

*Manual for Submission*

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***Grants "la Caixa"  
online system***

***Health Research 2020***



**"la Caixa" Foundation**

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## 1. USER REGISTRATION

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Grants “la Caixa” 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.**

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. 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 into Grants “la Caixa”.

If you experience technical problems, please contact Grants “la Caixa”:  
[healthresearch@fundaciolacaixa.org](mailto:healthresearch@fundaciolacaixa.org).



## 2. CREATING AN APPLICATION

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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 your profile by accessing your [PERSONAL PROFILE](#) in the right upper button and clicking on Update Profile.

After choosing the HR20 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, your **pre-draft application** is then created. At this point, you 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 you actively submit the application.

You 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 “la Caixa” 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 Grants “la Caixa” or navigate in the 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 the Grants “la Caixa” front page. 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

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#### 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 Grants “la Caixa”.

#### 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.

- 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:

- 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.
- 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

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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 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.

“la Caixa” 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.



## 5. SUBMITTING THE APPLICATION

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The application in its entirety must be submitted electronically via the application system by clicking submit before **February 12th 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.

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 “la Caixa” as soon as possible.

If you wish to withdraw a submitted application after the deadline, please contact Grants “la Caixa”: [healthresearch@fundaciolacaixa.org](mailto:healthresearch@fundaciolacaixa.org).



## 6. EVALUATION PROCESS OF THE PROPOSALS

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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).

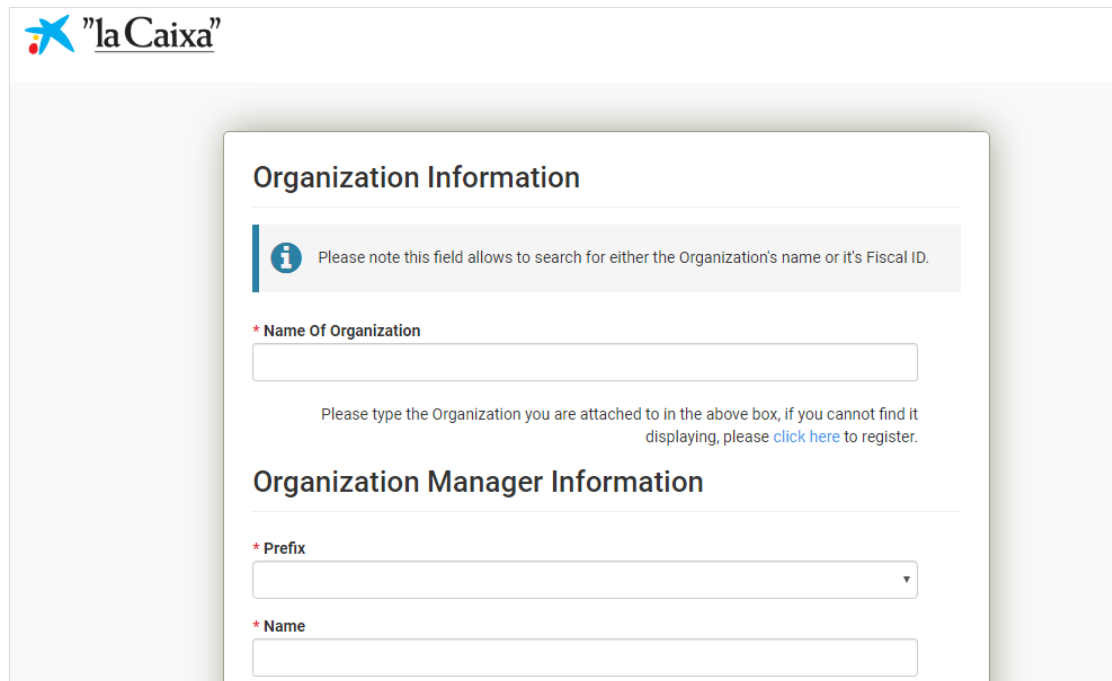
Reports will be visualize in the online platform by the PLs and OM of the proposals, and email will be sent for information only to PLs. It is the PL responsibility to inform the Team members and PIs / CSOs (if applicable).

## 7. VISUAL SUPPORT

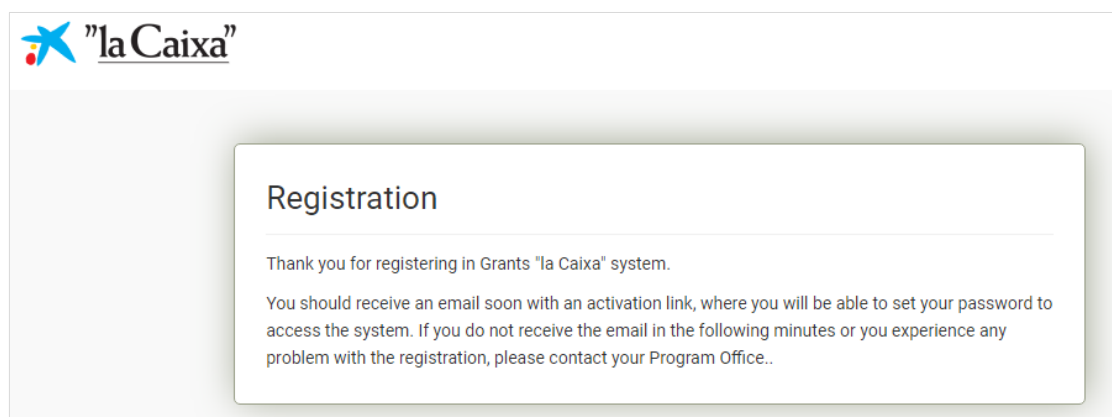
### 7.1. Organization Manager (OM)

#### 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 the 'Organization Information' registration form. At the top left is the 'la Caixa' logo. The form title is 'Organization Information'. Below the title is an information icon and a note: 'Please note this field allows to search for either the Organization's name or it's Fiscal ID.' The first field is labeled '\* Name Of Organization' and is a text input box. Below this field is a note: 'Please type the Organization you are attached to in the above box, if you cannot find it displaying, please [click here](#) to register.' The second section is titled 'Organization Manager Information'. It contains two fields: '\* Prefix' which is a dropdown menu, and '\* Name' which is a text input box.



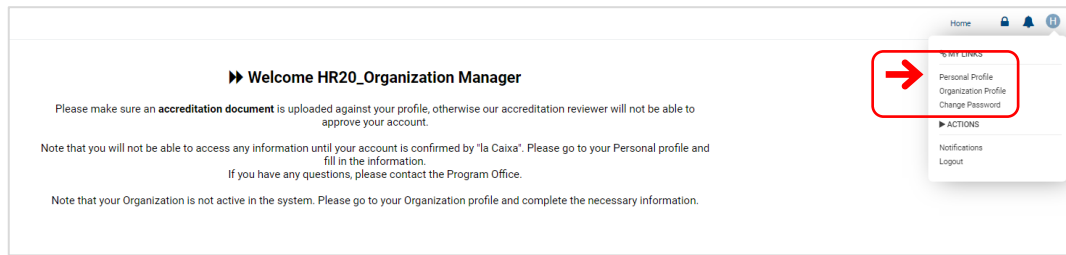
The screenshot shows the 'Registration' confirmation page. At the top left is the 'la Caixa' logo. The form title is 'Registration'. Below the title is a message: 'Thank you for registering in Grants "la Caixa" system. You should receive an email soon with an activation link, where you will be able to 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.

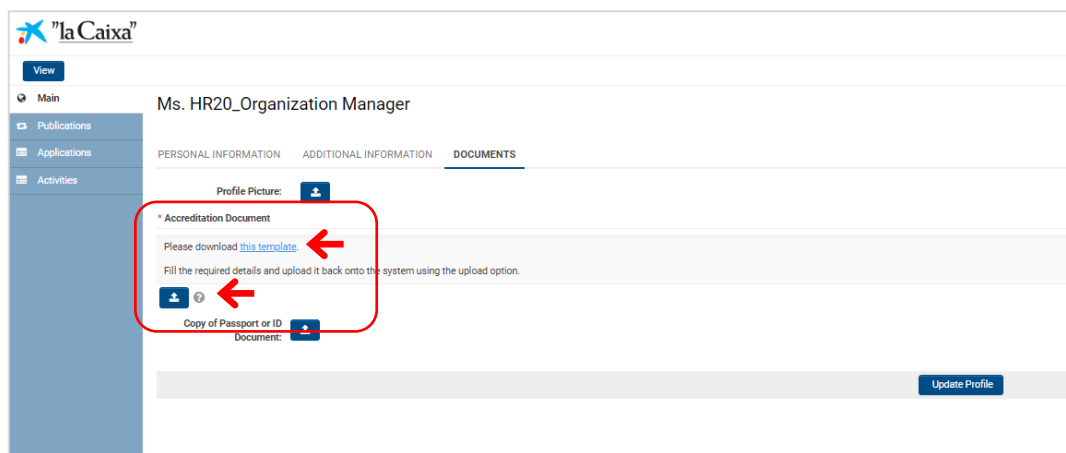
#### 7.1.3. Personal profile

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.

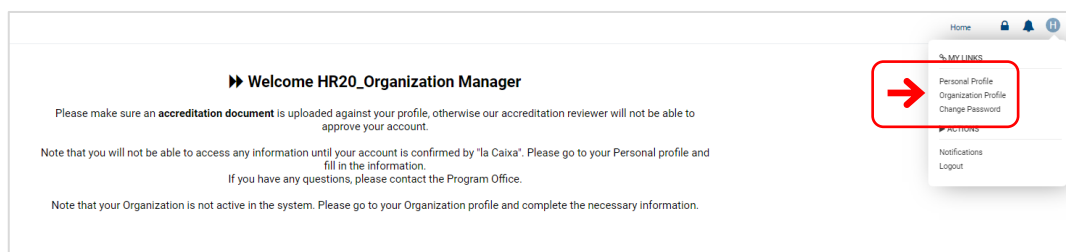


#### 7.1.5. "la Caixa" validation

Once the profile is updated with the information and the document required, please wait for the "la Caixa" Health Research Programme to validate your information.

#### 7.1.6. Organization profile

If your organization is not active, complete the information in the Organization profile. "la Caixa" Health Research Programme 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

\* Acronym: Test  
16 characters left

\* Fiscal ID (NIF/NIPC/VAT/Other): NIF

\* ID: Q2541508D

\* 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.

**la Caixa**

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

The screenshot shows a web application interface for 'la Caixa'. The top navigation bar includes the logo, a home button, and user icons. The main content area is split into two panels. The left panel displays 'Application Details' for 'HR20-00148' under the 'GENERAL DATA AND PROPOSAL INFORMATION' tab. It lists fields: Call Name (la Caixa many applications test), Application Number (HR20-00148), Proposal Title (Test), and Proposal Description. The right panel shows 'HR20-00148 Organization Project Acce...' with a warning icon and text: 'Please use the split screen to view the application. This can be found under Options.' Below this, it lists 'Project Leader' (HR20 Candidate), 'Host Organization' (HR\_Organization\_Test), and 'Application Reference' (HR20-00148).

A notification box titled 'Proposal Accepted'. The text inside states: 'Proposal HR20-00149 has been authorized to participate to "la 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.

The screenshot shows the 'la Caixa' Registration page. The header includes the logo and the word 'Registration'. The main content area is divided into two sections. The first section, 'Organization Information', contains an information icon and text: 'Please note this field allows to search for either the Organization's name or it's Fiscal ID.' Below this is a text input field labeled '\* Name Of Organization'. A note below the field says: 'Please type the Organization you are attached to in the above box, if you cannot find it displaying, please [click here](#) to register.' The second section, 'Applicant Information', contains a dropdown menu labeled '\* Prefix' and a text input field labeled '\* 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 HR20 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 PLs.

**1**  
In Progress  
Proposals In Draft and Revision Requested

**3**  
Submitted  
Under review proposals

**1**  
Unsuccessful  
Unsuccessful proposals

**0**  
Awarded  
Granted proposals

#### 💡 Actions

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

#### 📅 Open Calls

#	Call Reference	Submission Start Date	Submission End Date
1	<a href="#">Call Details</a>	CalvaImpulse Test Call	21/11/2019 19:54

### 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.

The screenshot shows the 'GENERAL DATA AND PROPOSAL INFORMATION' tab. At the top, an information icon and a message state: 'Please fill out the questions under General Data and Proposal Information tab and click "Continue" button to be able to proceed with your proposal.' Below this, the 'Application Details' section contains the following fields:

- 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

At the bottom right, there are two buttons: 'Save Draft' and 'Continue'. The 'Continue' button is highlighted with a red rectangle and a red arrow pointing to it from the right.

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

An alert dialog box with a yellow border and a warning icon. The title is 'Alert'. The text reads: '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?'. At the bottom, there are two buttons: 'YES' (highlighted in yellow) and 'NO'.

The screenshot shows the application summary page for HR20-00148. The header includes the 'la Caixa' logo and navigation links. The main content area shows the application number and a button for 'Application Summary'. Below this, a warning icon and text state: 'Press the [Validate] button before submission to check if your proposal is completed properly.' At the bottom, a navigation bar shows tabs: 'GENERAL DATA AND PROPOSAL INFORMATION', 'SCIENTIFIC EXCELLENCE AND IMPACT' (selected), 'PROJECT TEAM', 'BUDGET', and 'DECLARATIONS'. Below the navigation bar, there are buttons for 'Modify Proposal Information', 'Save Draft', 'Validate', 'Submit', and '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 minimum 2 and maximum 4 main keywords

**\* Other Important Keywords**

Please add minimum 4 and maximum 8 other important keywords

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

MeSH Lookup

Code	Heading
<a href="#">A01</a>	Body Regions
<a href="#">A02</a>	Musculoskeletal System
<a href="#">A03</a>	Digestive System
<a href="#">A04</a>	Respiratory System
<a href="#">A05</a>	Urogenital System
<a href="#">A06</a>	Endocrine System
<a href="#">A07</a>	Cardiovascular System
<a href="#">A08</a>	Nervous System
<a href="#">A09</a>	Sense Organs
<a href="#">A10</a>	Tissues
<a href="#">A11</a>	Cells
<a href="#">A11.031</a>	Acinar Cells
<a href="#">A11.047</a>	Allogeneic Cells
<a href="#">A11.063</a>	Antibody-Producing Cells
<a href="#">A11.066</a>	Antigen-Presenting Cells
<a href="#">A11.118</a>	Blood Cells
<a href="#">A11.148</a>	Bone Marrow Cells
<a href="#">A11.251</a>	Cells, Cultured
<a href="#">A11.270</a>	Cells, Immobilized
<a href="#">A11.284</a>	Cellular Structures

Selection

Show	Code	Heading	Description
<input type="checkbox"/>	<a href="#">A11</a>	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"/>	<a href="#">A11.031</a>	Acinar Cells	Cells lining the saclike dilations known as acini of various glands or the lungs.
<input type="checkbox"/>	<a href="#">A11.047</a>	Allogeneic 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 checked="" type="checkbox"/>	<a href="#">A11.063</a>	Antibody-Producing Cells	Cells of the lymphoid series that can react with antigen 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"/>	<a href="#">A11.066</a>	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 B-LYMPHOCYTES. FOLLICULAR DENDRITIC CELLS are not traditional antigen-presenting cells, but because they hold antigen on their cell surface in the form of IMMUNE COMPLEXES
<input type="checkbox"/>	<a href="#">A11.118</a>	Blood Cells	The cells found in the body fluid circulating throughout the CARDIOVASCULAR SYSTEM.
<input type="checkbox"/>	<a href="#">A11.148</a>	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"/>	<a href="#">A11.251</a>	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"/>	<a href="#">A11.270</a>	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 bioconversion of a substrate to a particular product. (From Singleton & Sainsbury, Dictionary of Microbiology and Molecular Biology, 2d ed)
<input type="checkbox"/>	<a href="#">A11.284</a>	Cellular Structures	Components of a cell.

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

MeSH Lookup

Search

Selection



Search All Columns  
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.

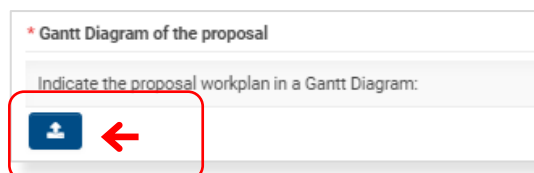
Briefly summarize the research Proposal for a non-expert audience.

1000 characters left

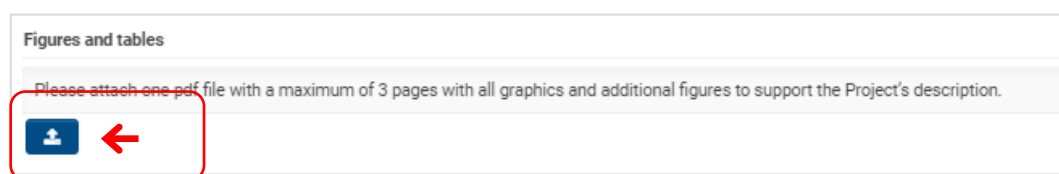
### 7.2.8. Documentation

Documentations can be uploaded in the scientific, both [GANTT DIAGRAM](#) and [FIGURES AND TABLES](#). Upload a pdf taking into account the limitation on pages (1 page for gantt diagram, 3 pages for figures and tables).



\* Gantt Diagram of the proposal

Indicate the proposal workplan in a Gantt Diagram:



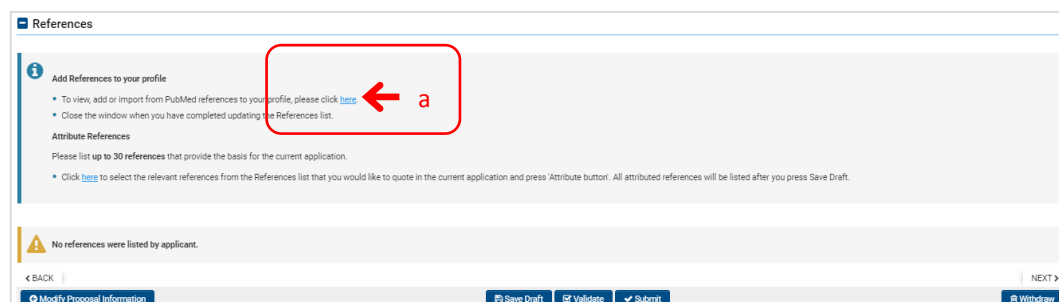
Figures and tables

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

### 7.2.9. References

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

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



References

**i** Add References to your profile

- To view, add or import from PubMed 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.

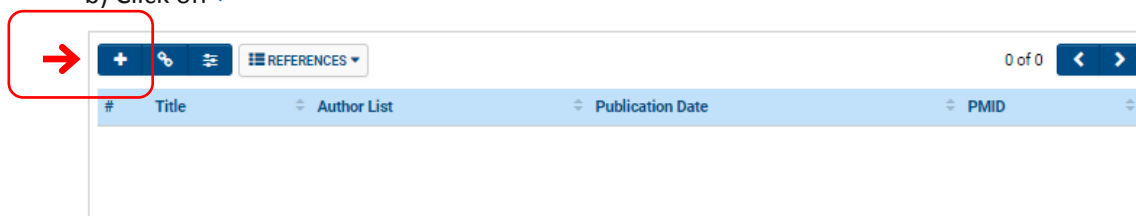
- Click [here](#) to select the relevant references from the References list that you would like to quote in the current application and press 'Attribute' button. All attributed references will be listed after you press Save Draft.

**⚠ No references were listed by applicant.**

< BACK | NEXT >

Modify Proposal Information | Save Draft | Validate | Submit | Withdraw

b) Click on +



0 of 0

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

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

**Options**

- Tools
- Publication Search

Please click on Options to use PubMed (NCBI) functionality to import References. Only in case you can not import an item, you can add it manually below.

PMID:

\* Title:

\* Author List:

\* Publication Date:

\* Journal:

Volume:

Issue:

Pages:

**Save**

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

e) Check the right 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.

### Publication Search

Database:

Author:

Title:

**Extract Title**

From:

To:

Keywords:

**Search**

### Results

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

**+** **f** **3469153** Records Found

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

**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 cerebrospinal fluid: A case report.](#)  
 Author: Huang C  
 Date: 2019-11-25  
 Issue:  
 ISSN: 1759-7706  
 SO: 2019 Nov 25;

Create Transaction(s) ← f

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

**References**

**Add References to your profile**

- To view, add or import from PubMed 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 | NEXT >

Modify Proposal Information | Save Draft | Validate | Submit | Withdraw

h) Having [REFERENCES](#) selected, click on the left squares to select the references you want to add to the proposals.

**Personal Transactions**

References ←

Publication Added By: HR19 Kitts&Nevis

#	Title	Author List	Publication Date	PMID
1	Sequential ALK inhibitor treatment benefits patient with leptomeningeal metastasis harboring non-EML4-ALK rearrangements detected from cerebrospinal fluid: A case report.	Li Z, Li P, Yan B, Gao Q, Jiang X, Zhan Z, Yan Q, Lizaso A, Huang C	2019-11-25	31766077

→ Attribute Close

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.

## 7.2.10. 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](#).

**Publications**

**Add the Publications of the team to your profile**

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

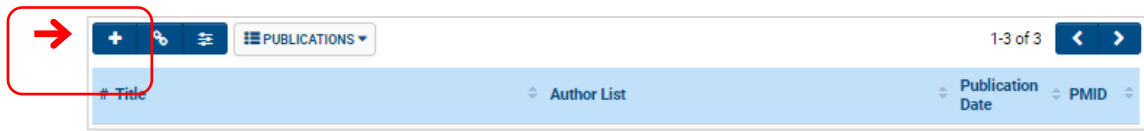
**Attribute Publications**

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

No publications were listed by applicant.



b) Click on +



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

A screenshot of a web form. At the top left, there is a blue button labeled 'Options' with a dropdown arrow. A red rectangle with a red arrow points to this button. Below the 'Options' button, a dropdown menu is open, showing two options: 'Tools' (with a wrench icon) and 'Publication Search' (with a magnifying glass icon). Another red rectangle with a red arrow points to 'Publication Search'. Below the dropdown menu, there is a light gray box with an information icon and text: 'Please click on Options to use PubMed (NCBI) functionality to import References. Only in case you can not import an item, you can add it manually below.' Below this box are several input fields: 'PMID:', '\* Title:', '\* Author List:', '\* Publication Date:' (with a date picker icon), '\* Journal:', 'Volume:', 'Issue:', and 'Pages:'. At the bottom right of the form is a blue 'Save' button.

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

e) Check the right 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.

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

**Publication Search**

Database:  Author:

Title:  From:

To:

Keywords:

**Results**

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

☐ # Summary

☒ 1. Title: [Prognostic impact of CD34 and SMA in cancer-associated fibroblasts in stage III NSCLC](#)  
 Authors: Schulze AB, Schmidt LH, Heitkötter 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;

**National Center for Biotechnology Information Search**

☐ # Summary

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

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

**Publications**

- To view, add or import from PubMed 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 (PI included) above. Click [here](#) to select them from the Publications list and press Attribute button. All attributed publications will be listed after you press Save Draft.

h) Having [PUBLICATIONS](#) selected, click on the left squares to select the references you want to add to the proposals.

**Personal Transactions**

Publication Added By: HR19 Kitts&Nevis

#	Title	Author List	Publication Date	PMID
<input checked="" type="checkbox"/> 1	Effects of age, sex, race/ethnicity, and allergy status in obesity-related pediatric asthma.	Lang JE, Bunnell HT, Lima JJ, Hossain MJ, Wysocki T, Bacharier L, Dempsey A, Ulrich L, Test MR, Forrest CB	2019-08-30	31469258

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).

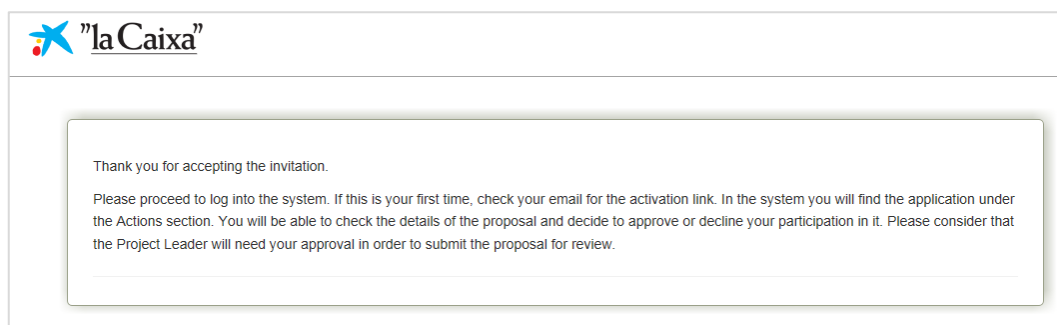
## 7.2.11. Invitation of PIs and CSOs

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

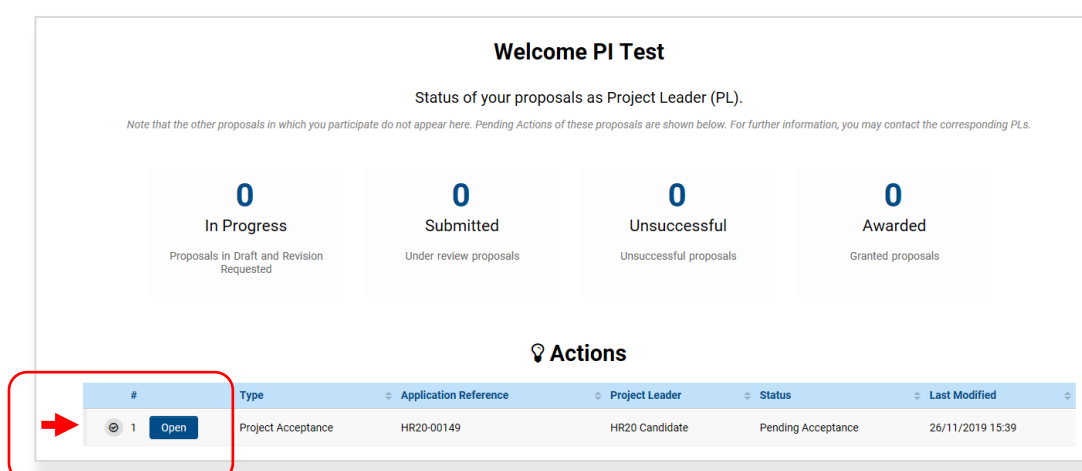
b) Click on **+** to invite the participants adding their name, email and role in the proposal.

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 or 1.1 for 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.

**la Caixa**

Options

HR20-00149 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: HR20-00149  
Proposal Title: Test

**Project Acceptance**

☐ I declare that Test QA 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).

\*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 Health Research Call.

\* Comments

Accept Decline

**la Caixa**

Options

Main

HR20-00149

Application Summary

Press the Validate button before submission to check if your proposal is completed properly.

GENERAL DATA AND PROPOSAL INFORMATION SCIENTIFIC EXCELLENCE AND IMPACT PROJECT

**Application Details**

Call Name: la Caixa many applications test  
Application Number: HR20-00149  
Proposal Title: Test  
Proposal Description: Test  
Proposal Acronym: Test  
Project Leader: HR20 Candidate  
Host Organization: HR\_Organization\_Test

**Project Acceptance**

☐ I declare that Test QA 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).

\*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 Health Research Call.

\* Comments

Accept Decline

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:

**Principal Investigators of the Research Performing Organization**

Please select the number of Research Performing Organizations in your proposal

This number must match the invitations accepted by PIs in order to submit your proposal. Use the Invitations module (left menu) to send invitations.

1

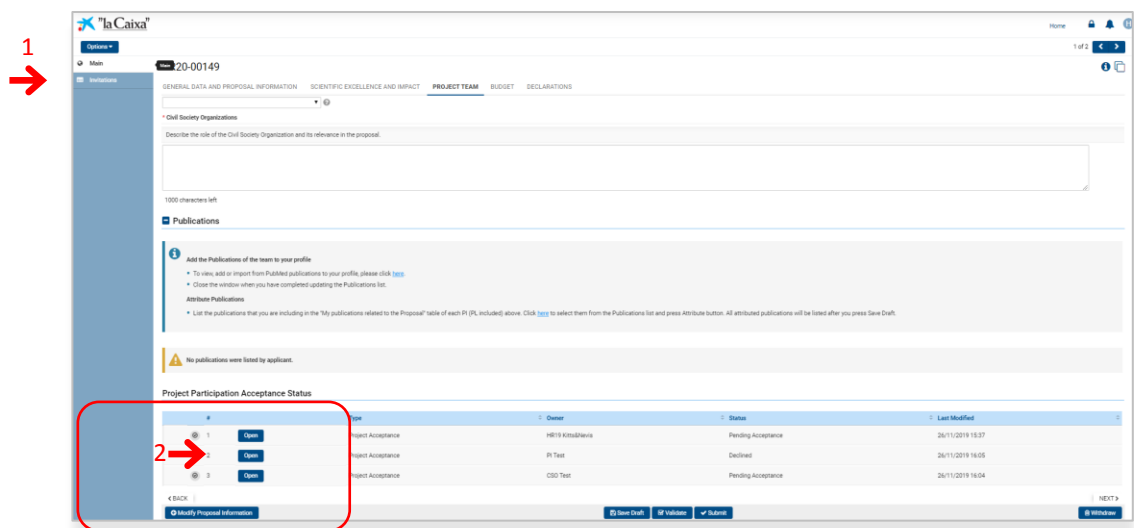
**Principal Investigator of the Research Performing Organization 1**

\* Please select the PI that this section describes

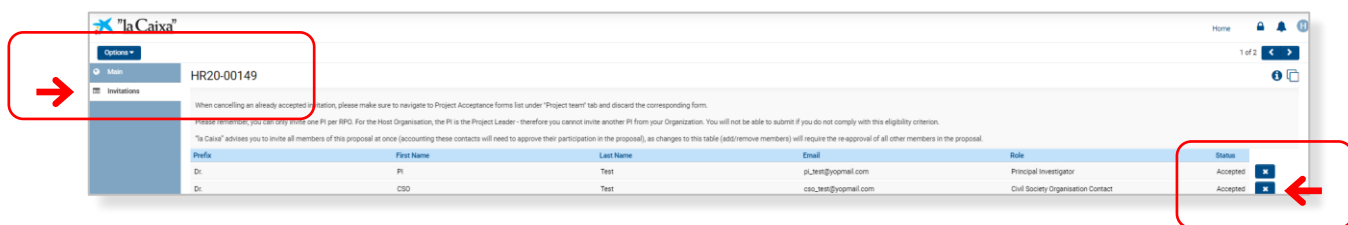
\* Research experience since completion of PhD

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

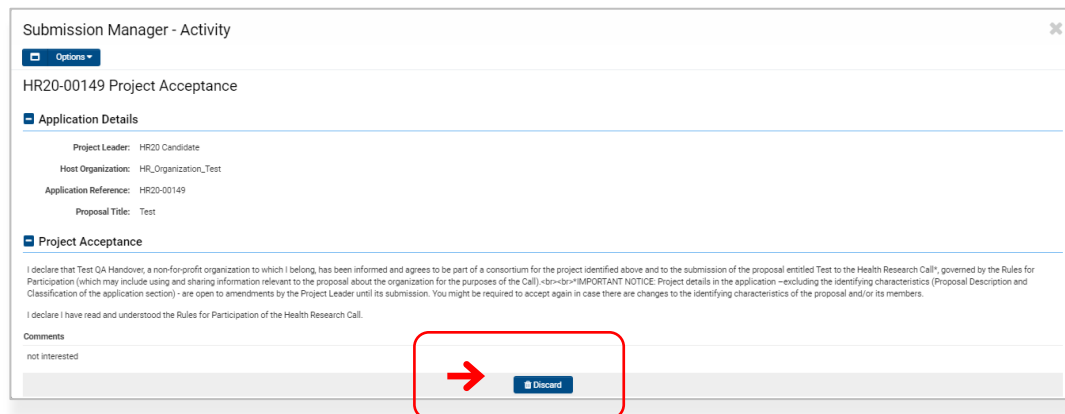
- h.1) Invitations section
- h.2) Table of project participation acceptance status



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**.

## 7.2.12. Budget


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

HR20-00149

[Application Summary](#)










 Press the [Validate](#) button before submission to check if your proposal is completed properly.

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

 Budget: [Open](#)

Please click Save Draft to update the overview calculation.

Payments will be disbursed as 40% after signing the grant agreement, up to 40% of the total amount of the grant after the approval of the midterm report 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](#)

### 7.2.13. Declarations

**DECLARATIONS** is the last section to complete before submitting.

### 7.2.14. 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 **February 12<sup>th</sup> 2020 at 14.00h CET**.