

1. Call Opening

1.1. Introduction

The *Biomedical Research Institute of Lleida - Fundació Dr. Pifarré (IRBLleida)* opens the 4th call for fellowships for initiation to research. The communication of this announcement will be made through the website, social networks, and the corporate email distribution list by subscription of IRBLleida, as well as on other web portals intended for this purpose.

1.2. Summary

The objective of this fellowship is to attract or retain candidates who want to develop a PhD so that they can apply for competitive scholarships with the receiving group of IRBLleida for the duration of this fellowship.

2. Call Description

2.1. Scope

This fellowship is intended for research staff who have completed a degree or master's degree that grants access to a doctoral program in the field of biomedicine at a Spanish university and who wish to join a research group affiliated with IRBLleida.

2.2. Funding & Payment

One fellowship is offered through open competition. The fellowship will fund a full-time contract with an annual gross salary of € **17.238,00**. The employment contract will be formalized between the selected candidate and IRBLleida.

2.3. Duration & Important Dates

The expected start date of the contracts is from November 2024 and no later than April 2025. Since the contracts cannot be extended beyond December 2025, any contract signed after the 1 January 2025 will have a duration of less than the maximum one year allowed by the call, reducing the total amount of the fellowship in proportion to the duration of the contract.

Call Opening: July 23th 2024

Deadline: September 18th 23:59 p.m. 2024

Estimated provisional award decision: October 2024

Estimated final award decision: October 2024

3. Candidates profile

3.1. Eligibility

The requirements for the participants are as follows:

- Researchers who have completed a degree and/or a master's degree that give access to a doctoral program in the field of biomedicine at a Spanish university.

The requirements for the scientific supervisors are as follows:

- The candidate's supervisor must hold a Doctorate degree.
- Must be affiliated with IRBLeida, either through a contract with the Institute or through a specific agreement with their hiring centre (UdL, ICS, or GSS). The affiliation with IRBLeida must have a minimum duration of 6 months before the closing date of the call and must remain in effect throughout the entire contract of the researcher.
- Must belong to a research group at IRBLeida at the time of applying for the fellowship and throughout the duration of the contract.

3.2. Incompatibility

- Candidates may only submit one application to this call.
- Scientific supervisor may only support the application of one candidate.
- This contract is incompatible with any other employment.

4. Application & Award Decision

4.1. Proposal Submission

The required documentation must be submitted through the link provided for this purpose on the IRBLeida website in the intramural calls section (<https://www.irbllleida.org/en/intramural-research-calls/>).

To formalize their application, the candidates will have to submit:

- Completed and signed application form (available on the IRBLeida website, in the research section – intramural calls).
- The Curriculum Vitae of the candidate (CVA FECYT format).
- When it applies, a document accrediting the candidate's stay (or stays) in external research institutions. This document must state the start and end date of the stay, as well as its objective and the tasks carried out by the candidate.

This document must be signed by the person in charge of the laboratory or service where it was carried out.

- Official academic records of the degree giving access to this application, stating the subjects taken, the grades obtained in each and the average grade.
- If available, an official master's degree certificate stating the subjects taken, the grades obtained in each and the average grade for the master's degree. In the event that the candidate has not completed their Master's studies by the application deadline, they must documentally prove the completion of this degree, along with obtaining 300 ECTS credits, at the time of accepting the grant, if their candidacy is prioritized. In this case, the undergraduate grade average will be fully considered (100%) during the evaluation process.
- Applicants who have completed all or part of their undergraduate, graduate, diploma, or master's studies at institutions outside the Spanish university system must submit their academic transcripts along with statements of equivalency calculations, as stipulated by the Ministry of Universities: [Equivalence of Average Grades](#).
- A description of the research work to be carried out by the candidate during the period of the fellowship. If a stay in another centre is contemplated while the fellowship is ongoing, this must be included (with date, duration, and authorization from the receiving centre) and justified in the research work proposed.
- A summary of the research background of the scientific advisor affiliated to IRB/leida, which includes the most relevant publications (maximum 5) and awarded grants in the last 5 years. This summary will be presented in the standardized model present on the IRB/leida website and must include all the information requested therein.
- Documentation accrediting any of the following situations that would extend the five-year term for evaluating the scientific advisor's merits: temporary incapacity, risk during pregnancy or breastfeeding, maternity, adoption, guardianship for the purpose of adoption or fostering, and situations provided for in article 45.1.n) of the revised text of the Workers' Statute Act, as a protective measure for women victims of gender violence. The extension period will be equivalent to the documented leave time.
- A letter signed from the scientific supervisor, showing his/her support for the proposal presented by the candidate, the acceptance of the bases and evaluation criteria of the present call and certifying that the applicants have economic resources and human resources to guarantee the correct development of the work plan presented by the candidate.
- Supporting documentation (accrediting participation in dissemination activities, congresses, scientific talks, end of degree awards, end of master's degree awards, training activity or similar, non-academic research stays, etc).

4.2. Evaluation Criteria

The IRB/leida Projects Unit will verify that the candidates meet the requirements of the call and will send the list of candidates who meet these requirements to the Internal Scientific Evaluation Commission (CIAC). The applications will be evaluated by members of the CIAC with no conflict of interest, who will issue a reasoned report with the corresponding score for each of the candidates.

IRB/leida has adhered to the San Francisco Declaration on Research Assessment (DORA) with the conviction that we are at an optimal moment to move towards a new culture of evaluation of research activity in all its diversity. These criteria will be applied during CVA evaluation.

- Evaluation of the candidate (60%)

Evaluation of the candidate (maximum 60 points)		
Definition		Points
Predocctoral university studies	Degree average grade: 80%*. Master's degree average grade: 20%. <i>*In the case that the 300 ECTS credits have been obtained without taking a master's degree or if a Master's degree is currently being taken without definitive grades, the degree average grade will be the 100%.</i>	50
Other merits	Mobility Erasmus o Erasmus+: 5 Other programs: 3	5
	Non-academic research stays Accredited extracurricular internships of ≥ 300h.	3.5
	Additional merits Participation in dissemination activities, congresses, scientific talks, end of degree awards, end of master's degree awards, training activity or similar.	1,5

- Evaluation of the Principal Investigator (30%)

Evaluation of the Principal Investigator (maximum 30 points)			
Definition			Points
Scientific production (in the last 5 years)	Publications	DORA Criteria	15
Competitive projects (more than 10.000 € active in the last 5 years)	Only as PI (HHRR projects, SGR groups or networks will not be considered)	IREP Research Project: 1 Regional: 1.5 National: 2.5 International: 5	7.5
Direction of predoctoral personnel	Thesis supervised in the last 5 years	Theses defended: 1.25 Theses in progress: 0.5	5
Transfer capacity	Licensed or registered patents, active in the last 5 years	Registered: 1.25 Licensed: 2.5	2.5

- Scientific policy (10%)

Extra points will be awarded to those projects in which the PI fulfills any, more than one or all of the following circumstances

Scientific policy (maximum 10 points)			
Definition			Points
Young Investigators or IRB/leida Emerging Group	IP in emerging group or PI born during or after 1979.	Yes/No	5
Projects requested by the PI as <u>coordinator or WP leader</u> in the HORIZON EUROPE (or H2020) framework	HORIZON EUROPE projects applied in the last 5 years with a minimum budget of 50.000 € assigned to IRB/leida.	WP leader: 1 Coordinator: 3	3
Participation in the life of the Institute and/or institutional outreach activities	Participation in the last 5 years in IRB/leida commissions and/or committees, Big Friday presentations, Area activities, etc.	0.25 pt per activity	2

	Institutional outreach activities: research night, institutional visits, school visits.		
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4.3. Award Decision

Once the evaluation process of the candidates is finished, the CIAC will submit the prioritization of the candidacies and the evaluation reports of each one of the candidates to the director of IRBLeida (or whomever he designates). The prioritization list will indicate the candidate(s) who have been selected and those who remain in the reserve list. The director of IRBLeida (or whomever he designates) will issue a provisional award decision with the candidate(s) selected in this call and a prioritized list of reserve candidates. After the provisional funding decision, applicants will have 5 working days to submit any possible allegations to the decision by sending an email to projects@irbllleida.org. The allegations will be studied by the panel and a response will be given to the allegations within a maximum period of 10 business days. Once the allegations are resolved, the final funding decision will be made public.

Within a period of one month from the publication of the final award decision, the selected candidates proposed as beneficiaries will have to sign a document accepting the fellowship. This document will contain the expected start date. If the proposed person does not sign the acceptance document within this period, it will be understood that he/she declines the contract. In special cases, the IRBLeida Management may authorize variations in the date of incorporation, provided that the beneficiary has requested it in writing and the reasons have been positively assessed by the CIAC.

Any resignations post-acceptance must be notified to IRBLeida in writing to projects@irbllleida.cat.

If the position offered is not covered or resignations occur, and there are not enough candidates on the prioritized reserve list to fill the possible vacancies, IRBLeida Management may invest the unused resources in new actions that are strategic for the institution.

5. Beneficiaries' obligations

5.1. Project Follow-up

During the duration of the fellowship, the beneficiaries of this call will have to meet the same requirements for attendance at the IRBLeida research seminars that the students of the [UdL Health Doctorate program](#).

Throughout the duration of the fellowship, the beneficiaries must send applications (together with the group where they are consuming the fellowship), to a minimum of 3 calls for pre-doctoral fellowships and, at least, one of these applications must be in a competitive public call. The presentation of these requests will be notified to the IRBLeida Projects Department, by email to the address projects@irbllleida.cat, at the same time they are made.

5.2. Project Outputs

The Scientific Supervisor of the candidate will have to notify the IRBLeida Innovation Department, by email to the address: innovacio@irbllleida.cat, of any communication and/or disclosure of the results of the research projects that are the object of this call, whether oral or written, in the model of an article, poster, clinical practice guide, etc., national or international, before it takes place, so that adequate protection of intellectual and/or industrial property can be guaranteed.

The Scientific Supervisor must follow the recommendations for the correct identification of the scientific production of IRBLeida.

In any communication and/or publication resulting from the research work carried out during the contract must be stated that it has "received funding from the Intramural Research Program (IREP) of the IRBLeida through a fellowship for initiation to research". The Scientific Supervisor must express their commitment to these requirements by signing the Fellowship application.

5.3. Final Reporting

During the final two months of the fellowship, the beneficiary must give a seminar in the "Friday Seminars" series organized by IRBLeida. The announcement and proofs of this seminar must be attached to the final report.

Within a maximum period of one month after the end of the fellowship, the scientific supervisor will have to submit to the IRBLeida Project Unit via email (projects@irbllleida.cat), a final report with the scientific objectives achieved that are the result of the research work of the beneficiaries during the period in which they have received the fellowship, as well as the list of publications and communications to which these results have given rise, including those that are in the process of being published and those that are pending publication.

6. Other Clauses

Participation in this call implies full acceptance of the bases, both by the candidate and by the Scientific Supervisor. Failure to comply with the duties or conditions established in the call for this fellowship entails the loss of beneficiary status. If the cause of noncompliance is attributable to the thesis director, the latter will not be able to present candidates for the call for 'Fellowships for initiation to research' during the following two years.

6.1. Proposal Documentation Confidentiality

The documentation associated with the proposals will be treated as confidential information, being obliged to maintain the confidentiality of the information to all persons involved in the evaluation and assessment of the proposals, and may be used for informative and dissemination purposes, subject the prior consent of the applicants.

6.2. Privacy policy

6.3.1. DATA CONTROLLER DETAILS

Company name: INSTITUTO DE INVESTIGACIÓN BIOMÉDICA DE LLEIDA (hereinafter, the "Entity" or the "Controller").

TAX ID NUMBER: G25314394

Address: AVDA. ALCALDE ROVIRA ROURE N°80 - 25198 - LLEIDA - LLEIDA

Telephone: 973702201

Mail for communications regarding Data Protection: protecciodedades@irbllleida.cat

6.3.1.1. Applicable regulations

Our Privacy Policy has been designed in accordance with the EU General Data Protection Regulation 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation), and insofar as it does not contradict the aforementioned Regulation, which establishes the Spanish legislative framework for the Protection of Personal Data.

By providing us with your data, you declare that you have read and are aware of this Privacy Policy, giving your unequivocal and express consent to the processing of your personal data in accordance with the purposes and terms expressed herein.

The Entity may modify this Privacy Policy in order to adapt it to new legislation, case law or the interpretation of the Spanish Data Protection Agency.

6.3.1.2. Data Protection Delegate

Fundación TIC Salud Social with e-mail dpd@ticsalutsocial.cat and contact telephone 935532642

6.3.2. PURPOSE OF THE PROCESSING OF PERSONAL DATA

We process your personal data to send you by e-mail information relating to the requests and queries raised about the call “**fellowships for initiation to research IREP 2024**”.

6.3.2.1. Retention period of your data

We will keep your personal data from the time you give us your consent until you revoke it or request the limitation of processing. In these cases, we will keep your data blocked for the legally required periods.

6.3.3. LEGITIMACY AND DATA COLLECTED

The legitimacy for the processing of your data is the express consent given by a positive and affirmative act (filling in the corresponding form and ticking the box of acceptance of this policy) at the time of providing us with your personal data.

6.3.3.1. Consent to process your data

By filling in the forms, ticking the box "I accept the Privacy Policy" and clicking to send the data, or by sending e-mails to the Entity through the accounts provided for this purpose, the User declares that he/she has read and expressly accepted this privacy policy, and gives his/her unequivocal and express consent to the processing of his/her personal data in accordance with the purposes indicated.

6.3.3.2. Categories of Data

The data collected refers to the category of identifying data, such as: Name and Surname, Telephone, Postal Address, Entity, E-mail, as well as the IP address from which you access the data collection form.

6.3.4. SECURITY MEASURES

As part of our commitment to guarantee the security and confidentiality of your personal data, we inform you that we have adopted the necessary technical and organisational measures to guarantee the security of personal data and to avoid its alteration, loss, unauthorised processing or access, taking into account the state of technology, the nature of the data stored and the risks to which they are exposed, in accordance with Art. 32 of the RGPD EU 679/2016.

6.3.5. TRANSFER OF DATA

No data transfers or international transfers of your data are envisaged, with the exception of the authorities by tax, commercial and telecommunications legislation as well as in those cases in which a judicial authority requires us to do so.

6.3.6. USER RIGHTS

Any interested party has the right to obtain confirmation as to whether or not we are processing personal data concerning him/her. Interested parties have the right to access their personal data, as well as to request the rectification of inaccurate data or, where appropriate, to request its deletion when, among other reasons, the data is no longer necessary for the purposes for which it was collected. In certain circumstances, data subjects may request the limitation of the processing of their data, in which case we will only retain them for the exercise or defence of claims. For reasons related to their particular situation, data subjects may object to the processing of their data. The Data Controller will stop processing the data, except for compelling legitimate reasons, or the exercise or defence of possible claims.

In accordance with current legislation, you have the following rights: the right to request access to your personal data, the right to request its rectification or deletion, the right to request the limitation of its processing, the right to object to its processing, the right to data portability and the right to revoke the consent given.

6.3.6.1. How can I exercise my rights?

To exercise your rights, you must contact the data controller, requesting the corresponding form for the exercise of the chosen right. Optionally, you may contact the competent supervisory authority to obtain additional information about your rights. The contact details for exercising your rights are: 973702201 and e-mail: protecciodedades@irblleida.cat . Remember to enclose a copy of a document that allows us to identify you.