Social Research Call 2021

User’s Guide
Short Proposal Submission

”la Caixa” Foundation
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1. USER DEFINITIONS

**Project Leader (PL):** Principal Researcher, of any nationality, of a Host Organization (HO) based in Spain or Portugal. The PL is the person responsible for the presentation of the Proposal to the Call and for the coordination of the overall executions of the Project.

**Organization Manager (OM):** The Organizational Manager is a person, appointed by the Host Organization, responsible for the management, and the acceptation, of the proposals submitted by the organization/entity. The Organizational Manager is a SINGLE person per organization/entity that is authorized, through the accreditation document by, the Legal Representative of the organization/entity.

**Host Organization:** non-profit Research Performing Organization, based in Spain or Portugal that acts as a Coordinating Organization of the Projects.

**Grant agreement:** Collaboration agreement to be signed in English by the "la Caixa" Foundation and the Host Organization if the Proposal is awarded.

2. USER REGISTRATION

To present a Short Proposal, first, you must create an account at the Grants "la Caixa" Website.

a) Access the Website of Grants "la Caixa" at [https://grants.lacaixa.org/s_Login.jsp](https://grants.lacaixa.org/s_Login.jsp)

There are two types of users, namely, (1) **APPLICANT** (Project Leaders - PL) and (2) **ORGANIZATION MANAGER** (OM). Check the Useful Definitions Section to see the role of these users.
2.1. Registration as an applicant

If you are a Project Leader you must register as an applicant.

a) Click on **ARE YOU AN APPLICANT?**

![Registration Options](image)

b) Click on the **ACCEPT** button to agree to the Terms and Conditions applicable to the registration and use of "la Caixa" Grants Management online system.

![Privacy policies](image)

The registry must be linked to an organization. **IF YOU DON'T BELONG TO AN ORGANIZATION YOU WON'T BE ABLE TO REGISTER.**

c) Fill in the information of all the fields required in application form.
*If your organization is not on the list, you will have to register it. To do so, click on CLICK HERE under the field Name of Organization.

By doing so you will be redirected to the application form that includes a section about the organization.

d) Once you fill in all the required information, click on the SUBMIT button. By doing so the following message will appear.
2.2. Registration as an Organization Manager

a) Click on ARE YOU AN ORGANIZATION MANAGER?

b) Follow steps b to d of section 2.1 Registration as an applicant.

3. ACTIVATION OF AN ACCOUNT AS AN APPLICANT OR AS AN ORGANIZATION MANAGER

a) After you finished your registration, you will receive an ACTIVATION LINK, to the email that you have indicated during the registration, to create a password to access the application. Click on ACTIVATION LINK on the email.

b) By clicking on ACTIVATION LINK you will redirected to a page where you will be able to create a password for your account. Introduce a password (8 characters and a minimum of 1 Upper Case, 1 Lower Case, 1 Digit and 1 Symbol) and click on the SUBMIT button.
Lastly, after creating the password for your account, you will receive an email.

Dear Dr. Lolin,

This is a notification that the password associated with this email on Grants la Caixa ([link]), has been changed. If you made this change, you can disregard this notification.

If you did not change your password, please contact your System Administrator. You can also update your password at any time using the Forgot password link on the login page.

Sincerely,

4. COMPLETION OF THE ORGANIZATION MANAGER REGISTRY

4.1. Personal Information Section

a) Access your account and complete the information required in the PERSONAL INFORMATION SECTION in the Personal Profile.
4.2. Additional Information Section

a) Despite the fact that only mandatory field in this section is the GENDER, and this will automatically be already filled through the application form, we encourage you to also fill the PHONE NUMBER field. Filling this field will prove very useful, especially, when the closing date of the call is near.

4.3. Documents Section

a) Download the ACCREDITATION DOCUMENT TEMPLATE.

b) Fill in the ACCREDITATION DOCUMENT TEMPLATE.

c) Click on the UPLOAD icon.
d) Click on the **OPEN FOLDER** icon and upload PDF file.

e) Upload the **ACCREDITATION DOCUMENT**. Please upload, in a **SINGLE PDF**, the **ACCREDITATION DOCUMENT TEMPLATE**, signed by the Legal Representative of the organization and the appointed Organization Manager, and, the Legal Powers, that state that the Legal Representative of the Host Organization is entitled to sing on behalf of the Organization.

f) Click on the X icon.

g) Following the same procedure, upload the ID of the Legal Representative and the appointed Organization Manager.

    **NOTE:** You could also add the ID’s to the PDF of the accreditation document.

h) Click on **UPDATE PROFILE**.
4.4. “la Caixa's” validation of the Register of the Organization Manager

Once you complete your registry the first step in the HOME page of your account will dissapear.

By clicking on UPDATE PROFILE, all the information of your registry will be sent to the Technical Secretary of the Call. The Technical Secretary will check the information and will ask you to correct your registry, if anything is wrong, or will approve your registry without asking any corrections. This process may take up to 24 hours.

5. ORGANIZATION PROFILE

Once your registry has been accepted by the Technical Secretary of the Call, you will receive an email, and, you will be able to fill in the information required of the Organization’s Profile.

5.1. General Information Section

a) Access your account and complete the information required in the General Information Section in the Organization Profile.

NOTE: You will have to do this step only if your organization is not active in the system.
5.2. Additional Information Section

a) Fill in the required information.

b) Click on UPDATE PROFILE.

5.3. “la Caixa’s” validation of the Organization Profile

By clicking on UPDATE PROFILE all the information of your organization will be send to the Technical Secretary of the Call. The Technical Secretary will check the information and will ask you to correct the information, if anything is wrong, or will aprove your organization without asking any corrections.

6. START A SHORT PROPOSAL

To start a Short Proposal, first, you must access your account as an APPLICANT using the credentials (user and password) that you created. Introduce your credential at https://grants.lacaixa.org/s_Login.jsp.

a) Once you have accessed your account, click on OPEN CALL in the Home Page.
b) Click on the **APPLY NOW** button.
7. GENERAL DATA AND PROPOSAL INFORMATION

7.1. Application Details

a) Fill in all the mandatory fields with the required, and correct, information. Only after completing the information of this section you will be able to visualize the Short Proposal Section.

7.2. Information for "la Caixa" Foundation

The information required in this section is meant for statistical purposes only.

a) Click on YES or NO to each question.

b) Bear in mind that if you reply YES on any of the two questions you will be required further information, namely, an APPLICATION CODE in the first question or a PROJECT CODE in the second question.

To add this information, to each question, you just have to click on the + icon.
7.3. Project Leader

a) Introduce the PhD award date. Keep in mind that, as it is stated in the Rules of Participation of the Call, you must hold a PhD awarded two years before the Call’s deadline.

b) Indicate if you have taken any career break during the last 5 years. If you have, you will be required further information.

c) Enter a scientific article that meets the requirements stated in the Rules of Participation of the Call (scientific article in a Q1 journal ranked in SJR or JCR published in the preceding five years before the call deadline).
d) To enter the details of your scientific article, click on **OPEN TO UPDATE**.

![Open to update button](image)

e) Click on the + icon.

![Publications table](image)

f) Complete all the required information.

![Publications table](image)

g) Once you have completed all the required information, click on the **SAVE** button.

![Save button](image)

h) After completing all the subsections of the General Data and Proposal Information, click on the **CONTINUE** button. By doing this the following alert will appear.
Click on **YES**.

At any time of the process of creation of the proposal, you can save all the changes that you make by clicking on the **SAVE DRAFT** button. As well, at any time, you can click on the **VALIDATE** button to visualize the missing information in order to submit the proposal.

### 8. SHORT PROPOSAL

#### 8.1. Abstract

a) Complete the abstract fields taking into account the limitation of characters (1500 characters). If needed, you can change the visualization size of the box through the right bottom corner.

#### 8.2. Free Keywords

a) Enter 5 keywords related to the scope of your proposal. To do so, click on the **OPEN** button.

b) Click on the + icon.
c) Add the five keywords, one at a time.

![Keywords section]

d) Once you have added all the Free Keywords, click on the **SAVE** button.

![Keywords section with Save button highlighted]

**8.3. Proposal Disciplines**

a) Select the branch of science of your proposal.

![Proposal Disciplines section]

b) Enter the research field of your proposal. If you need further information about the research fields available in the application click on **HERE** in the previous section.
c) Enter the primary research subfield of your proposal.

8.4. Research Proposal

8.4.1. Upload the Short Proposal

Inside the tab FULL PROPOSAL, in the section Research Proposal, you will find the Guidelines for Short Proposals and the Template for Short Proposals available to download.

To upload the Short Proposal, click on the UPLOAD button under ‘Research Proposal’. Upload a PDF Document taking into account the limitation on pages (3 pages) and the restriction on the size’s file (2 GB).
9. ENDORSE A PROPOSAL

The endorsement of the proposal is essential to submit the proposal. This step must be done by the Organization Manager of the Host Organization. Please make sure this validation is completed on time.

a) The Organization Manager must access his/her account. The proposals that the organization manager must endorse will appear under the ACTIONS section.

b) To endorse a proposal, the organization manager must click on the OPEN button.
c) Click on ACTIONS/OPTIONS – APPLICATION IN SLIPT VIEW to visualize the complete proposal, and, click on AUTHORIZE to accept/endorse the proposal.

![Image of Actions/Options - Application in Split View]

- **Application Details**
  - Project Leader:
  - Host Organization:
  - Application Reference: SR20-00100
  - Proposal Title: 
  - Accepting proposal: 
  - acting in the name and on behalf of [Authorized Person]

- **Acceptance**
  - [Authorize]

- **Notification**

  IMPORTANT: The acceptance of the proposal by the Organization Manager is NOT THE SUBMISSION OF THE PROPOSAL. The PL must access his/her account and click on the SUBMIT button. If the PL doesn’t do this the proposal won’t be submitted and, by the closing date of the call, the proposal will go automatically to withdrawn.

![Image of Notification]

- Proposal Accepted
  - Proposal SR20-00100 has been authorized to participate to ‘La Caka’ Call.
  - Thank you.

- **Alert**
  - Are you sure you want to confirm this project?
    - [YES] [NO]

- **Warning**
  - [Yes] in the warning that will appear.
10. SUBMISSION OF THE SHORT PROPOSAL

Once you have uploaded the Short Proposal, and your Organization Manager has endorsed your Proposal, you will be able to submit it.

a) Click on the SUBMIT button.

b) Click on the YES button on the alert that will pop up.

IMPORTANT: Once you submit your proposal, NO FURTHER CHANGES WILL BE POSSIBLE.

Please submit your proposal on time. We will not accept any proposal after the deadline.

If you need further assistance, please contact socialresearch@fundaciolacaixa.org