

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

Congratulations and welcome!

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

Congratulations.

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

CaixaResearch Investigators, project leaders (PLs) and partners, excel in their fields.

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



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

CaixaResearch

CaixaResearch *Programme Office*

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

You can contact them at any time.

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

Corporate Director of Research and Health	<i>Àngel Font Vidal</i>
Research and Innovation Department Director	<i>Ignasi López Verdeguer</i>
Programme Officers Research and Innovation Department	<i>Alexandre Esteban</i> <i>Jorge García</i> <i>Jordi Vallès</i>



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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 (around the first week of September) **with information about the awarded projects and CaixaResearch Investigators**, and will inform you and your institution of the date the press and media communication will be made. **Please do not make any communication about your award before that date.**

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



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

[More indications in Annex 1](#)



Contact details of PLs, partners (if applies) and your institution's Communication Officer

VISIBILITY OF CAIXARESEARCH - "LA CAIXA" FOUNDATION AWARD

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

Please see [CaixaResearch Brand Book and communication materials here](#): <https://fundacionlacaixa.org/en/caixaresearch-validate-call-communication-materials>

Any **scientific papers and articles published** as a result of the CaixaResearch award must contain the following text, together with *your project code (LCF/PR/CIxx/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 fundaciolacaixa@normativa.eu 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 Organization, 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.

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



You will 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.



As a CaixaResearch Investigator, you must take into account "**la Caixa**" **Foundation Research Integrity policy**.

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

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



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

Grant agreement *and follow-up process*

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

Initially, the Organization Manager (OM) of the Host Organization (HO) has to **accept the grant and must provide the required documentation** from their organization.



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 **Valorisation Agreement must be signed by the HO, legal representative and PL.** If possible, it should be signed digitally.



The **initial payment of 75% of the budget** can be completed after the **Grant Agreement** is signed and previous approval of the **Valorisation Plan.**



Grant agreement and follow-up process

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

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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.

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. Once brief minutes of the meeting have been signed and uploaded in the system, the final payment of the project can be requested.

Outputs and results data:

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

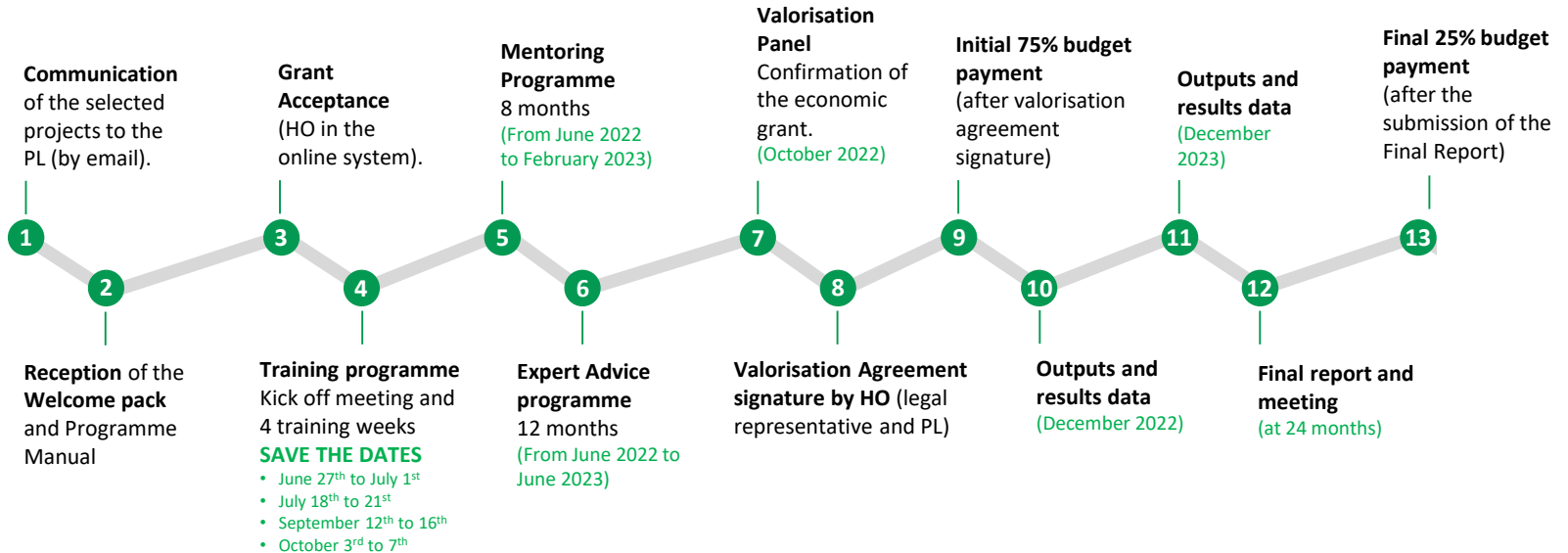
- Scientific and translational outputs.
- Methods and data outputs.

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

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

Timeline of the *CaixaResearch* award management



What we offer

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

You will receive a detailed Programme Manual. Please, review it carefully.



Training Programme

The training programme is a useful set of training sessions, workshops, and other activities planned specifically to develop business skills and methodology and provide the tools necessary to attract financing.

A maximum of 3 attendees per project are allowed.

Please provide they name, mail, phone and position.

The participants must be also registered in the [link](#).

Please, save the following dates:

- **Value proposition and Tech Transfer:** June 27th to July 1st
- **Product Development:** July 18th to 21st
- **Financing:** September 12th to 16th
- **Go to Market:** October 3rd to 7th



Mentoring Programme

A mentor will be assigned to each project in order to assist them during the execution of the grant. The mentor is responsible for:

- Guide the CaixaResearch Investigators during the programme
- Support the teams with the definition of their Valorisation plans
- Provide a valuable network for the projects
- Monitor the progress and quality of the projects



Experts advice

CaixaResearch awarded projects have at their disposal an Expert Advisors Directory in different fields of knowledge from both public and private organisations in order to assist the grantees with specific queries that will emerge while developing and executing the grants.



Events and activities

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

Communication of results, *channels and social media*



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

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

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



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

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

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

Connect with us: @CaixaResearch and #CaixaResearchFundlaCaixa

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

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

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



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

Guidelines for Portrait Photos

Technical specifications



We recommend you to 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.