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

Congratulations.
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

Àngel Font Vidal

Research and Innovation Department Director

Ignasi López Verdeguer

Programme Officers Research and Innovation Department

Carla Carbonell
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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 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 PIs and PLs, and document of image rights authorization signed
- Contact details of PIs, PLs and your institution’s Communication Officer
- Revision of a lay summary about your project

As your project has been awarded a grant by “la Caixa” Foundation, you will have to include the “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 Annex 1. CaixaResearch Brand Book and 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/HRxx/5xxxxxx):

“The project that gave rise to these results has received funding from “la Caixa” Foundation under the grant agreement <your project code>”.

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 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.

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.

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

Please, visit our policies page at: https://fundacionlacaixa.org/en/caixaresearch-principles

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 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. If possible, it should be signed digitally.

Projects should start between September and December 2021. 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.

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. Brief minutes of the meeting should also be signed and uploaded in the online system 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. 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.

5. **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

1. Communication of the selected projects to the PL (by email).
2. Grant Acceptance (HO in the online system).
3. PL provides Information to the External Ethics Committee for approval.
4. Kick-off meeting (within the first 3 months of the project).
5. Outputs and results data update (December 31st of year 1).
6. Signing of Grant Agreements defining the starting date of the project (before the end of the year 1).
7. Output Management Plan (within the first 6 months of the project).
8. Status report and meeting (at 18 months).
9. Outputs and results data (December 31st of year 2).
10. Outputs and results data (December 31st of year 3).
11. Outputs and results data (December 31st of year 4 and so on, if required).
12. Final report and meeting (end of year 3), audit if required.
13. Outputs and results data (December 31st of year 4 and so on, if required).
14. Outputs and results data (December 31st of year 4 and so on, if required).
In addition to the financial support, “la Caixa” Foundation offers CaixaResearch awardees a variety of resources during the execution of the grant.

**Innovation Experts**
For those projects with translational focus, CaixaResearch Investigators may have access to ad-hoc training and mentoring in order to assist the grantees with specific queries that may emerge in the innovation field.

**Experts on output management**
will support you to prepare your initial output management plan and suggest improvements. Short workshops will be available for both CaixaResearch Investigators and Organizations.

**Participation in debates and seminars**
CaixaResearch Investigators may be invited to participate in national and international debates, seminars and other dissemination activities organized by CaixaResearch - “la Caixa” Foundation.

**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.
Annex 1.

CaixaResearch Brand Book and communication materials

Please send this information to your institution’s Communication Officer.

You will find the entire Brand Book and communication materials in different languages at https://fundacionlacaixa.org/en/caixaresearch-health-call-materials-dissemination and you will be able to download the logos and templates. The following examples apply with our logos in Spanish.

CaixaResearch Health is a Call in partnering with: and an ELA project with the support of:
La inhibición de dos proteínas activadas
por el ácido etílico revierte los aneurismas
de aorta del síndrome de Marfan

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