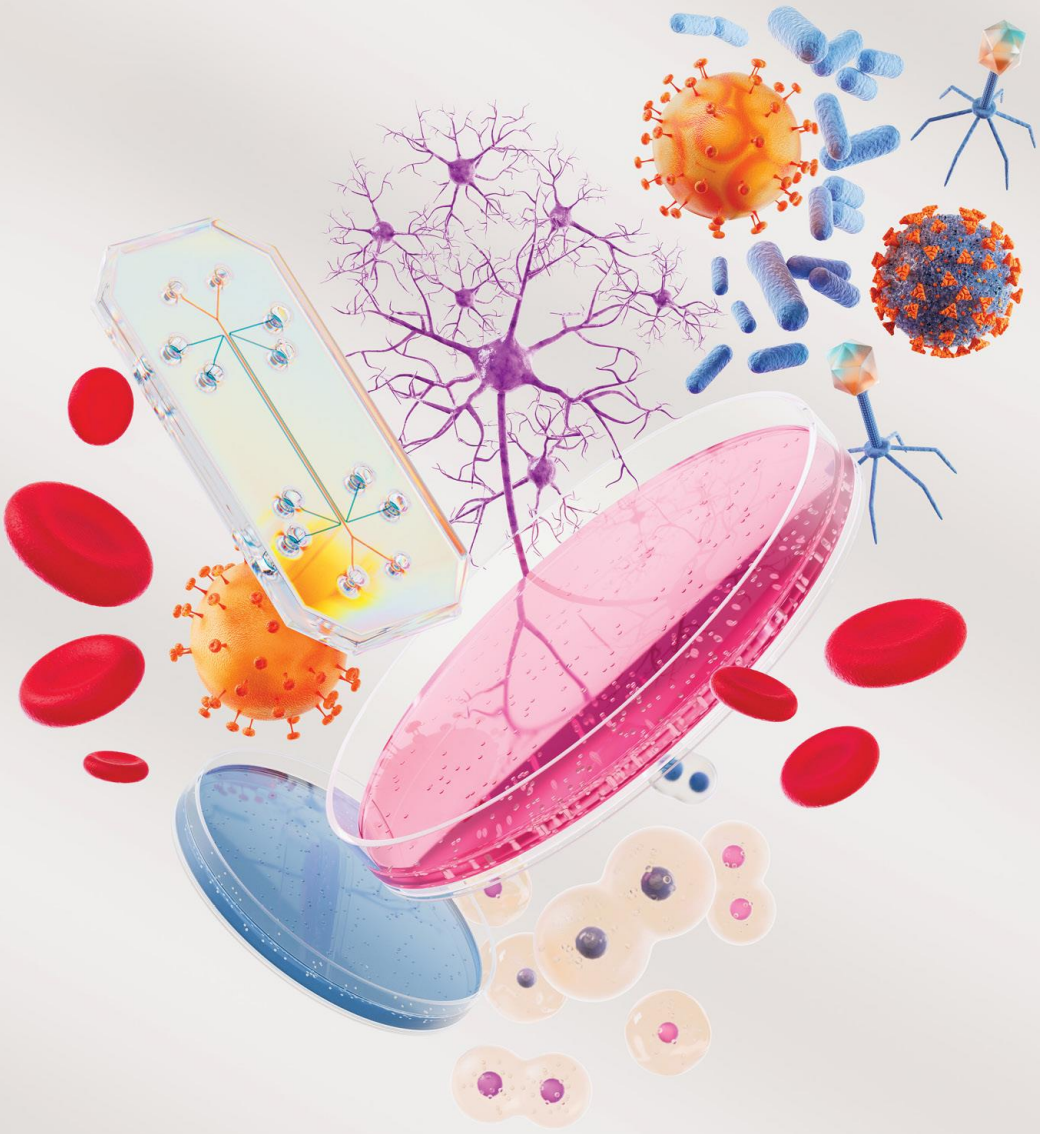
"la Caixa" Foundation

CaixaResearch Health

Call for Proposals

Manual for Submission



caixaresearch.org

CaixaResearch

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0. Video Tutorial

Please access here to a **step-by-step tutorial** of the application process.

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**.

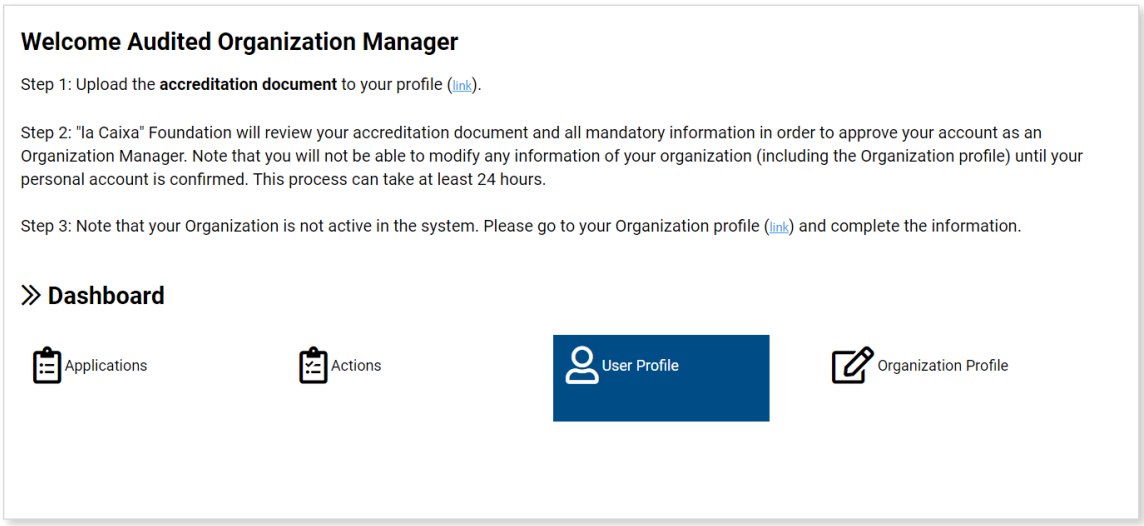
Each user must register only one user profile in the system with his/her personal data (name, valid ID and email – institutional email recommended). The email introduced by the PL and the OM will be used to send all important information related to this Call. All data submitted must be accurate. Duplicated 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@contact.fundaciolacaixa.org.

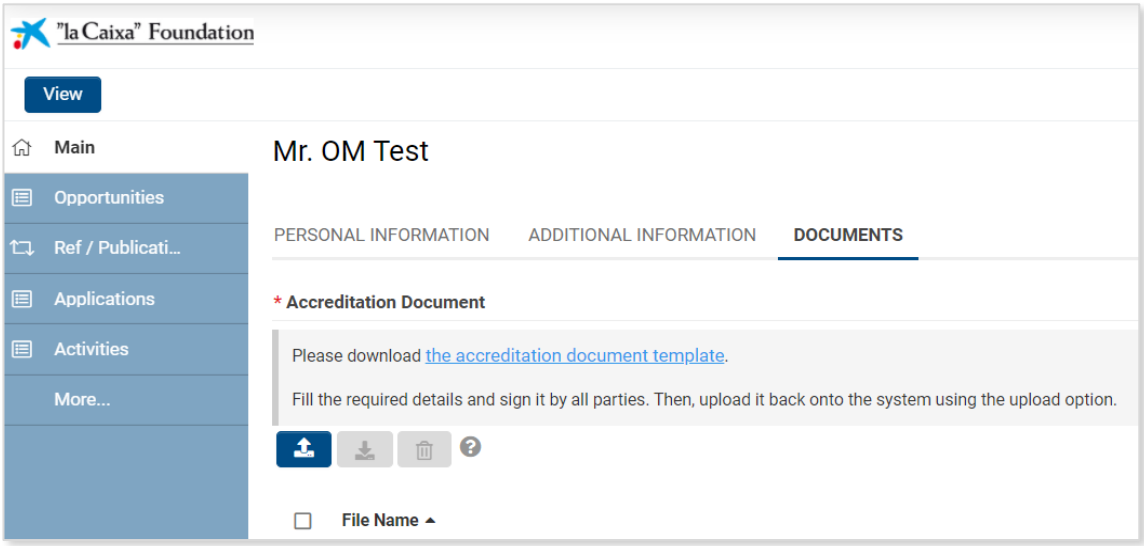
1.2. Organization Manager Profile

Complete the personal profile and add the accreditation document in your personal profile by clicking on the USER PROFILE shortcut.

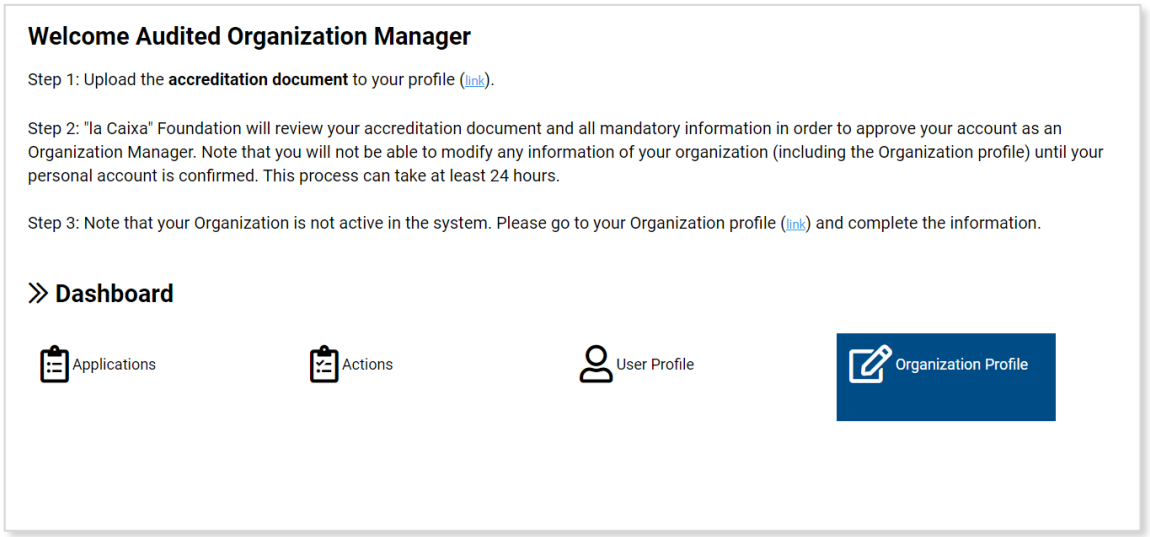


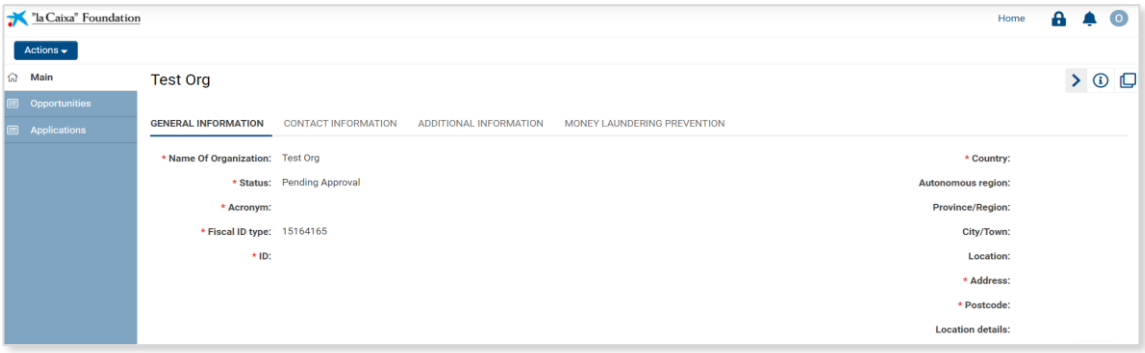
In the DOCUMENTS SECTION, download and complete the template for the accreditation document. Include all required documentation in one pdf and upload it to the system.

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.

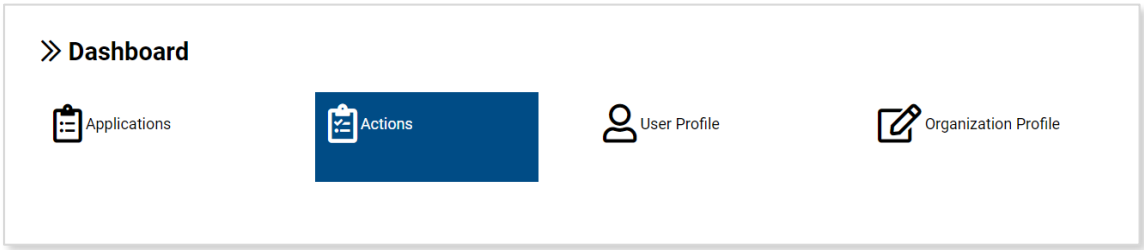
Once in a draft version, the OM will receive a notification email that he/she is be able to view the proposal and can **endorse** it (see section 2.2). This step can be **completed at any time before the project is submitted**, as it does not affect the editing options of the PL. This approval is mandatory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

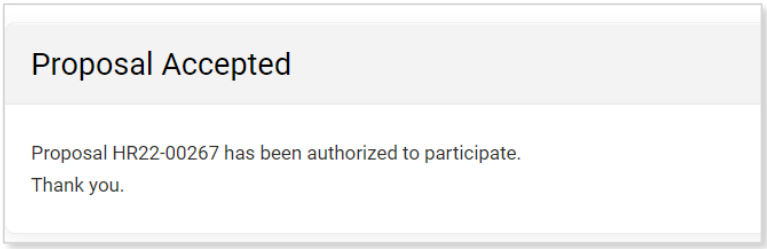
The PL can save and subsequently edit a draft version of the application until the deadline. **Only one draft can be active in this call.** You can save it by clicking SAVE DRAFT and it may be deleted at any time up to the deadline by clicking WITHDRAW. Please note that withdrawn drafts cannot be recovered.

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 must click on OPEN and AUTHORIZE the proposal that can be found in the **Actions section - Project Acceptance** of the OM homepage. You can view the complete proposal by clicking on ACTIONS – Applications to split view.





! 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.

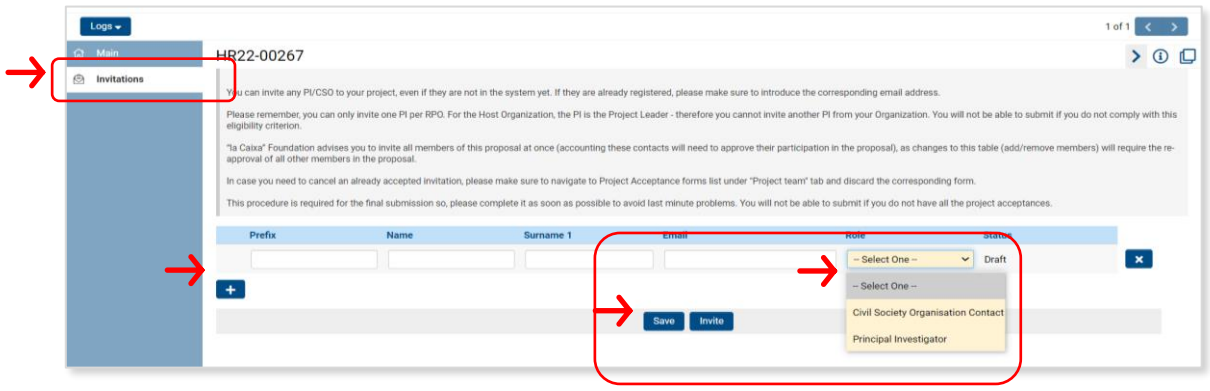
The "la Caixa" Foundation advises you to invite all members of this proposal at once (given that these contacts will need to approve their participation in the proposal). Subsequent changes to this table (removal of members) will require the re-approval of all other members in the proposal.

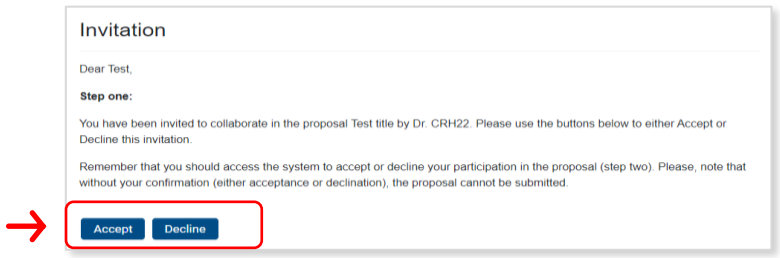
Each PI and CSO receiving the invitation must register if they are accessing the system for the first time and validate the proposal. We recommend you to complete their profile by accessing your Personal Profile in the right upper button.

! 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.

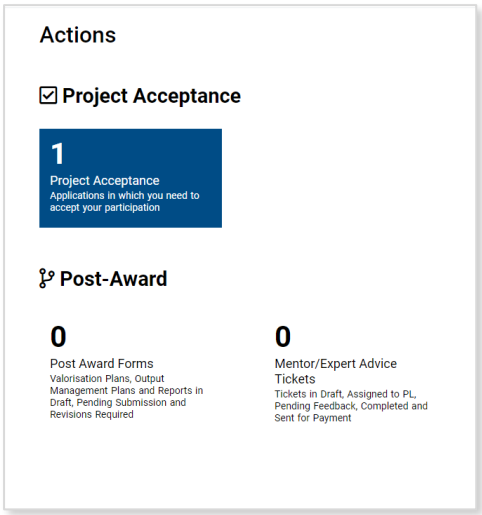
All the invitations can be managed through the INVITATIONS tab on the lefthand side of the proposal. Click on + to invite the participants adding their name, email and role in the proposal.



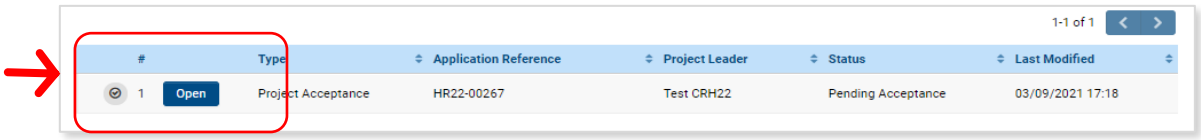


If they accept the invitation, they will be directed to the registration site (the same site described in 2.1 for PIs and CSOs) or they can access the system if they are already registered.

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

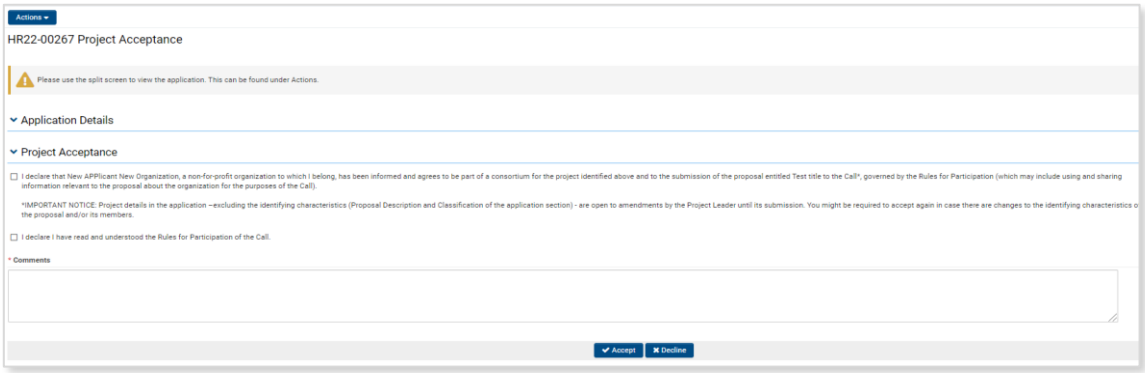


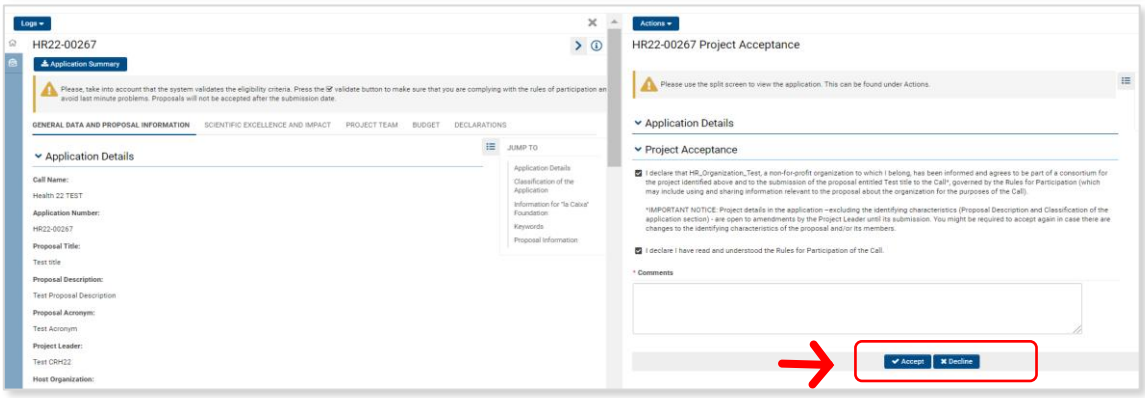
Click on the OPEN button to visualize the proposal.



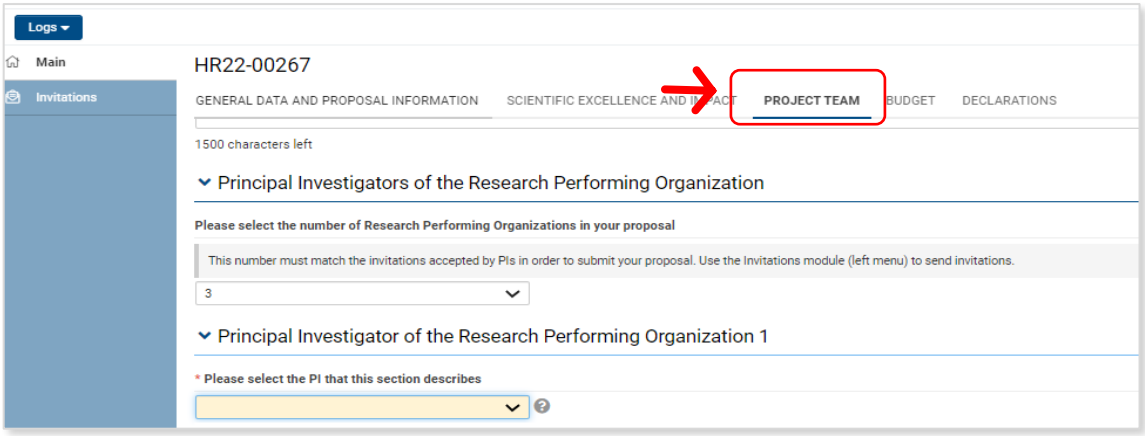
As participants, they will see the entire proposal without the possibility of editing.

Participants should accept their participation in the project before submission:



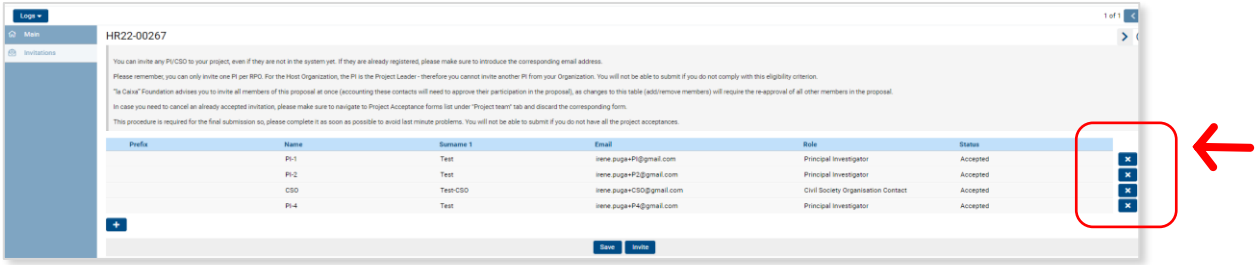


Once accepted, the PL will now be able to add their name and organization in the PROJECT TEAM tab:

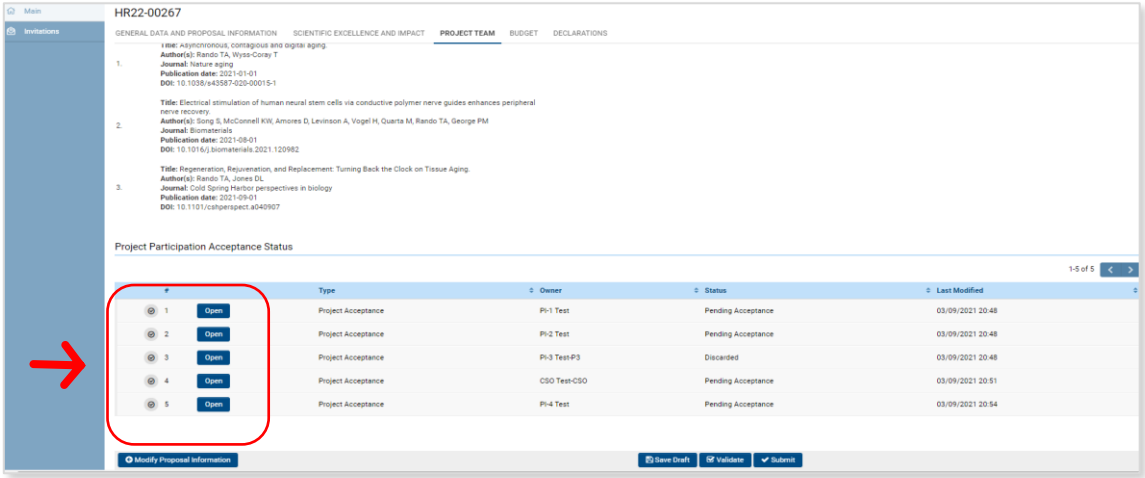


If any of the participants decline the invitation, PLs must delete them from two different places:

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.



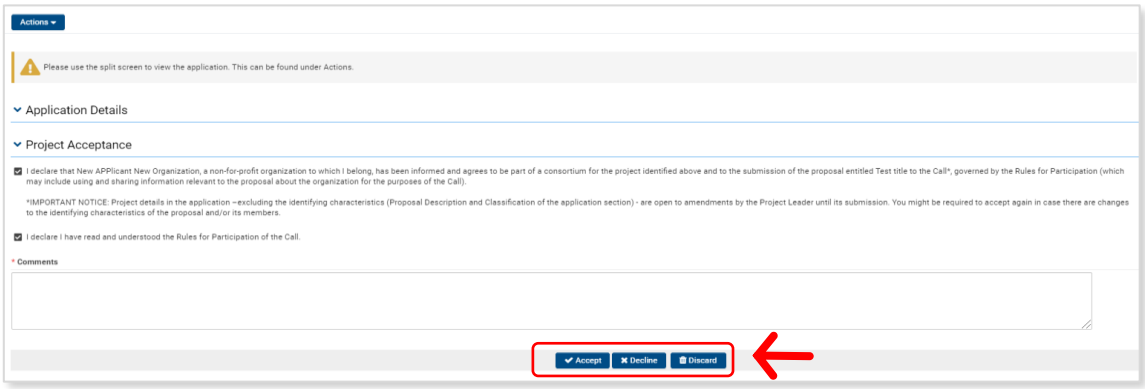
In this section, PIs or CSOs that have not accepted the participation or that have been removed by the PL will remain in the list as DISCARDED.

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. 100 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.

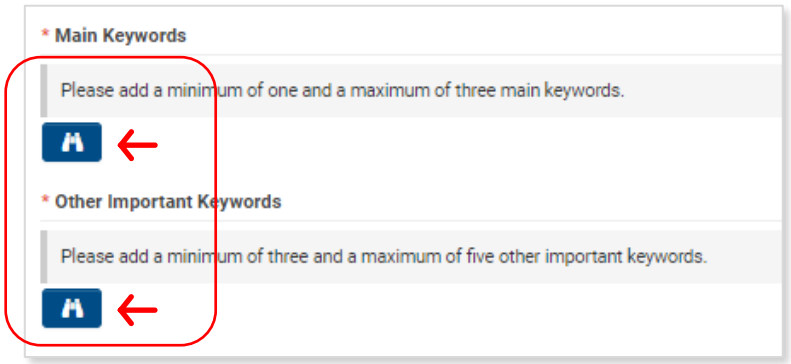
» **Type of your proposal**. Individual or research consortium.

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

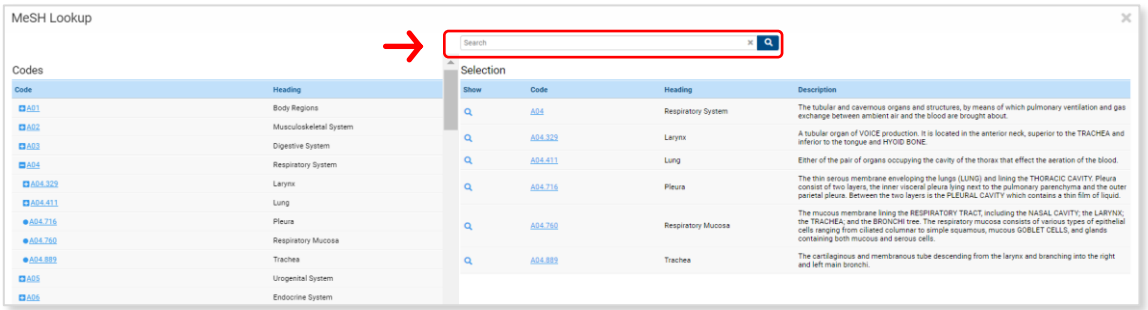
3.1.3. Information for "la Caixa" Foundation (only used for monitoring/statistical purposes).

3.1.4. Keywords

Based on the NIH MeSH tree *https://meshb-prev.nlm.gov/treeView* (be sure you use 2022 version).



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*).*

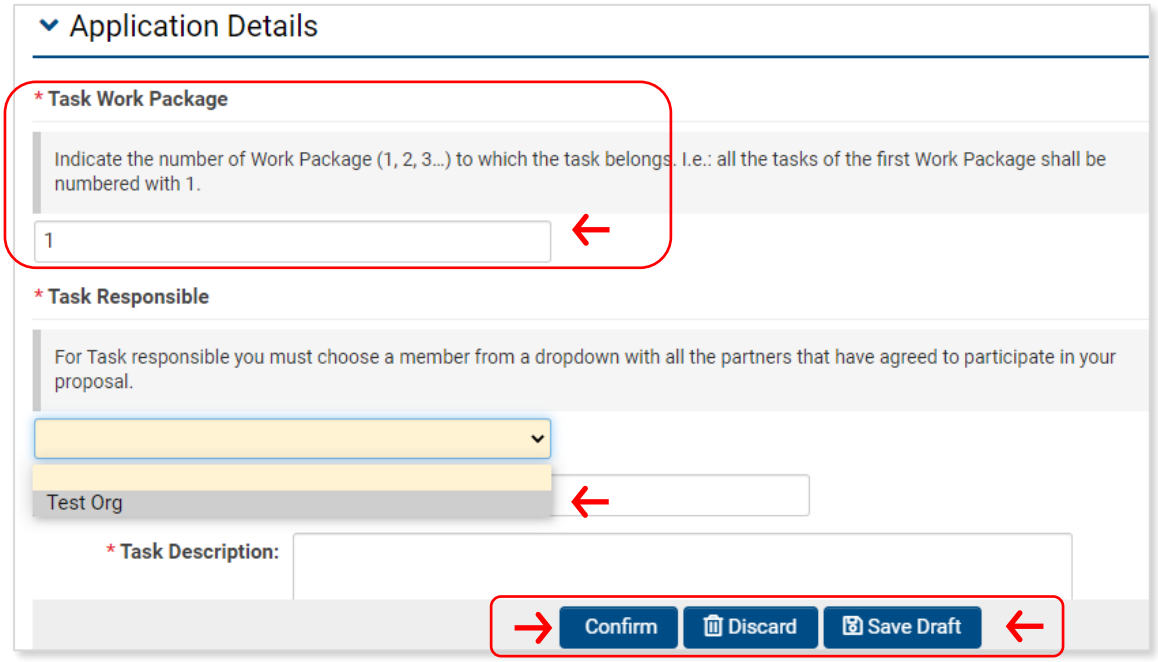
Work plan and timeline. Activities and timeline required. *(max. 2.000* cws*).*

Gantt Diagram of the proposal (see instructions*).

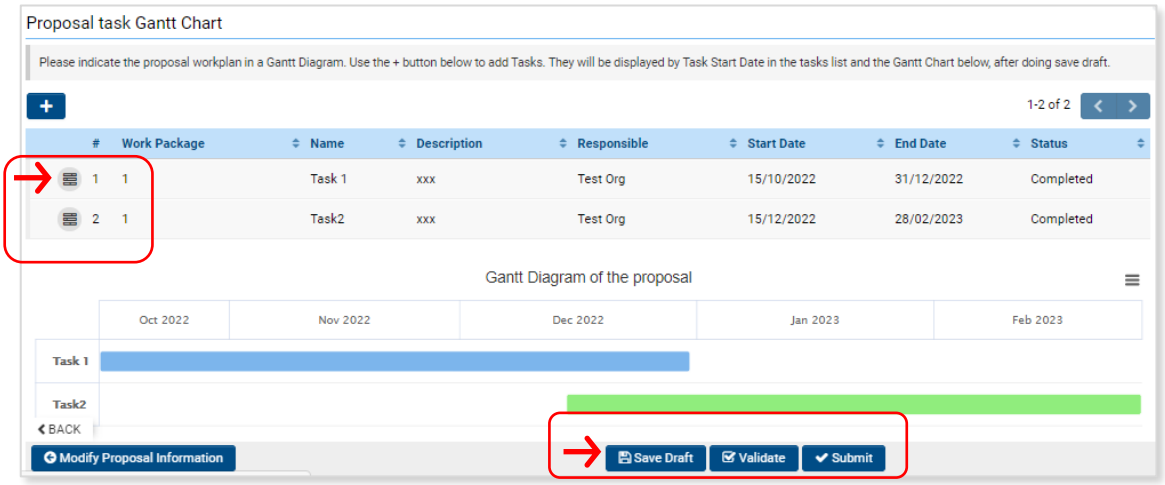
Study limitations and contingency plan. *(max. 1.500* cws*).*

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



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.



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

3.2.3. Impact

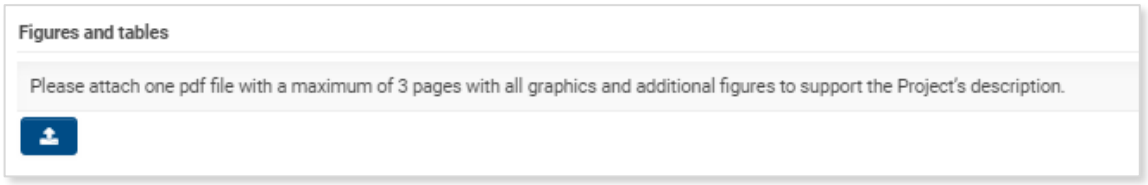
» **Scientific and social relevance.** *(max. 4.000* cws*).*

» **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 wilth a maximum of 3 pages is allowed**, which will be integrated in the final application PDF.



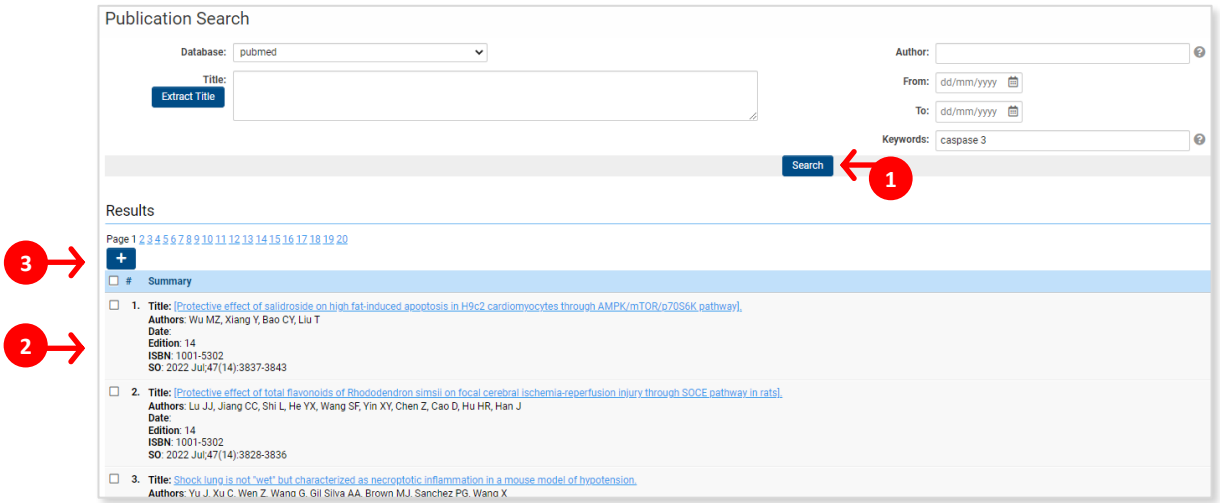
3.2.5. References

References and publications (section 3.3.2) are two separate entities for the system, and both require a similar process.

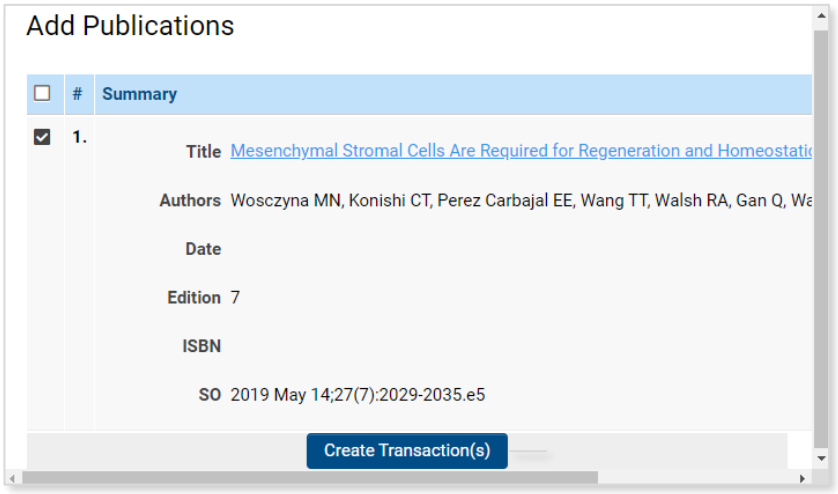
» Click the +ADD REFERENCE button.

» To add manually, insert the required information and save and close the window. Click Save Draft on your application to update in the Reference section.

» To import from PubMed, WoS and Scopus, click the TOOLS button to change to PUBLICATION SEARCH. Search by title, author or keywords such as the DOI (1). Select the reference from the list (2) and click the + button (3).



» Click the CREATE TRANSACTION button to attribute them to the application. Close the window (Transaction List) and click SAVE DRAFT on your application to update in the Reference section.



» You can repeat the search and transaction process as many times as needed to complete the references of the proposal.

» To order the articles, click at EDIT REFERENCE LIST button. You can confirm the order established and move the publications up and down using the drag and drop feature to order them as needed.

» Once the ordering is completed, close the window and save draft.

» You can always re-order, edit or delete any reference by clicking the EDIT REFERENCE LIST button.

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*****).

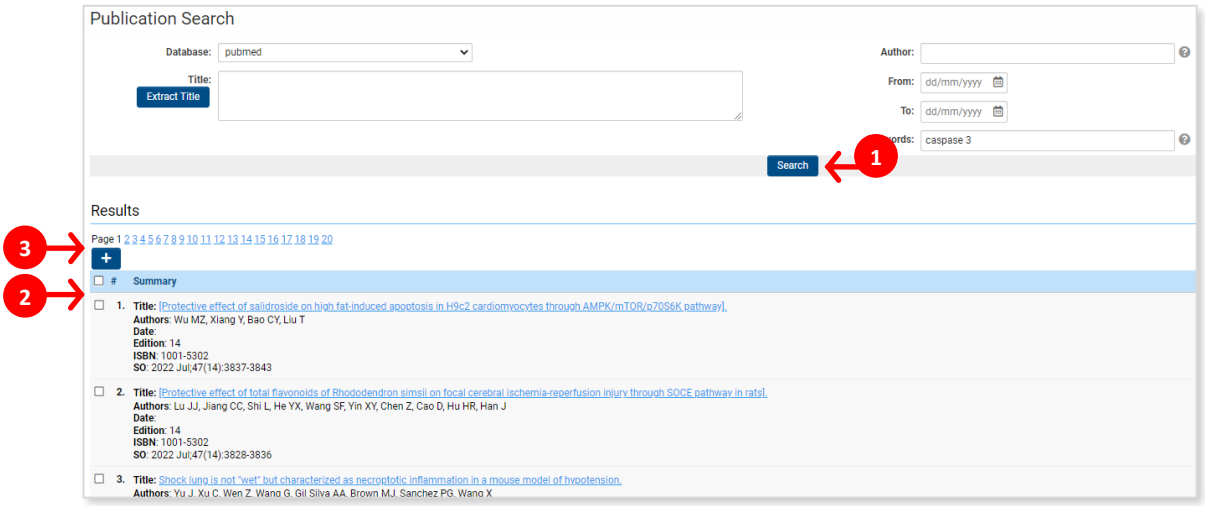
» **Major significant research outputs and other merits.** Most significant research outputs, including grants, fellowships and awards, industrial and intellectual property experience, invited talks during the last five years, contribution to health or clinical practice and current memberships in funding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

***** Adding the Publications require the following steps:

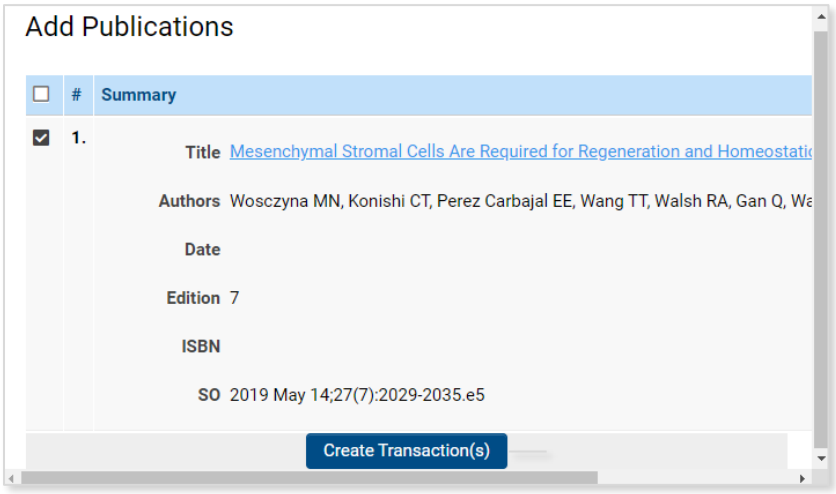
» Click the +ADD PUBLICATIONS button.

» To add manually, insert the required information and save and close the window. Click Save Draft on your application to update in the Publications section.

» To import from PubMed, WoS and Scopus, click the TOOLS button to change to PUBLICATION SEARCH. Search by title, author or keywords such as the DOI (1). Select the reference from the list (2) and click the + button (3).



» Click the CREATE TRANSACTION button to attribute them to the application. Close the window (Transaction List) and click SAVE DRAFT on your application to update in the Reference section.



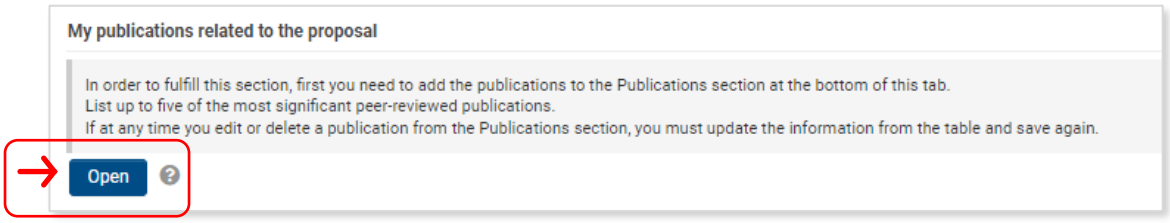
» You can repeat the search and transaction process as many times as needed to complete the publications of the proposal.

» To order the articles, click at EDIT PUBLICATION LIST button. You can confirm the order established and move the publications up and down using the drag and drop feature to order them as needed.

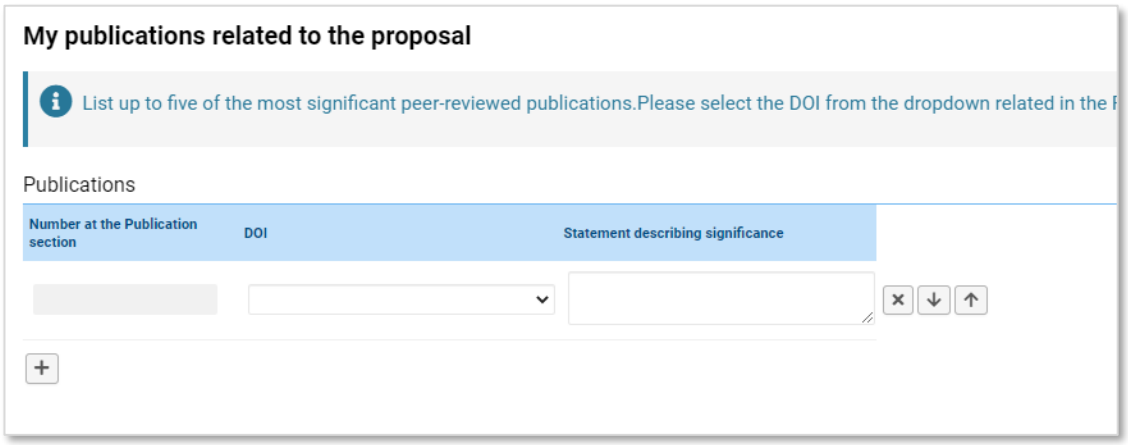
» You can always re-order, edit or delete any reference by clicking the EDIT PUBLICATION LIST button.

» Once the ordering is completed, close the window and SAVE DRAFT to visualize the publications in the bottom of the PROJECT TEAM tab.

» Once you have the publications list, go back to **My publications related to the proposal** under **Project Leader or PI's publications related to the proposal** (under section.3.3.3) and OPEN



» Select the DOI and fulfill the significance of the publication. The order number will appear automatically in the table once the DOI is selected.



! Any change in the publications list require the update of the table by re-opening and saving the correct information.

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 section 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.

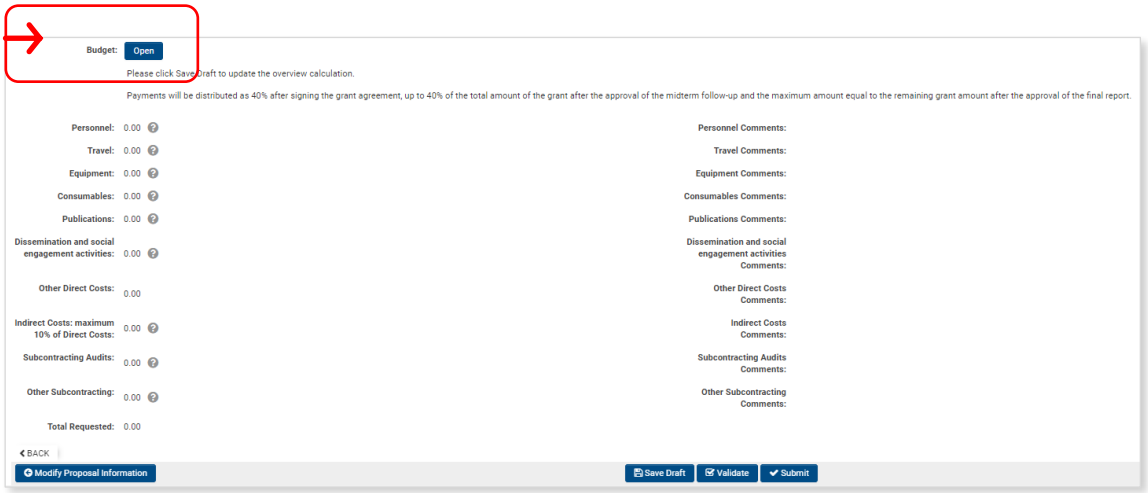
3.3.4. Civil Society Organization(s), if applicable.

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 section 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 16th, 2023 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.

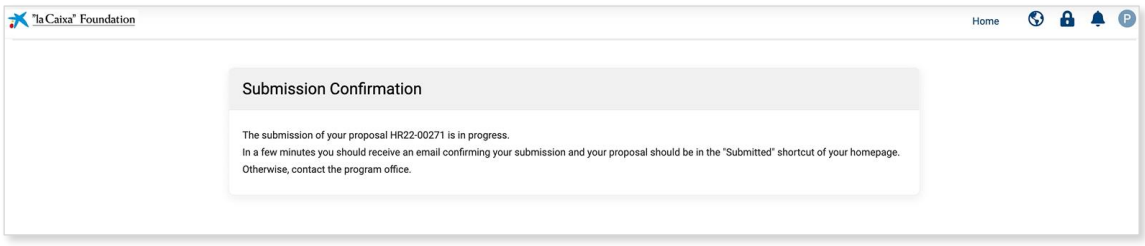
An application cannot be submitted unless all the required fields have been completed. Fields in the application that are incorrectly completed or incomplete will be listed in a grey box at the top of the application when submitting or validating the proposal. Clicking on each individual line takes you 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 16th, 2023 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. Your proposal should be then in the "Submitted" shortcut of your homepage. Otherwise, please contact the "la Caixa" Foundation as soon as possible: healthresearch@contact.fundaciolacaixa.org.



If you wish to withdraw a submitted application after the deadline, you should contact "la Caixa" Foundation.