

# *Welcome Pack*



# 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, you are now a valued member of the CaixaResearch community.**

**The CaixaResearch community** is, a network of talent and excellence comprising more than 500 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 *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.

### DIRECTOR

*Ignasi López Verdeguer*  
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### PROGRAMME OFFICERS

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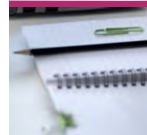
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## Communication and visibility of the *CaixaResearch* award

### 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 the communication materials of the CaixaResearch awardees to the general public and media, we need you to **send the following to [caixaresearch@fundaciolacaixa.org](mailto:caixaresearch@fundaciolacaixa.org)**:



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

**More indications in Annex 1**



**Contact details of PIs, PLs and your institution's Communication Officers**



**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/or CaixaResearch names and/or 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://caixaresearch.org/en/caixaresearch-health-call-materials-dissemination>

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

*"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 [marca@fundaciolacaixa.org](mailto:marca@fundaciolacaixa.org) for prior approval.

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

## 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://caixaresearch.org/en/caixaresearch-principles-responsibility>



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) must **accept the grant in the online system** <https://grants.lacaixafoundation.org/> and **must provide documentation** from all the organizations of the project.



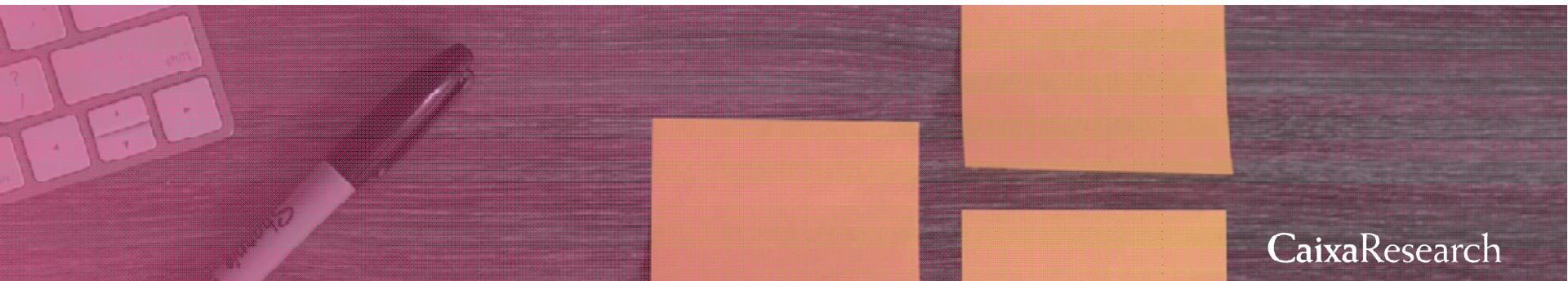
A template of the agreement can be accessed and completed using the track changes. Once revised by both parts, it can be **signed and uploaded in the system**.



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



Projects should start between September and December. 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.

A final OMP should be completed at the end of the project, together with the final report

**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. Then, around 80% of the 1st payment should be justified at this point before requesting the second payment of up to 40% of the total budget.

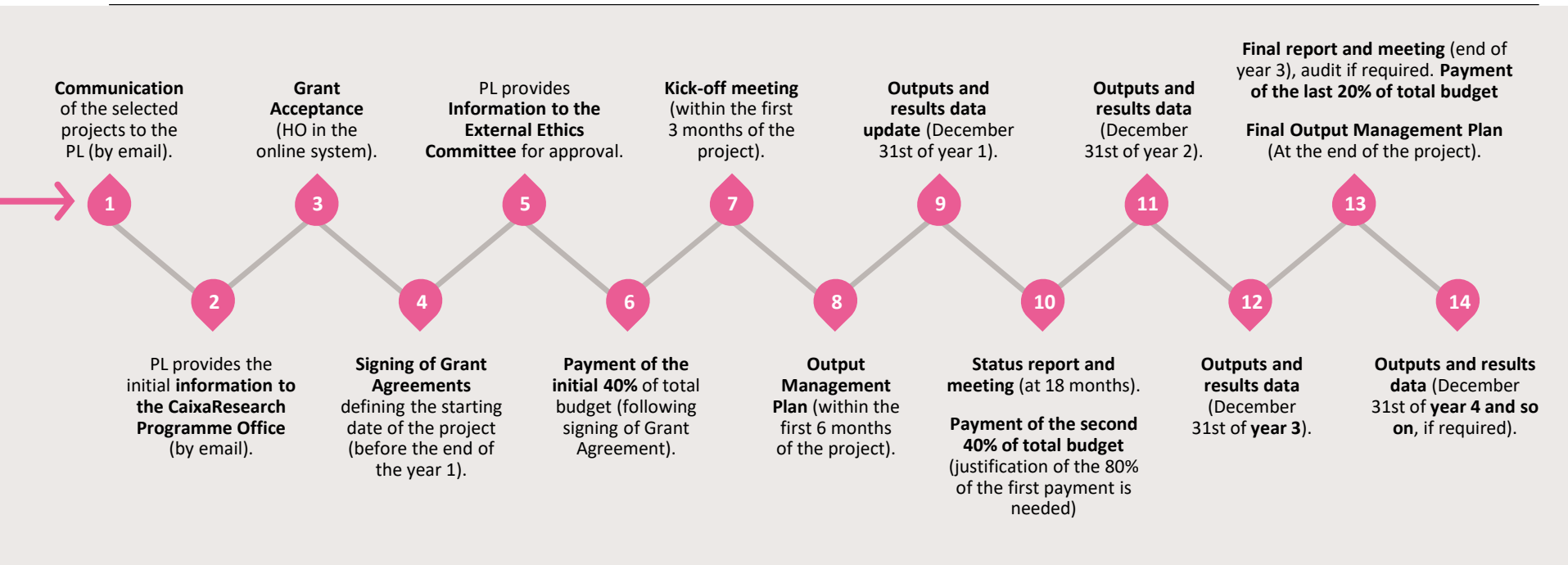
**Final report and meeting (at the end of the project):** once the project is completed, a final report containing a scientific and economic summary of the project must be completed 7 days before the meeting with the CaixaResearch Project Officer. If applicable, an audit should also be provided at this point. Also, the final OMP must be accepted. The final payment of the project can be then 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, we will organize surveys, networking events, workshops, online debates and other activities  
**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 **support** during the execution of the grant.



### EXPERTS ADVICE

Advice and consultancy hours will be available for CaixaResearch Investigators. In the online system, the grantees can find the site to request ad-hoc training and mentoring **on**:

### OUTPUT MANAGEMENT (ALWAYS AVAILABLE)

Workshop and experts support to prepare your initial **output management plan** and relate **outputs and results**.

Dr. Ignasi Labastida team.

### INNOVATION (UPON REQUEST)

CaixaResearch Investigators have the option to **request support on diverse innovation /transfer related topics**.

FLC's Innovation Managers **identify those projects with potential to develop research on innovation and transfer** and will analyze the chances of success in our CaixaImpulse innovation call.

### CLINICAL RESEARCH (UPON REQUEST)

CaixaResearch Investigators have access to ad-hoc coaching to **assist them with specific queries** on clinical research: **clinical trials, clinical studies, clinical validations**.

FLC's managers identify those projects that can benefit from the **support of experts in clinical research to promote their studies towards translational research**.

## What we *offer*

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



### DEBATES AND SEMINARS

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



### EVENTS AND ACTIVITIES

During the execution of the grant, CaixaResearch Investigators will be invited to participate in different types of **events and activities to facilitate interaction and networking between awardees.**



Cap Roig Meeting 2023



CaixaResearch

## Communication of results, *channels and social media*

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

**Please let us know in advance when your results are nearing publication** (notify your project officer).

We are **fully committed to maximizing the visibility and impact of your findings**. Our team will make every effort to effectively disseminate your results **through various media channels and social networks**, ensuring they reach a **wide audience**.



Keep up-to-date with the **latest news** from the **CaixaResearch** Community by following us on social media.

The CaixaResearch community is active on these platforms:

/ Twitter <https://twitter.com/caixaresearch>  
<https://twitter.com/CaixaResearchCA>

Tag us with:

- Handles: [@CaixaResearch](#) or [@CaixaResearchCAT](#)
- Hashtags: [#CaixaResearch](#) followed by [#FundaciónlaCaixa](#) or [#FundaciólaCaixa](#) (cat) or [#laCaixaFoundation](#) (en)

/ **CaixaResearch blog** <https://blog.caixaresearch.org/>

/ **Newsletter:** You will be receiving our monthly newsletter. Are your project members or colleagues also interested? They can receive it by **signing in [here](#)**.

/ In addition, you will receive the **CaixaResearch Community Newsletter**

/ **Private LinkedIn group:** <https://www.linkedin.com/groups/9801171/>  
You will be receiving an invitation to join the group



*We want to hear about your news and project results to help you spread the word through our media channels and social networks*

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Please share this info with your project officer and with the dissemination officer [ezuazua@fundaciolacaixa.org](mailto:ezuazua@fundaciolacaixa.org).

## Guidelines for Portrait Photos

When the winning projects are announced, **we will include a photo of you** on the "la Caixa" Foundation website and on social media. It should have the following specifications:



### TECHNICAL SPECIFICATIONS

We recommend you send us an image that has a **minimum width of 1900 px**, to ensure photos have the highest possible quality.

Photos should be taken **horizontally**.

Use a tripod or have someone take the photo for you. Please **do not take selfies**.

Please send us the **original file, without filters and in colour**.



### BACKGROUND

We recommend a **plain background, without too many distractions**.

If you want, you can take the photo **in your workplace**, or you can include an item that is related to your work or that characterises you.



### PHOTOGRAPHY SHOT

Please take a **medium shot** (from your head to your waist). **Leave space on the sides and above your head**. Do not zoom in, as this could enlarge or distort the image.

If you are sitting down, take your waist as a reference point. **Please do not take a close-up**.



### LIGHTNING

Make sure to take the photo in **natural light**, where possible, without the light hitting you from the front or back, to avoid the backlight effect.

If you cannot take the photo in natural light, use artificial light to illuminate the scene. We recommend using two lamps and placing one on each side.



"la Caixa" Foundation