

**CaixaResearch Health**  
*Call for Proposals 2022*

# Manual for Submission

  
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## 1. User registration

The online system can be accessed through the link: <https://grants.lacaixafoundation.org>

### 1.1. Registration

Users can register on the login page by clicking [REGISTER](#). Then, among the options select:

- [RESEARCHER AND CSO](#) for Project Leaders, Principal Investigators or CSO.
- [ORGANIZATION MANAGER](#) (Host Organization representative in the system). Organization Manager will have to choose the option [RESEARCH AND INNOVATION PROJECTS IN LIFE SCIENCES OR SOCIAL SCIENCES](#).

A form for entering contact details will then appear in a new window. All users must register linked to an Organization, which should appear in the list. If your organization is not in the existing list, it can be included by entering its name and identification details (NIF if the organization is Spanish and VAT number if it is Portuguese) (see 1.2). Please link your user to the Organization applying in the Call, as **this organization will sign the Grant Agreement if the proposal is selected for funding**.

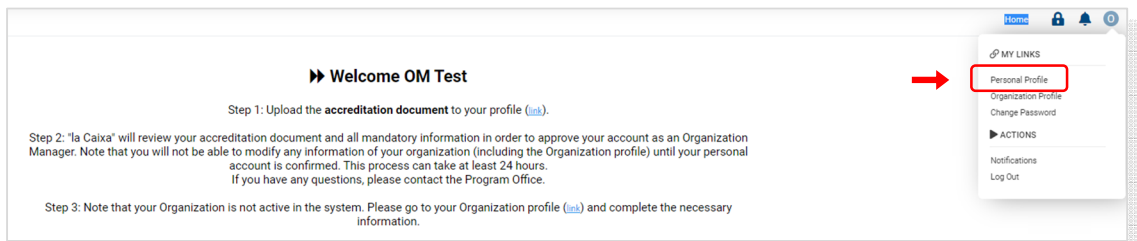
Each user must register only one user profile in the system with his/her personal data (name, valid ID and email – institutional email recommended). The email introduced by the PL and the OM will be used to send all important information related to this Call. All data submitted must be accurate. Duplicated registrations and/or registrations containing fake data are not allowed (e.g. one natural person is not allowed to register in the system with more than one ID). Non-compliance with this is a serious breach of the online system's terms of use and policies.

After completing the user registration, you will receive an e-mail with an **activation** link to set your password. We recommend you to check and/or complete your profile by accessing your [PERSONAL PROFILE](#) in the right upper button and clicking on **Update Profile**.

If you experience technical problems, please contact [healthresearch@fundaciolacaixa.org](mailto:healthresearch@fundaciolacaixa.org).

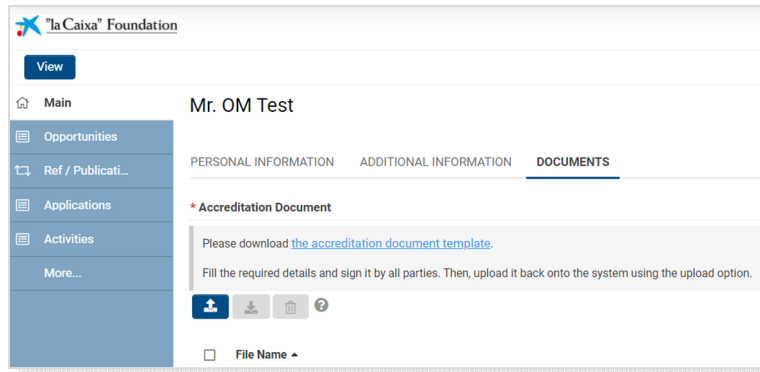
### 1.2. Organization Manager Profile

Complete personal profile and add the accreditation document in your personal profile by clicking on the circle in the upper right corner that contains your initial.

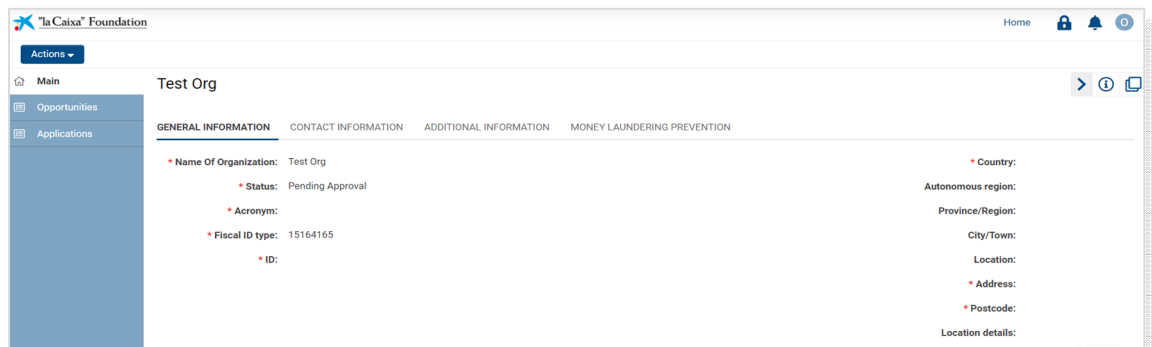
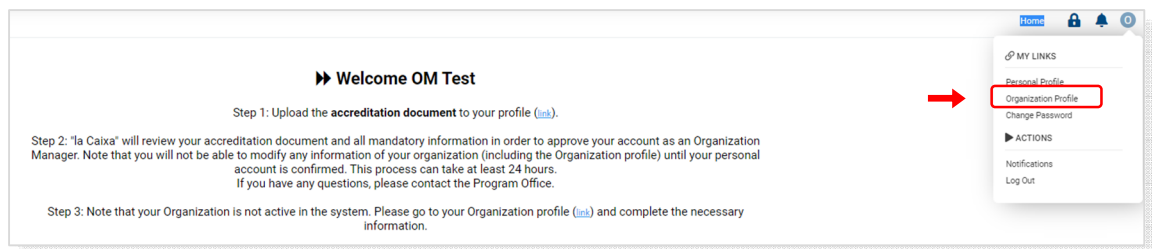


In the [DOCUMENTS SECTION](#), download and complete the template for the accreditation document. Include all required documentation in one pdf and upload it to the system.

Once the profile is updated with the information and the required documents, please wait for the CaixaResearch Health office to **validate** your information. This may take at least 24 hours so we recommend doing this step well in advance.



If your organization is not active, complete the information in the **Organization profile**. CaixaResearch Health office will also validate the Organization information.



## 2. First steps to create an application

### 2.1. Start a proposal by PL

To initiate a new application, PLs first need to identify the call they wish to apply for in the **Open Calls table**, on the home page. After choosing the call by clicking the **CALL DETAILS** button, you can create an application by clicking the **APPLY NOW** button. As PL, some eligibility conditions are required here in order to start an application, including being linked to a Host Organization based in Spain or Portugal, having only 1 open application in this call, not having an ongoing funded project as PL in the three previous editions of the CaixaResearch Health Call or not having a score below 5.50 in the remote phase of the previous edition as PL or PI.

Once you click [APPLY NOW](#), a **pre-draft application** is created. At this point, the PL will have access to the first tab: General Data and Information. It will become a **draft application**, giving you access to the entire application form (see section 3), once the initial section is complete and until the PL submits the application.

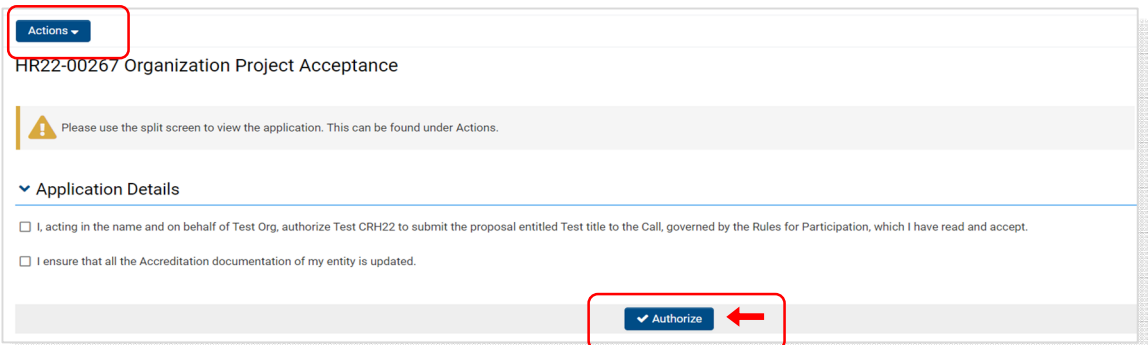
Once in a draft version, the OM will receive a notification email that he/she is be able to view the proposal and can **endorse** it (see section 2.2). This step can be **completed at any time before the project is submitted**, as it does not affect the editing options of the PL. This approval is mandatory for the final submission of the proposal.

The PL can save and subsequently edit a draft version of the application until the deadline. **Only one draft can be active in this call**. You can save it by clicking [SAVE DRAFT](#) and it may be deleted at any time up to the deadline by clicking [WITHDRAW](#). Please note that withdrawn drafts cannot be recovered.

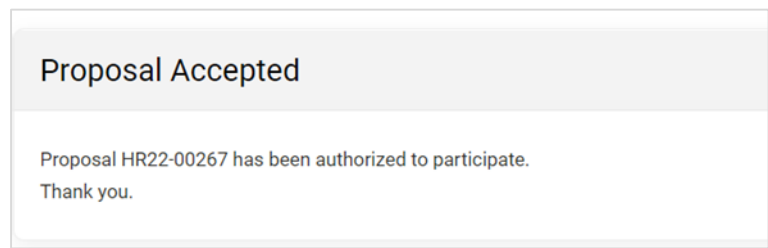
A [VALIDATION](#) button is available during the application process to check that the data provided thus far is correct and complete. We recommend using this validation throughout the process to avoid last minute issues. The application is not submitted to the “la Caixa” Foundation until an applicant has clicked [SUBMIT](#).

## 2.2. Endorsing a proposal by the OM

To endorse a proposal, OM has to click on [OPEN](#) and [AUTHORIZE](#) the proposal that can be found under the **Actions section** of the OM homepage. You can view the complete proposal by clicking on [ACTIONS](#) – Applications to split view.



The screenshot shows a web interface for an application. At the top left, there is a blue button labeled "Actions" with a dropdown arrow, which is highlighted with a red box. Below it, the text "HR22-00267 Organization Project Acceptance" is visible. A yellow warning icon with an exclamation mark is followed by the text: "Please use the split screen to view the application. This can be found under Actions." Underneath, there is a section titled "Application Details" with a dropdown arrow. Two checkboxes are present: the first is "I, acting in the name and on behalf of Test Org, authorize Test CRH22 to submit the proposal entitled Test title to the Call, governed by the Rules for Participation, which I have read and accept." and the second is "I ensure that all the Accreditation documentation of my entity is updated." At the bottom right of the form, there is a blue button labeled "Authorize" with a checkmark icon, which is highlighted with a red box and a red arrow pointing to it from the right.



The screenshot shows a confirmation message in a light gray box. The title is "Proposal Accepted". The main text reads: "Proposal HR22-00267 has been authorized to participate. Thank you."

**!** The endorsement of a proposal by the OM is **mandatory before submitting** a proposal. Please make sure this validation is completed on time.



### 2.3. Invitations to PIs and CSOs

In Research Consortium proposals, Principal Investigators (PI) must be invited by the PL to join the project Team. Likewise, in proposals with Civil Society Organizations, the representative must also be invited by the PL.

Remember that only one PI per Research Performing Organization (RPO) can be invited. For the Host Organization, the PI is the Project Leader and therefore you cannot invite another PI from your Organization. You will not be able to submit if you do not comply with this eligibility criterion, as the second PI invited will go to conflicted status and they will need to be discarded (check below instructions to discard a participant). You always will be able to invite again any discarded participant if needed.

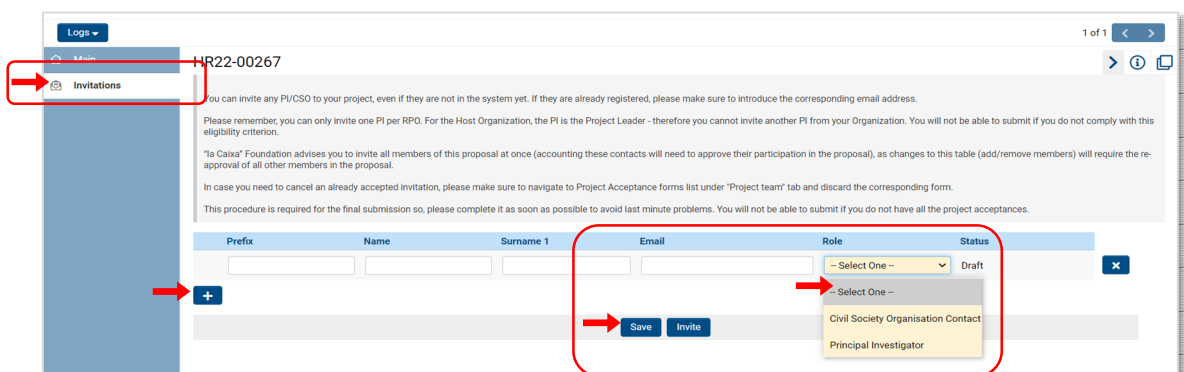
The “la Caixa” Foundation advises you to invite all members of this proposal at once (given that these contacts will need to approve their participation in the proposal). Subsequent changes to this table (removal of members) will require the re-approval of all other members in the proposal.

Each PI and CSO receiving the invitation must register if they are accessing the system for the first time and validate the proposal. We recommend you to complete their profile by accessing your Personal Profile in the right upper button.

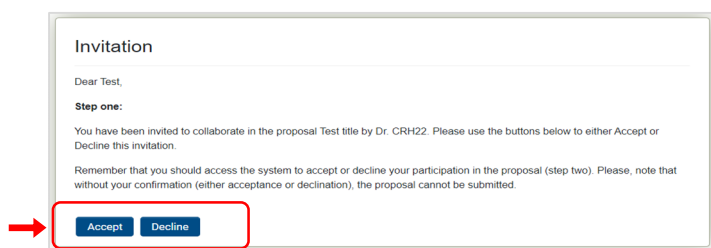
**!** PIs and CSOs that register in the system before receiving the invitation must register as an applicant.

**!** Please make sure that the email used for the invitation of **PIs and CSO is the same as the one used for their registration**. This is especially important when the PI and CSO is already registered in the online system: please send the invitation with the same email they used to create their account.

All the invitations can be managed through the **INVITATIONS** tab on the lefthand side of the proposal. Click on **+** to invite the participants adding their name, email and role in the proposal.

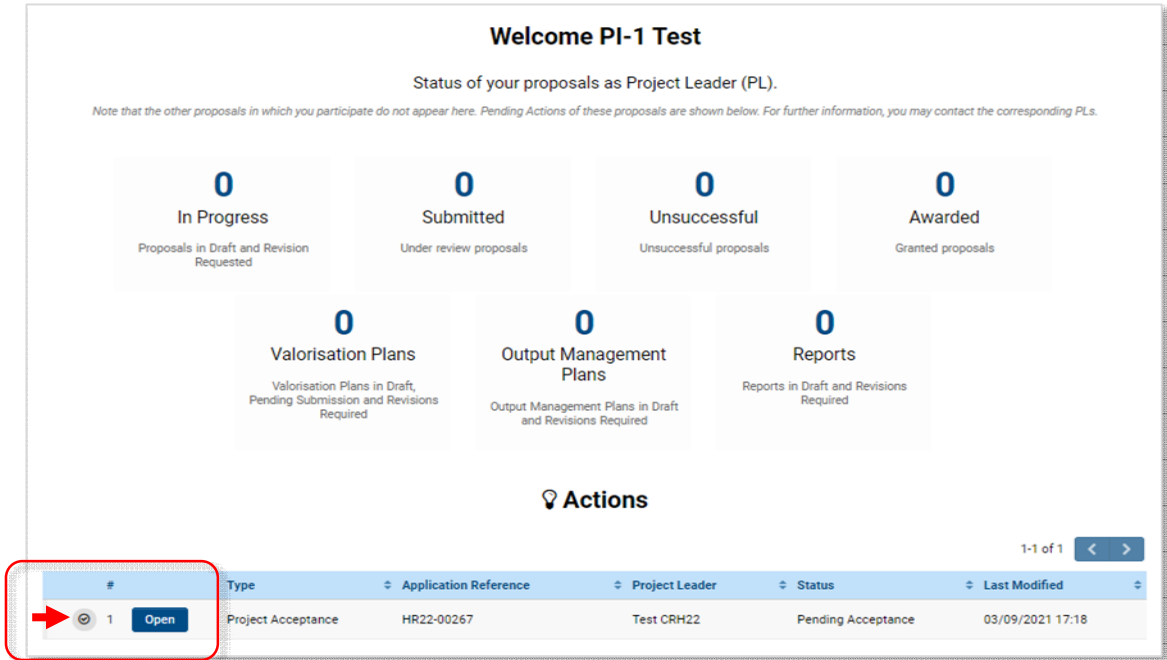


The participants will receive an invitation by email that they can accept or decline.



If they accept the invitation, they will be directed to the registration site (the same site described in 2.1 for PIs and CSOs) or they can access the system if they are already registered.

Once they access the system, participants will be able to view the proposals they have been invited to participate in on the home page, under the **ACTIONS** section:



**Welcome PI-1 Test**  
 Status of your proposals as Project Leader (PL).  
*Note that the other proposals in which you participate do not appear here. Pending Actions of these proposals are shown below. For further information, you may contact the corresponding PLS.*

0 In Progress  
Proposals in Draft and Revision Requested

0 Submitted  
Under review proposals

0 Unsuccessful  
Unsuccessful proposals

0 Awarded  
Granted proposals

0 Valorisation Plans  
Valorisation Plans in Draft, Pending Submission and Revisions Required

0 Output Management Plans  
Output Management Plans in Draft and Revisions Required

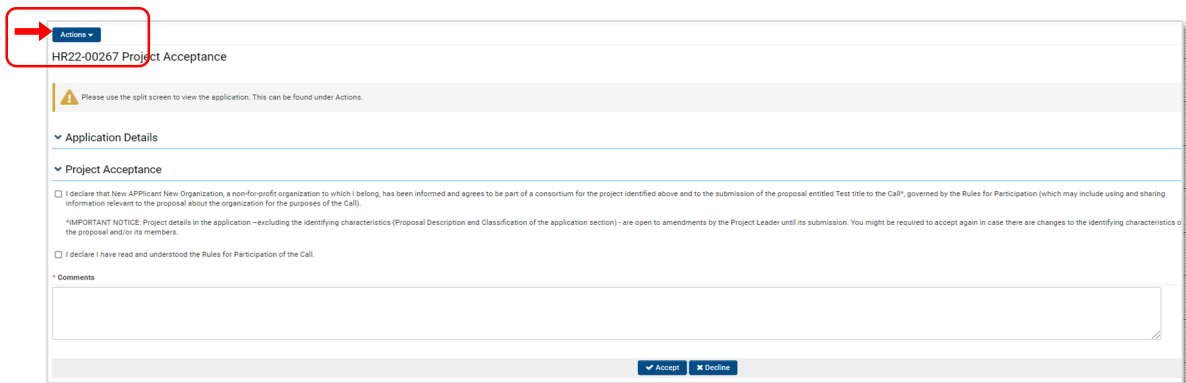
0 Reports  
Reports in Draft and Revisions Required

**Actions**

#	Type	Application Reference	Project Leader	Status	Last Modified
1	Project Acceptance	HR22-00267	Test CRH22	Pending Acceptance	03/09/2021 17:18

1-1 of 1

Click on the **OPEN** button to visualize the proposal in **ACTIONS – View Application**. As participants, they will see the entire proposal without the possibility of editing.



**Actions**

HR22-00267 Project Acceptance

Please use the split screen to view the application. This can be found under Actions.

Application Details

Project Acceptance

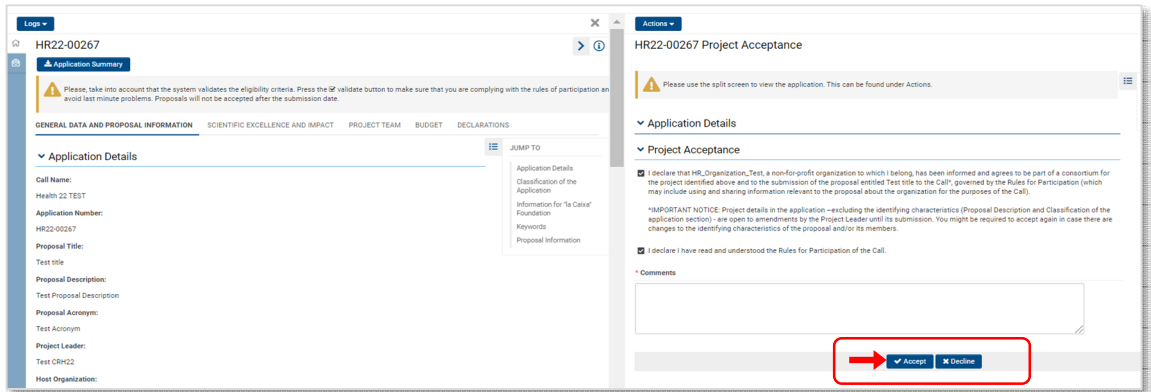
I declare that New Applicant New Organization, a non-for-profit organization to which I belong, has been informed and agrees to be part of a consortium for the project identified above and to the submission of the proposal entitled Test title to the Call, governed by the Rules for Participation (which may include using and sharing information relevant to the proposal about the organization for the purposes of the Call).

\*IMPORTANT NOTICE: Project details in the application – excluding the identifying characteristics (Proposal Description and Classification of the application section) – are open to amendments by the Project Leader until its submission. You might be required to accept again in case there are changes to the identifying characteristics of the proposal and/or its members.

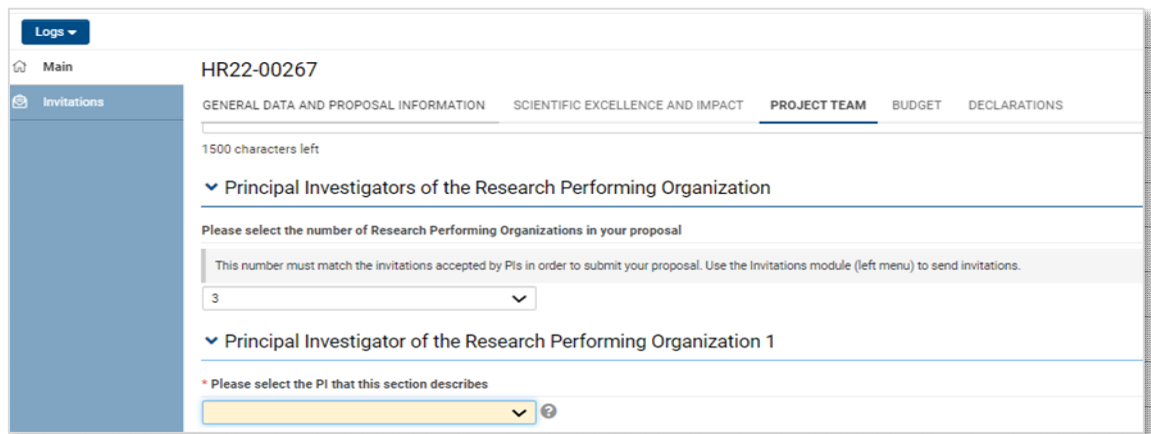
I declare I have read and understood the Rules for Participation of the Call.

Comments

Accept Decline

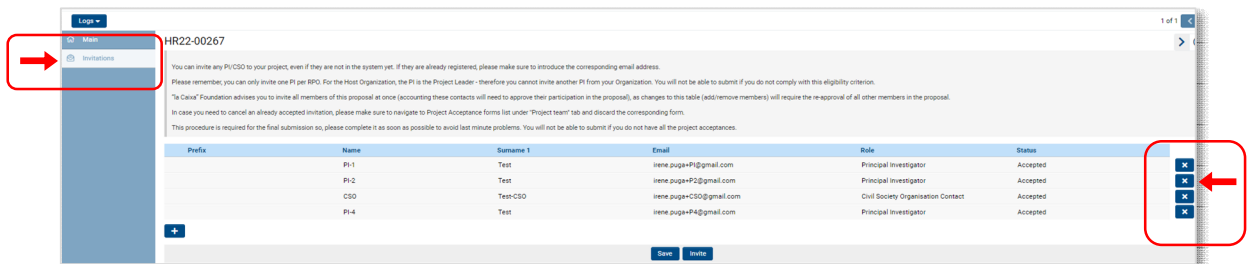


Participants should accept their participation in the project before submission. Once accepted, the PL will now be able to add their name and organization in the [PROJECT TEAM](#) tab:



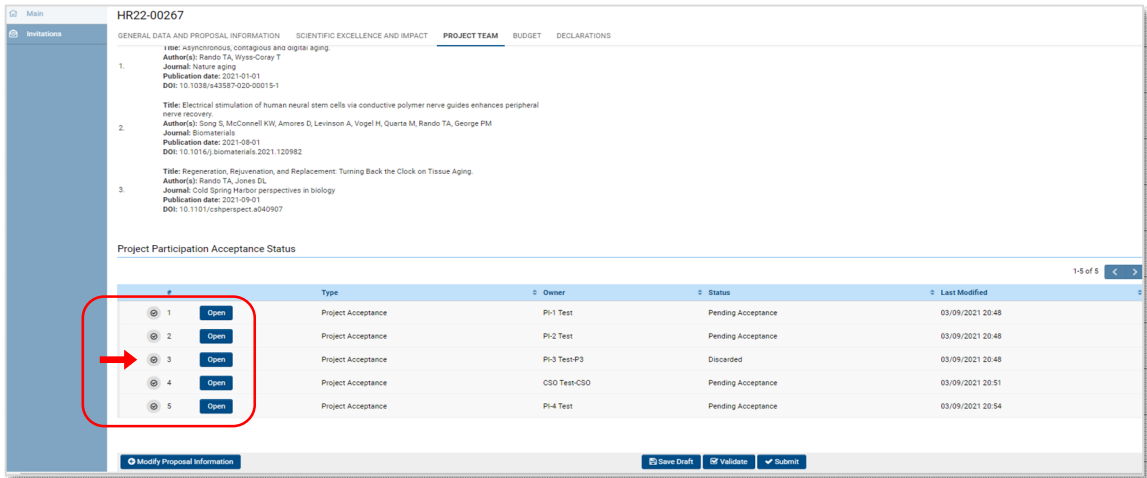
If any of the participants decline the invitation, PLs must delete them from two different places:

1) **Invitations section:** Click on the **X** to delete the invitation



2) Table of project participation acceptance status in the [PROJECT TEAM](#) tab: Click **OPEN** and **DISCARD** in the new window the project acceptance form of the PI.





HR22-00267

GENERAL DATA AND PROPOSAL INFORMATION SCIENTIFIC EXCELLENCE AND IMPACT **PROJECT TEAM** BUDGET DECLARATIONS

1. **Title:** *view - epigenetic, cognitive and aging*  
**Author(s):** Rando TA, Wyss-Coray T  
**Journal:** Nature aging  
**Publication date:** 2021-01-01  
**DOI:** 10.1038/s43587-020-00015-1

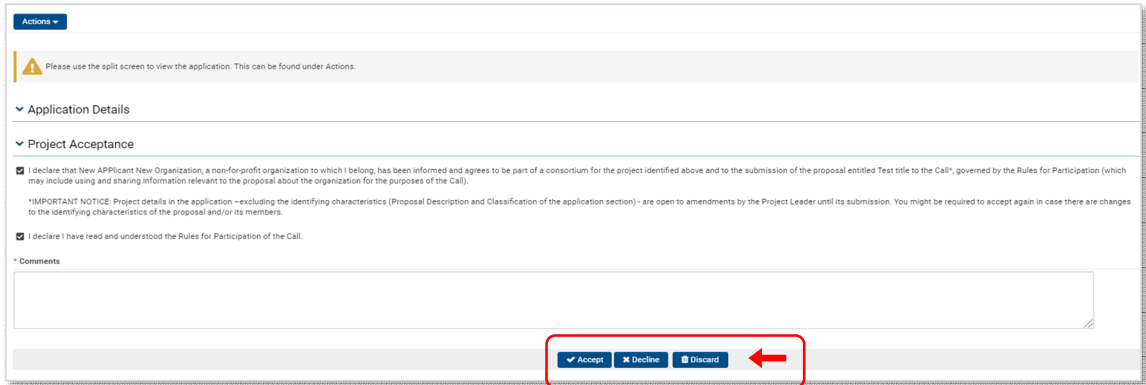
2. **Title:** Electrical stimulation of human neural stem cells via conductive polymer nerve guides enhances peripheral nerve recovery  
**Author(s):** Song S, McConnell KW, Amores D, Levinson A, Vogel H, Quarta M, Rando TA, George PM  
**Journal:** Biomaterials  
**Publication date:** 2021-08-01  
**DOI:** 10.1016/j.biomaterials.2021.120982

3. **Title:** Regeneration, Rejuvenation, and Replacement: Turning Back the Clock on Tissue Aging  
**Author(s):** Rando TA, Jones DL  
**Journal:** Cold Spring Harbor perspectives in biology  
**Publication date:** 2021-09-01  
**DOI:** 10.1101/cshperspect.a040907

Project Participation Acceptance Status

#	Type	Owner	Status	Last Modified
1	Project Acceptance	PI-1 Test	Pending Acceptance	03/09/2021 20:48
2	Project Acceptance	PI-2 Test	Pending Acceptance	03/09/2021 20:48
3	Project Acceptance	PI-3 Test-P3	Discarded	03/09/2021 20:48
4	Project Acceptance	CSO Test-CSO	Pending Acceptance	03/09/2021 20:51
5	Project Acceptance	PI-4 Test	Pending Acceptance	03/09/2021 20:54

Modify Proposal Information Save Draft Validate Submit



Actions

Please use the split screen to view the application. This can be found under Actions.

Application Details

Project Acceptance

I declare that New Applicant New Organization, a non-for-profit organization to which I belong, has been informed and agrees to be part of a consortium for the project identified above and to the submission of the proposal entitled Test title to the Call, governed by the Rules for Participation (which may include using and sharing information relevant to the proposal about the organization for the purposes of the Call).

\*IMPORTANT NOTICE: Project details in the application (excluding the Identifying characteristics (Proposal Description and Classification of the application section) - are open to amendments by the Project Leader until its submission. You might be required to accept again in case there are changes to the Identifying characteristics of the proposal and/or its members.

I declare I have read and understood the Rules for Participation of the Call.

Comments

Accept Decline Discard

In this section, PIs or CSO that have not accepted the participation or that have been removed by the PL will remain in the list as **DISCARDED**.

### 3. Guide for the proposal sections

#### General Information

For all applications, the individual fields **must be completed in English** and in accordance with these guidelines and the instructions supplied in the online system.

Text from word processing documents can be copied and pasted into most text fields of the application. It is, however, important to check that special letters and symbols have not been converted or lost in the text fields after copying and pasting. Every text box has a character count including spaces (**CWS: character with spaces**).

To prevent loss of data, it is essential to press **SAVE DRAFT** before you log out or change pages on the online system, as well as for visualizing some information introduced including the budget table and the publications.

A **VALIDATION** button is available during the application process to check that the data provided thus far is correct and complete. We recommend using this validation throughout the process to avoid last minute issues. The application is not submitted to the “la Caixa” Foundation until an applicant has clicked **SUBMIT**.

### 3.1. General data and proposal information

**This initial section (General data and proposal information) needs to be completed to access the rest of the proposal by clicking **CONTINUE**.** Changes in the specific fields (marked with #) in this initial section can be modified by clicking **MODIFY PROPOSAL INFORMATION**, but then re-acceptance of the proposal by any participating partners will be required.

#### 3.1.1. Application details

**Proposal Title** (max. 150 characters with spaces, cws).

**Proposal Description** (max. 200 cws). #

**Proposal Acronym** (max. 20 cws).

#### 3.1.2. Classification of the Application

**Thematic Area** (if Enabling Technologies, also select the other 4 thematic areas to which the proposal is related to). #

**Is the proposal about Amyotrophic Lateral Sclerosis (ALS)?** #

**Classify your proposal.** Choose up to two options: basic, clinical or translational. #

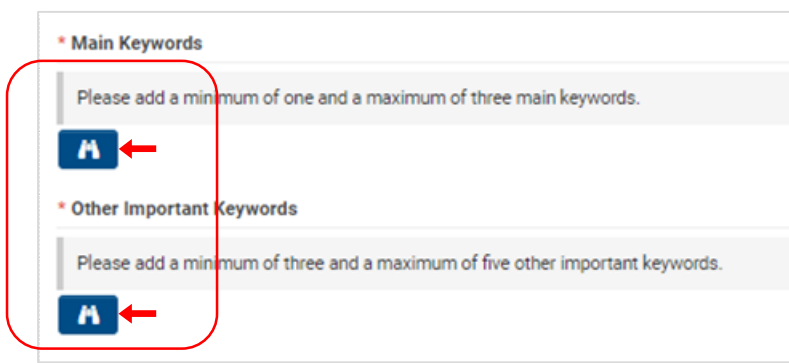
**Type of your proposal.** Individual or research consortium. #

**Does your proposal include Civil Society Organizations?** #

3.1.3. *Information for “la Caixa” Foundation* (only used for monitoring/statistical purposes).

#### 3.1.4. Keywords

Based on the NIH MeSH tree <https://meshb-prev.nlm.gov/treeView> (be sure you use 2021 version).



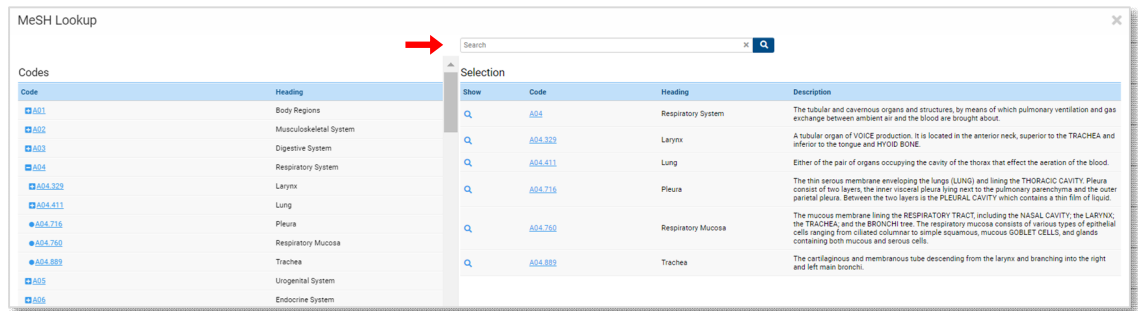
\* Main Keywords

Please add a minimum of one and a maximum of three main keywords.

\* Other Important Keywords

Please add a minimum of three and a maximum of five other important keywords.

You can search the words by code, heading or description:



**!** Please, take into account the importance of these keywords for the best assignment of the evaluators to your proposal. Check further details in the online system.

### 3.1.5. Proposal information

**Scientific Abstract.** (max. 2.000 cws).

**Lay summary.** Briefly summarize the proposal for a non-expert audience. (max. 1.000 cws).

## 3.2. Scientific excellence and impact

### 3.2.1. Project quality

**State of the art.** Explain your scientific proposal in the context of the ‘state-of-the-art’, its relevance in the field, and how it is aligned with the scope and grant criteria. (max. 4.000 cws).

**Preliminary data.** Describe the preliminary data that supports the hypothesis and the scientific approach of the proposal. (max. 4.000 cws).

**Project aims and objectives.** Describe the project aims and objectives, the approaches to achieve them. and to what extent they go beyond the state-of-the-art. (max. 3.000 cws).

**Expected results.** Describe the main expected results and their significance. (max. 1.500 cws).

### 3.2.2. Scientific approach and work plan

**Methodology and scientific approach.** Feasibility of the innovative scientific approach and methodology (max. 10.000 cws).

**Work plan and timeline.** Activities and timeline required. (max. 2.000 cws).

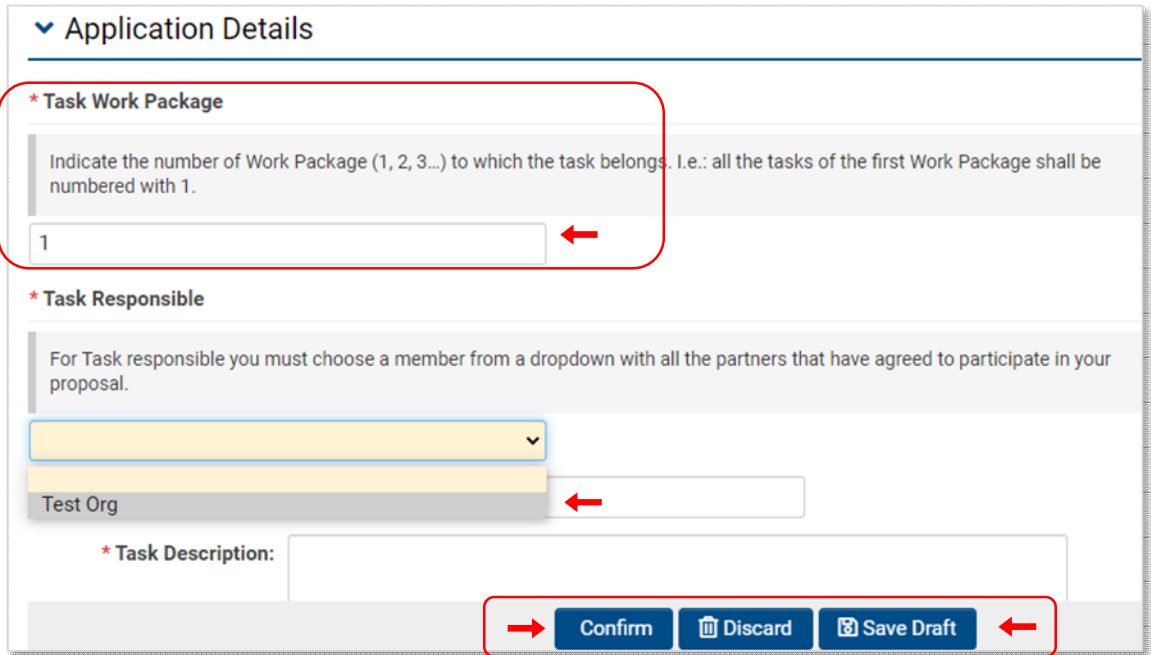
**Gantt Diagram of the proposal** (see instructions\*).

**Study limitations and contingency plan.** (max. 1.500 cws).

\*To generate the **GANTT DIAGRAM**, go to **Proposal task Gantt Chart** and click on **+** to add information for each Task.



In Application Details, assign a number of **Work Package to the Task**. Then, for **Task responsible**, you must choose a member from the dropdown with all the partners that have accepted the invitation to participate in your proposal. **SAVE DRAFT** if you need to continue later with task information and press **CONFIRM** to close the task when it is completed. Tasks need to be confirmed before proposal submission.



**Application Details**

**\* Task Work Package**

Indicate the number of Work Package (1, 2, 3...) to which the task belongs. I.e.: all the tasks of the first Work Package shall be numbered with 1.

1

**\* Task Responsible**

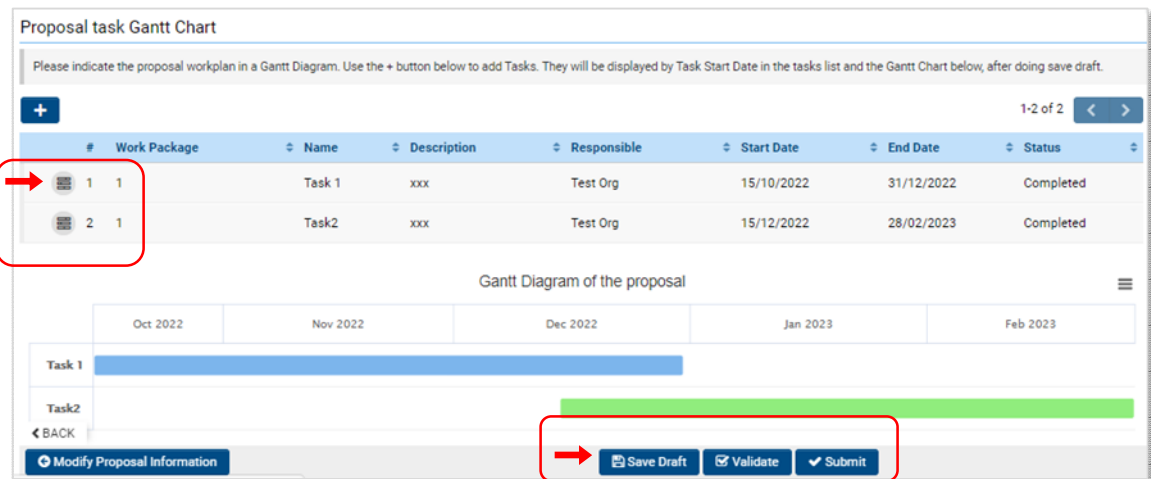
For Task responsible you must choose a member from a dropdown with all the partners that have agreed to participate in your proposal.

Test Org

**\* Task Description:**

Confirm Discard Save Draft

The task will appear in the Proposal task Gantt Chart. Note that once the task is confirmed, you can always do any modification clicking on the left icon of the specific task to **REOPEN** it. Finally, to generate the **gantt diagram of the proposal** you must press **SAVE DRAFT** in your proposal.



**Proposal task Gantt Chart**

Please indicate the proposal workplan in a Gantt Diagram. Use the + button below to add Tasks. They will be displayed by Task Start Date in the tasks list and the Gantt Chart below, after doing save draft.

#	Work Package	Name	Description	Responsible	Start Date	End Date	Status
1	1	Task 1	xxx	Test Org	15/10/2022	31/12/2022	Completed
2	1	Task2	xxx	Test Org	15/12/2022	28/02/2023	Completed

Gantt Diagram of the proposal

Oct 2022 Nov 2022 Dec 2022 Jan 2023 Feb 2023

Task 1

Task 2

Save Draft Validate Submit

**!** The Gantt diagram will be **automatically organized by dates** and it is not possible to apply any other sorting.

### 3.2.3. Impact

**Scientific and social relevance.** (max. 4.000 cws).

**Ethical, social, legal and environmental project implications.** (max. 2.000 cws).


**Dissemination, social engagement and knowledge transfer.** (max. 2.500 cws).

### 3.2.4. Figures and tables.

Documents with figures/charts/tables/images etc. related to the project description can be uploaded in this section (not mandatory). **Only 1 pdf with a maximum of 3 pages is allowed**, which will be integrated in the final application PDF.

**Figures and tables**

Please attach one pdf file with a maximum of 3 pages with all graphics and additional figures to support the Project's description.



### 3.2.5. References


References and publications (section 3.3.2) are two separate entities for the system, and both require two important steps: introduction of the data in the PL profile, and the selection for this specific proposal.

#### STEP 1: Add References to your profile

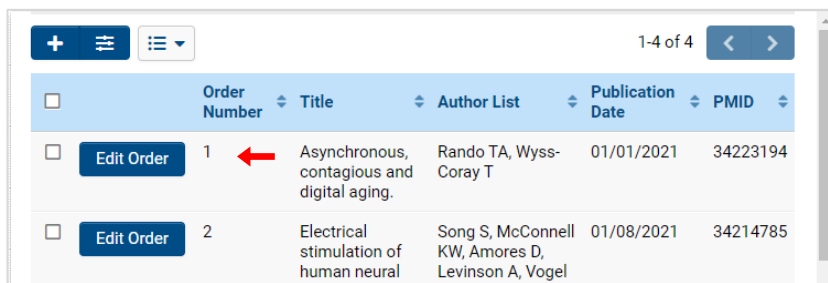
- Use the [CLICK HERE](#) button to open the references table.
- Click on the **+** to add a new reference
- Click on [TOOLS](#) to use Pubmed, Scopus or Web of Science (recommended) in the [PUBLICATION SEARCH](#). If you introduce the information manually, no changes are allowed after you click on save. Only use the manual option if you cannot find the publication in Pubmed.
- Once you [SEARCH](#), you can select the relevant reference(s) by checking the box on the left of each reference and clicking on the **+**.
- To add the references in the system, click on [CREATE TRANSACTION](#).

**Add Publications**

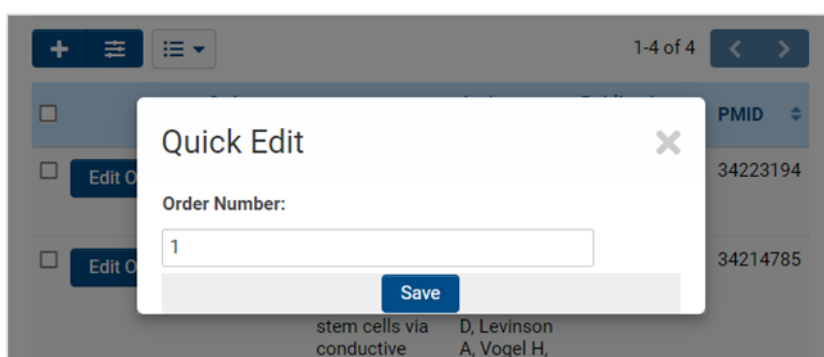
<input type="checkbox"/>	#	Summary
<input checked="" type="checkbox"/>	1.	<p>Title <a href="#">Mesenchymal Stromal Cells Are Required for Regeneration and Homeostatic</a></p> <p>Authors Wosczyzna MN, Konishi CT, Perez Carbajal EE, Wang TT, Walsh RA, Gan Q, We</p> <p>Date</p> <p>Edition 7</p> <p>ISBN</p> <p>SO 2019 May 14;27(7):2029-2035.e5</p>

[Create Transaction\(s\)](#) 

- Indicate the order number of each reference in your proposal by using the box [EDIT ORDER](#). You are able to modify any time the order of the references into the list through the box [EDIT ORDER](#).



<input type="checkbox"/>	Order Number	Title	Author List	Publication Date	PMID
<input type="checkbox"/>	1	Asynchronous, contagious and digital aging.	Rando TA, Wyss-Coray T	01/01/2021	34223194
<input type="checkbox"/>	2	Electrical stimulation of human neural	Song S, McConnell KW, Amores D, Levinson A, Vogel	01/08/2021	34214785

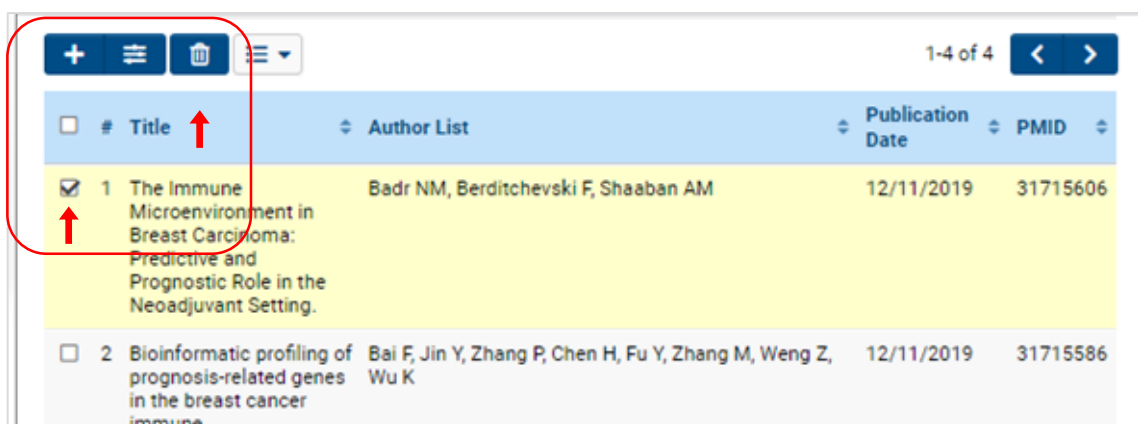


**Quick Edit** ✕

Order Number:

[Save](#)

- You will be able to delete references from your generated **Transaction List** in your profile and from the proposal at any time before submitting. For that, check the left square of the specific reference you want to eliminate and click the trash icon. You can do this from the references section in the application or from your profile (Ref/Publications in the left menu). Close it and press [SAVE DRAFT](#) in your proposal and the action will be applied.



<input type="checkbox"/>	#	Title	Author List	Publication Date	PMID
<input checked="" type="checkbox"/>	1	The Immune Microenvironment in Breast Carcinoma: Predictive and Prognostic Role in the Neoadjuvant Setting.	Badr NM, Berditchevski F, Shaaban AM	12/11/2019	31715606
<input type="checkbox"/>	2	Bioinformatic profiling of prognosis-related genes in the breast cancer immune	Bai F, Jin Y, Zhang P, Chen H, Fu Y, Zhang M, Weng Z, Wu K	12/11/2019	31715586



## STEP 2: Attribute References to your proposal

Use the second [CLICK HERE](#) button to select from the list of the references. For this section, the initial menu and the [ATTRIBUTION CATEGORY](#) should both have [REFERENCE](#) selected. You can select the relevant reference(s) by checking the box on the left of each reference and clicking on [ATTRIBUTE](#). Once the attribution is completed, click [CLOSE](#) and [SAVE DRAFT](#) to visualize the references in the bottom of the [SCIENTIFIC EXCELLENCE AND IMPACT](#) tab. **Please list a maximum of 30 references that provide the basis for the current application.**

References

**Add References to your profile**

- To view, add or import from PubMed, WoS and Scopus references to your profile, please click [here](#).
- Close the window when you have completed updating the References list.

**Attribute References to your proposal**

Please list a maximum of 30 references that provide the basis for the current application.

- Click [here](#) to select the relevant references from the References list that you would like to quote in the current application and press 'Attribute button'. All attributed references will be listed after you press 'Save Draft'.

Personal Transactions

References

Publication Added By: HR19 Kitts&Nevis

#	Title	Author List	Publication Date	PMID
<input checked="" type="checkbox"/>	Sequential ALK inhibitor treatment benefits patient with leptomeningeal metastasis harboring non-EML4-ALK rearrangements detected from cerebrospinal fluid: A case report.	Li Z, Li P, Yan B, Gao Q, Jiang X, Zhan Z, Yan Q, Lizaso A, Huang C	2019-11-25	31766077

## 3.3. Project Team

### 3.3.1. Members of the Project

**Justification of collaboration within the Research Consortium (if applicable).** How the Research Consortium as a whole matches the Proposal's objectives, providing a description on the governance, organizational and functional structure of the Research Consortium members and the coordination mechanisms. (max. 4.000 cws).

### 3.3.2. Project Leader

**Research experience since completion of PhD.**

**Project Leader and PL's Team. Relevance in relation with the Proposal.** Expertise and motivation to execute the Proposal. (max. 3.000 cws).

**Research Experience PL.** List your experience as researcher from your PhD in the table (including your PhD thesis project as first experience line).

**My publications related to the Proposal.** A minimum of one and a maximum of five of your most significant peer-reviewed publications that support your experience in the topic of the Proposal in the table (see instructions below <sup>\*</sup>).

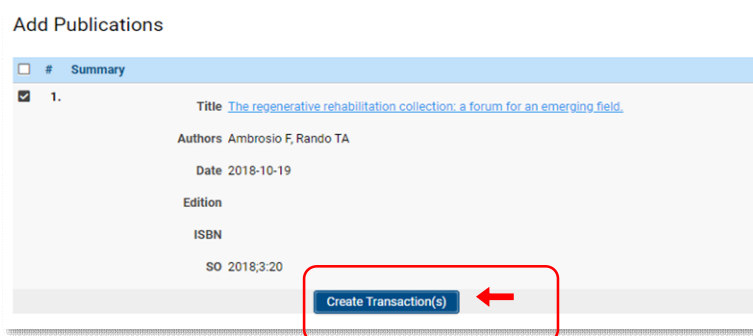
**Major significant research outputs and other merits.** Most significant research outputs, including grants, fellowships and awards, industrial and intellectual property experience, invited talks during the last five years, contribution to health or clinical practice and current memberships in funding agency, advisory and/or journal editorial boards. (*max 1.500 cws*).

<sup>\*</sup> Publications action require three important steps; to add publications in the system, to select the publications for this specific proposal and to complete the publications table for the PL and Pl's:

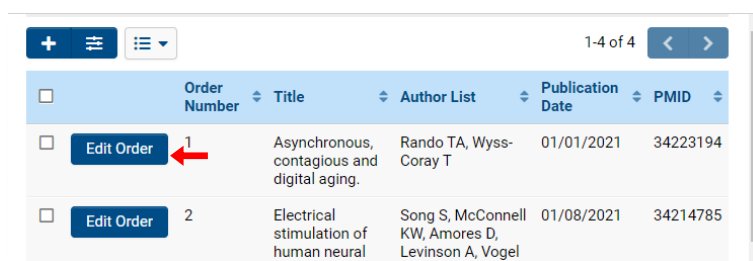
**STEP 1: Add Publications to your profile**

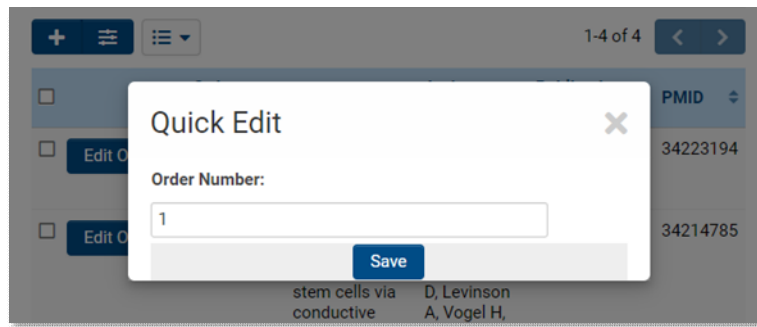
In the **PROJECT TEAM** section, **PUBLICATIONS** of the PL and Pls (5 main publications of each) can be added at the end of the section:

- Enter in the first [CLICK HERE](#) to open the publications table.
- Click on the **+** to add a new publication: a search can be done by selecting in the **TOOLS** button the **PUBLICATIONS SEARCH**. You can search the publications in Pubmed by title, author, year or keywords. Even if you have added publication in the references section, you will have to search for it again in the publication section if you want to add it here.
- Once you **SEARCH**, you can select the relevant publication(s) by checking the box on the left of each publication and clicking on the **+** to add them and **CREATE TRANSACTION(S)** on the bottom.

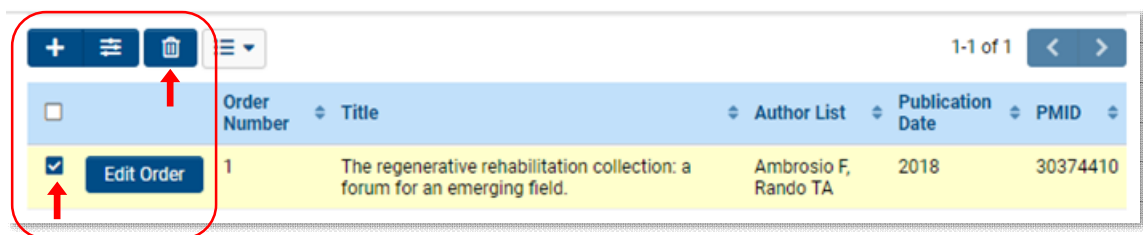


- Indicate the order number of each reference in your proposal by using the box **EDIT ORDER**. You are able to modify any time the order of the references into the list through the box **EDIT ORDER**.



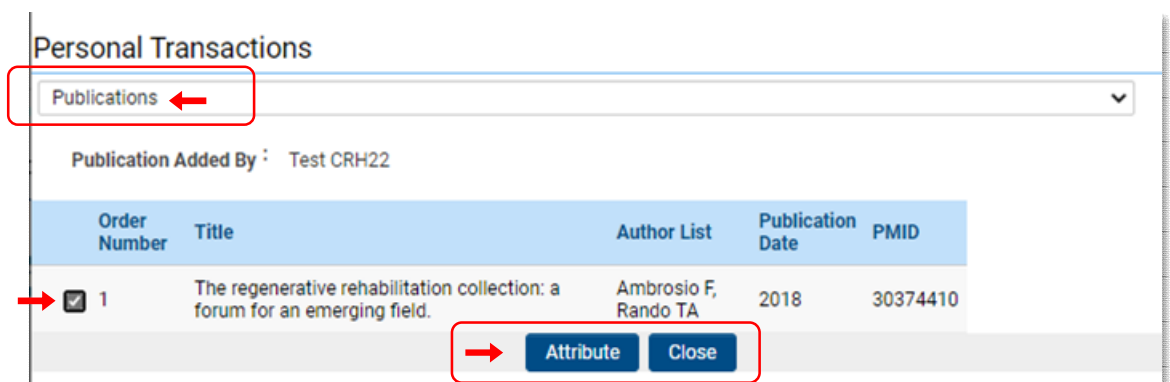


- PL has to download the publications for all the PIs in the proposal to his/her profile.
- You will be able to delete the publications from your **Transaction List** in your profile and from the proposal at any time before submitting. For that, check the left square of the specific reference you want to eliminate and click the trash icon. You can do this from the publications section in the application or from your profile (Ref/Publications in the left menu). Close it and press **SAVE DRAFT** in your proposal and the action will be applied.



## STEP 2: Attribute Publications to your proposal

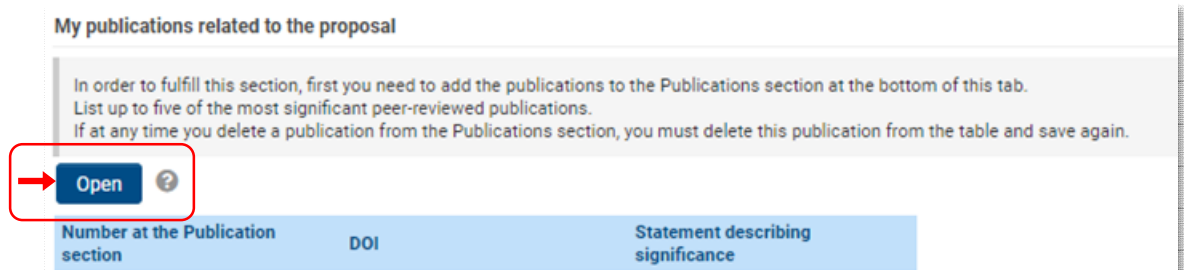
Following the instructions in the Publications section, enter in the second [CLICK HERE](#) to select from the list of the publications. For this section, the initial menu and the [ATTRIBUTION CATEGORY](#) should both have [PUBLICATION](#) selected. You can select the relevant publication(s) by checking the box on the left of each publication and clicking on [ATTRIBUTE](#).



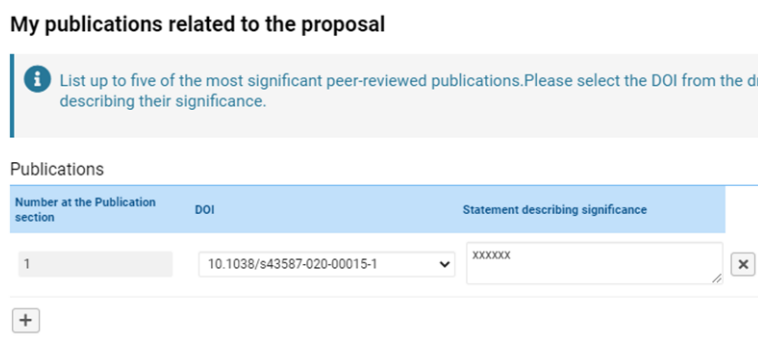
- Once the attribution is completed, click close and **SAVE DRAFT** to visualize the publications in the bottom of the [PROJECT TEAM](#) tab.

**STEP 3: Select and describe up to 5 publications of the PL and PI's (if applicable)**

- Once you have the publications list, go back to **My publications related to the proposal** under Project leader or **PI's publicatiois related to the proposal** (under section.3.3.3) and [OPEN](#)



- Fullfill the DOI and significance of the publication



**!** Any change in STEP 1 or 2 of your publications will be not reflected in the table until you apply those modifications inside the table again (STEP 3).

*3.3.3. Principal Investigator(s) of the Research Performing Organization(s), if applicable.*

**Please select the PI that this section describes.** This information can be selected only once they accept their participation in the proposal (step 2 in senction 2.3).

The same information as the Project Leader (3.3.2) will be required for each of the Principal Investigators of the proposal, once they have been invited by the PL to participate through the invitation module of the online system (see instructions for invitations in section 2.3). Likewise, in proposals with Civil Society Organizations, the representative must also be invited by the PL.

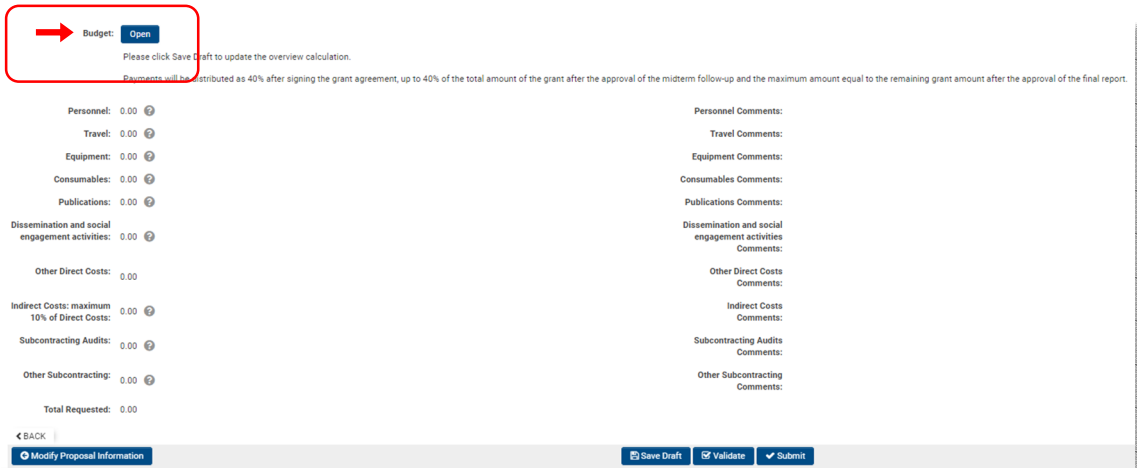
*3.3.4. Civil Society Organization(s), if applicable.*

**Please select the CSO that this section describes.** This information can be selected only once they accept their participation in the proposal (step 2 in senction 2.3).

**Civil Society Organizations:** Describe the role of the Civil Society Organization and its relevance in the proposal. (max. 1.000 cws).

### 3.4. Budget

To complete the **BUDGET**, **OPEN** the table and insert the information. A larger budget table with the distribution by Research Performing Organizations and Civil Society Organizations shall be completed in the online system (amounts and comments) by clicking the open button. Before completing the information, click **SAFE** to visualize only the columns of those participants who have accepted your invitation. Please, make sure the online system is set in English and use the “.” as decimal separator. Add comments to describe all concepts containing budget.



Please click Save Draft to update the overview calculation.

### 3.5. DECLARATIONS

**DECLARATIONS** is the last section to complete before submitting.

## 4. SUBMITTING THE APPLICATION

The application in its entirety must be submitted electronically via the application system by clicking submit before **November 25 2021 at 14.00h (CET)**. It is not possible to submit an application or any part of it, by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned. Applications cannot be modified after the submission deadline.

An application cannot be submitted unless all the required fields have been completed. Fields in the application that are incorrectly completed or incomplete will be listed in a grey box at the top of the application when submitting or validating the proposal. Clicking on each individual line takes you directly to the incomplete field. The grey box will disappear when you select **SAVE DRAFT**. This allows you to continue with the application and submission.

You can check that the data provided is correct by clicking the [VALIDATE](#) button. Amending incorrect entries can be time-consuming, so we recommend validating applications well before the deadline.

The whole application, including any information you have filled in, can be downloaded as a PDF file by clicking on [APPLICATION SUMMARY](#). We recommend making sure that the PDF is legible and correct before submitting your application. Once the submission is completed, your application will be found in [SUBMITTED](#) proposals on the home page. Please check that it contains all the information introduced in the system, and otherwise please contact the CaixaResearch Health office.

**!** Please finalize the **submission on time**. It will not be possible to submit any proposal after **November 25 2021 at 14.00h CET (automatic closure)**. No proposals will be accepted after the submission deadline.

Once the application has been submitted, you will receive a confirmation of receipt by e-mail. If you do not receive a confirmation of receipt (please check your spam folder), you should contact the ”la Caixa” Foundation as soon as possible.

If you wish to withdraw a submitted application after the deadline, please write to the following address: [healthresearch@fundaciolacaixa.org](mailto:healthresearch@fundaciolacaixa.org).