

## Instruction for foreign experts – how to add a project evaluation

1. When You are granted access rights to the CPMIS, You will receive an email with username and password for login.
2. Open homepage: <https://fondi.cfla.gov.lv/ENG>
3. For logging into CPMIS click here

Projektu portāls (KPVIS)

KPVIS - Kohēzijas politikas fondu vadības informācijas sistēma

Pieslēgties

Neesi reģistrējies e-vides lietotājs? [Noskaidro, kā kļūt par KPVIS e-vides lietotāju](#)

Vai

Pieslēgties ar lietotājvārdu un paroli/Login as foreign expert

Pieslēgties CFLA darbiniekam ar Windows

Ja nepieciešama tehniska palīdzība, zvaniet 20003306 vai sūtiet e-pastu [vis@cfla.gov.lv](mailto:vis@cfla.gov.lv)

Līdzfinansē Eiropas Savienība

Finansē Eiropas Savienība NextGenerationEU

2027 Nacionālais attīstības plāns

ISO 27001 BUREAU VERITAS Certification

4. After the first login, the system will ask You to change the assigned password.

Enter your current and new password

The current password\*

New password\*

New password (repeat)\*

SAVE ATCELT/CANCEL

5. After changing the password, You will be redirected to the homepage. Now, enter Your username and the new password.

6. After that, new page will open – the attached image shows a glimpse of the new design with explanations of the new system elements  
After typing in Your username and password and clicking [Log in] the system will send You to 2-factor authentication page
7. To setup 2FA – please follow the instruction in 2FA setup window

### Setup two-factor authentication

To continue to use the system, the two-factor authentication is mandatory. Please complete the setup.  
An authenticator app lets you generate verification codes on your phone.

1. On your phone, search your app store for an authenticator app (for example Microsoft or Google Authenticator).
2. Download and install the app.
3. Add a new account in the app.
4. Select the option to scan a barcode and use your phone's camera to scan the barcode below:

QR code URL



Manual entry key

F70CI2RYTXPVIA42

OTP code

6/6

COMPLETE SETUP

After step 4 You will receive one time password (OTP code) for input in CPMIS OTP code data field. Then press [Complete setup] and you will have access to the system.

Next time, after typing username and password, You will have to provide only 6-digit code from application

One-time Password

OTP Code

Enter the 6-digit code

Atslēgties Pieslēgties/Log in

8. When first signing the system, the User must read the terms of use and agree to comply with them. To agree with terms press button [Accept terms].
9. In the system, You have access to the section 'My Evaluation Forms'

Cohesion Policy Funds Management Information System | Operational programme Administration

Operational programme

My Evaluation Forms

Operational programme

| CCI code        | Name  | Valid from | Valid till |  |                               |
|-----------------|---|------------|------------|--|-------------------------------|
| 2021LV16FFPR001 | Eiropas Savienības kohēzijas politikas programma 2021.–2027.gadam | 01.01.2021 | 31.12.2029 |  | <a href="#">Priority axis</a> |

10. In the section 'My Evaluation Forms,' there is a list of evaluations submitted for review. When opening an evaluation first time, you may need to complete the Declaration of objectivity and confidentiality form.

## My Evaluation Forms

| PI ID              | Status                   | Status Date | Evaluation Deadline | Type of Evaluation |      |
|--------------------|--------------------------|-------------|---------------------|--------------------|------|
| 2.2.3.6/4/24/A/314 | Conflict is Unknown      | 26.11.2024  | 07.01.2025          | Pre-evaluation     | ⋮    |
| 7.7.7.7/1/7/1/777  | Summarization Completed  | 26.11.2024  | 29.01.2025          | Summary            | Open |
| 7.7.7.7/1/7/1/777  | Pre-evaluation Completed | 26.11.2024  | 29.01.2025          | Pre-evaluation     | ⋮    |

Back

Cohesion Policy Funds Management Information System | Operational programme | Administration

Operational programme

My Evaluation Forms

| PI ID               | Status              | Status Date | Evaluation Deadline | Type of Evaluation |   |
|---------------------|---------------------|-------------|---------------------|--------------------|---|
| 1.1.1.3/1./24/A/174 | Conflict is Unknown | 16.01.2025  | 23.01.2025          | Pre-evaluation     | ⋮ |

Back

You have not signed the conflict of interest declaration for this project!

OK

11. In the Declaration of Objectivity and Confidentiality form expand the project information (1) and indicate whether there is no conflict of interest with the project applicant and/or collaborators (2), then submit the conflict of interest form (3).

Cohesion Policy Funds Management Information System | Operational programme | Administration

Atlases

Atlases kods - 1.1.1.3 - 1.kārta  
Praktiskas ievirzes pētījumi

Declaration of objectivity and Confidentiality - Emma Ekspert

Save Submit 3

In preparation  
v1.0

Projects

|                     |            |
|---------------------|------------|
| 1.1.1.3/1./24/A/174 | Not filled |
|---------------------|------------|

Applicant  
Rīgas Tehniskā universitāte, 90000068977

Co-operational partner  
Sabiedrība ar ierobežotu atbildību "LIEPĀJAS REĢIONĀLĀ SLIMNĪCA", 42103041306

Declaration of objectivity and Confidentiality

No conflict of interest According to the conditions  Conflict 2

Declaration of objectivity and Confidentiality

Should it be submitted?

I agree to take part in the evaluation of project proposals (hereinafter – proposals) submitted to the European Union Cohesion Policy programme 2021-2027 specific support objective measure specific support objective measure No. <number of specific support objective measure> - <name of specific support objective measure> .  
I certify that I am not related to any of the listed project applicants or project partners within the meaning of Regulation (EU) No. 2018/1046 in the sense of Article 61, and that I did not participate in the preparation of project applications to be evaluated. There are no circumstances that would cause me to violate the regulations governing the person involved in the management, implementation, and monitoring of the European Union's financial resources, and there are no reasons to believe that I would do so.  
There are no such reasons, including those involving family, emotional life, political or national affinity, economic interest, or any other direct or indirect personal interest, that could call my independence and objectivity into question in the context of evaluation.  
If there are any circumstances that could call my objectivity and independence in the assessment process into question, I will immediately notify the Latvian Council of Science.  
When reviewing the received proposals, I will perform my duties responsibly, remaining professional and objective in my conclusions and actions.  
I agree to keep any information provided to me in connection with this assessment process strictly confidential and to use it solely for the purpose of evaluating research proposals and preparing evaluation reports. I agree not to disclose to third parties any information that has become known or available to me while reviewing proposals, and I also agree to use the available information and documents only for evaluating proposals and preparing a report. I agree not to retain or transfer any written or electronic information about proposals and their evaluation to third parties. I will not keep copies of the proposals or their assessments after the evaluation process is completed; all electronic data and printed materials will be destroyed in a secure manner.  
I am fully aware that if I do not comply with the requirements stated above, I will be excluded from the assessment process and prosecuted in accordance with regulatory enactments.

Cancel Confirm

12. Once the Declaration of Objectivity and Confidentiality form is completed and submitted, switch to the "My Evaluation Forms" section.

Cohesion Policy Funds Management Information System | Operational programme | Administration

Atlase

- Project selection
- My Evaluation Forms**
- Declaration of objectivity and Confidentiality
- Projects

Atlases kods - 1.1.1.3 - 1.kārta  
Praktiskas ievirzes pētījumi

### Declaration of objectivity and Confidentiality - Emma Ekspert

Active 16.01.2025  
v1.0

Projects

1.1.1.3/1./24/A/174 Staru terapijas pacientu bolusu 3D drukai piemērotais nanokompozīts uz polimēra bāzes No conflict of interest

Applicant  
Rīgas Tehniskā universitāte, 90000068977

Co-operational partner  
Sabiedrība ar ierobežotu atbildību "LIEPĀJAS REĢIONĀLĀ SLIMNĪCA", 42103041306

SIA "TALISMAN", 40003000727

Declaration of objectivity and Confidentiality  
No conflict of interest

Cohesion Policy Funds Management Information System | Operational programme | Administration

- Operational programme
- My Evaluation Forms**

### My Evaluation Forms

| PI ID               | Status                  | Status Date | Evaluation Deadline | Type of Evaluation |
|---------------------|-------------------------|-------------|---------------------|--------------------|
| 1.1.1.3/1./24/A/174 | Submitted to the expert | 16.01.2025  | 23.01.2025          | Pre-evaluation     |

Back

Projekts: 1.1.1.3/1./24/A/168

### Expert Evaluation Form

#### LZP Expert Evaluation

Eksperts: Emma Ekspert

Submitted to the expert 16.01.2025 14:14

Status History

Declaration of objectivity and Confidentiality

No Conflict

Open

#### Deadline for submitting the assessment

Save

Change Status

Time Until Submission

7 days 9:44

23.01.2025 23:59

#### The submitted conflict of interest form

#### Task for the Expert

Please provide an assessment of excellence, impact and the quality and efficiency of implementation of the research in accordance with the [Methodology for the Application of the Evaluation Criteria \(ENG\)](#) No. 4.1., 4.2. and 4.3. and [Implementing rules - Regulations of the Cabinet of Ministers No 407 \(ENG\)](#). Please fill in detailed the assessment text for each criterion and relevant score in the Evaluation Report Template. Especially please provide reasons when points are not awarded.

Under quality criterion 4.2, the Society's opinion on the relevance of the study should be taken into account (page 35 of the Methodology of the Criteria). Relevance to points No. 1.2. and 1.3. about turnover and the year of registration are already verified.

In situations where the required document is submitted in Latvian only, without an English translation, we have attached the Latvian version.

#### Project

1.1.1.3/1./24

#### Documents submitted for Your evaluation

##### Documents to be evaluated

| Name    | Date of Addition | Uploader |
|---------|------------------|----------|
| CV_Blei | 28.11.2024 09:13 |          |
| INBOX_  | 28.11.2024 09:13 |          |



Projekts: 1.1.1.3/1./24/A/168

### Expert Evaluation Form

#### LZP Expert Evaluation

Eksperts: Emma Ekspert

**Submitted to the expert** 16.01.2025 14:14

Status History

Declaration of objectivity and Confidentiality  
● No Conflict [Open](#)

**1** After adding the evaluation, save the form.

**2** And then update the status.

Save

Change Status ^

Submit an Expert ...

Time Until Submission  
**7 days 9:44**  
23.01.2025

**The status has been changed, and the evaluation has been submitted.**

If you have changed your device or need to restore your 2FA code, follow these steps:

1. Click "**Sign in with username and password**".



2. Then select "**Forgot Your password?**".

# Projektu portāls (KPVIS)/EU fund project management system

Pieslēgties projektu portālam (KPVIS)/ Sign in Cohesion  
Policy Funds Management Information System

Lietotājavārds/User

Ievadiet lietotājavārdu/Type the username

Parole/Password

Ievadiet paroli/Type the password

[Aizmirsi paroli?/Forgot your password?](#)

Pieslēgties/Log in

## Aizmirsta parole

Lai atjaunotu paroli, ievadiet savu lietotāja vārdu un e-pasta adresi / To reset your password, enter your user name and e-mail address

Lietotājs/User name

E-pasta adrese/E-mail address

SUBMIT/NOSŪTĪT DATUS

ATCELT/ CANCEL

3. You will receive a new password via email.
4. Check your email and use the new password to access your account.
5. After that, follow steps 3 and 4 from the previous instructions (i.e., enter the new password and follow the prompts to restore your 2FA code).

By completing these steps, You will regain access to your account and be able to restore your 2FA code.