

**CaixaResearch Health**

*Call for Proposals*

# *Manual for Submission*



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## *0. Video Tutorial*

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Please access [here](#) to a **step-by-step tutorial** of the application process.

## *1. User registration*

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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](mailto: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.

**Welcome Audited Organization Manager**

Step 1: Upload the **accreditation document** to your profile ([link](#)).

Step 2: "la Caixa" Foundation will review your accreditation document and all mandatory information in order to approve your account as an Organization Manager. Note that you will not be able to modify any information of your organization (including the Organization profile) until your personal account is confirmed. This process can take at least 24 hours.

Step 3: Note that your Organization is not active in the system. Please go to your Organization profile ([link](#)) and complete the information.

**>> Dashboard**

 Applications

 Actions

 **User Profile**

 Organization Profile

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.



**"la Caixa" Foundation**

**View**

-  Main
-  Opportunities
-  Ref / Publicati...
-  Applications
-  Activities
- [More...](#)

### Mr. OM Test

PERSONAL INFORMATION
ADDITIONAL INFORMATION
DOCUMENTS

**\* Accreditation Document**

Please download [the accreditation document template](#).

Fill the required details and sign it by all parties. Then, upload it back onto the system using the upload option.






File Name ▲

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

**Welcome Audited Organization Manager**

Step 1: Upload the **accreditation document** to your profile ([link](#)).

Step 2: "la Caixa" Foundation will review your accreditation document and all mandatory information in order to approve your account as an Organization Manager. Note that you will not be able to modify any information of your organization (including the Organization profile) until your personal account is confirmed. This process can take at least 24 hours.

Step 3: Note that your Organization is not active in the system. Please go to your Organization profile ([link](#)) and complete the information.

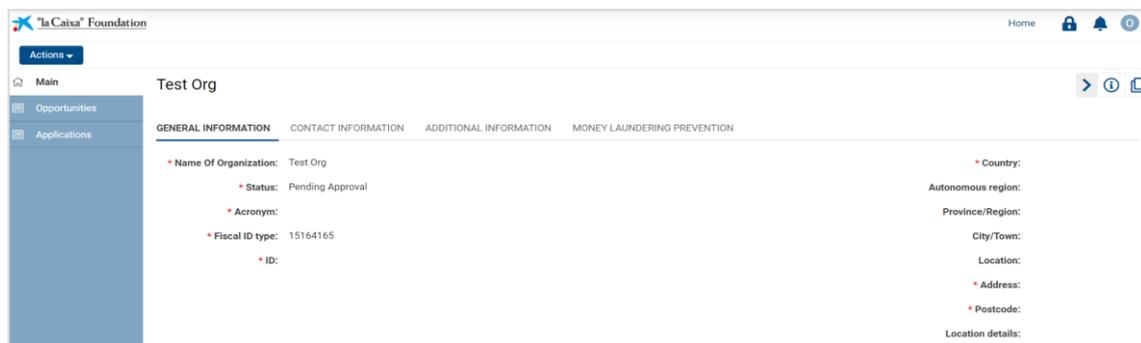
**>> Dashboard**

 Applications

 Actions

 User Profile

 Organization Profile



## *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.

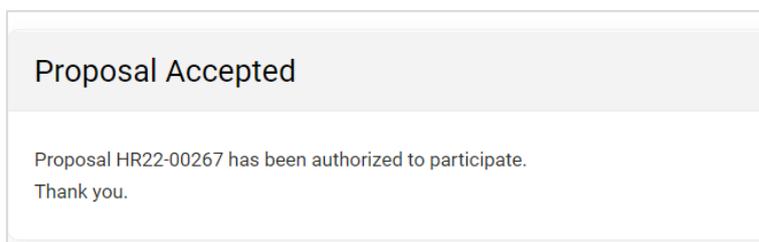
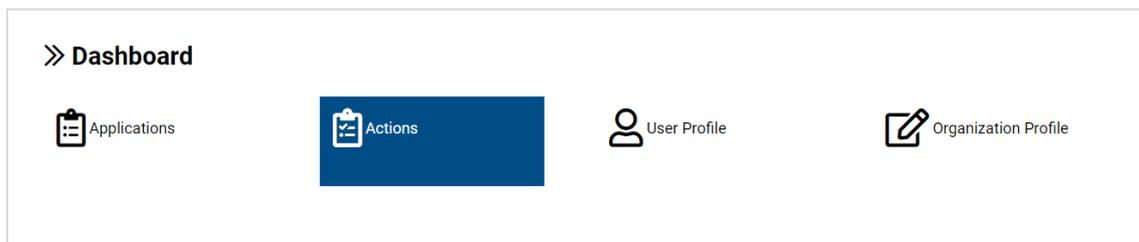
Once in a draft version, the OM will receive a notification email that he/she is be able to view the proposal and can **endorse** it (see section 2.2). This step can be **completed at any time before the project is submitted**, as it does not affect the editing options of the PL. This approval is mandatory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

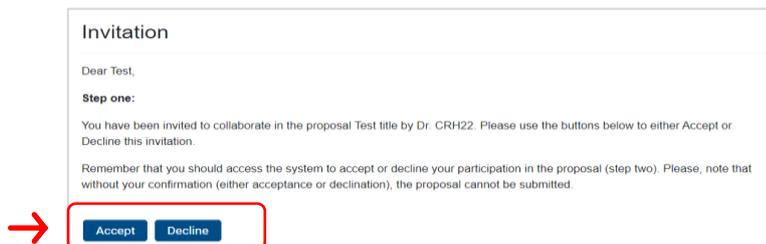
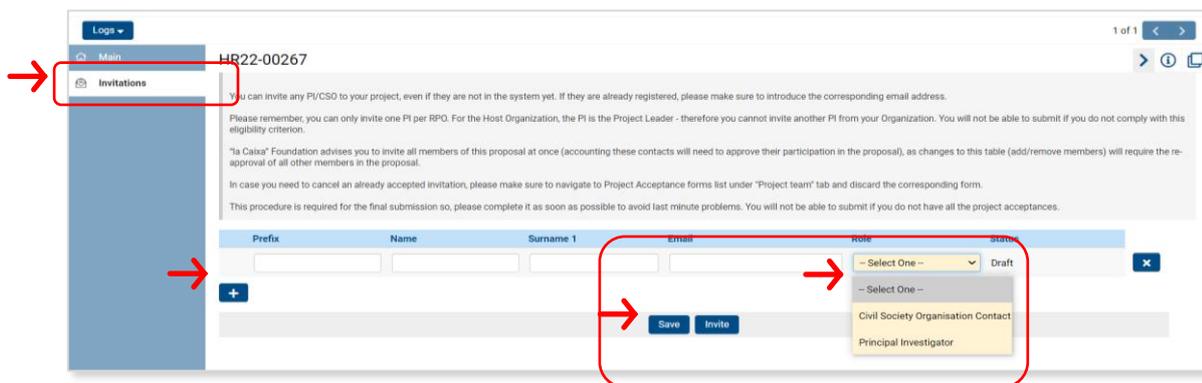
The ”la Caixa” Foundation advises you to invite all members of this proposal at once (given that these contacts will need to approve their participation in the proposal). Subsequent changes to this table (removal of members) will require the re-approval of all other members in the proposal.

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:

**Actions**

**Project Acceptance**

1

Project Acceptance  
Applications in which you need to accept your participation

 **Post-Award**

**0**

Post Award Forms  
Valorisation Plans, Output  
Management Plans and Reports in  
Draft, Pending Submission and  
Revisions Required

**0**

Mentor/Expert Advice  
Tickets  
Tickets in Draft, Assigned to PL,  
Pending Feedback, Completed and  
Sent for Payment

Click on the **OPEN** button to visualize the proposal.



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

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

Participants should accept their participation in the project before submission:

**Actions**

HR22-00267 Project Acceptance

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

**Application Details**

**Project Acceptance**

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

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

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

**Comments**

**Logos**

HR22-00267

**Application Summary**

 Please, take into account that the system validates the eligibility criteria. Press the  validate button to make sure that you are complying with the rules of participation and avoid last minute problems. Proposals will not be accepted after the submission date.

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

**Application Details**

Call Name:  
Health 22 TEST

Application Number:  
HR22-00267

Proposal Title:  
Test title

Proposal Description:  
Test Proposal Description

Proposal Acronym:  
Test Acronym

Project Leader:  
Test CRH22

Host Organization:

**Application Details**  
Classification of the Application:  
Information for "la Caixa" Foundation:  
Keywords:  
Proposal Information:

**Project Acceptance**

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

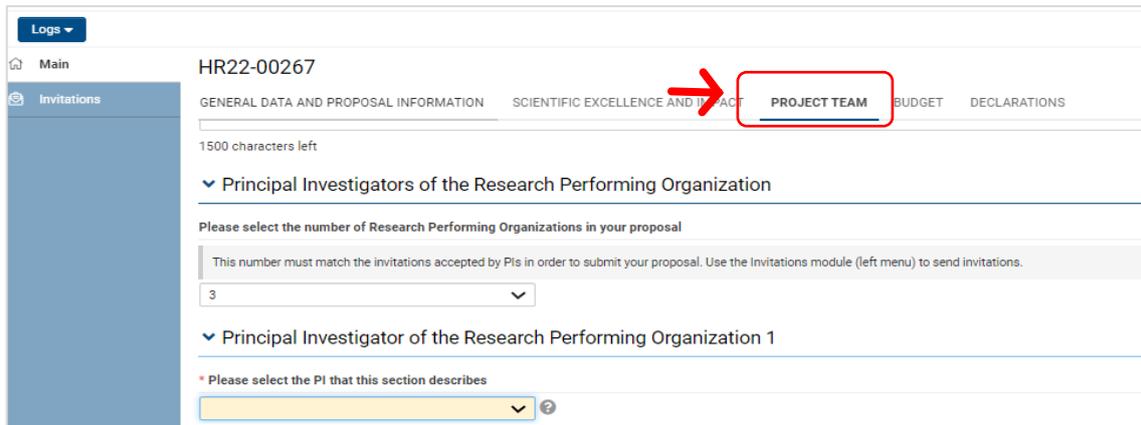
\*IMPORTANT NOTICE: Project details in the application –excluding the identifying characteristics (Proposal Description and Classification of the application section)– are open to amendments by the Project Leader until its submission. You might be required to accept again in case there are changes to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

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

**Comments**

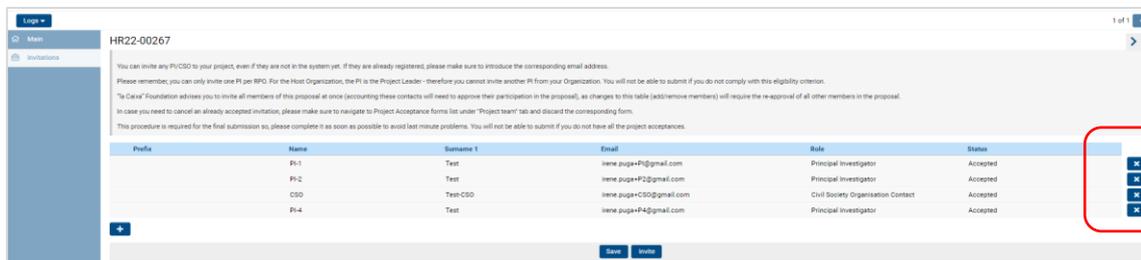


Once accepted, the PL will now be able to add their name and organization in the **PROJECT TEAM** tab:



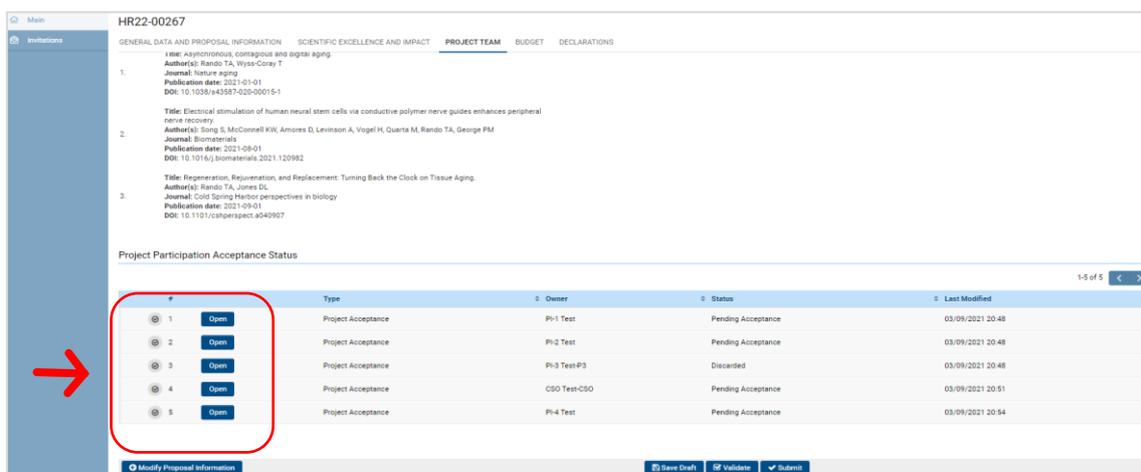
If any of the participants decline the invitation, PLs must delete them from two different places:

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



Prefix	Name	Surname 1	Email	Role	Status
PI-1	Test		irene.puga+PI@gmail.com	Principal Investigator	Accepted
PI-2	Test		irene.puga+PI2@gmail.com	Principal Investigator	Accepted
CSO	Test-CSO		irene.puga+CSO@gmail.com	Civil Society Organisation Contact	Accepted
PI-4	Test		irene.puga+PI4@gmail.com	Principal Investigator	Accepted

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.



#	Type	Owner	Status	Last Modified
1	Project Acceptance	PI-1 Test	Pending Acceptance	03/09/2021 20:48
2	Project Acceptance	PI-2 Test	Pending Acceptance	03/09/2021 20:48
3	Project Acceptance	PI-3 Test-PI3	Discarded	03/09/2021 20:48
4	Project Acceptance	CSO Test-CSO	Pending Acceptance	03/09/2021 20:51
5	Project Acceptance	PI-4 Test	Pending Acceptance	03/09/2021 20:54

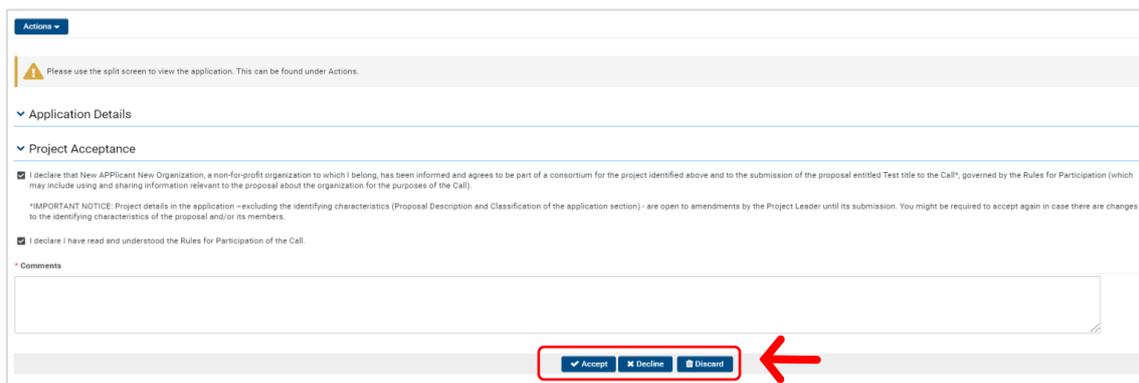
In this section, PIs or CSOs that have not accepted the participation or that have been removed by the PL will remain in the list as **DISCARDED**.

### 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**).



The screenshot shows a web application interface. At the top, there is a navigation bar with an 'Actions' dropdown menu. Below it, a warning message states: 'Please use the split screen to view the application. This can be found under Actions.' The main content area is divided into sections: 'Application Details' and 'Project Acceptance'. Under 'Project Acceptance', there are several checkboxes and text blocks. The first checkbox is checked and contains the text: 'I declare that New Applicant New Organization, a non-for-profit organization to which I belong, has been informed and agrees to be part of a consortium for the project identified above and to the submission of the proposal entitled Test title to the Call', governed by the Rules for Participation (which may include using and sharing information relevant to the proposal about the organization for the purposes of the Call). Below this is an important notice: '\*IMPORTANT NOTICE: Project details in the application – excluding the identifying characteristics (Proposal Description and Classification of the application section) – are open to amendments by the Project Leader until its submission. You might be required to accept again in case there are changes to the identifying characteristics of the proposal and/or its members.' A second checkbox is checked and contains: 'I declare I have read and understood the Rules for Participation of the Call.' Below this is a 'Comments' section with a text input field. At the bottom of the form, there are three buttons: 'Accept', 'Decline', and 'Discard'. A red box highlights these buttons, and a red arrow points to the 'Accept' button.

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).

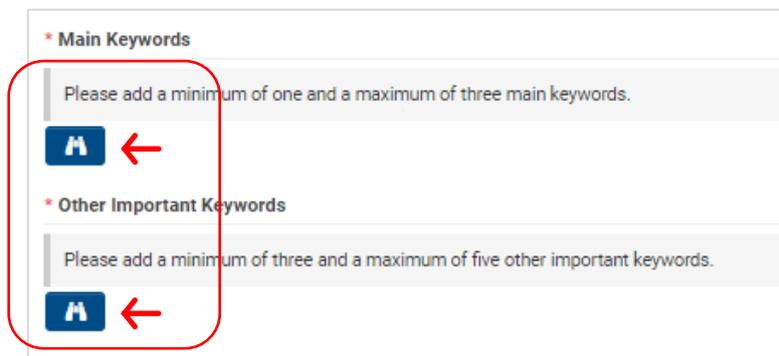
**Is the proposal about Amyotrophic Lateral Sclerosis (ALS)?**

- » **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

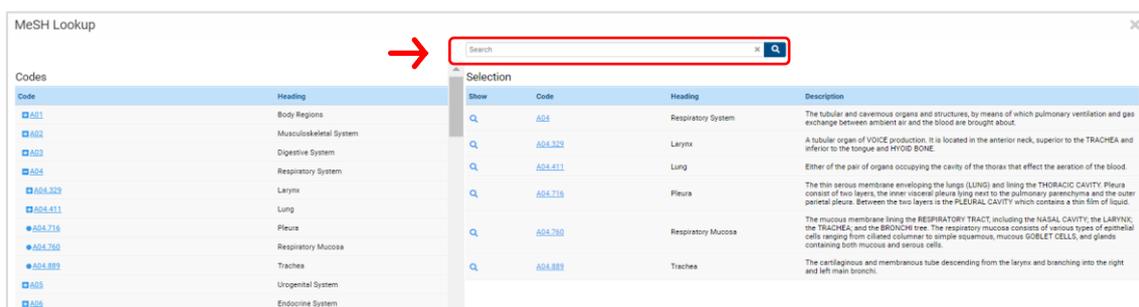
Based on the NIH MeSH tree <https://meshb-prev.nlm.gov/treeView> (be sure you use 2022 version).



**\* Main Keywords**  
Please add a minimum of one and a maximum of three main keywords.

**\* Other Important Keywords**  
Please add a minimum of three and a maximum of five other important keywords.

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



Code	Heading	Description
A01	Body Regions	
A02	Musculoskeletal System	
A03	Digestive System	
A04	Respiratory System	
A06-202	Larynx	
A04-411	Lung	
A04-716	Pleura	
A04-790	Respiratory Mucosa	
A04-889	Trachea	
A05	Urogenital System	
A06	Endocrine System	

**!** 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.

**Proposal task Gantt Chart**

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

+
←

0 of 0
<
>

#	Work Package	Name	Description	Responsible	Start Date	End Date	Status

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

Application Details

**\* Task Work Package**

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

1

**\* Task Responsible**

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

Test Org

**\* Task Description:**

Confirm Discard Save Draft

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

Proposal task Gantt Chart

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

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

Gantt Diagram of the proposal

Oct 2022 Nov 2022 Dec 2022 Jan 2023 Feb 2023

Task 1

Task2

Modify Proposal Information Save Draft Validate Submit

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

**Figures and tables**

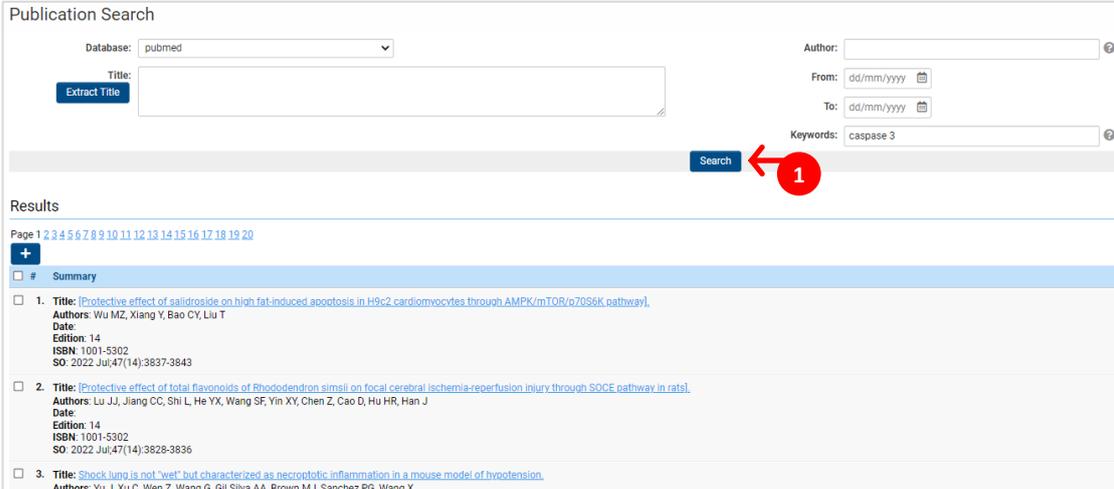
Please attach one pdf file with a maximum of 3 pages with all graphics and additional figures to support the Project's description.



### 3.2.5. References

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



The screenshot shows the 'Publication Search' interface. At the top, there are input fields for 'Database' (set to 'pubmed'), 'Title', 'Author', 'From', 'To', and 'Keywords' (set to 'caspase 3'). A 'Search' button is highlighted with a red circle and the number 1. Below the search bar, the 'Results' section is visible, showing a list of search results. The first result is highlighted with a blue background and a red circle and the number 2. To the left of the results, a red circle with the number 3 and an arrow points to a '+' button, which is used to add a reference to the application.

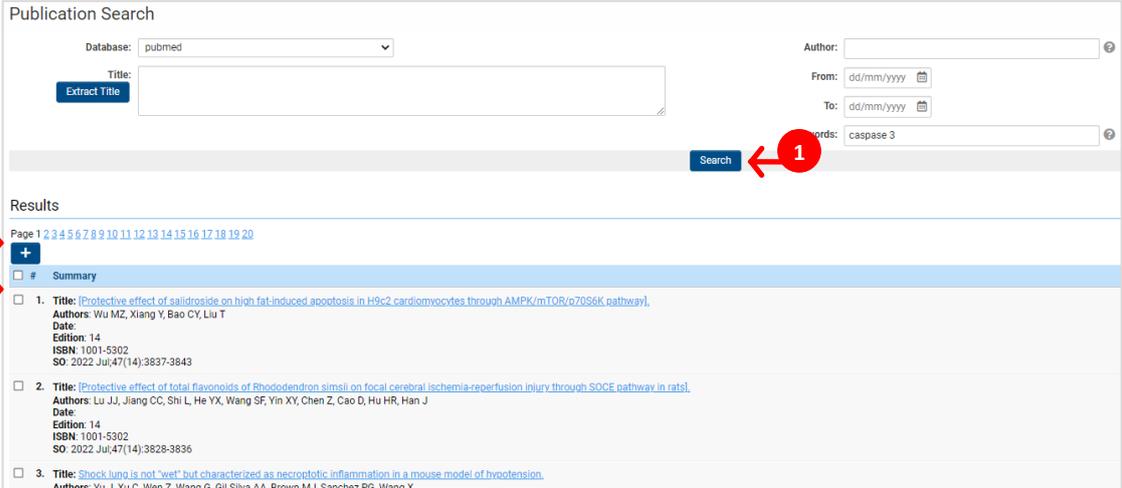


### 3.3.2. Project Leader

- » **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*).

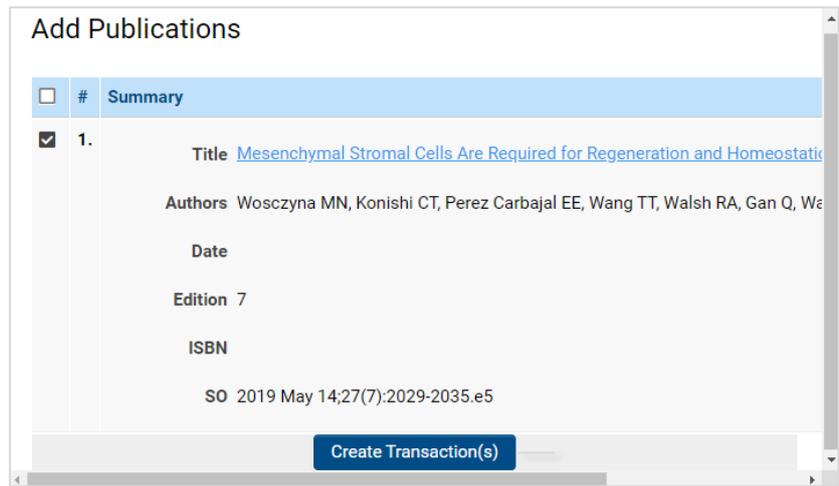
\* Adding the Publications require the following steps:

- » 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).



The screenshot shows the 'Publication Search' interface. At the top, there is a 'Database' dropdown set to 'pubmed', an 'Author' field, and 'From' and 'To' date pickers. A 'Title' field with an 'Extract Title' button is on the left. A 'Keywords' field contains 'caspase 3'. A 'Search' button is highlighted with a red circle and arrow labeled '1'. Below the search bar, the 'Results' section shows a list of search results. The first result is highlighted in blue. A red circle and arrow labeled '2' points to the first result. A red circle and arrow labeled '3' points to a '+' button in the left margin of the results list.

- » 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.



**Add Publications**

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

**Create Transaction(s)**

- » 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.

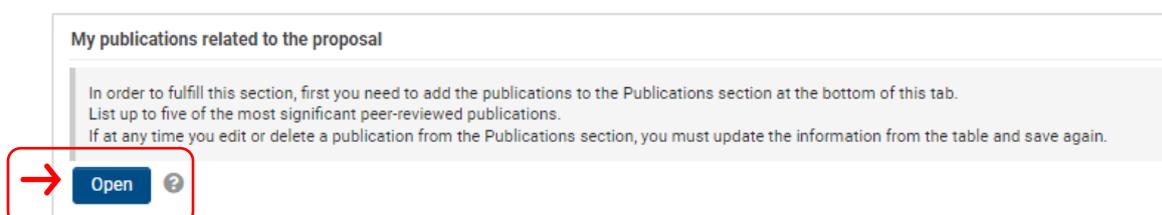


**Publication List**

Drag-and-Drop each record to re-order them.

<input type="checkbox"/>	Order Number	Title	Author List	Publication Date	DOI	Journal
<input type="checkbox"/>	1	Discordance Between Coronary Artery Calcium Area and Density Predicts Long-Term Atherosclerotic Cardiovascular Disease Risk.	Razavi AC, van Assen M, De Cecco CN, Dardari ZA, Berman DS, Budoff MJ, Medema MD, Nair K, Rozanski A, Rumberger JA, Shaw LJ, Sperling LS, Whelton SP, Morfensen MB, Blaha MJ, Dzau V	11/07/2022	10.1016/j.jcmg.2022.06.007	JACC. Cardiovascular imaging
<input type="checkbox"/>	2	Effect of menopausal hormone therapy on methylation levels in early and late postmenopausal women.	Hilser JR, Harfala JA, Siprasert I, Kono N, Cai Z, Karim R, DeYoung J, Mack WJ, Hods HN, Allayee H	18/07/2022	10.1186/s13148-022-01311-w	Clinical epigenetics
<input type="checkbox"/>	3	Risk Factors for Mortality in Stable Kidney Transplant Patients Infected by SARS-CoV-2 in the South of Spain.	López V, Vázquez-Sánchez T, Casas C, Schütt R, Alonso-Tijos J, Ruiz-Esteban P, Cabello M, Hernández D	01/11/2021	10.1016/j.transproceed.2021.06.029	Transplantation proceedings
<input type="checkbox"/>	4	Anti-NMDA-receptor encephalitis: case series and analysis of the effects of antibodies.	Dalmau J, Gleichman AJ, Hughes EG, Rossi JE, Peng X, Lai M, Dessain SK, Rosenfeld MR, Balice-Gordon R, Lynch DR	01/12/2008	10.1016/S1474-4422(08)70224-2	The Lancet. Neurology

- » 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**



**My publications related to the proposal**

In order to fulfill this section, first you need to add the publications to the Publications section at the bottom of this tab.  
List up to five of the most significant peer-reviewed publications.  
If at any time you edit or delete a publication from the Publications section, you must update the information from the table and save again.

**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.

**My publications related to the proposal**

i List up to five of the most significant peer-reviewed publications. Please select the DOI from the dropdown related in the f

Publications

Number at the Publication section	DOI	Statement describing significance	
	▼		<input type="button" value="x"/> <input type="button" value="↓"/> <input type="button" value="↑"/>
<input type="button" value="+"/>			

**!** 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.

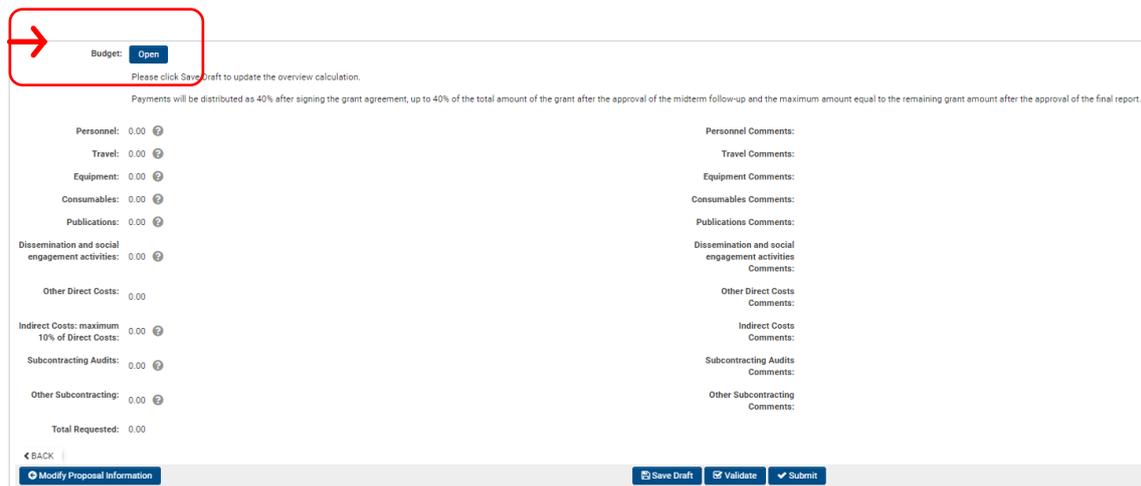
### 3.3.4. Civil Society Organization(s), if applicable.

**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.



Budget: **Open**

Please click **Save Draft** to update the overview calculation.

Payments will be distributed as 40% after signing the grant agreement, up to 40% of the total amount of the grant after the approval of the midterm follow-up and the maximum amount equal to the remaining grant amount after the approval of the final report.

Personnel: 0.00	Personnel Comments:
Travel: 0.00	Travel Comments:
Equipment: 0.00	Equipment Comments:
Consumables: 0.00	Consumables Comments:
Publications: 0.00	Publications Comments:
Dissemination and social engagement activities: 0.00	Dissemination and social engagement activities Comments:
Other Direct Costs: 0.00	Other Direct Costs Comments:
Indirect Costs: maximum 10% of Direct Costs: 0.00	Indirect Costs Comments:
Subcontracting Audits: 0.00	Subcontracting Audits Comments:
Other Subcontracting: 0.00	Other Subcontracting Comments:
Total Requested: 0.00	

← BACK

Modify Proposal Information Save Draft Validate Submit

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

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The application in its entirety must be submitted electronically via the application system by clicking submit before **November 16<sup>th</sup>, 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.

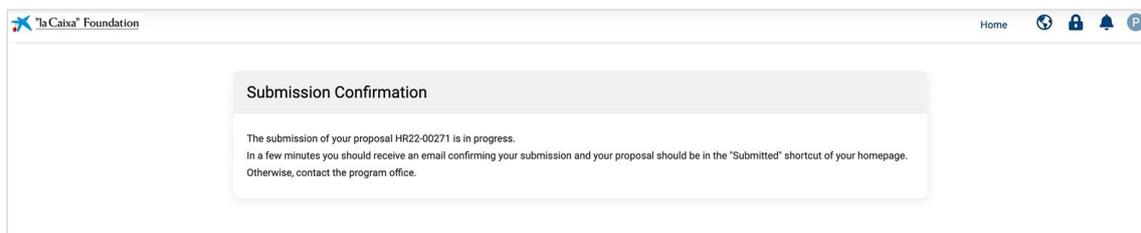
An application cannot be submitted unless all the required fields have been completed. Fields in the application that are incorrectly completed or incomplete will be listed in a grey box at the top of the application when submitting or validating the proposal. Clicking on each individual line takes you 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 16<sup>th</sup>, 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](mailto:healthresearch@contact.fundaciolacaixa.org).



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