

Health Research
— **Call 2021** —

Grants “la Caixa” online system

Manual for submission

*Organoids derived from patient with luminal A breast cancer



“la Caixa” Foundation

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1. USER REGISTRATION

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

Users can register on the login page by clicking [REGISTER AS APPLICANT](#) (Project Leaders and Principal Investigators) or [REGISTER AS ORGANIZATION MANAGER](#) (OM). A form for entering contact details will then appear in a new window. All profiles should register linked to an Organization, which should appear in the list. Should the organization not be found, it can be included by entering its name and identification details (NIF if the organization is Spanish and VAT number if it is Portuguese). **This will be the organization signing the Grant Agreement if the proposal is awarded.**

It is essential that the applicant registers only one user profile in the system with his/her personal data (name, valid ID and email – institutional email recommended). It will not be possible to register more than one profile with the same ID and email. The email introduced by the PL and the OM will be used to send all important informations on this Call.

After user registration you will receive an e-mail with an activation link to introduce the password.

If you experience technical problems, please contact healthresearch@fundaciolacaixa.org.



2. CREATING AN APPLICATION

To initiate a new application, PLs first need to identify the call they wish to apply for in the Open Calls table. It is necessary to check and/or complete the PL profile by accessing your [PERSONAL PROFILE](#) in the right upper button and clicking on Update Profile.

After choosing the HR21 call by clicking the [CALL DETAILS](#) button, initiate 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 and Portugal, having only 1 open application in this call, not having a funded project from previous Health Research editions as a PL or not having a score below 5.50 in the remote phase of the previous edition.

Once you apply, the **pre-draft application** is then created. At this point, PL will have access to the first tab: General Data and Information. It will become a **draft version**, having access to the complete application form, once the initial section is completed and until PL actively submit the application. Once in a draft version, OM will visualize the proposal and can approve its submission. This step can be completed at any time, as it does not affect the editing options of the PL. This approval is mandatory for the final submission of the proposal.

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

A [VALIDATION](#) button is available during the application process to check that the data provided is correct. We recommend using this validation throughout the process to ensure submission before the deadline for applications. An application is not submitted to the “la Caixa” Foundation until an applicant has clicked [SUBMIT](#).

The initial section (General data and proposal information) needs to be completed to access the rest of the application sections. Fields marked with a red star (*) are obligatory to fill in. Changes in the specific fields of [PROPOSAL DESCRIPTION](#) and [CLASSIFICATION OF THE APPLICATION](#) in this initial section will require the re-acceptance of the proposal by the partners (if applicable).

The rest of the sections need to be completed but not necessarily in chronological order. To prevent loss of data, it is essential to press [SAVE DRAFT](#) before you leave or navigate through the online system, as well as for visualizing some information introduced including the budget table and the publications.

You can review the application at any time by clicking [OPEN](#) under [IN PROGRESS](#) on your homepage. The whole application, including any currently entered data, can be downloaded as a PDF file by clicking on [APPLICATION SUMMARY](#). Make sure that the PDF is readable appropriately before submitting your application. Once the submission is completed, your application will be found in [SUBMITTED](#) proposals.



3. TEXT AND ILLUSTRATIONS

FILLING IN THE FIELDS

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.

APPLICATION TEXTS

Text from e.g. Word can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special letters and symbols, have not been converted or lost in the text fields after copying and pasting. Every text box has a countdown of characters (with spaces).

ILLUSTRATIONS

Illustrations with figures/charts/tables/images etc. related to the project description can be uploaded in the [SCIENTIFIC EXCELLENCE AND IMPACT](#), figures and tables section. Maximum 3 pdf pages are allowed, which will be integrated in the final application PDF.

REFERENCES AND TEAM PUBLICATIONS

References in the [SCIENTIFIC EXCELLENCE AND IMPACT](#) tab and publications in [PROJECT TEAM](#) tab shall be introduced following these steps. Please take into account that references and publications are two separate entities for the system, and both require two important steps: introduction of the data in the system, and the selection for this specific proposal.

For the **references** in the [SCIENTIFIC EXCELLENCE AND IMPACT](#) section:

- Following the instructions on the **References Section**, enter in the first [CLICK HERE](#) to open the references table.

- Click on the [+](#) to add a new reference: search can be done by selecting in the [OPTIONS](#) button the [PUBLICATIONS SEARCH](#). You can search the references in Pubmed by title, author, year or keywords. 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 them in the system by clicking in [CREATE TRANSACTION\(S\)](#). We recommend adding the references following the order in your text, as it will not be possible to change the order of the references section once they are linked in your profile.
- You will be able to delete the reference from your profile at any time and from the proposal at any time before submitting.
- Following the instructions on the References section, enter in the second [CLICK HERE](#) 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.

For the **publications** in [PROJECT TEAM](#) section (a minimum of 1 and a maximum of 5 per PL and PI, if applicable):

- Following the instructions on the Publications section, enter in the first [CLICK HERE](#) to open the publications table.
- Click on the [+](#) to add a new publication: search can be done by selecting in the [OPTIONS](#) button the [PUBLICATIONS SEARCH](#). You can search the publications in Pubmed by title, author, year or keywords. Even if you have add publication in the references section, you should find it again in the publication section if required 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\(S\)](#). We recommend adding the publications following the order in the tables described for PL and PIs (if applicable), as it will not be possible to change the order of the publication section once you have them in your profile.
- PL has to download to his/her profile the publications for all the PI's in the proposal.
- You will be able to delete the reference from your profile at any time and from the proposal at any time before submitting.
- Following the instructions on the References 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.

4. PROJECT TEAM

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. All the invitations shall be managed through the [INVITATIONS](#) tab on the upper left corner, by adding the information on the name, email and role of the invited partners. Please, follow the instructions in the system.

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.

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

When cancelling an already accepted invitation, please make sure to navigate to [PROJECT PARTICIPATION ACCEPTANCE STATUS](#) table in the [PROJECT TEAM](#) tab and discard the corresponding form.

Each PI and CSO receiving the invitation shall register if they are accessing the system for the first time and validate the proposal. It is necessary to complete their profile by accessing your Personal Profile in the right upper button.

! PI's and CSO's that register in the system previous 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 in the cases that the PI and CSO is already registered in the online system: please send the invitation with the same email used for that purpose.



5. SUBMITTING THE APPLICATION

The application in its entirety must be submitted electronically via the application system by clicking submit before **December 3rd 2020 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. Please remember to check that the PDF version of the proposal is legible and contains all entered information before submitting.

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 contact us at: healthresearch@fundaciolacaixa.org.

6. EVALUATION PROCESS OF THE PROPOSALS

The evaluation process will take place from January to July.

The report of the remote phase contains the comments of the 3 or 4 peers that have evaluated the proposal, while the report of the interview phase is a summary of the comments of the Committee (rapporteur).

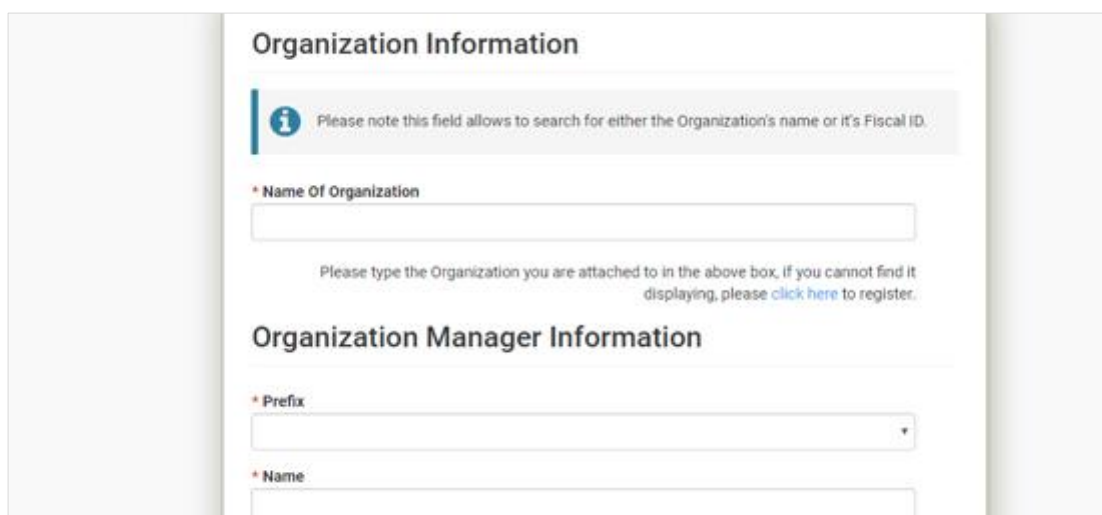
Reports will be visualize in the online platform by the PLs, PI's and OM of the proposals, and email will be sent for information only to PLs. It is the PL responsibility to inform the Team members and PIs / CSOs (if applicable).

7. VISUAL SUPPORT

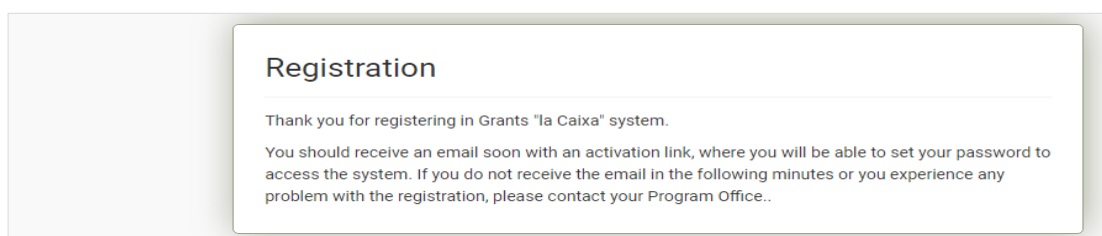
7.1. Organization Manager (OM)

7.1.1. Registration

Register as an [ORGANIZATION MANAGER](#) and link to your organization. If the organization is not in the list, register it with name, country and fiscal ID.



The screenshot shows a web form titled "Organization Information". It includes a search bar with a note: "Please note this field allows to search for either the Organization's name or it's Fiscal ID." Below this is a required field for "Name Of Organization". A message states: "Please type the Organization you are attached to in the above box, if you cannot find it displaying, please [click here](#) to register." The form then has a section titled "Organization Manager Information" with a required dropdown for "Prefix" and a required text field for "Name".



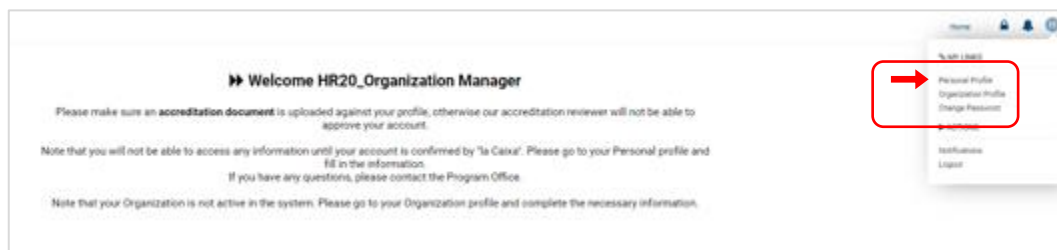
The screenshot shows a confirmation message titled "Registration". The text reads: "Thank you for registering in Grants 'la Caixa' system. You should receive an email soon with an activation link, where you will be able to set your password to access the system. If you do not receive the email in the following minutes or you experience any problem with the registration, please contact your Program Office.."

7.1.2. Activation

Check your email to click on the activation link and define your password.

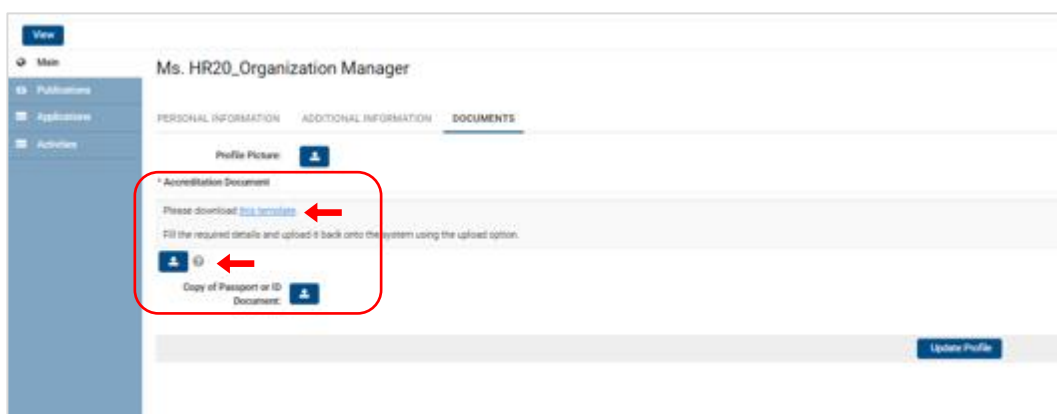
7.1.3. Personal profile

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.



7.1.4. Documentation

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

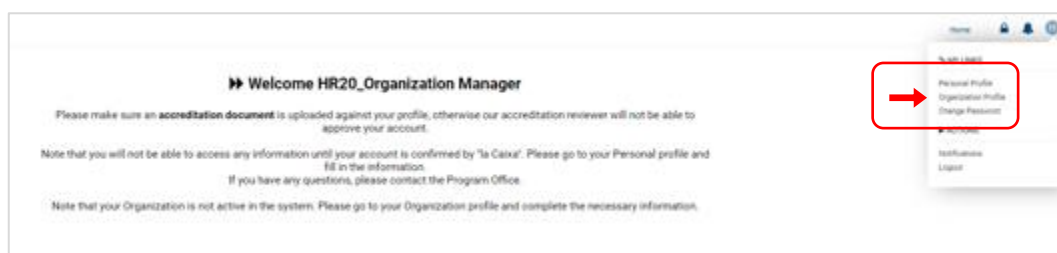


7.1.5. The "la Caixa" Foundation validation

Once the profile is updated with the information and the document required, please wait for the Health Research Program office to validate your information.

7.1.6. Organization profile

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



HR_Organization_Test

GENERAL INFORMATION CONTACT INFORMATION ADDITIONAL INFORMATION MONEY LAUNDERING PREVENTION

* Name Of Organization: HR_Organization_Test

* Status: Active

* Anonymous: Test
16 characters left

* Fiscal ID (NIF/NPI/NAT/Other): NIF

* ID: 005415080

* Country: Spain

Autonomous region:

Province/Region:

City/Town:

Location:

* Address:

* Postcode:

Location details:

Update Profile

7.1.7. Actions

Once your data has been validated, you can now access the initial screen with the endorsed applications (applications validated by the OM) and actions to complete (applications to validate by the OM).

► Welcome HR20_Organization Manager

Note that your Organization is not active in the system. Please go to your Organization profile and complete the necessary information.

1
Endorsed applications
All current applications endorsed by your organization

💡 Actions

#	Type	Application Reference	Project Leader	Status	Last Modified	
1	Open	Organization Project Acceptance	HR19-00121	HR20 Candidate	Pending Acceptance	14/11/2019 09:07

7.1.8. Endorsing a proposal

To endorse a proposal, click on [OPEN](#) and [AUTHORIZE](#) the proposal. You can visualize the complete proposal by clicking on [OPTIONS](#) – Applications to split view.

Options

HR20-00148 Organization Project Acceptance

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

Application Details

Project Leader: HR20 Candidate

Host Organization: HR_Organization_Test

Application Reference: HR20-00148

Proposal Title: Test

☐ I, acting in the name and on behalf of HR_Organization_Test, authorize HR20 Candidate to submit the proposal entitled Test to the Health Research Call, governed by the Rules for Participation, which I have read and accept.

Authorize

Options ▾ 1 of 1 < >

HR20-00148

GENERAL GENERAL DATA AND PROPOSAL INFORMATION PROJECT TEAM BUDG

Application Details

Call Name:
Ia Caixa many applications test

Application Number:
HR20-00148

Proposal Title:
Test

Proposal Description:

Application Details

Project Leader:
HR20 Candidate

Host Organization:
HR_Organization_Test

Application Reference:
HR20-00148

Proposal Accepted

Proposal HR20-00148 has been authorized to participate to 'Ia Caixa' Health Research call. 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.

7.2. Project Leader (PL)

7.2.1. Registration

Register as an **APPLICANT** and link to your organization. If the organization is not in the list, register it with name, country and fiscal ID.

Organization Information

Please note this field allows to search for either the Organization's name or it's Fiscal ID.

* Name Of Organization

Please type the Organization you are attached to in the above box, if you cannot find it displaying, please [click here](#) to register.

Applicant Information

* Prefix

* Name

Registration

Thank you for registering in Grants "la Caixa" system.

You should receive an email soon with an activation link, where you will be able to set your password to access the system. If you do not receive the email in the following minutes or you experience any problem with the registration, please contact your Program Office..

7.2.2. Activation

Check your email to click on the activation link and define your password.

7.2.3. Initial screen

In the initial screen, you can update your personal profile and visualize:

- Proposals as PL: [IN PROGRESS](#), [SUBMITTED](#), [UNSUCCESSFUL](#) and [AWARDED](#).
- [ACTIONS](#) for proposals you are invited as PI.
- [OPEN CALLS](#) where you can visualize all the open calls.

Welcome HR21 Candidate

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 PIs.

0 In Progress <small>Proposals in Draft and Revision Requested</small>	3 Submitted <small>Under review proposals</small>	4 Unsuccessful <small>Unsuccessful proposals</small>	0 Awarded <small>Granted proposals</small>
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💡 Actions

0 of 0 < >

#	Type	Application Reference	Project Leader	Status	Last Modified
No Results Found					

👤 Partner Applications

0 of 0 < >

#	Application Type	Application Reference	Call Name	Project Leader	Proposal Title	Organisation	Status	Modified Date
No Results Found								

📅 Open Calls

1-4 of 4 < >

#	Call Name	Submission Start Date	Submission End Date
1	Go to Call	27/09/2020 10:00	30/09/2020 10:00

7.2.4. Start a proposal

To start an application as PL, click on [CALL DETAILS](#) and check the eligibility criteria before clicking on [APPLY](#).

7.2.5. General data and proposal information

Complete the information on [GENERAL DATA AND PROPOSAL INFORMATION](#) tab in order to visualize the rest of the proposal.

GENERAL DATA AND PROPOSAL INFORMATION

Application Details

Call Name: la Caixa many applications test

Application Number: HR20-00149

* Proposal Title: Test
146 characters left

* Proposal Description: Test
196 characters left

* Proposal Acronym: Test
16 characters left

Project Leader: HR20 Candidate

Host Organization: HR_Organization_Test

Faculty or Research Center: Test

[Save Draft](#) [Continue](#)

Once clicking on [CONTINUE](#), you will visualize the rest of the proposal as a draft.

Alert

Please consider that, if you proceed, certain fields within the current tab will be blocked to edition. Should you have partners, this will cancel their invitation. Would you like to proceed?

[YES](#) [NO](#)

HR20-00148

[Application Summary](#)

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

[Modify Proposal Information](#) [Save Draft](#) [Validate](#) [Submit](#) [Withdraw](#)

At any time, make sure to save the changes in the proposal by clicking the [SAVE DRAFT](#) button. You can [VALIDATE](#) the information to visualize the missing information in order to [SUBMIT](#). [WITHDRAWN](#) proposals cannot be retrieved.

7.2.6. Keywords

Keywords can be introduced from the MeSH tree.

*** 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.

To add the word, click on the blue code on the left screen:

MeSH Lookup

Code	Heading
A01.001	Body Regions
A01.002	Musculoskeletal System
A01.003	Digestive System
A01.004	Respiratory System
A01.005	Urinary System
A01.006	Endocrine System
A01.007	Cardiovascular System
A01.008	Nervous System
A01.009	Sense Organs
A01.010	Tissues
A01.011	Cells
A01.012	Acinar Cells
A01.013	Allogenic Cells
A01.014	Antibody-Producing Cells
A01.015	Antigen-Presenting Cells
A01.016	Blood Cells
A01.017	Bone Marrow Cells
A01.018	Cells, Cultured
A01.019	Cells, Immobilized
A01.020	Cellular Structures

Show	Code	Heading	Description
<input type="checkbox"/>	A01	Cells	The fundamental, structural, and functional units or subunits of living organisms. They are composed of CYTOPLASM containing various ORGANELLES and a CELL MEMBRANE boundary.
<input type="checkbox"/>	A01.001	Acinar Cells	Cells lining the sac-like dilatations known as acini of various glands in the lungs.
<input type="checkbox"/>	A01.017	Allogenic Cells	Cells from genetically different individuals of the same species to be used for CELL- AND TISSUE-BASED THERAPY, ADOPTIVE CELL TRANSFER or ADOPTIVE IMMUNOTHERAPY.
<input type="checkbox"/>	A01.063	Antibody-Producing Cells	Cells of the lymphoid series that can react with antigens to produce specific cell products called antibodies. Various cell subpopulations, often B-lymphocytes, can be defined, based on the different classes of immunoglobulins that they synthesize.
<input type="checkbox"/>	A01.066	Antigen-Presenting Cells	A heterogeneous group of immunocompetent cells that mediate the cellular immune response by processing and presenting antigens to the T-cells. Traditional antigen-presenting cells include MACROPHAGES, DENDRITIC CELLS, LANGERHANS CELLS and BURNINGHOFFER FOLLICULAR DENDRITIC CELLS are not traditional antigen-presenting cells, but because they hold antigens on their cell surface in the form of BURNINGHOFFER COMPLEXES.
<input type="checkbox"/>	A01.018	Blood Cells	The cells found in the body fluid circulating throughout the CARDIOVASCULAR SYSTEM.
<input type="checkbox"/>	A01.019	Bone Marrow Cells	Cells contained in the bone marrow including fat cells (see ADIPOCYTES), STROMAL CELLS, MEGAKARYOCYTES, and the immediate precursors of most blood cells.
<input type="checkbox"/>	A01.020	Cells, Cultured	Cells propagated in vitro in special media conducive to their growth. Cultured cells are used to study developmental, morphologic, metabolic, physiologic, and genetic processes, among others.
<input type="checkbox"/>	A01.021	Cells, Immobilized	Microbial, plant, or animal cells which are immobilized by attachment to solid structures, usually a column matrix. A common use of immobilized cells is in biotechnology for the biotransformation of a substrate to a particular product. (From Singleton & Sainsbury, Dictionary of Microbiology and Molecular Biology, 2d ed)
<input type="checkbox"/>	A01.024	Cellular Structures	Components of a cell.

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

MeSH Lookup

Search

Search All Columns
Code
Heading
Description

7.2.7. Text boxes

Text can be completed in every section taking into account the limitation of **characters with spaces**. You can change the visualization size of any box through the right bottom corner.

Briefly summarize the research Proposal for a non-expert audience.

1000 characters left

7.2.8. Gantt

[GANTT DIAGRAM](#) can be generated in the [SCIENTIFIC EXCELLENCE AND IMPACT](#) section. Go to Proposal task Gantt Chart and click on [+](#).

Proposal task Gantt Chart

Please indicate the proposal workplan in a Gantt Diagram. Use the + button below to add Tasks. They will be displayed in the Gantt Chart below, after doing save draft.

+

←

0 of 0

<

>

#	Task Name	Task Description	Responsible	Task Start Date	Task End Date	Status
No Results Found						

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 complementation and press [CONFIRM](#) to close the task when it is completed. Tasks need to be confirm for proposal submission. Note that once the task is confirm you can always [REOPEN](#) it for any modification.

▼ Application Details

Project Leader:

HR21 Candidate

Host Organization:

HR_Organization_Test

Application Reference:

HR21-00234

Proposal Title:

Test

* 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.

HR21 Candidate

HR21 Candidate

* Task Description:

Task

496 characters left

* Task Start Date:

01/09/2021

* Task End Date:

01/01/2022

→

Save Draft

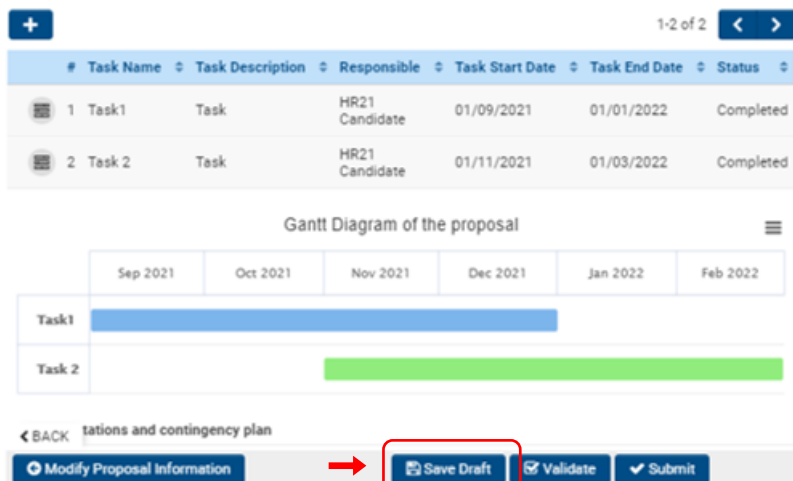
Confirm

←

To generate and make visible the gantt diagram you must press [SAVE DRAFT](#).

Proposal task Gantt Chart

Please indicate the proposal workplan in a Gantt Diagram. Use the + button below to add Tasks. They will be displayed in the Gantt Chart below, after doing save draft.



7.2.9. Documentation

Documentations with [FIGURES AND TABLES](#) can be uploaded in the [SCIENTIFIC EXCELLENCE AND IMPACT](#) section. Upload a pdf taking into account the limitation on pages (3 max.).

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.

Upload button (highlighted with a red box and arrow)

7.2.10. References

In the [SCIENTIFIC EXCELLENCE AND IMPACT](#), [REFERENCES](#) can be added at the end of the section:

a) Click on the first [HERE](#).

References

Add References to your profile

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

Attribute References

Please list up to 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.

No references were listed by applicant.

BACK

Modify Proposal Information Save Draft Validate Submit

b) Click on +

REFERENCES

0 of 0

#	Title	Author List	Publication Date	PMID
---	-------	-------------	------------------	------

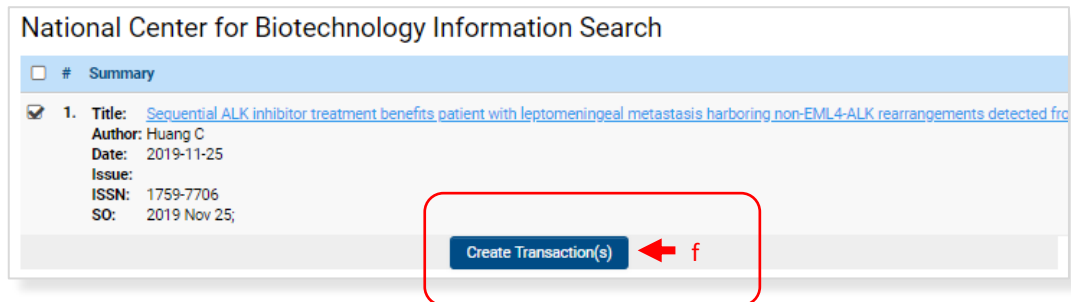
c) Click on [OPTIONS](#) to use Pubmed, Scopus or Web of Science (recommended) in the [PUBLICATION SEARCH](#). If you introduced the information manually, no changes are allowed after you click on save.

d) Search in the databases by title, author, data or keywords. Click on [SEARCH](#).

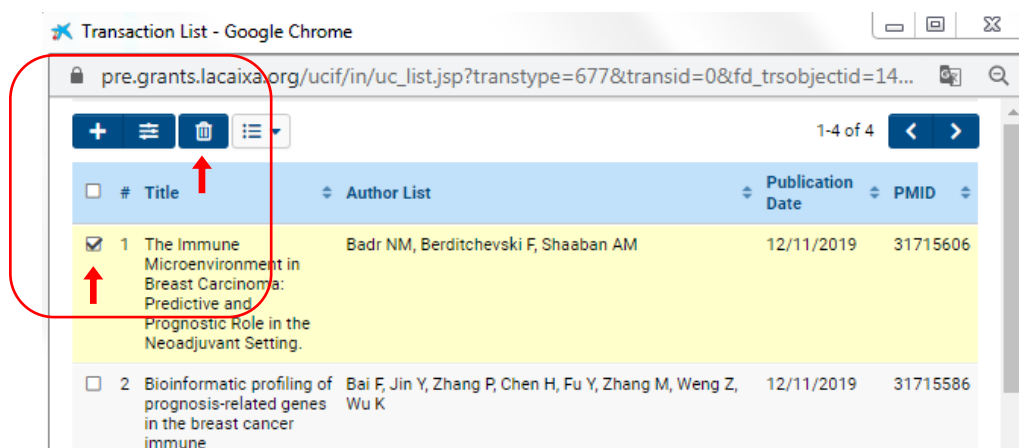
e) Check the left square of the specific reference(s).

f) Click on [+](#) and [CREATE TRANSACTION](#) in order to add the references to your profile.

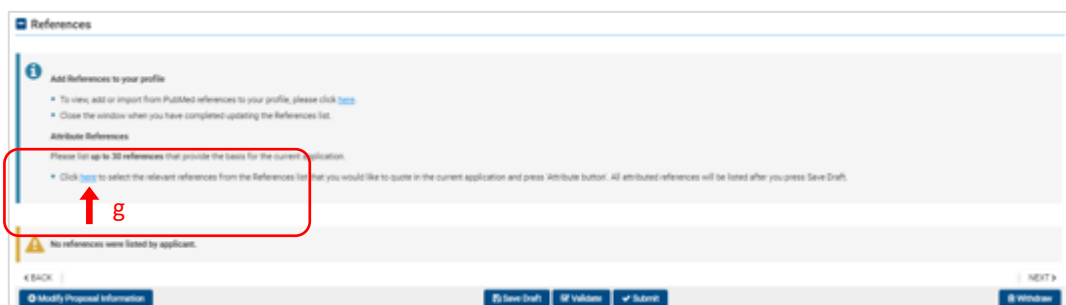
! The **order of this step** will define the order of the references, which will not be able to be modified after this step.



Note that you can always delete references from your generated **Transaction List** in your profile. For that, check the left square of the specific reference you want to eliminate and click Trash box. You can do this from the references section in the application or from your profile.



g) Click on the second [HERE](#).



h) Having **REFERENCES** selected, click on the left squares to select the references you want to add to the proposals.



i) Click on [ATTRIBUTE](#) to add the references to the proposals. Once you [CLOSE](#), you can [SAVE DRAFT](#) in order to visualize the references in your proposal.

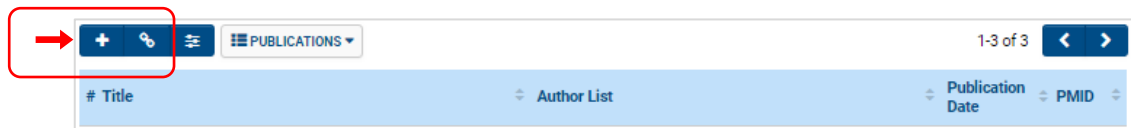
7.2.11. Publications

In the [PROJECT TEAM](#) section, [PUBLICATIONS](#) of the PL and PIs (5 main publications of each) can be added at the end of the section:

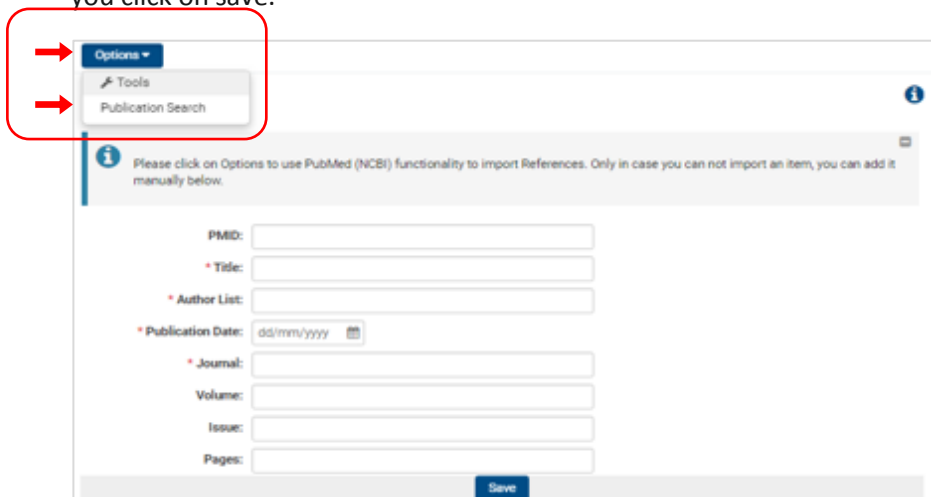
a) Click on the first [HERE](#).



b) Click on +



c) Click on [OPTIONS](#) to use Pubmed, Scopus or Web of Science (recommended) in the [PUBLICATION SEARCH](#). If you introduced the information manually, no changes are allowed after you click on save.



d) Search in the databases by title, author, data or keywords. Click on [SEARCH](#).

e) Check the left square of the specific reference(s)

f) Click on + and [CREATE TRANSACTION](#) in order to add the references to your profile.

! You have to search all publications in this sections, **repeating the ones you may have in the references** section.

Publication Search

Database: pubmed

Title:

Extract Title

Author:

From:

To:

Keywords: oncology

Search ← d

Results

Page 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

3469153 Records Found

Summary

1. Title: Prognostic impact of CD34 and SMA in cancer-associated fibroblasts in stage I-III NSCLC.
 Authors: Schulze AB, Schmidt LH, Heikötter B, Huss S, Mohr M, Marra A, Hillejan L, Görlich D, Barth PJ, Rehkämper J, Evers G
 Date: 2019-11-24
 Issue:
 ISSN: 1759-7706
 SO: 2019 Nov 24;

↑ e

National Center for Biotechnology Information Search

Summary

1. Title: Sequential ALK inhibitor treatment benefits patient with leptomeningeal metastasis harboring non-EML4-ALK rearrangements detected from
 Author: Huang C
 Date: 2019-11-25
 Issue:
 ISSN: 1759-7706
 SO: 2019 Nov 25;

Create Transaction(s) ← f

Note that you can always delete publications from your generated **Transaction List** in your profile. For that, check the left square of the specific publication you want to eliminate and click Trash box. You can do this from the publications section in the application or from your profile.

Transaction List - Google Chrome

pre.grants.lacaixa.org/ucif/in/uc_list.jsp?transtype=677&transid=0&fd_trsubjectid=14...

1-4 of 4

<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, Berdichevski F, Shaaban AM	12/11/2019	31715606
<input type="checkbox"/>	2	Bioinformatic profiling of prognosis-related genes in the breast cancer immune microenvironment.	Bai F, Jin Y, Zhang P, Chen H, Fu Y, Zhang M, Weng Z, Wu K	12/11/2019	31715586
<input type="checkbox"/>	3	Toxicities associated with chemotherapy regimens containing a	Barin-Le Guellec C, Lafay-Chebassier C, Ingrand I, Tournamille JF, Boudet A, Lanoue MC, Defossez G, Ingrand P, Perault-Pochat MC, Etienne-Grimaldi MC	09/11/2019	31715555

g) Click on the second [HERE](#).

Publications

Add the Publications of the team to your profile

- To view, add or import from Published publications to your profile, please click [here](#).
- Close the window when you have completed updating the Publications list.

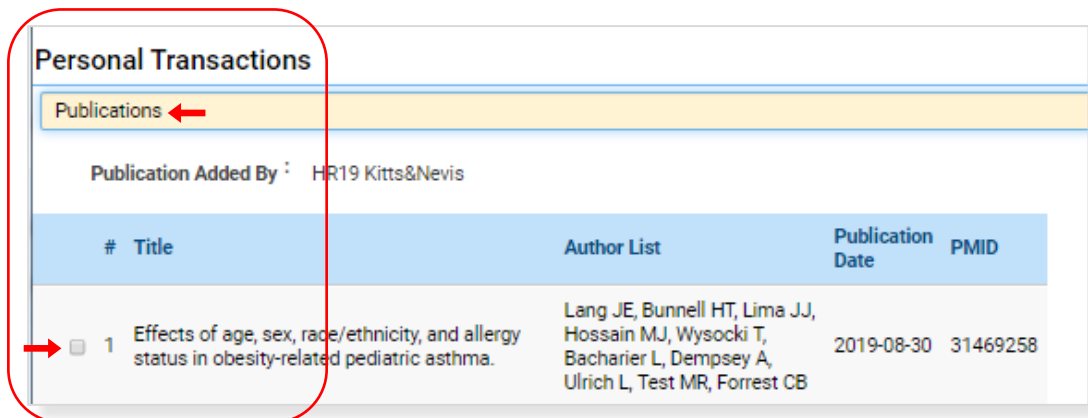
Attribute Publications

- List the publications that you are including in the "My publications related to the Proposal" table of each PI (PIs included) above. Click [here](#) to select them from the Publications list and press the [Add](#) button. All attributed publications will be listed after you press Save Draft.

No publications were listed by applicant.

↑ g

h) Having **PUBLICATIONS** selected, click on the left squares to select the references you want to add to the proposals.



i) Click on **ATTRIBUTE** to add the references to the proposals. Once you **CLOSE**, you can **SAVE DRAFT** in order to visualize the publications in your proposal. You can now add the numbers of each publication in the table of publications related to the proposal, for the PL and PIs (if applicable).

My publications related to the Proposal

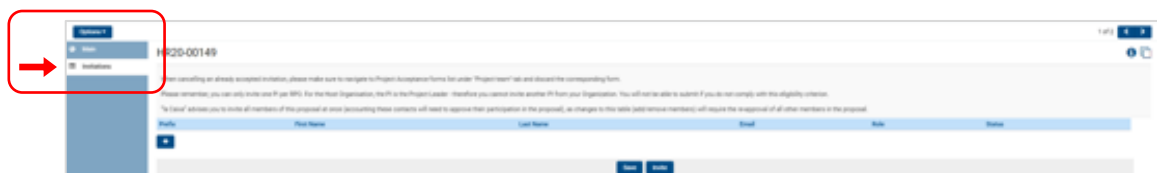
List up to five of the most significant peer-reviewed publications. Please add the number related in the Publications section below and a statement describing their significance.

Publications

Number at the Publication section	Statement describing significance
1	
2	
3	
+	

7.2.12. Invitation of PIs and CSOs

a) Click on the **INVITATIONS** section on the left site of the proposal.



b) Click on **+** to invite the participants adding their name, email and role in the proposal.

Invitations

HR20-00149

When creating an already accepted invitation, please make sure to navigate to Project Acceptance Forms for under "Project team" tab and download the corresponding form.

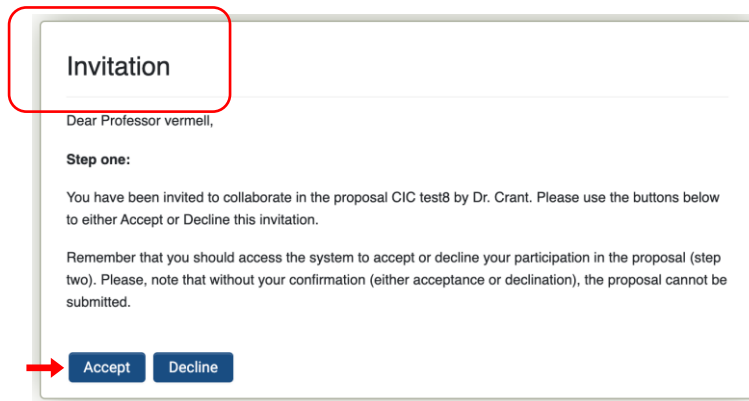
Please remember, you can only invite up to 5 per PI. For the Host Organization, the PI is the Project Leader. Therefore you cannot invite another PI from your Organization. You will not be able to submit if you do not comply with this eligibility criterion.

To "Cancel" an invitation you must be a member of the proposal or owner (accounting these contacts will need to approve their participation in the proposal), as changes to this table (add/remove members) will require the approval of all other members in the proposal.

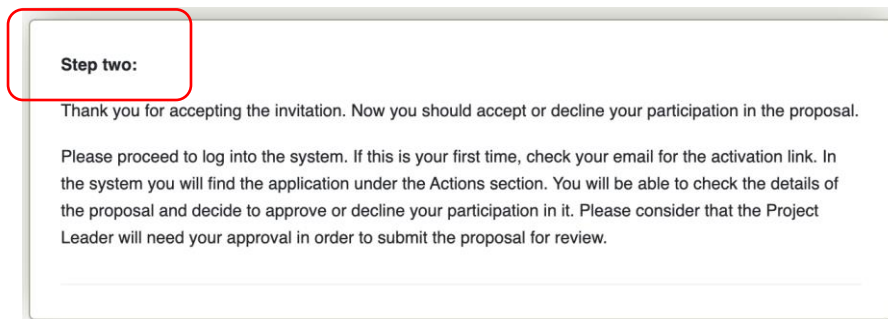
First Name	Last Name	Email	Role	Status

Buttons: Add, Invite

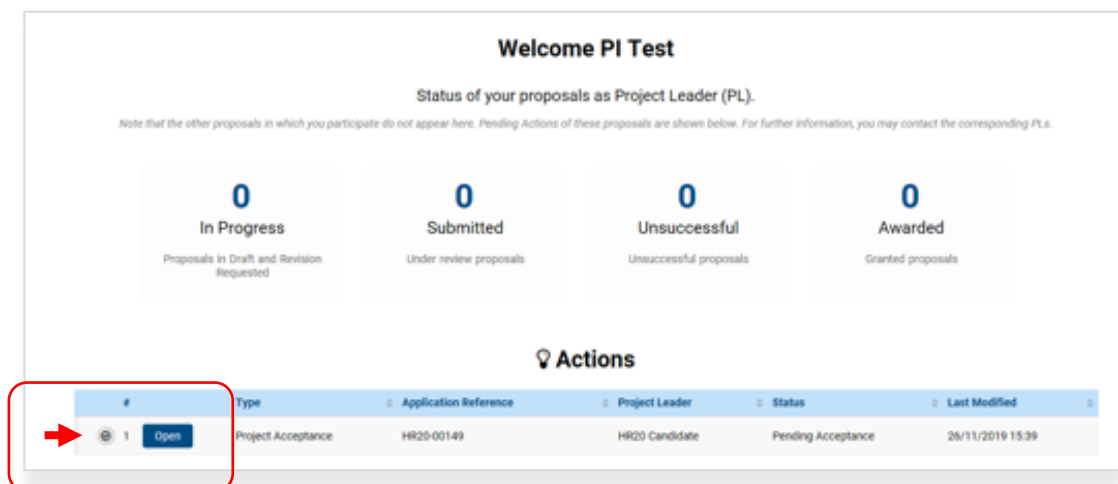
c) The participants will receive an invitation by email that they can accept or decline.



d) 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.



e) Once they access the system, participants will visualize the proposals they have been invited to in their main page, under the [ACTIONS](#) section:



f) Click on the **OPEN** button to visualize the proposal in **OPTIONS** – Application. As participants, they will visualize the entire proposal without the possibility of editing.

The screenshot shows a web application interface for 'HR20-00149 Project Acceptance'. At the top left, there is a blue button labeled 'Options' with a red arrow pointing to it. Below this, a warning icon and text state: 'Please use the split screen to view the application. This can be found under Options.' The main content area is divided into two sections: 'Application Details' and 'Project Acceptance'. The 'Application Details' section includes fields for 'Project Leader' (HR20 Candidate), 'Host Organization' (HR_Organization_Test), 'Application Reference' (HR20-00149), and 'Proposal Title' (Test). The 'Project Acceptance' section contains a checkbox for 'I declare that Test GA Handover, 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 to the Health Research 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)'. Below this is a 'Comments' text area. At the bottom right, there are 'Accept' and 'Decline' buttons.

This screenshot shows the same 'HR20-00149 Project Acceptance' form in a split-screen view. The left pane shows a sidebar with 'Main' and 'Institutions' tabs, and a 'GENERAL DATA AND PROPOSAL INFORMATION' section. The right pane shows the 'Application Details' and 'Project Acceptance' sections. A red box at the bottom right highlights the 'Accept' and 'Decline' buttons, with a red arrow pointing to the 'Accept' button.

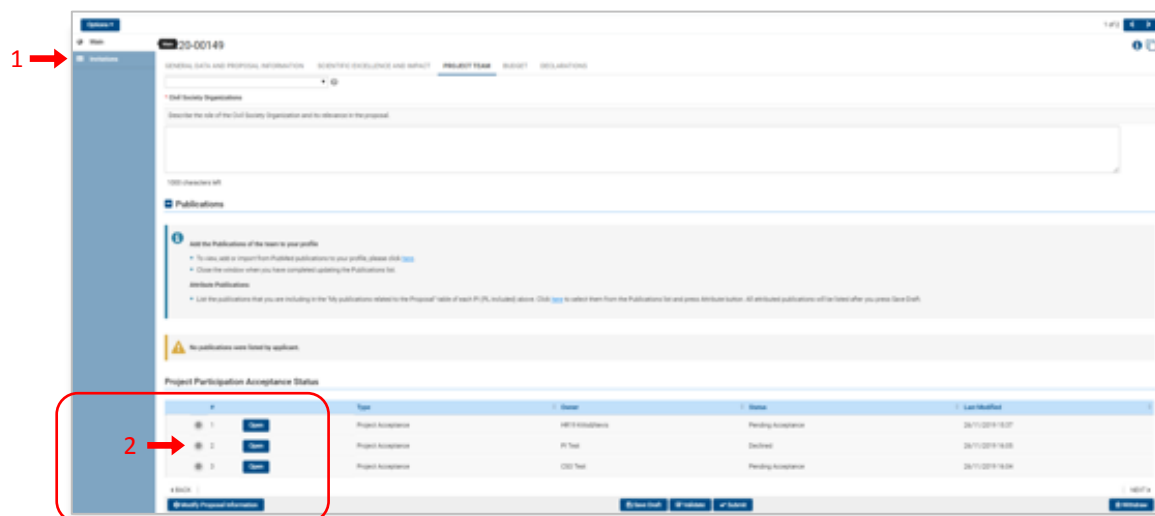
g) Participants should accept their participation in the project before submission. If the participant accepts the participation in the proposal, the PL will now be able to add the name and organization in the **PROJECT TEAM** tab:

The screenshot shows a form titled 'Principal Investigators of the Research Performing Organization'. It starts with a heading 'Please select the number of Research Performing Organizations in your proposal' and a subtext 'This number must match the invitations accepted by PIs in order to submit your proposal. Use the Invitations module (left menu) to send invitations.' Below this is a dropdown menu showing the number '1'. The next section is 'Principal Investigator of the Research Performing Organization 1'. It contains two fields: 'Please select the PI that this section describes' and 'Research experience since completion of PhD', both with dropdown menus.

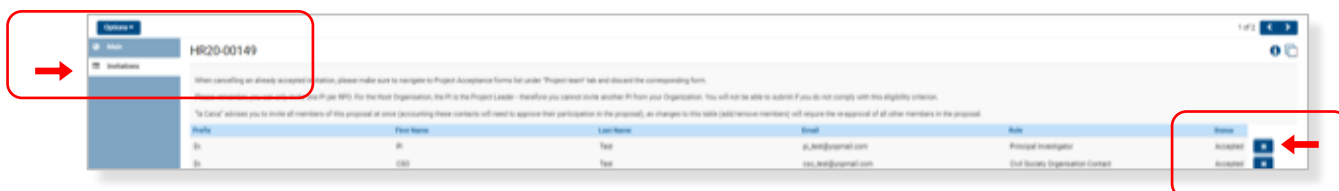
h) If any participant decline their participation, PLs must delete them from two different sites:

h.1) Invitations section

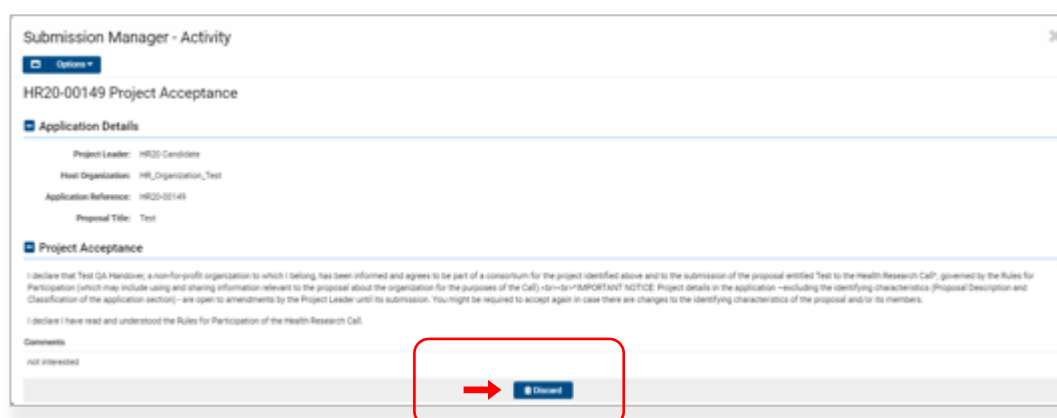
h.2) Table of project participation acceptance status



h.1) Click on the X to delete the invitation



h.2) Click **DISCARD** to delete their participation in the proposal



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**.

7.2.13. Budget

To complete the **BUDGET**, **OPEN** the table and complete the information. Comments are all required in order to save the changes.

The screenshot shows the 'BUDGET' section of the application form for HR20-00149. A red box highlights the 'Budget' tab and the 'Open' button. The form includes a warning message: 'Please (click Save (left) to update the overview calculation.)'. Below this, there is a table with two columns: 'Budget' and 'Comments'. The table lists various budget items with their respective amounts and a 'Comments' column for each. The items are: Personnel (0.00), Travel (0.00), Equipment (0.00), Consumables (0.00), Publications (0.00), Dissemination and social engagement activities (0.00), Other Direct Costs (0.00), Indirect Costs maximum 10% of Direct Costs (0.00), Subcontracting Audit (0.00), Other Subcontracting (0.00), and Total Requested (0.00). The 'Comments' column for each item is currently empty. At the bottom of the form, there are buttons for 'Save Draft', 'Validate', and 'Submit'.

7.2.14. Declarations

DECLARATIONS is the last section to complete before submitting.

7.2.15. Validation and submission

Before submitting, please **VALIDATE** the proposal and check any information or action missing.

! Please finalize the **submission on time**, as it will not be possible to submit any proposal after **December 3rd 2020 at 14.00h CET**.