Health Research — Call 2021 —

Grants "la Caixa" online system

Manual for submission

*Organoids derived from patient with luminal A breast cancer



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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 invitaion 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: <u>healthresearch@fundaciolacaixa.org</u>.

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 Pls / 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.

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.
Organization Manager Information
* Prefix
* Name

Registra	tion
Thank you for r	egistering in Grants "la Caixa" system.
access the syst	eive an email soon with an activation link, where you will be able to set your passwor em. If you do not receive the email in the following minutes or you experience any e 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 inictial.

	Austriant.
Welcome HR20_Organization Manager	Paraurai Profes
Please make sure an accoditation document is uploaded against your profile, otherwise our accreditation reviewer will not be able to approve your account.	Charge Passions
Note that you will not be able to access any information until your account is confirmed by "la Catxit". Please go to your Personal profile and If it in the information. If you have any questions, please contact the Program Office.	Institution Linguist
Note that your Organization is not active in the system. Please go to your Organization profile and complete the necessary information.	

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.

Vew	
@ Main	Ms. HR20_Organization Manager
B Publishers	
	PERSONAL INFORMATION ADDITIONAL INFORMATION DOCUMENTS
	Profile Picture
	* Accessitation Sociariess
	Please download the second
	FIII the required simple and upload to back onto the system using the upload option.
	Dopy of Presignert or ID
	Lapoter Profile

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.

	- + + 0
	August (basis
Welcome HR20_Organization Manager	Paramai Profes
Please make sum an accreditation document is uploaded against your profile, otherwise our accreditation reviewer will not be able to approve your account.	Charge Passion
Note that you will not be able to access any information until your account is confirmed by "la Caixa". Please go to your Personal profile and file in the information. If you have any questionen, please contact the Program Office.	test/fuences Logical
Note that your Organization is not active in the system. Please go to your Drganization profile and complete the necessary information.	

HR_Organization	_Test		
GENERAL INFORMATION	CONTACT INFORMATION ADDITIONAL INFORMATI	N MONEY LAUNDERING PREVENTION	
* Name Of Organization:	HR_Organization_Test	* Country	Spain *
* Dates	Active	Autonomous region:	•
* Acronym:	Test	Province/Region:	
	16-characters left		
* Fiscal ID (NF.NEPC/UAT/Obse):	ME	City/Town	•
	025415080	Location	•
		* Address	
		* Portcode	
		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_Orga	anization Mana	ger		
Note tha	t your Organization is not a	ctive in the system. Please go to you	ur Organization profile	and complete the nec	essary information.	
		1				
		Endorsed applic	ations			
		All current applications by your organizat				
						
		S Action	ns			
#	Туре	Application Reference	Project Leader	≑ Status	Last Modified	\$
💿 1 Ope	n Organization Project Accept	ance 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 •		1 of 1 <	>
HR20-00148 Org	anization Project Acceptance		
A Please use the split s	creen to view the application. This can be found under Options.		
Application Details	3		
Project Leader:	HR20 Candidate		
Host Organization:	HR_Organization_Test		
Application Reference:	HR25-00148		
Proposal Title:	Test		
 I, acting in the name and o read and accept. 	n 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	n, which I have	
	V Authorize		

Options +	ж	Options • 1 of 1 C
HR20-00148	0	HR20-00148 Organization Project Acce
	BUDG	Please use the split screen to view the application. This can be found under Options
Application Details		Application Details
Ia Caixa many applications test		Project Leader:
Application Number:		HR20 Candidate
HR2D-00148		Host Organization:
Proposal Title:		HR_Organization_Test
Test		Application Reference:
Proposal Description:		HR20-00148
Proposal Accepted		
Proposal HR20-00149 has been authorized to participate to "la Caixa" Health Research Thank you.	n cell.	

! 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.

Or	ganization Information
•	Please note this field allows to search for either the Organization's name or it's Fiscal ID.
* Na	me 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.
Ap	oplicant Information
* Pr	efix
* Na	me

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.

		me HR21 Candidate			
Note that the other proposals in which you pa		proposals as Project Leader (PL). Actums of these proposals are about below Po		you may contact the corre	reporting PLA.
In Progress Proposals in Daily and Revision Reported	3 Submitted Under review proposal	4 Unsuccessful unsuccessful proposale		0 Awarded Granted proposale	
		♀ Actions			
					0 of 0 <
# Type I Applice	ion Reference	8 Project Leader	8 Blatter	8 Last Modified	
		No Results Found			
	ලීංචි Pa	rtner Applications			
					Oufo 🔇
Application Type 0 Application In	ference 8 Call Name	8 Project Leader 8 Proposal Title	8 Organisation	it Diatus 5 8	Audified Date
		No Results Found			
		Open Calls			
					1-4014
Call Name		2 Submission Start Date	1.5	demission End Date	

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.

Please fill out the que	estions under General Data and Proposal Information tab and click "Continue" button to be able to proceed with your proposal.
Application Details	5
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	Tart

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	
1000.001.00	101 🗲 🗲
HR20-00148	0
A Press the SP tailable outfour before submission to sheck if your proposal is completed properly.	
GENERAL DATA AND PROPOSAL INFORMATION BUBBLEVICE AND IMPRCT PROJECT TEAM BUDGET	DECLAMATIONS
O Much proposal Information	ah 🕅 valaan 🗸 salaan 🖉

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:

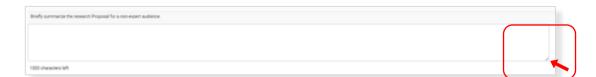
		Search			2 Q.
Codes		Selection	1		
Code	Heading	Show	Code	Heading	Description
0.00	Body Regions		A11	Cella	The fundamental, attuctural, and functional units or subunits of loing organisms. They are composed of CVTOPLASM containing various ORGANELLET and a
0.002	Musculpskeletal System		811	Cera	CELL MEMBRANE boundary.
0,00	Digestive System	9	A11.001	Acinar Cells	Cells lining the sacilike dilatations known as acini of various glands or the lungs.
0101	Respiratory System		A11.047	Allogeneic Cells	Cells from genetically different individuals of the same species to be used for DELL, and TOBLE EASED THERAPY, ADDIFTINE CELL TRANSPER, or ADDIFTINE
0,005	Unigenital System		PALL STAL	respect over	BAAJNOTHERAPI.
Onth	Endoorine System				Cells of the lumphoid series that can react with antigen to produce specific cell products called antibudies. Various cell subpopulations, inher throphocoles,
0.622	Cardiovasoular System	٩	ALLING	Antibody-Producing Cells	can be defined, based on the different classes of inviturioglobulins that they synthesize.
0.03	Nervous System				A teterogeneous group of immunocompetent cells that mediate the onlubar immune response by processing and presenting entrgens to the Todia Traditional emperipresenting on in include INSCIPPALOE DEVENTIO (25.15, LANODENIA CELLS and E-OMENOCITES FOLLOULAR DEVENTIO (25.15 are not todiational immgeneous entropy on its tatecause
0.622	Sense Organa		A11.004	Antigen-Presenting Cells	
O _{A12}	Tesure			service a service of card	
©413	Cells				their hold antioen on their cell aurface in the form of BM/KUNE COMPLEXES
•A11.001	Asinar Cells	۹	A11.118	Blood Cells	The cells found in the body fluid circulating throughout the CARDIOVESDULAR SHSTEM.
 AT1.047 	Allogeneic Cells				Cells contained in the bone marrow including fat cells (see ADIPOCYTEE);
CALLONS .	Antibody Producing Cells	٩	A11.148	Bone Marrow Cells	STROMAL CELLS, MEGAKARYOCYTES, and the immediate precursors of most blood calls.
©A11.066	Antigen-Presenting Cells			20 2 2 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Cells propagated in vitro in special media conducive to their growth. Gultured
CATLOR .	Blood Cells	٩	A11.251	Cells, Cultured	cells are used to study developmental, morphologic, metabolic, physiologic, and genetic processes, among others.
GA11.140	Bone Manow Cells				Microbial, plant, or animal cells which are immobilized by attachment to solid
B <u>A11.281</u>	Cells, Cultured	۹	A11.279	Cells, immobilized	thructures, usually a column matrix. A common use of immobilized cells is in biotechnology for the bioconversion of a substrate to a particular product. (From Singletrue 5 Sainbury Dictionary of Microbiology and Microbiology 2d ed)
 A11.220 	Cells, immobilized				
GA11204	Cellular Structures	, Q	A11.284	Cellular Structures	Components of a cell.

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

MeSH Lookup					
		Search			× Q
Codes		Selection			Search All Columns
Code	Heading	Show	Code	Heading	Code an
0321	Body Regions				Description
OATE	Musculoskeletal System				
0,00	Digestive System			\	

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.



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 the Gantt Chart below, after doing save draft.	add Tasks. They will be displayed in
	0 of 0 < >
# Task Name 💠 Task Description 💠 Responsible 💠 Task Start Dat	te ≑ 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 GRAFT if you need to continue later with task complamentation and press CONFIRM to close the task when it is completed. Tasks need to be confirm for proposal submision. Note that once the task is confirm you can always REOPEN it for any modification.

Project Londor:	HR21 Candidate	
-		
Host Organization:	HR_Organization_Test	
Application Reference:	HR21-00234	
Proposal Title:	Test	
Task Responsible		
	ist choose a member from a dropdown with all the partners that have agreed to participate in yo	ur
oroposai.		
HR21 Candidate	✓ ←	
HR21 Candidate		
HR21 Candidate * Task Description:	Task	
* Task Description:	496 characters left	
* Task Description: * Task Start Date:	496 characters left 01/09/2021	
* Task Description:	496 characters left	
* Task Start Date:	496 characters left 01/09/2021	

To generate and make visible the gantt diagram you must press SAVE DRAFT.

	ate the proposal below, after doin	workplan in a Gantt D g save draft.	iagram. Use the + t	utton below to add T	asks. They will be d	splayed in the
+					1-2	of 2 < >
	Task Name 🔅	Task Description	Responsible	Task Start Date	© Task End Date	e © Status
⊞ 1	Task1	Task	HR21 Candidate	01/09/2021	01/01/2022	Complete
2	Task 2	Task	HR21 Candidate	01/11/2021	01/03/2022	Complete
		Gan	tt Diagram of th	e proposal		=
	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022
Task1						
Task 2						

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.

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.

Add Behremons to your profile To steep, abit or import from Published references to your Case the initiality site you have completed updating to Another Mellemenses Please list up to 33 references that provide the basis for th Citch toory to select the vide-art references from the Beh	e indexenses list.	
A No references were listed by applicant.		

b) Click on +

-	+	% ≢			0 of 0 🤇	>
	#	Title	Author List	Publication Date		÷

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.

Options •		
<i>⊮</i> Tools	6	
Publication Search		'
Please click on Option manually below.	ns to use PubMed (NCBI) functionality to import References. Only in case you can not import an item, you can add it	
PMID:		
* Title:		
* Author List:		
* Publication Date:	dd/mm/yyyy 🛗	
* Journal:		
Volume:		
Issue:		
Pages:		
	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.

Database:	pubmed •	Author:		0
Title:		From:	m	
Extract Title		To:	m	
		Reywords:	oncology	0
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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. If you do so from the application, take into account that the **Transaction List** will turn blank. Close it and press SAVE DRAFT in your proposal and the action will be applied.



g) Click on the second HERE.

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

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			-	→ [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.

7.2.11. 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.

Publications		
Add He Phathcarbons of the team to your purfile To rise, add or import from Phathel publication Close the initize when you have completed op Anthone Phathcarbon 4 Lat the publications that you are including in the		nar huton. All estituted publications will be listed after you press Save Dark.
A to publications were listed by applicant.		
b) Click on +		
b) Click on +	ATIONS -	1-3 of 3 💙

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.

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F Tools Publication Search		0
Please click on Option manually below.	s to use PubMed (NCBI) functionality to import References. Only in case you can not import an item, you can add it	0
PMID:		
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* Author List:		
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Volume:		
Issue:		
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	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.

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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. If you do so from the application, take into account that the **Transaction List** will turn blank. Close it and press SAVE DRAFT in your proposal and the action will be applied.

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g) Click on the second HERE.

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

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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									
Cist 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	Datement describing significance								
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7.2.12. Invitation of PIs and CSOs

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

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		HR2D-00149						00				
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b) Click on + to invite the participants adding their name, email and role in the proposal.

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

	Invitation
Ч	Dear Professor vermell,
	Step one:
	You have been invited to collaborate in the proposal CIC test8 by Dr. Crant. Please use the buttons below to either Accept or Decline this invitation.
	Remember that you should access the system to accept or decline your participation in the proposal (step two). Please, note that without your confirmation (either acceptance or declination), the proposal cannot be submitted.
+	Accept 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.

Step to		
Thank	you for accepting the invitation. Now you should accept or decline your participation	n in the proposal.
Please	proceed to log into the system. If this is your first time, check your email for the act	ivation link. In
the sys	stem you will find the application under the Actions section. You will be able to check	the details of
the pro	pposal and decide to approve or decline your participation in it. Please consider that	the Project
opdor	r will need your approval in order to submit the proposal for review.	

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

		Welco	me PI Test	
Not	that the other proposals in which you partic		tals as Project Leader (PL). If these proposals are shown below. For further in	formation, you may contact the corresponding Pl
	0 In Progress Proposals in Draft and Revision Requested	0 Submitted Under review proposals	0 Unsuccessful Unsuccessful proposals	O Awarded Granted proposals
		Q 4	Actions	
	Туре	Application Reference	Project Leader Status	Last Modified
a 1	Open Project Acceptance	HR20-00149	HR20 Candidate Pendin	g Acceptance 26/11/2019 15:39

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.

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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				
• 0				
* 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

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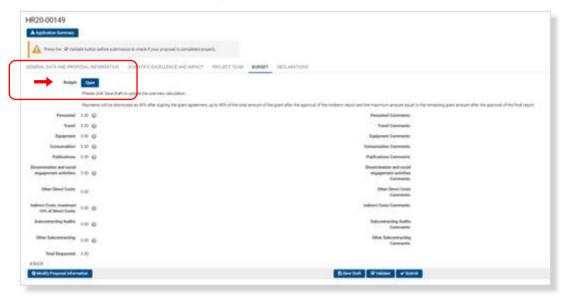
h.2) Click **DISCARD** to delete their participation in the proposal

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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.



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.**