

We boost health research and innovation to *promote social progress*

Congratulations *and welcome!*

We know it has not been an easy journey, but finally your project has been selected in our CaixaResearch call for proposals.

Congratulations.

CaixaResearch Investigators, a network of talent and excellence comprising more than 250 researchers and physicians working in different health and biomedicine disciplines in more than 100 research centers, hospitals and universities.

CaixaResearch Investigators, project leaders (PLs) and principal investigators (PIs), excel in their fields.

They achieve outstanding results and novel solutions in research and innovation to promote better health and social progress.



You are and always will be a
*great inspiration for your
colleagues and for society*

CaixaResearch

CaixaResearch *Programme Office*

This is where you will find the **Programme Officers**, key members of the **CaixaResearch Programme**.

You can contact them at any time.

Programme Officers will help you with any doubts, let you share your thoughts and concerns and give you information about the results of your project.

**Corporate
Director of
Research and
Health**

Àngel Font Vidal

**Research and
Innovation
Department
Director**

Ignasi López Verdeguer

**Programme
Officers
Research and
Innovation
Department**

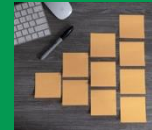
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Communication and visibility of the *CaixaResearch* award

COMMUNICATION OF THE AWARD

Once you are selected in a call you and your project will become CaixaResearch awardees.

You will join the network of **CaixaResearch Investigators**, researchers and physicians of recognised national and international prestige, leaders in their fields.

We will prepare a press release with information about the awarded projects and CaixaResearch Investigators, and will inform you and your institution of the date the press and media communication will be made. **Please do not make any communication about your award before that date.**

In order to prepare communication of the CaixaResearch awardees to the general public and media, we need you to **send the following to your programme officer:**



Portrait **photographs of PIs and PIs**, and **document of image rights authorization signed**



Contact details of PIs, PIs and your institution's Communication Officer



Revision of a **lay summary** about your project

VISIBILITY OF CAIXARESEARCH - "LA CAIXA" FOUNDATION AWARD

As your project has been awarded a grant by "la Caixa" Foundation, you will have to include the **"la Caixa" Foundation and CaixaResearch names and logos** (where possible) in **all materials and communication activities** arising from your CaixaResearch award (i.e. brochures, PDFs, videos and other graphic material, oral and written communications, webpage of your project/institution, press releases, publications, equipment, etc.).

Please see the **CaixaResearch Brand Book and communication materials here:**
<https://fundacionlacaixa.org/en/caixaresearch-health-call-materials-dissemination>

Any **scientific papers and articles published** as a result of the CaixaResearch award must contain the following text, together with *your project code* (LCF/PR/HRxx/5xxxxxx):

"The project that gave rise to these results has received funding from "la Caixa" Foundation under the grant agreement < your project code>".*

** and FCT, I.P. (in case of FCT co-funded projects)*

This **text must be applied to any infrastructure, equipment or scientific or intellectual property generated** by the research and innovation funded by CaixaResearch.

You must also previously inform your Programme Officer about such papers, activities and materials, for information purposes and adequate institutional representation, where necessary. In the case of name and logo applications, please send the communication materials to your Programme Officer and to fundaciolacaixa@normativa.eu for prior approval.

Please send this information to your institution's Communication Officer.

CaixaResearch

Obligations and *good practices principles*

THE HOST ORGANIZATION (HO) MUST:



Provide all the documentation from the Host and Partner Organizations, complete and sign the Grant Agreement (legal representative of the HO and PL).

Provide a **current account at any CaixaBank or BPI** branch office where the payments will be deposited.



Manage and administer the budget of the project, being responsible for the distribution to the other Organizations, where applicable.

In consortium projects, we recommend signing agreement among the partners, following your template.

As a CaixaResearch Investigator, please take the following issues into account:



We encourage you to participate in the post-award activities described in [section 4](#). These activities may include your participation in the **events and surveys** promoted by the CaixaResearch Programme Office.



We promote Open Science and Responsible Research and Innovation. As a CaixaResearch Investigator, you must take into account the **"la Caixa" Foundation Research Integrity policy**.

Please, visit our policies page at: <https://fundacionlacaixa.org/en/caixaresearch-principles-responsibility>

We also recommend: <https://rri-tools.eu/>



An **external Ethics Committee** from the University of Oviedo will contact the PL to monitor the ethical aspects of your project.

Please complete the Ethical checklist of the awarded project and provide the required documentation.



Complete the required information in the online system, including follow-up information and Output Management Plan.

Grant agreement *and follow-up process*

The Grant Agreement process will be **performed through the online system:**

Initially, the Organization Manager (OM) of the Host Organization (HO) has to **accept the grant in the online system** <https://grants.lacaixafoundation.org/> and **must provide documentation** from all the organizations of the project.



A template of the agreement can be accessed and completed using the track changes. Once revised by both parts, it can be **signed and uploaded in the system.**



The **Grant Agreement must only be signed only by the HO: legal representative and PL.**

If possible, it should be signed digitally.



Projects should start between September and December 2021. The **initial payment of 40% of the budget** can be completed after the Grant Agreement is signed.



Grant agreement and follow-up process

The project follow-up process includes **several important steps**:

1 Kick-off meeting (within the first 3 months of the project): initial meeting with the CaixaResearch Project Officer to discuss the project and any doubts about the follow-up process.

2 External Ethics Committee: the University of Oviedo will contact the PL in the first months of the project to monitor any ethical issues of the proposal and possible follow-up. Please provide any required information by email.

3 Output Management Plan (OMP): should be completed in the online system within the first 6 months of the project.

4 Post-award management: there are several important reports in the online system to be completed throughout the project.

Change request form: please complete to describe any important change in the project. The CaixaResearch Project Officer will validate its acceptance.

Status report and meeting (at 18 months): a short report to describe the scientific and economic status of the project after 18 months of executions must be completed 7 days before the meeting with the CaixaResearch Project Officer. Brief minutes of the meeting should also be signed and uploaded in the online system before requesting the second payment of up to 40% of the total budget.

Final report and meeting (at the end of the project): once the project is completed, a final report containing a scientific and economic summary of the project must be completed 7 days before the meeting with the CaixaResearch Project Officer. If applicable, an audit should also be provided at this point. Once brief minutes of the meeting have been signed and uploaded in the system, the final payment of the project can be requested.

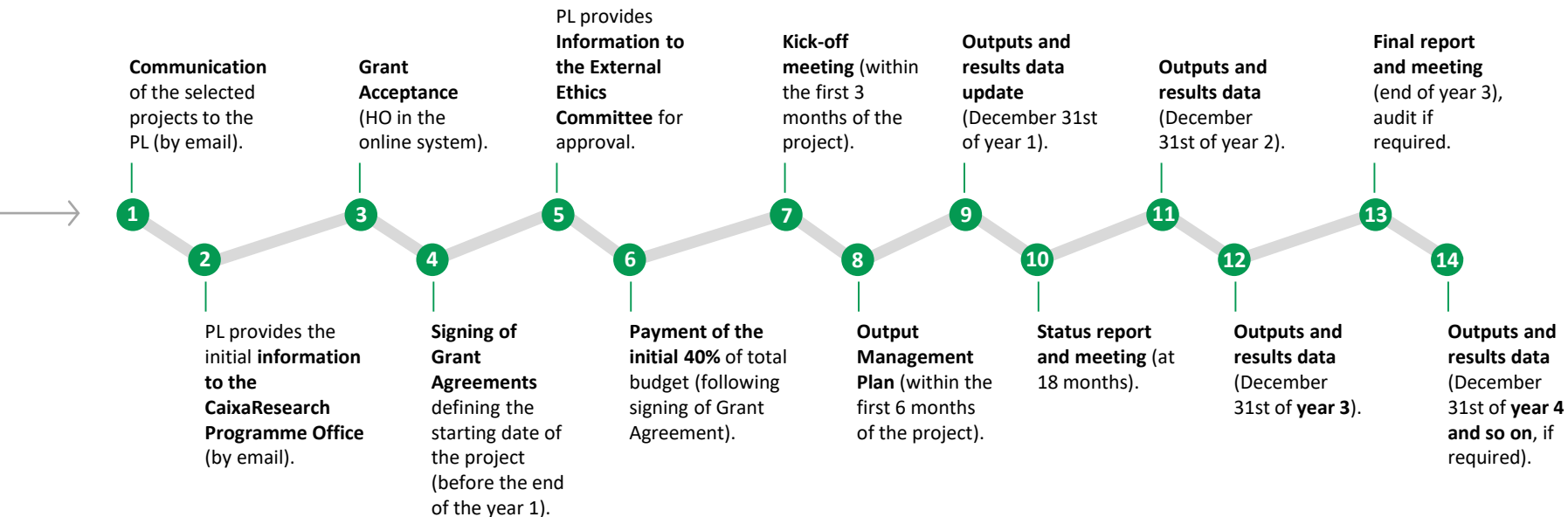
Outputs and results data: this information can be completed at any time of the project, however it must be updated yearly by the 31st of December.

- Scientific and translational outputs.
- Methods and data outputs.

5 Finally, throughout the project and beyond, surveys, networking events and workshops will be organized by the CaixaResearch Programme Office.

We encourage you and your team to participate and enrich the CaixaResearch ecosystem.

Timeline of the *CaixaResearch* award management



What we *offer*

In addition to the financial support, "la Caixa" Foundation offers CaixaResearch awardees a variety of **resources during the execution of the grant.**



Innovation Experts

For those projects with translational focus, CaixaResearch Investigators may have access to ad-hoc training and mentoring in order to **assist the grantees with specific queries** that may emerge in the innovation field.



Experts on output management

will support you to prepare your initial output management plan and suggest improvements. Short workshops will be available for both CaixaResearch Investigators and Organizations.



Participation in debates and seminars

CaixaResearch Investigators may be invited to participate in national and international **debates, seminars and other dissemination activities** organized by CaixaResearch - "la Caixa" Foundation.



Events and activities

During execution of the grant, CaixaResearch Investigators and project team members will be invited to participate in different networking activities. The main objectives of these activities are to **encourage networking and the feeling of relevance among awardees** and to collect and disseminate the most notable project results.

Communication of results, *channels and social media*



The results of your research and innovation project are **important in your field** and are also relevant **for society as a whole**.

When you have **results that are about to be published**, please **inform your Programme Officer in advance**.

We will do our best to ensure **the results are made known and disseminated in the media and social networks**.



Keep up-to-date with the latest news from the **CaixaResearch** Programme and Calls and **CaixaResearch Investigators** via social media.

The CaixaResearch community is active on these sites and we recommend you follow them:

Twitter: <https://twitter.com/CaixaResearch>

Connect with us: [@CaixaResearch](#) and [#CaixaResearchFundlaCaixa](#)

Blog: <https://blog.caixaresearch.org/>

Newsletter: You will receive our monthly newsletter. Are your project members or colleagues interested?

They can **sign-in and find the latest newsletters** here:
<https://fundacionlacaixa.org/en/caixaresearch-results>



We are waiting to hear your news and project results to become one of the main characters of our blog, newsletters and twitter.