLICATIONS**

1. The purpose of the description of the procedure for allocating funds of the Lithuanian Research Centre for Agriculture and Forestry (hereinafter – the LAMMC) for the promotion, and preparation of international project applications (hereinafter – the Description) is to strengthen the motivation of the LAMMC research workers and doctoral students (hereinafter – the Researchers) to carry out high-level scientific research, to improve the LAMMC scientific quality, and to strengthen the awareness and academic reputation of LAMMC at the international level. The purpose of the funds is to facilitate the full-scale application process, to encourage the preparation of high-quality international projects, and the involvement of interested persons in the formation of a consortium.

2. The administration of LAMMC, taking into account the total funding budget of LAMMC, determines the amount of funds to be allocated for the promotion, and preparation of applications for international projects every year.

3. Requests for funds to promote and prepare the applications for international projects can be submitted by scientists and doctoral students working at LAMMC who plan to be the principal investigator of an international project, the amount of funds allocated to LAMMC of which is at least 100,000 EUR, regardless of the funding fund and/or program.

4. Requests to be filled out, according to the form in Appendix 1 of this procedure description are sent to the R&D project administrator and are accepted until December 1 of each year.

5. The decision on the allocation of funds for the promotion and preparation of applications for international projects are taken by the director, together with the deputies, after assessing the validity of the request and the necessity of the expenses.

6. Terms used:

6.1. **Application** – a document prepared by the institution (LAMMC) providing financial support, which must be completed by the applicant to participate in the competition to win project financing.

6.2. **A project** – an individual or group activity with a beginning, an end and finite resources, which aims at a set goal (creating a new intellectual or physical product, service).

6.3. **Project leader (principal investigator)** – an employee of LAMMC appointed by the director's order, who is responsible for proper project management, activities, budget planning and implementation.

7. Project costs are covered on the basis of a fixed amount (*lump sum*) mechanism.

8. The size of the fixed amount depends on the type of full application planned:

8.1. Up to 5,000 EUR is allocated for the preparation of the Horizon Europe applications,

8.2. Up to 2,000 EUR is allocated for the preparation of applications for other international projects.

9. Eligible expenses:

9.1. Travel expenses for meetings aimed at gathering an international consortium,

9.2. Costs of organizing seminars, and meetings,

9.3. Translation services,

9.4. Consultancy services,

9.5. Salary for the project leader and/or other application preparers,

9.6. Other costs related directly to the preparation of the application.

10. All expenses related to the preparation of the application are covered by paying the invoices submitted by the project leader, not exceeding the amount indicated in the project leader's application and provided for in this procedure description.

11. Salary to the project leader and other applicants is paid according to the project leader's proposal, not exceeding the amount specified in the project leader's request and provided for in this description of the procedure, only after the submission of the application. Together with the application for payment of wages, the project leader submits the documents justifying the submission of the application to the funding institution.

12. The project leader, having received funding for the preparation of a full application for an international project, undertakes to prepare it and submit it for evaluation to the administering institution in accordance with the invitation specified in the application.

.....
(vardas, pavardė / name, surname)

.....
(pareigos, telefonas, el. paštas / position, tel.no., e-mail)

Lietuvos agrarinių ir miškų mokslų centro
direktoriui

PRAŠYMAS / APPLICATION
DĖL LĖŠŲ SKYRIMO TARPTAUTINIO PROJEKTO PARAIŠKOS RENGIMUI /
FOR FUNDING THE PREPARATION OF AN INTERNATIONAL PROJECT
APPLICATION

2023-.....-.....

(sudarymo vieta / place)

Prašau skirti **Eur** sumą mano vadovaujamos tarptautinio projekto paraiškos rengimui.
Duomenys apie planuojamą teikti projekto paraišką:

Please allocate EUR for the preparation of an application for an international project led by me. Data on the planned project application:

I. PAGRINDINIAI DUOMENYS APIE PROJEKTĄ / Main information:

Projekto vadovas / <i>principal investigator</i>	<i>Vardas, Pavardė / Name, Surname</i>
Padalinys / <i>Department</i>	
Kvietimas, kuriam planuojama rengti pilną paraišką / <i>potential call for full proposal</i>	
Pilnos paraiškos teikimo data / <i>deadline of full proposal</i>	
Pilnos paraiškos preliminarus biudžetas, Eur / <i>Preliminary budget of full proposal, Eur</i>	
Konsorciumo partneriai / <i>Consortium partners*</i>	Vardas, Pavardė, Institucija / <i>Name, Surname, Institution</i>
Planuojamos teikti paraiškos idėja / <i>Main project idea</i>	
Ne daugiau 1000 spaudos ženklų / <i>No more 2000 characters</i>	
Planuojamos veiklos / <i>list of activities</i>	

Veikla / activity nr.1	Veiklos pavadinimas / Activity name	
	Trumpas aprašas iki 500 spaudos ženklų / Short description up to 500 characters	
Veikla / activity nr.2	Veiklos pavadinimas / Activity name	
	Trumpas aprašas iki 500 spaudos ženklų / Short description up to 500 characters	
Veikla / activity nr.3	Veiklos pavadinimas / Activity name	
	Trumpas aprašas iki 500 spaudos ženklų / Short description up to 500 characters	
Veikla / activity nr.4	Veiklos pavadinimas / Activity name	
	Trumpas aprašas iki 500 spaudos ženklų / Short description up to 500 characters	
Veikla / activity nr.5	Veiklos pavadinimas / Activity name	
	Trumpas aprašas iki 500 spaudos ženklų / Short description up to 500 characters	
Veikla / activity nr.6	Veiklos pavadinimas / Activity name	
	Trumpas aprašas iki 500 spaudos ženklų / Short description up to 500 characters	

**jei žinomi išvardinami arba surašomi potencialūs, kurie bus kviečiami į konsorciumą.*

II. Prašomos skirti lėšos bus naudojamos / Budget will be used for:

<i>Veikla / Activity</i>	<i>Suma, EUR</i>
<i>Viso:</i>	

Vardas pavardė parašas /
Name, surname, signature