

**Social Research Call**

# *User's Guide* Short Proposal Submission



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## 1 | *User definitions*

**Project Leader (PL):** Principal Researcher, of any nationality, of a Host Organization (HO) based in Spain or Portugal. The PL is the person responsible for the presentation of the Proposal to the Call and for the coordination of the overall executions of the Project.

**Organization Manager (OM):** The Organizational Manager is a person, appointed by the Host Organization, responsible for the management, and the acceptance, of the proposals submitted by the organization/ entity. The Organizational Manager is a SINGLE person per organization/entity that is authorized, through the accreditation document by, the Legal Representative of the organization/entity.

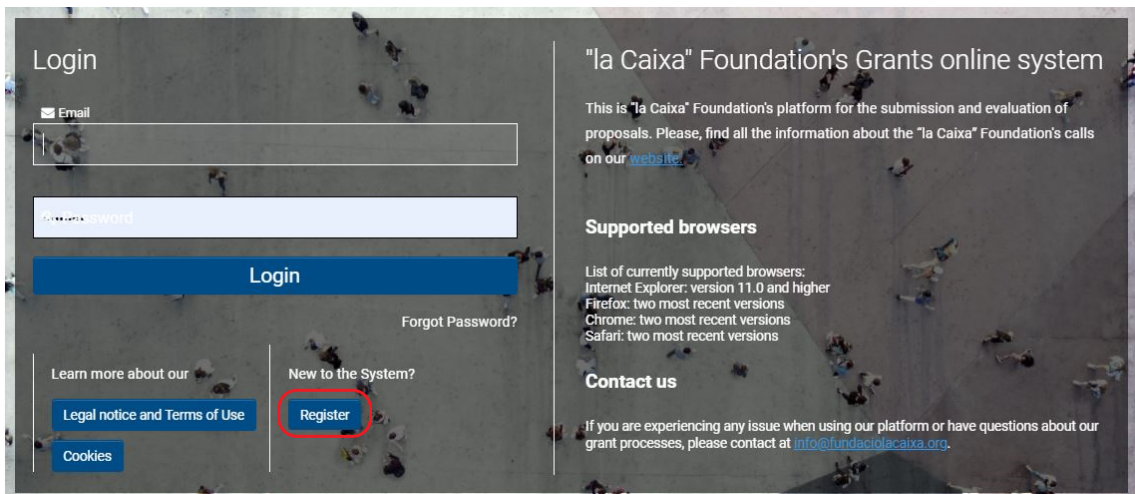
**Host Organization:** non-profit Research Performing Organization, based in Spain or Portugal that acts as a Coordinating Organization of the Projects.

**Grant agreement:** Collaboration agreement to be signed in English by the "la Caixa" Foundation and the Host Organization if the Proposal is awarded.

## 2 | *User Registration*

To present a Short Proposal, first, you must create an account at the Grants "la Caixa" Website.

a) Access the Website of Grants "la Caixa" at <http://grants.lacaixafoundation.org/>



Login

Email

Password

Login

Forgot Password?

Learn more about our

Legal notice and Terms of Use

Cookies

New to the System?

Register

"la Caixa" Foundation's Grants online system

This is "la Caixa" Foundation's platform for the submission and evaluation of proposals. Please, find all the information about the "la Caixa" Foundation's calls on our [website](#).

**Supported browsers**

List of currently supported browsers:  
Internet Explorer: version 11.0 and higher  
Firefox: two most recent versions  
Chrome: two most recent versions  
Safari: two most recent versions

**Contact us**

If you are experiencing any issue when using our platform or have questions about our grant processes, please contact at [info@fundaciolacaixa.org](mailto:info@fundaciolacaixa.org).

There are two types of users, namely, (1) **APPLICANT** (Project Leaders - PL) and (2) **ORGANIZATION MANAGER** (OM). Check the Useful Definitions Section to see the role of these users.

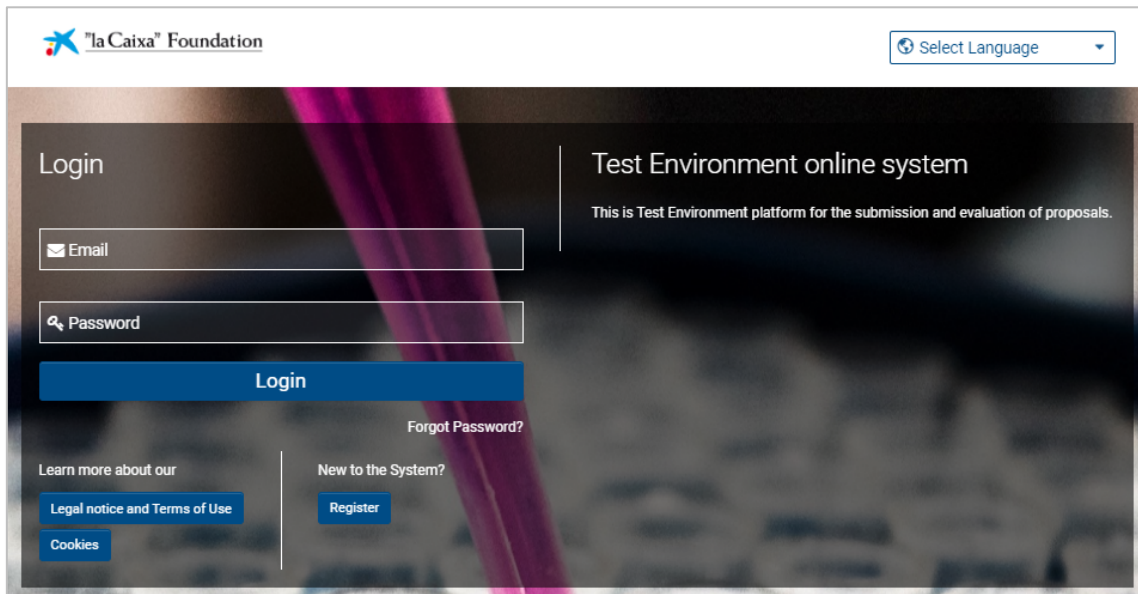
## 2.1. Registration as an applicant

» Access the interface through the link [convocatorias.fundacionlacaixa.org](http://convocatorias.fundacionlacaixa.org).

» To select the language (Spanish or Catalan), click on the icon in the top right corner.



1. If you don't have access codes for the application, click on the button «Register»:




## 2.2. Registration as a researcher (project leader)


1. The «Registration option» screen will appear.

To register as a researcher, click on «Researcher or CSO»:



## 2. Agree to the privacy policy.

 **"la Caixa" Foundation**



### Privacy policies

You will find below the Legal Terms and Conditions applicable to your registration and use of "la Caixa" Grants Management online system.

By clicking Accept I confirm I have read, understood and accept the Personal Data Policy and the Legal Notice and Terms of Use of this system.

### Personal Data Policy

**Data Controller**  
Fundación Bancaria Caixa d'Estalvis i Pensions de Barcelona, "la Caixa" (hereinafter, "la Caixa" Banking Foundation), with NIF G-58899998 and registered office at Plaza Weyler, 3, 07001 Palma (Balearic Islands).

**Type of personal data that will be processed (hereinafter, Personal Data)**

- All own or third party that you provide to us when making the submission to the call on behalf of your organization or data that have been provided to us as a co-participant of this submission.
- Those additional data that you provide to us during the handling and management of your submission, together with those relating to the other data processing processes described in this document, provided that you have given us your consent, or for whose processing we are otherwise authorised in accordance with the prevailing legislation.
- The Personal Data that you provide to us through social networks or other applications for managing the processing described herein, provided that you have given your consent or for which we have other legitimate grounds for processing in accordance with the prevailing regulations. Specifically, we will process your Personal Data available on social networks or applications and those arising from your interaction with us through them. These data depend on your own privacy settings, use of the social networks or applications and the privacy policy of such social network or application.

You guarantee to provide only true and updated Personal Data, as well as, if applicable, to have the consent or, if applicable, legal legitimization to provide data of third parties participating in this submission, who have been duly informed of the present processing of personal data.

**Processing for management and statistical purposes:**  
"la Caixa" Banking Foundation will process your personal data to manage the above-mentioned submission to the call, which includes, among others, the following specific processing:

- Those required to comply with our obligations arising from your submission;
- The sending, including by electronic means, of nonpromotional information required to access or benefit from submission; and
- The analysis and processing of information resulting from satisfaction surveys or from your interaction with "la Caixa" Banking Foundation, arising from your individual activity, in order to manage more efficiently the submission and to enable the assessment.
- The analysis and processing of information for statistical purposes.

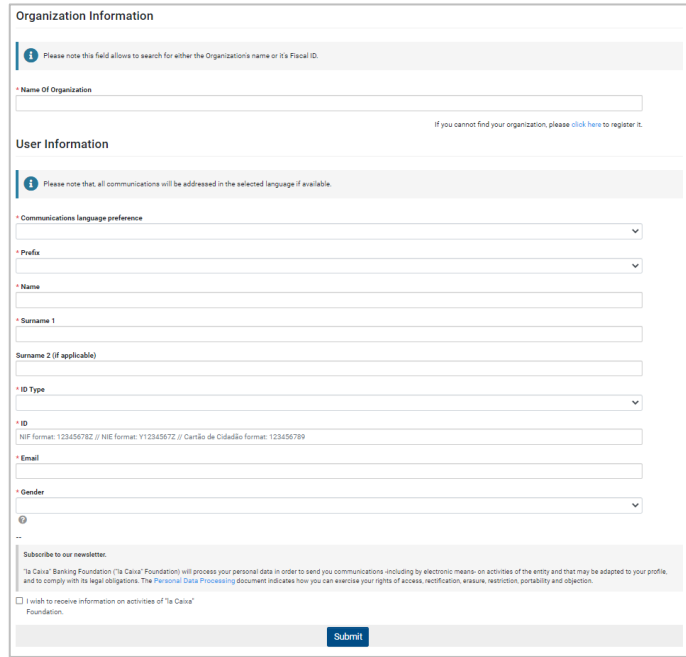
"la Caixa" Banking Foundation is authorised to perform the aforementioned processing of your Personal Data since it is necessary for the execution of the contract between you and our entity.

**Processing for regulatory purposes and fraud prevention:**  
"la Caixa" Banking Foundation will process those Personal Data required to comply with its legal and/or regulatory obligations, such as those established by the prevention of money laundering and terrorist financing regulations or tax regulations, being "la Caixa" Banking Foundation entitled to do so.

"la Caixa" Banking Foundation will also process your Personal Data to prevent fraud based on the entity's legitimate interest in preventing fraudulent situations and the corresponding damage to the entity.

**Processing for communication purposes with regard to similar activities:**  
"la Caixa" Banking Foundation will also process your Personal Data to send, including by electronic means, communications regarding programmes, activities or

3. The fields to fill in as application manager will appear.  
Fields preceded by an asterisk (\*) are mandatory.

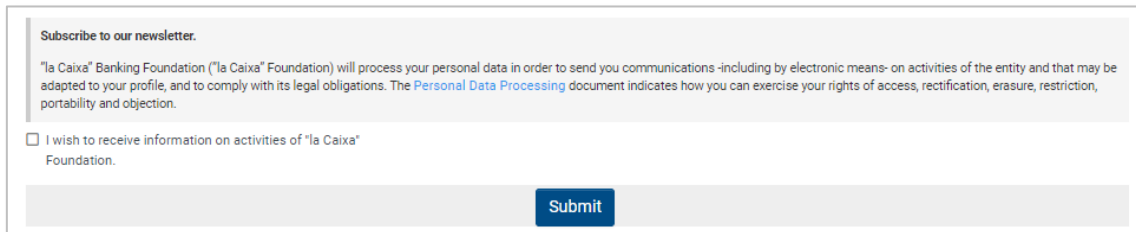


The registration form is titled "Organization Information" and "User Information". It contains the following fields:

- Organization Information:**
  - Name Of Organization (mandatory, with a search icon and a link to register if not found)
- User Information:**
  - Communications language preference (mandatory, dropdown menu)
  - Prefix (mandatory, dropdown menu)
  - Name (mandatory, text input)
  - Surname 1 (mandatory, text input)
  - Surname 2 (if applicable) (text input)
  - ID Type (mandatory, dropdown menu)
  - ID (mandatory, text input with format instructions: NIF format: 12345678Z // NIE format: Y1234567Z // Cédula de Ciudadanía format: 123456789)
  - Email (mandatory, text input)
  - Gender (mandatory, dropdown menu)
- Subscription:**
  - Checkbox: "I wish to receive information on activities of 'la Caixa' Foundation."

A "Submit" button is located at the bottom right of the form.

- » To complete this form, you can agree to receive information about "la Caixa" Foundation activities, and then click on the «Submit» button.



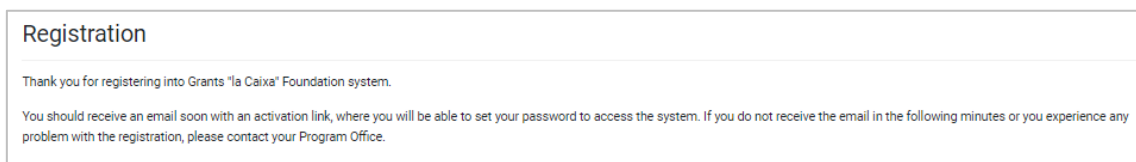
This section is titled "Subscribe to our newsletter." and contains the following text:

"la Caixa" Banking Foundation ("la Caixa" Foundation) will process your personal data in order to send you communications -including by electronic means- on activities of the entity and that may be adapted to your profile, and to comply with its legal obligations. The [Personal Data Processing](#) document indicates how you can exercise your rights of access, rectification, erasure, restriction, portability and objection.

I wish to receive information on activities of "la Caixa" Foundation.

A "Submit" button is located at the bottom right of this section.

When you click on the «Submit» button, the following message will appear:

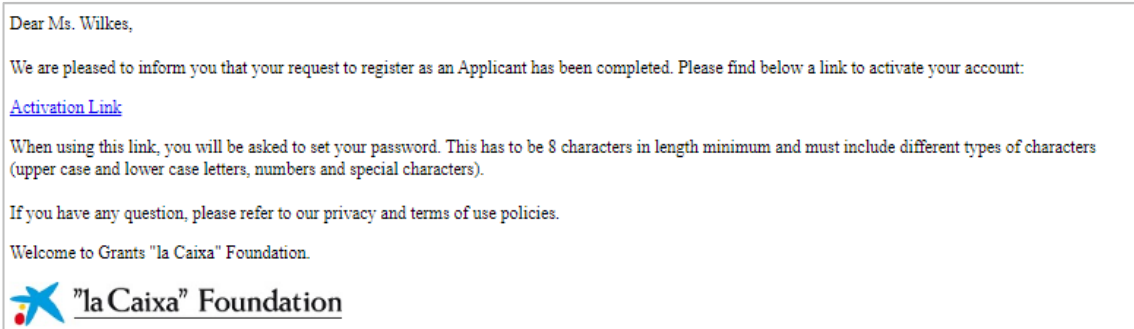


The message is titled "Registration" and contains the following text:

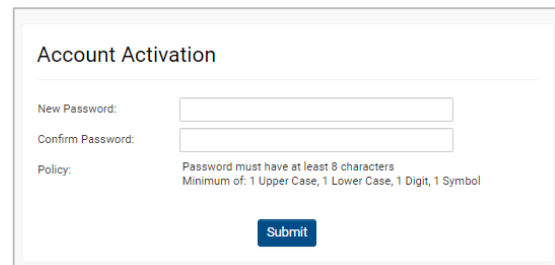
Thank you for registering into Grants "la Caixa" Foundation system.

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.

- » At the end of the registration process, you will receive an email informing you that your registration as a researcher has been completed successfully. Check your email and click on the activation link to set your password.



- » When you click on the link, the following screen will appear:



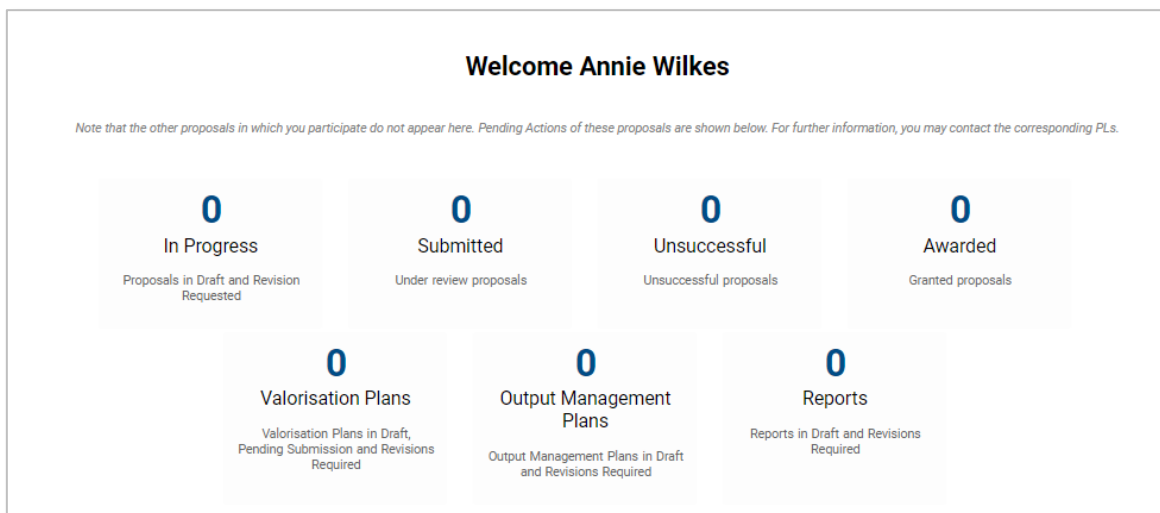
**Account Activation**

New Password:

Confirm Password:

Policy: Password must have at least 8 characters  
Minimum of: 1 Upper Case, 1 Lower Case, 1 Digit, 1 Symbol

- » You will receive an email informing you of your password change.
- » When you enter the system, you will see the following screen:

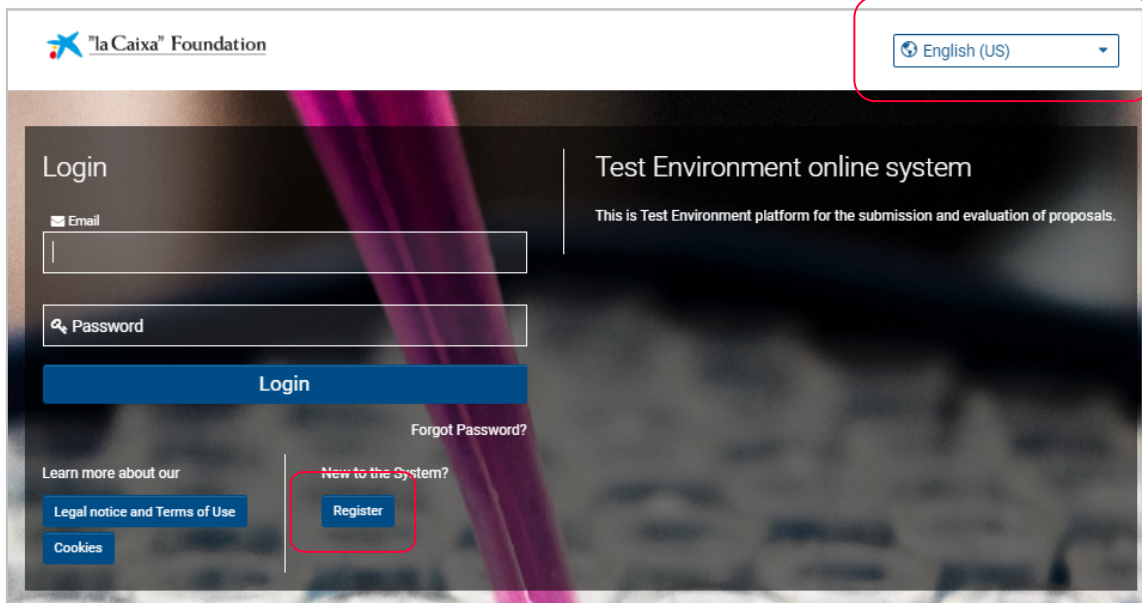




### 2.3. Registration as an Organization Manager

As an OM, you must agree to the request submitted by the Researcher – Project Leader. To do so, you must be registered in the system.

» If you don't have access codes for the application, click on the button «Register»:



» You will need to register as an Organization Manager

**Registration Options**

You would like to register as

- Organization Manager
- Researcher or CSO
- Musician
- Teacher

» and, in the questionnaire, check the second option: "RESEARCH AND INNOVATION PROJECTS IN LIFE SCIENCES OR SOCIAL SCIENCES"

**Organization Manager Questionnaire**

\* Please indicate the scope of the projects that your organization is going to submit

- Projects related to social inclusion, the fight against child poverty, attention to disability, dependency and aging, interculturality, art for social improvement or training.
- Research and innovation projects in Life Sciences or Social Sciences.

» When you click on Accept, you will see the Usage Policies screen, which you must also accept





## Privacy policies

You will find below the Legal Terms and Conditions applicable to your registration and use of "la Caixa" Grants Management online system.

By clicking Accept I confirm I have read, understood and accept the Personal Data Policy and the Legal Notice and Terms of Use of this system.

## Personal Data Policy

### Data Controller:

Fundación Bancaria Caixa d'Estalvis i Pensions de Barcelona, "la Caixa" (hereinafter, "la Caixa" Banking Foundation), with NIF G-58899998 and registered office at Plaza Weyler, 3, 07001 Palma (Balearic Islands).

### Type of Personal Data that will be processed (hereinafter, Personal Data):

- All data that you provide to us when you apply for registration, or data that have been provided to us as a co-participant in this project or initiative.
- Those professional or corporate contact data that you provide to us in order to establish, manage and maintain professional and contractual relationships with you or with the entity, organisation or company that you represent or on behalf of which you work or collaborate.
- Additional data that you provide to us in the course of processing and handling your registration application, as well as data in connection with other data processing processes described in this document, insofar as you have given us your consent, or for whose processing we are otherwise authorised in accordance with applicable law.
- The Personal Data that you provide to us through social networks or other applications for managing your application, provided that you have given your consent or for which we have other legitimate grounds for processing in accordance with the prevailing regulations. Specifically, we will process your Personal Data available on social networks or applications and those arising from your interaction with us through them. These data depend on your own privacy settings, use of the social networks or applications and the privacy policy of such social network or application.

You guarantee that you will only provide true and updated Personal Data.

### Processing for management purposes:

"la Caixa" Banking Foundation will process your Personal Data to **manage your registration application** and, in any case, to establish, manage and maintain professional and contractual relations with you or with the entity, organisation or company you represent or for which you work or collaborate with, which includes, among others, the following specific processing:

- Those data required to comply with our obligations arising from your application for registration and from the collaboration, professional and/or contractual relations with you or with the entity, organisation or company that you represent or on behalf of which you work or collaborate;
- The sending, including by electronic means, of non-promotional information required to access or benefit from the application, and
- The analysis and processing of information resulting from satisfaction surveys or from your interaction with "la Caixa" Banking Foundation, arising from your individual activity, in order to manage more efficiently your application or registration and the collaborative, professional and/or contractual relations with you or with the entity, organisation or company that you represent or on behalf of which you work or collaborate.

"la Caixa" Banking Foundation is authorised to perform the above processing derived from your registration, as it is necessary for the execution of the contract between you and our entity and thus to comply with your request.


The processing derived from establishing and managing professional relations with you or with the entity, organisation or company that you represent or on behalf of which you work or collaborate, is based on a legitimate interest of "la Caixa" Banking Foundation, expressly recognised in the privacy regulations.

You may object to receiving this processing, now or at any other time, as well as receiving more information about the balancing reports or about the processing of your personal data based on a legitimate interest by sending a request to the attention of the Data Protection Officer, to the postal or e-mail addresses indicated.

Accept

» Then, fill in the requested information.

### 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 it.

### Organization Manager Information

\* Communications language preference

\* Prefix

\* Name

\* Surname 1


Surname 2 (if applicable)

\* ID Type

\* ID   
NIF format: 12345678Z // NIE format: Y1234567Z // Cartão de Cidadão format: 123456789

\* Email

\* Gender



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Subscribe to our newsletter.

"la Caixa" Banking Foundation ("la Caixa" Foundation) will process your personal data in order to send you communications -including by electronic means- on activities of the entity and that may be adapted to your profile, and to comply with its legal obligations. The [Personal Data Processing](#) document indicates how you can exercise your rights of access, rectification, erasure, restriction, portability and objection.

I wish to receive information on activities of "la Caixa" Foundation.

» If your organization is NOT registered, click on

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

» and fill in the details here:

### Organization Information

\* Name Of Organization

\* Country

\* Fiscal ID type

\* ID   
NIF format: G58899998 // NIPC format: 501214534

### Organization Manager Information

\* Communications language preference

\* Prefix

\* Name

\* Surname 1

Surname 2 (if applicable)

\* ID Type

\* ID   
NIF format: 12345678Z // NIE format: Y1234567Z // Cartão de Cidadão format: 123456789

\* Email

\* Gender

?

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Subscribe to our newsletter.

"la Caixa" Banking Foundation ("la Caixa" Foundation) will process your personal data in order to send you communications -including by electronic means- on activities of the entity and that may be adapted to your profile, and to comply with its legal obligations. The [Personal Data Processing](#) document indicates how you can exercise your rights of access, rectification, erasure, restriction, portability and objection.

I wish to receive information on activities of "la Caixa" Foundation.

- » To complete this form, you can agree to receive information about "la Caixa" Foundation activities, and then click on the «Submit» button.

Subscribe to our newsletter.

"la Caixa" Banking Foundation ("la Caixa" Foundation) will process your personal data in order to send you communications -including by electronic means- on activities of the entity and that may be adapted to your profile, and to comply with its legal obligations. The [Personal Data Processing](#) document indicates how you can exercise your rights of access, rectification, erasure, restriction, portability and objection.

I wish to receive information on activities of "la Caixa" Foundation.

- » When you click on Submit, the following message will appear

**Registration**

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

- » You will receive an email informing you that you have registered successfully as a researcher. Check your email and click the activation link to set your password.

Dear Ms. Dean,

We are pleased to inform you that your request to register as an Organisation Manager has been completed. Please find below a link to activate your account:


[Activation Link](#)

When using this link, you will be asked to set your password. This has to be 8 characters in length minimum and must include different types of characters (upper case and lower case letters, numbers and special characters).

After logging into the system, you will be required to complete some information about yourself and the organization to be able to fully use the system. For this, you will need to modify your organization and personal profile in Grants "la Caixa" Foundation system.

If you have any question, please refer to our privacy and terms of use policies.

Welcome to Grants "la Caixa" Foundation.

 **"la Caixa" Foundation**

When you click on the link, the following screen will appear:

**Account Activation**

New Password:

Confirm Password:

Policy: Password must have at least 8 characters  
Minimum of: 1 Upper Case, 1 Lower Case, 1 Digit, 1 Symbol

» You will receive an email informing you of your password change.

**» Welcome Susannah Dean**

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

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

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

» When you log in, verify your identity by clicking [Step 1: Upload the accreditation document to your profile \(link\)](#).

» It is important to fill in all the mandatory fields (\*) in the three tabs.

Ms. Susannah Dean > ⓘ 📄

PERSONAL INFORMATION ADDITIONAL INFORMATION DOCUMENTS

Status: Active - Incomplete

<p>* Prefix: <input type="text" value="Ms."/></p> <p>Country of tax residence: <input type="text"/></p> <p>Autonomous region: <input type="text"/></p> <p>Province / Region: <input type="text"/></p> <p>City / Town: <input type="text"/></p> <p>Location: <input type="text"/></p> <p>Address: <input type="text"/></p> <p style="font-size: small;">90 characters left</p> <p>Postcode: <input type="text"/></p> <p>Location details: <input style="font-size: small; border: none; border-bottom: 1px solid #ccc;" type="text"/></p>	<p>* Organization: University Randall Flagg</p> <p>* Name: <input type="text" value="Susannah"/></p> <p>* Surname 1: <input type="text" value="Dean"/></p> <p>Surname 2 (if applicable): <input type="text"/></p> <p>* Email: <input type="text" value="sdean@fake.fake"/></p> <p>* ID Type: <input type="text" value="NIF"/></p> <p>* ID: <input type="text" value="38802936G"/></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Request Accreditation NEXT >

» Once you have verified your identity, a process which will take up to 24 hours, on the main screen, in the actions section, you will see the approval of the SR request

**» Welcome Susannah Dean**

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

**Organization Manager Shortcuts**

1

**Endorsed applications**

All current applications endorsed by your organization

0

**Pre-Awarded Applications**

Pre-Awarded Applications

0

**Legal Reviews**

All Legal Reviews

0

**Applications at Contract Stage**

All Applications at Contract Preparation and Contract Revision

**💡 Actions**

1-1 of 1 ◀ ▶

#	Type	Application Reference	Project Leader	Status	Role	Last Modified
1	<span style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;">Open</span> Organization Project Acceptance	SR23-00033	Paul Sheldon	Pending Acceptance		19/12/2022 11:21

» You will need to check the boxes and authorize.

SR23-00033 Organization Project Acceptance

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

**Application Details**

**Project Leader:** Paul Sheldon

**Host Organization:** University Randall Flagg

**Application Reference:** SR23-00033

**Proposal Title:** Prova 1\_MGG

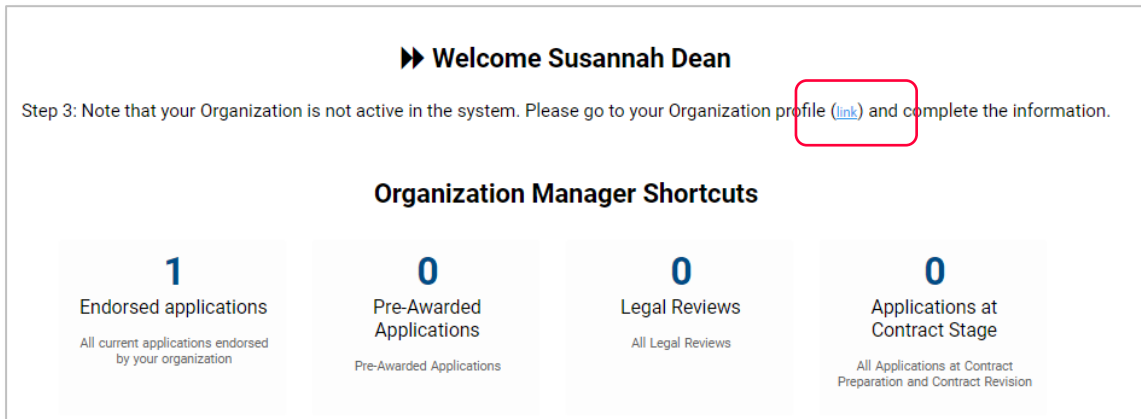
I, acting in the name and on behalf of University Randall Flagg, authorize Paul Sheldon to submit the proposal entitled Prova 1\_MGG to the Call, governed by the Rules for Participation, which I have read and accept.

I ensure that all the Accreditation documentation of my entity is updated.

✔ Authorize

A project can be authorized without having accredited the organization. Likewise, in order for the project leader to process the request, the organization must be accredited.

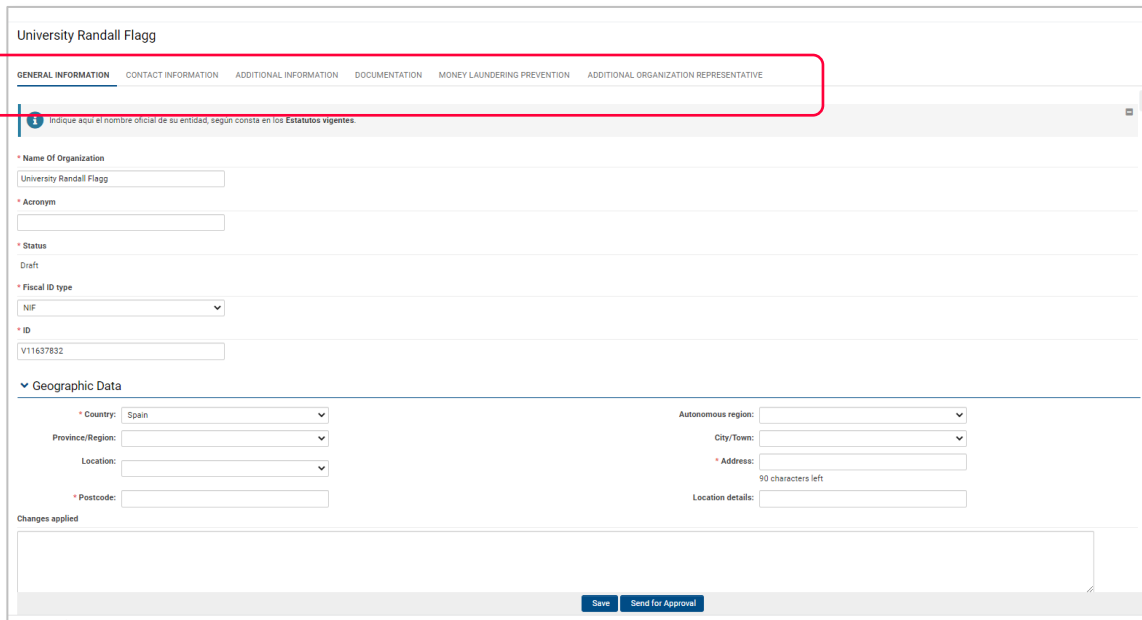
» To do so, the OM must click on



The screenshot shows a dashboard for 'Susannah Dean'. At the top, it says 'Welcome Susannah Dean'. Below that, a message states: 'Step 3: Note that your Organization is not active in the system. Please go to your Organization profile ([link](#)) and complete the information.' The word 'link' is circled in red. Below the message is a section titled 'Organization Manager Shortcuts' with four cards:

- 1** Endorsed applications  
All current applications endorsed by your organization
- 0** Pre-Awarded Applications  
Pre-Awarded Applications
- 0** Legal Reviews  
All Legal Reviews
- 0** Applications at Contract Stage  
All Applications at Contract Preparation and Contract Revision

» And fill in all the mandatory fields (\*) in all the tabs

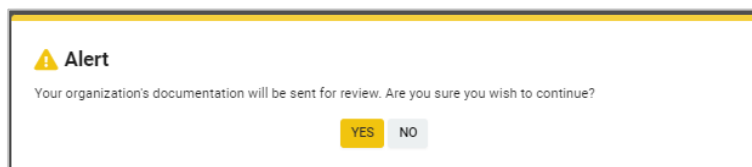


The screenshot shows the 'GENERAL INFORMATION' tab of the organization profile for 'University Randall Flag'. A red box highlights the 'GENERAL INFORMATION' tab and the instruction: 'Indique aquí el nombre oficial de su entidad, según consta en los Estatutos vigentes.' Below this, there are several mandatory fields marked with an asterisk (\*):

- \* Name Of Organization: University Randall Flag
- \* Acronym: [Empty]
- \* Status: Draft
- \* Fiscal ID type: NIF
- \* ID: V11637832
- \* Geographic Data:
  - \* Country: Spain
  - Province/Region: [Empty]
  - Location: [Empty]
  - \* Postcode: [Empty]
  - Autonomous region: [Empty]
  - City/Town: [Empty]
  - \* Address: [Empty] (90 characters left)
  - Location details: [Empty]

At the bottom, there are 'Save' and 'Send for Approval' buttons.

» Once all the information is registered and the documentation has been attached, click on "send for approval". You will see this message

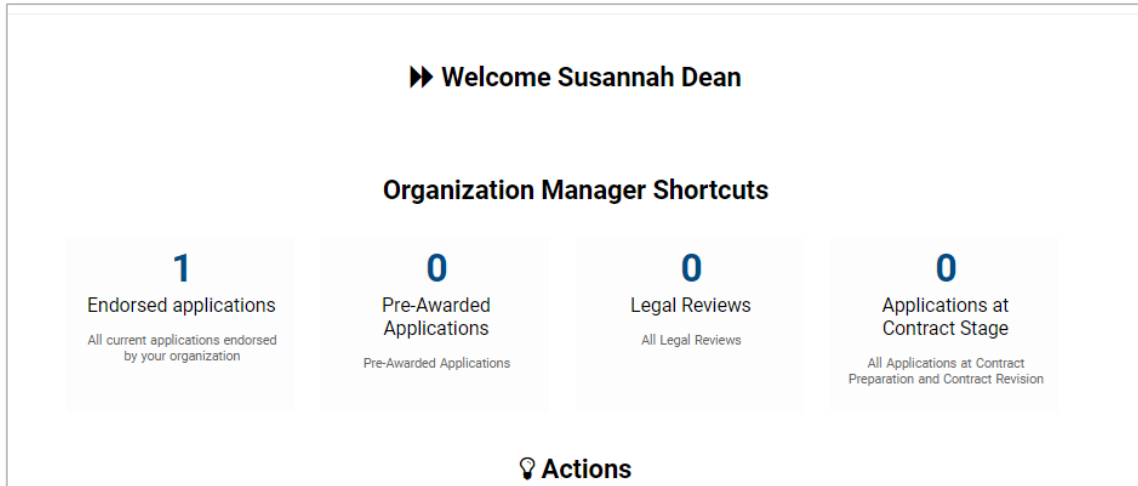


**Alert**  
Your organization's documentation will be sent for review. Are you sure you wish to continue?

YES NO



» This process will take up to 48 hours. Once the entity has been accredited, you will not see any messages on the home page



» Welcome Susannah Dean

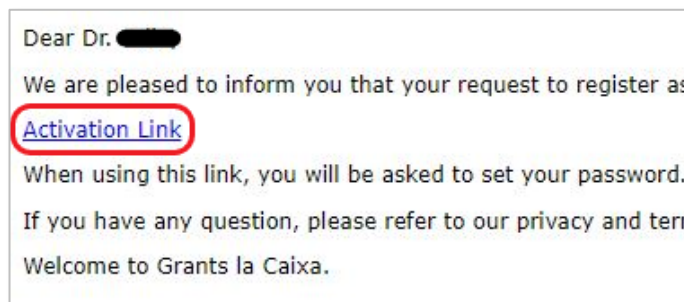
**Organization Manager Shortcuts**

<b>1</b> Endorsed applications All current applications endorsed by your organization	<b>0</b> Pre-Awarded Applications Pre-Awarded Applications	<b>0</b> Legal Reviews All Legal Reviews	<b>0</b> Applications at Contract Stage All Applications at Contract Preparation and Contract Revision
---------------------------------------------------------------------------------------------	------------------------------------------------------------------	------------------------------------------------	--------------------------------------------------------------------------------------------------------------

💡 **Actions**

### 3 | *Activation of an account as an applicant or as an organization manager*

a) After you finished your registration, you will receive an **ACTIVATION LINK**, to the email that you have indicated during the registration, to create a password to access the application. Click on **ACTIVATION LINK** on the email.



Dear Dr. [REDACTED]

We are pleased to inform you that your request to register as

[Activation Link](#)

When using this link, you will be asked to set your password.

If you have any question, please refer to our privacy and terms

Welcome to Grants la Caixa.


b) By clicking on **ACTIVATION LINK** you will be redirected to a page where you will be able to create a password for your account. Introduce a password (8 characters and a minimum of 1 Upper Case, 1 Lower Case, 1 Digit and 1 Symbol) and click on the **SUBMIT** button.

### Account Activation

New Password:

Confirm Password:

Policy: Password must have at least 8 characters  
Minimum of: 1 Upper Case, 1 Lower Case, 1 Digit, 1 Symbol

I'm not a robot 

**Submit**

c) Lastly, after creating the password for your account, you will receive an email.

Dear Dr. Lolin,

This is a notification that the password associated with this email on Grants la Caixa ([link](#)), has been changed. If you made this change, you can disregard this notification.

If you did not change your password, please contact your System Administrator. You can also update your password at any time using the Forgot password link on the login page.

Sincerely,

## 4 | Completion of the Organization Manager Registry

### 4.1. Personal Information Section

a) Access your account and complete the information required in the **PERSONAL INFORMATION SECTION** in the Personal Profile.

Home
🔒
🔔
👤

» Welcome [REDACTED]

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

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

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

MY LINKS

Personal Profile

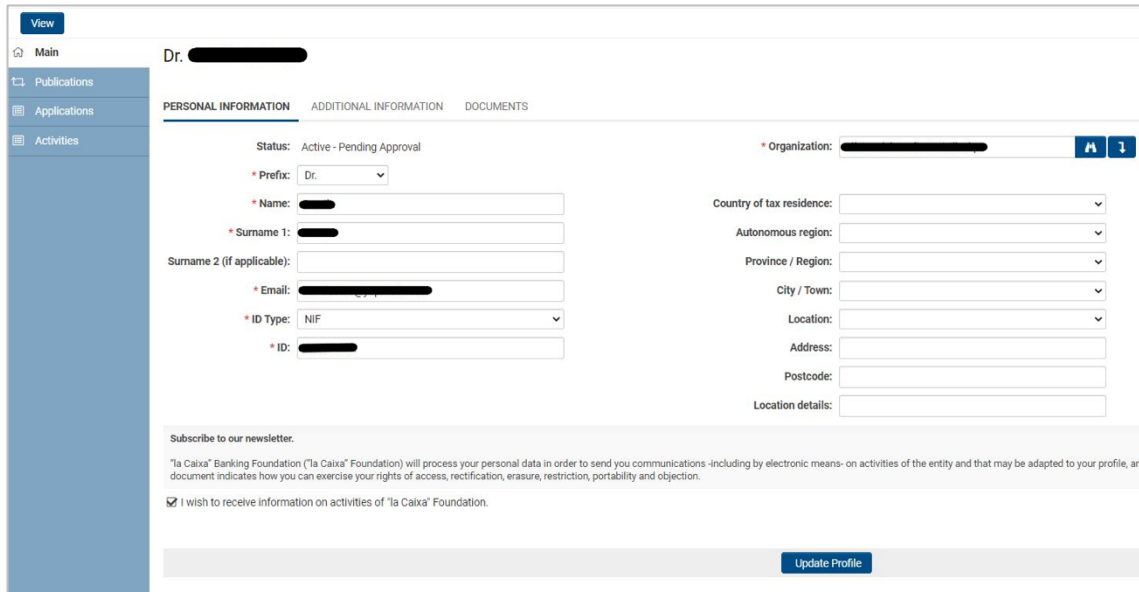
Organization Profile

Change Password

» ACTIONS

Notifications

Log Out



**PERSONAL INFORMATION** | ADDITIONAL INFORMATION | DOCUMENTS

Status: Active - Pending Approval

\* Prefix: Dr.

\* Name: [Redacted]

\* Surname 1: [Redacted]

Surname 2 (if applicable): [Redacted]

\* Email: [Redacted]

\* ID Type: NIF

\* ID: [Redacted]

\* Organization: [Redacted]

Country of tax residence: [Redacted]

Autonomous region: [Redacted]

Province / Region: [Redacted]

City / Town: [Redacted]

Location: [Redacted]

Address: [Redacted]

Postcode: [Redacted]

Location details: [Redacted]

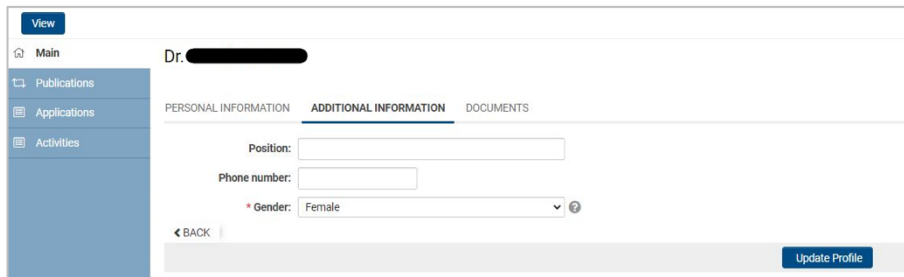
Subscribe to our newsletter.

I wish to receive information on activities of "la Caixa" Foundation.

[Update Profile](#)

## 4.2. Additional Information Section

a) Despite the fact that only mandatory field in this section is the **GENDER**, and this will automatically be already filled through the application form, we encourage you to also fill the **PHONE NUMBER** field. Filling this field will prove very useful, specially, when the closing date of the call is near.



**ADDITIONAL INFORMATION** | PERSONAL INFORMATION | DOCUMENTS

Position: [Redacted]

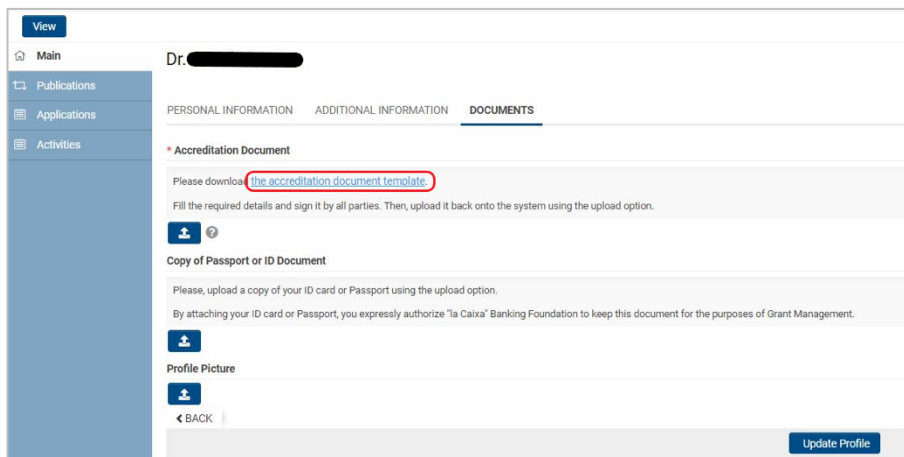
Phone number: [Redacted]

\* Gender: Female

[BACK](#) | [Update Profile](#)

## 4.3. Documents Section

a) Download the **ACCREDITATION DOCUMENT TEMPLATE**.



**DOCUMENTS** | PERSONAL INFORMATION | ADDITIONAL INFORMATION

\* Accreditation Document

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

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

[Upload](#)

Copy of Passport or ID Document

Please, upload a copy of your ID card or Passport using the upload option.

By attaching your ID card or Passport, you expressly authorize "la Caixa" Banking Foundation to keep this document for the purposes of Grant Management.

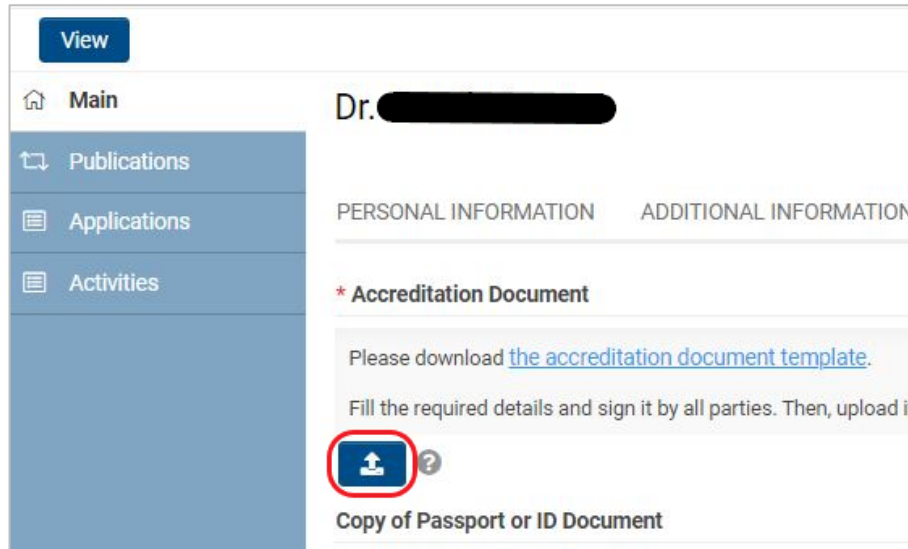
[Upload](#)

Profile Picture

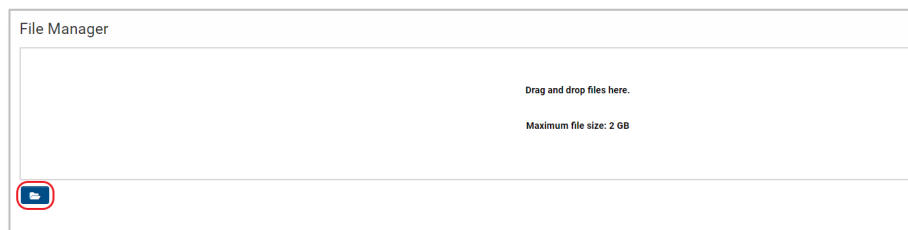
[Upload](#)

[BACK](#) | [Update Profile](#)

- b) Fill in the **ACCREDITATION DOCUMENT TEMPLATE**.  
c) Click on the **UPLOAD** icon.

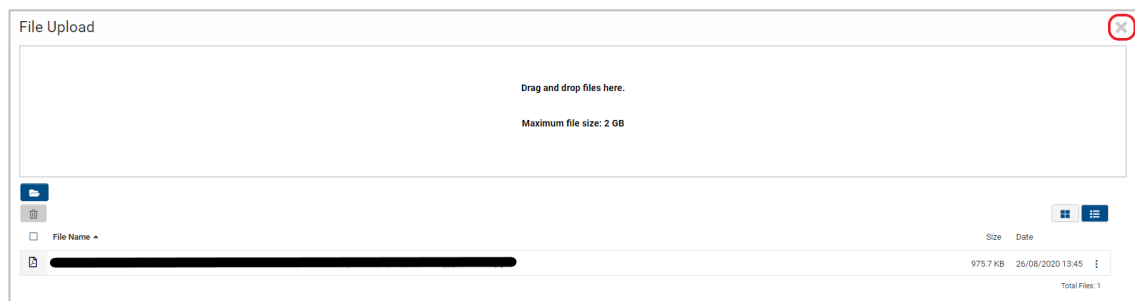


The screenshot shows a user profile page for 'Dr. [REDACTED]'. The left sidebar contains navigation options: Main, Publications, Applications, and Activities. The main content area has tabs for 'PERSONAL INFORMATION' and 'ADDITIONAL INFORMATION'. Under 'ADDITIONAL INFORMATION', there is a section titled '\* Accreditation Document'. It contains the text: 'Please download [the accreditation document template](#). Fill the required details and sign it by all parties. Then, upload it'. Below this text is a blue upload icon with a question mark, which is circled in red. Below the icon is the text 'Copy of Passport or ID Document'.



The screenshot shows a 'File Manager' interface. It features a large white area with the text 'Drag and drop files here.' and 'Maximum file size: 2 GB'. At the bottom left, there is a blue folder icon with a red circle around it.

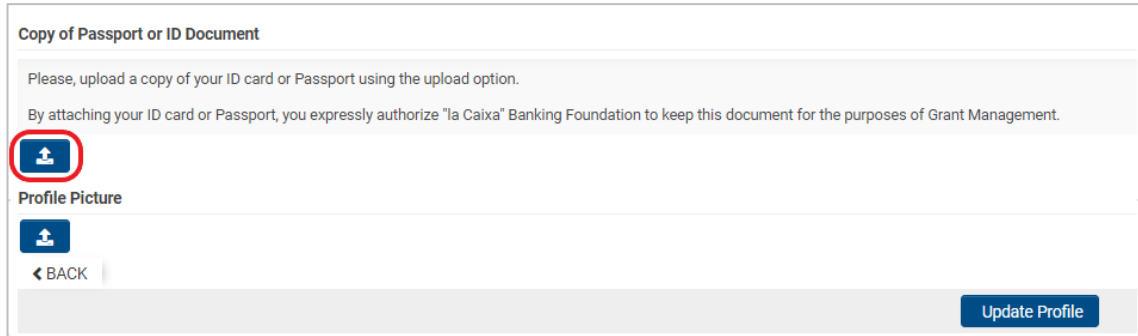
- d) Click on the **OPEN FOLDER** icon and upload PDF file.  
e) Upload the **ACCREDITATION DOCUMENT**. Please upload, in a **SINGLE PDF**, the **ACCREDITATION DOCUMENT TEMPLATE**, signed by the Legal Representative of the organization and the appointed Organization Manager, and, the Legal Powers, that state that the Legal Representative of the Host Organization is entitled to sing on behalf of the Organization.  
f) Click on the X icon.



The screenshot shows a 'File Upload' interface. It features a large white area with the text 'Drag and drop files here.' and 'Maximum file size: 2 GB'. Below this area is a table with columns for 'File Name', 'Size', and 'Date'. A file is listed with a redacted name, a size of 975.7 KB, and a date of 26/08/2020 13:45. A red circle highlights the 'X' icon in the top right corner of the upload area.

g) Following the same procedure, upload the ID of the Legal Representative and the appointed Organization Manager.

**NOTE:** You could also add the ID’s to the PDF of the accreditation document.



**Copy of Passport or ID Document**

Please, upload a copy of your ID card or Passport using the upload option.

By attaching your ID card or Passport, you expressly authorize "la Caixa" Banking Foundation to keep this document for the purposes of Grant Management.

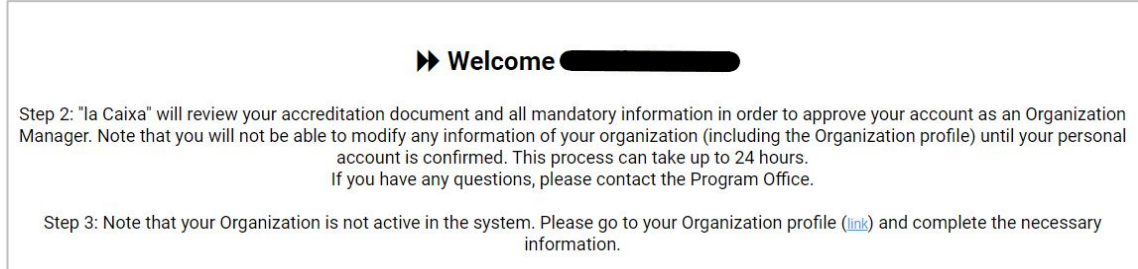
**Profile Picture**

**Update Profile**

h) Click on **UPDATE PROFILE**.

#### 4.4. “la Caixa’s” validation of the Register of the Organization Manager

Once you complete your registry the first step in the HOME page of your account will disappear.



**» Welcome [REDACTED]**

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

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

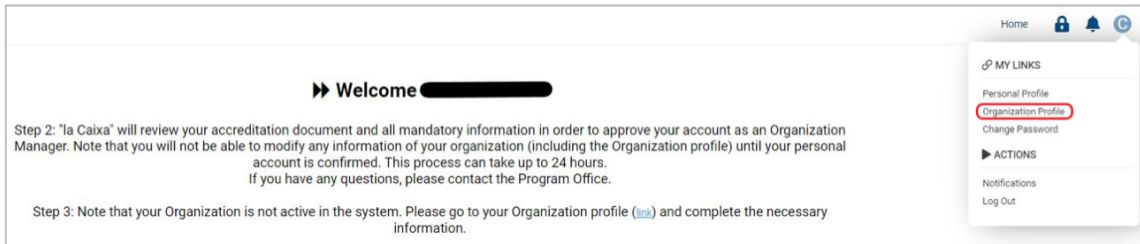
By clicking on **UPDATE PROFILE**, all the information of your registry will be sent to the Technical Secretary of the Call. The Technical Secretary will check the information and will ask you to correct your registry, if anything is wrong, or will approve your registry without asking any corrections. This process may take up to 24 hours.

## 5 | Organization Profile

Once your registry has been accepted by the Technical Secretary of the Call, you will receive an email, and, you will be able to fill in the information required of the Organization's Profile.

### 5.1. General Information Section

a) Access your account and complete the information required in the General Information Section in the Organization Profile.



Home [lock] [bell] [refresh]

» Welcome [redacted]

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

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

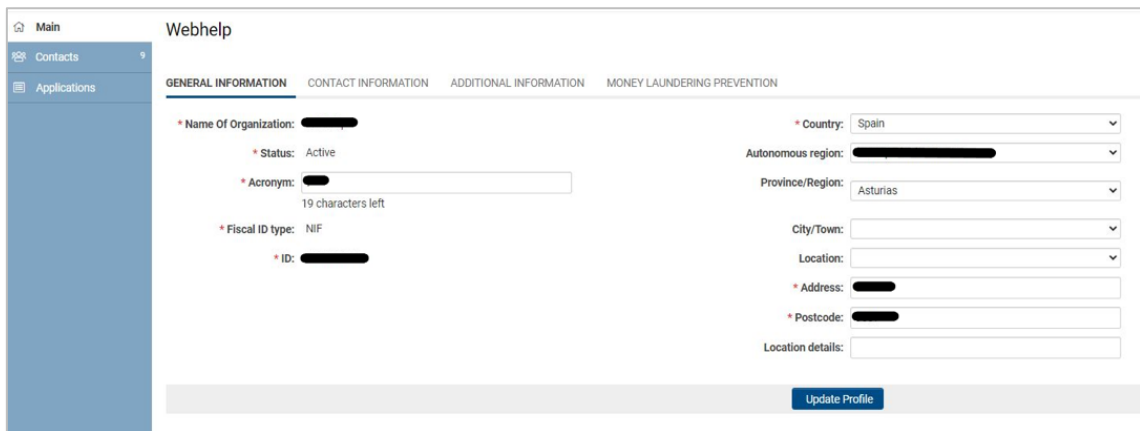
MY LINKS

- Personal Profile
- Organization Profile**
- Change Password

ACTIONS

- Notifications
- Log Out

**NOTE:** You will have to do this step only if your organization is not active in the system.



Main | Webhelp

Contacts 9 | Applications

GENERAL INFORMATION | CONTACT INFORMATION | ADDITIONAL INFORMATION | MONEY LAUNDERING PREVENTION

\* Name Of Organization: [redacted]

\* Status: Active

\* Acronym: [redacted] 19 characters left

\* Fiscal ID type: NIF

\* ID: [redacted]

\* Country: Spain

Autonomous region: [redacted]

Province/Region: Asturias

City/Town: [redacted]

Location: [redacted]

\* Address: [redacted]

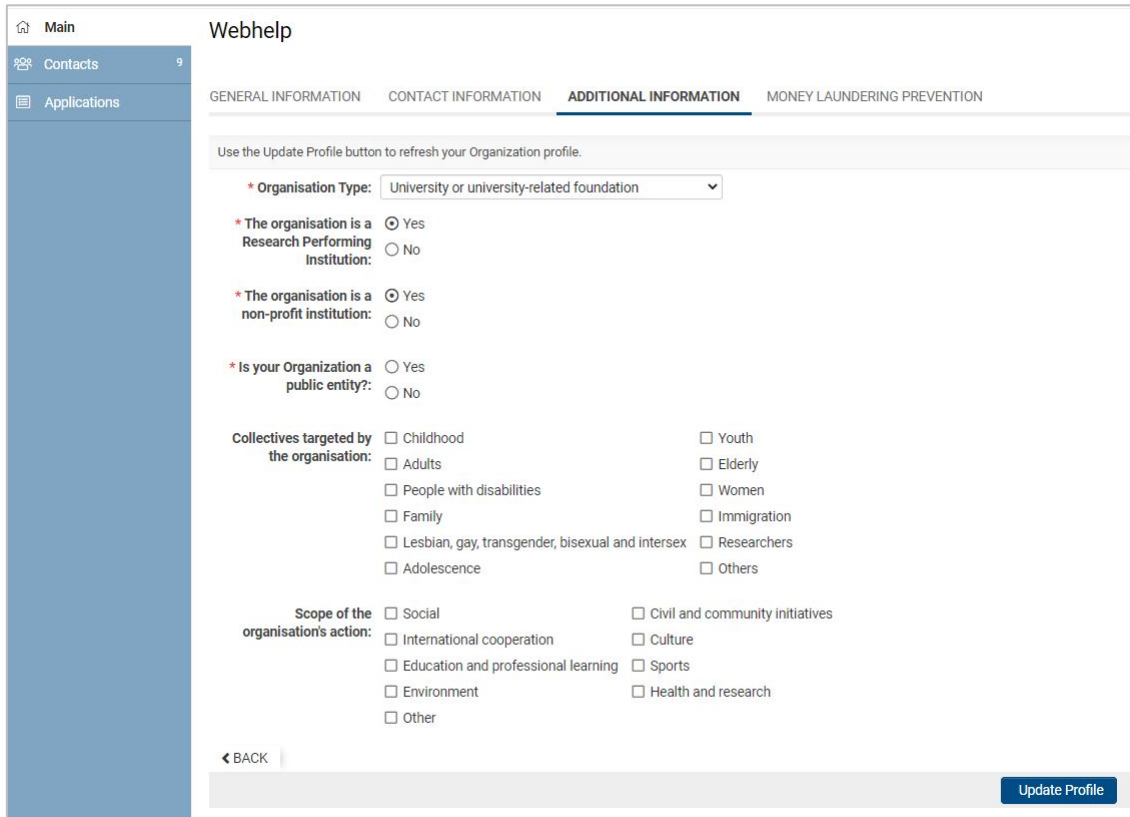
\* Postcode: [redacted]

Location details: [redacted]

Update Profile

## 5.2. Additional Information Section

a) Fill in the required information.



Webhelp

GENERAL INFORMATION CONTACT INFORMATION **ADDITIONAL INFORMATION** MONEY LAUNDERING PREVENTION

Use the Update Profile button to refresh your Organization profile.

\* Organisation Type: University or university-related foundation

\* The organisation is a Research Performing Institution:  Yes  No

\* The organisation is a non-profit institution:  Yes  No

\* Is your Organization a public entity?:  Yes  No

Collectives targeted by the organisation:

<input type="checkbox"/> Childhood	<input type="checkbox"/> Youth
<input type="checkbox"/> Adults	<input type="checkbox"/> Elderly
<input type="checkbox"/> People with disabilities	<input type="checkbox"/> Women
<input type="checkbox"/> Family	<input type="checkbox"/> Immigration
<input type="checkbox"/> Lesbian, gay, transgender, bisexual and intersex	<input type="checkbox"/> Researchers
<input type="checkbox"/> Adolescence	<input type="checkbox"/> Others

Scope of the organisation's action:

<input type="checkbox"/> Social	<input type="checkbox"/> Civil and community initiatives
<input type="checkbox"/> International cooperation	<input type="checkbox"/> Culture
<input type="checkbox"/> Education and professional learning	<input type="checkbox"/> Sports
<input type="checkbox"/> Environment	<input type="checkbox"/> Health and research
<input type="checkbox"/> Other	

< BACK Update Profile

b) Click on **UPDATE PROFILE**.

## 5.3. "la Caixa's" validation of the Organization Profile

By clicking on **UPDATE PROFILE** all the information of your organization will be send to the Technical Secretary of the Call. The Technical Secretary will check the information and will ask you to correct the information, if anything is wrong, or will approve your organization without asking any corrections.

## 6 | Start a Short Proposal

To start a Short Proposal, first, you must access your account as an **APPLICANT** using the credentials (user and password) that you created. Introduce your credential at <https://grants.lacaixa.org/s/Login.jsp>.



a) Once you have accessed your account, click on **OPEN CALL** in the Home Page.

**Welcome** ██████████

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.

**0**

**In Progress**

Proposals in Draft and Revision Requested

**2**

**Submitted**

Under review proposals

**8**

**Unsuccessful**

Unsuccessful proposals

**0**

**Awarded**

Granted proposals

**💡 Actions**

0 of 0 < >

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

**📄 Open Calls**

1-1 of 1 < >

#	Call Reference	Submission Start Date	Submission End Date
1	SR UAT Individual	26/08/2020 10:56	10/09/2020 00:00

Go to Call

b) Click on the **APPLY NOW** button.

🏠 Main

More...

## SR UAT Individual

Call Documentation:

▼ Short Proposal Dates

---

Submission Start Date: 26/08/2020 10:56

Submission End Date: 10/09/2020 00:00

▼ Full Proposal Dates

---

Submission Start Date: 12/11/2020 00:00

Submission End Date: 31/12/2020 00:00

▼ Eligibility Criteria

---

**Eligibility Information**

test

**Eligible Country**

Spain, Portugal

**Maximum proposals per applicant**

Unlimited

**No other ongoing projects as Project Leader for this call type**

Yes

**Restrictions in the application of C rated proposals from last call**

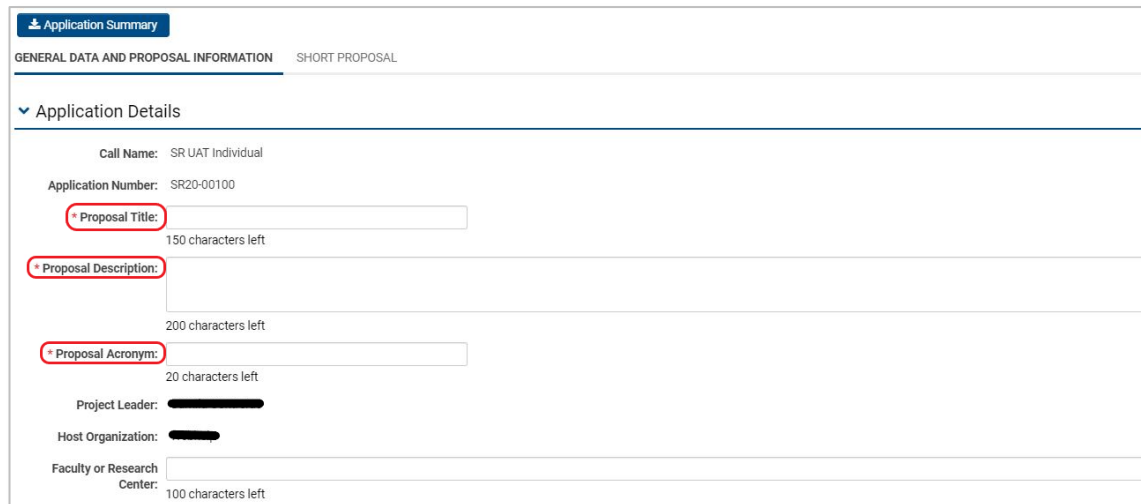
No

Apply Now

## 7 | *General Data and Proposal Information*

### 7.1. *Application Details*

a) Fill in all the mandatory fields with the required, and correct, information. Only after completing the information of this section you will be able to visualize the Short Proposal Section.



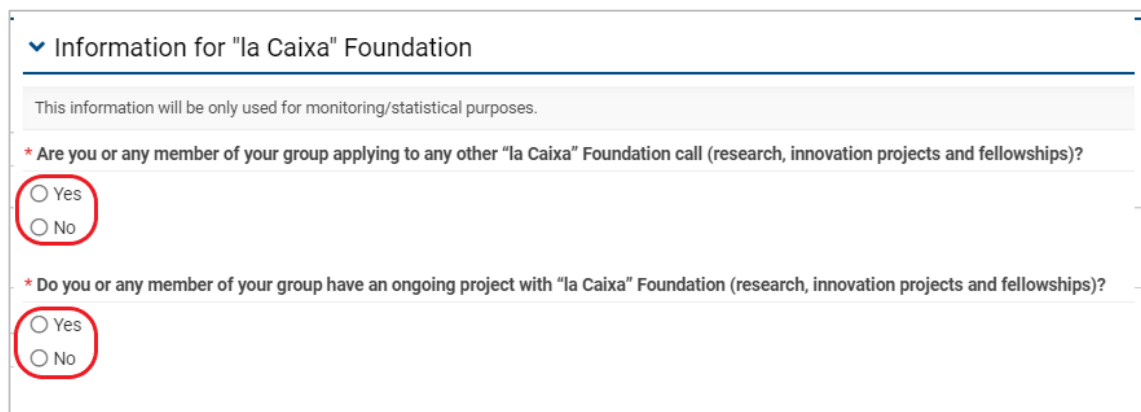
The screenshot shows the 'Application Summary' form, specifically the 'GENERAL DATA AND PROPOSAL INFORMATION' section. The 'Application Details' section is expanded, showing the following fields:

- Call Name: SR UAT Individual
- Application Number: SR20-00100
- \* Proposal Title: [Text input field, 150 characters left]
- \* Proposal Description: [Text input field, 200 characters left]
- \* Proposal Acronym: [Text input field, 20 characters left]
- Project Leader: [Redacted]
- Host Organization: [Redacted]
- Faculty or Research Center: [Text input field, 100 characters left]

### 7.2. *Information for "la Caixa" Foundation*

The information required in this section is meant for statistical purposes only.

a) Click on **YES** or **NO** to each question.



The screenshot shows the 'Information for "la Caixa" Foundation' section. It includes a disclaimer: "This information will be only used for monitoring/statistical purposes." and two questions with radio button options:

- \* Are you or any member of your group applying to any other "la Caixa" Foundation call (research, innovation projects and fellowships)?  
 Yes  
 No
- \* Do you or any member of your group have an ongoing project with "la Caixa" Foundation (research, innovation projects and fellowships)?  
 Yes  
 No

b) Bear in mind that if you reply **YES** on any of the two questions you will be required further information, namely, an **APPLICATION CODE** in the first question or a **PROJECT CODE** in the second question.

To add this information, to each question, you just have to click on the + icon.

▼ Information for "la Caixa" Foundation

---

This information will be only used for monitoring/statistical purposes.

\* Are you or any member of your group applying to any other "la Caixa" Foundation call (research, innovation projects and fellowships)?

Yes  
 No

\* Please indicate the application code (such as HR20-00001, CI18-00001...) for each of the proposals where you or a member of your group applied

Application Code

+

\* Do you or any member of your group have an ongoing project with "la Caixa" Foundation (research, innovation projects and fellowships)?

Yes  
 No

\* Please indicate the application code (such as LCF/PR/HR17/52150017) for each of the proposals where you or a member of your group applied

Project code

+

### 7.3. Project Leader

a) Introduce the PhD award date. Keep in mind that, as it is stated in the Rules of Participation of the Call, you must hold a PhD awarded two years before the Call's deadline.

▼ Project Leader

---

\* PhD Award Date

dd/mm/yyyy


\* Have you taken a career break in the last 5 years?

Enter the details of your scientific article

In the preceding 5 years before the closure of the call (i.e. between 01 January 2015 and 10 September 2020), applicants must have published at least 1 scientific article in Q1 journals (see Rules for Participation for details on the requirements).

DOI	Title of the Document	Authors	Journal	Q1 Ranking	Date of Publication
10.2174/15672050113109990149	E	E	E	SJR - Scopus	02/08/2020

b) After completing all the subsections of the General Data and Proposal Information, click on the **CONTINUE** button. By doing this the following alert will appear.

 **Alert**

You can now proceed with the proposal form.

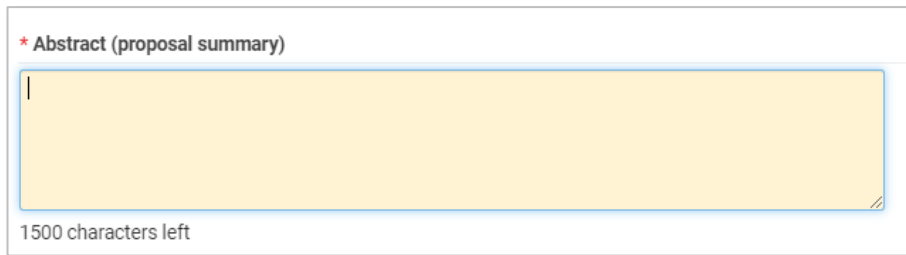
Click on **YES**.

At any time of the process of creation of the proposal, you can save all the changes that you make by clicking on the **SAVE DRAFT** button. As well, at any time, you can click on the **VALIDATE** button to visualize the missing information in order to submit the proposal.

## 8 | Short Proposal

### 8.1. Abstract

a) Complete the abstract fields taking into account the limitation of characters (1500 characters). If needed, you can change the visualization size of the box through the right bottom corner.

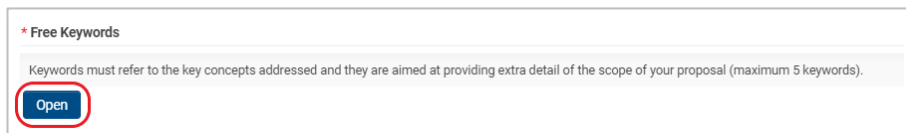


\* Abstract (proposal summary)

1500 characters left

### 8.2. Free Keywords

a) Enter 5 keywords related to the scope of your proposal. To do so, click on the **OPEN** button.

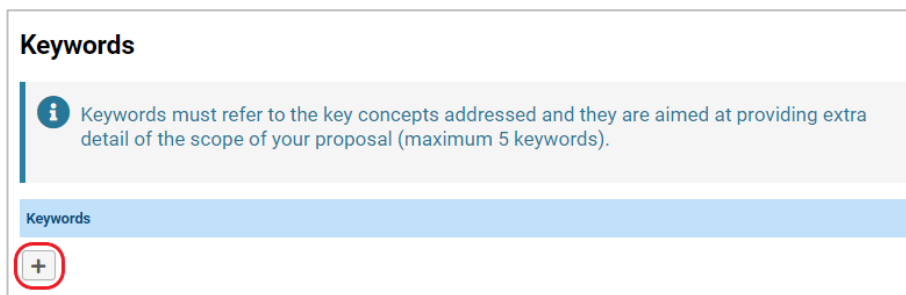


\* Free Keywords

Keywords must refer to the key concepts addressed and they are aimed at providing extra detail of the scope of your proposal (maximum 5 keywords).

Open

b) Click on the + icon.



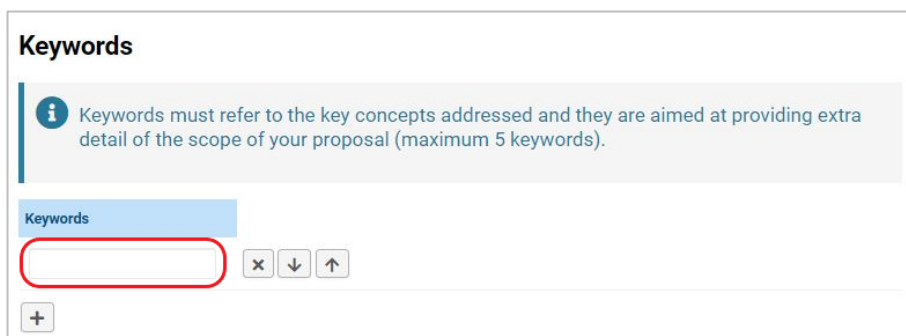
**Keywords**

*i* Keywords must refer to the key concepts addressed and they are aimed at providing extra detail of the scope of your proposal (maximum 5 keywords).

Keywords

+

c) Add the five keywords, one at a time.



**Keywords**

*i* Keywords must refer to the key concepts addressed and they are aimed at providing extra detail of the scope of your proposal (maximum 5 keywords).

Keywords

x ↓ ↑

+

d) Once you have added all the Free Keywords, click on the **SAVE** button.

### Keywords

**i** Keywords must refer to the key concepts addressed and they are aimed at providing extra detail of the scope of your proposal (maximum 5 keywords).

Keywords

✕↓↑

+

Save Clear Close

### 8.3. Proposal Disciplines

a) Select the branch of science of your proposal.

#### ▼ Proposal Disciplines

Please, search [here](#) the research field(s) and subfield(s) that better frame your research proposal and select up to maximum 3 items:

**\* Branch of science**

Social Sciences and Humanities

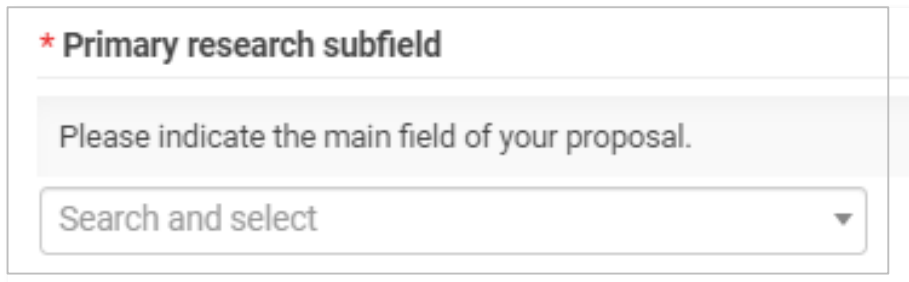
Life Sciences

Physical Sciences and Engineering

b) Enter the research field of your proposal. If you need further information about the research fields available in the application click on **HERE** in the previous section.

**\* Research field**

c) Enter the primary research subfield of your proposal.



\* **Primary research subfield**

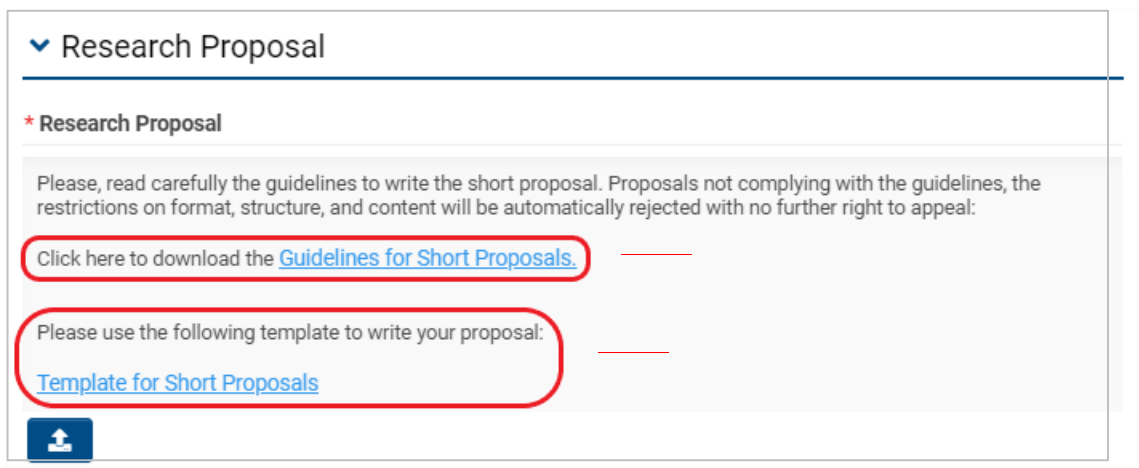
Please indicate the main field of your proposal.

Search and select

## 8.4. Research Proposal

### 8.4.1. Upload the Short Proposal

Inside the tab **SHORT PROPOSAL**, in the section Research Proposal, you will find the *Guidelines for Short Proposals* and the *Template for Short Proposals* available to download.



▼ Research Proposal

---


\* **Research Proposal**

Please, read carefully the guidelines to write the short proposal. Proposals not complying with the guidelines, the restrictions on format, structure, and content will be automatically rejected with no further right to appeal:

Click here to download the [Guidelines for Short Proposals](#).

Please use the following template to write your proposal:

[Template for Short Proposals](#)



To upload the Short Proposal, click on the **UPLOAD** button under ‘Research Proposal’. Upload a PDF Document taking into account the limitation on pages (3 pages) and the restriction on the size’s file (2 GB).

▼ Research Proposal

---


\* Research Proposal

Please, read carefully the guidelines to write the short proposal. Proposals not complying with the guidelines, the restrictions on format, structure, and content will be automatically rejected with no further right to appeal:

Click here to download the [Guidelines for Short Proposals](#).

Please use the following template to write your proposal:

[Template for Short Proposals](#)



**IMPORTANT: Short Proposals, must be anonymous.**

Do not include information related to the identity of the PL, Research Team or Host Organization. Avoid any link or reference that might lead the evaluator to know the authorship of the proposal. Make sure, as well, that you do not name the PDF file with any word that might identify the PL or the Host Organization.

**PROPOSALS CONTAINING THIS KIND OF INFORMATION  
WILL BE AUTOMATICALLY REJECTED.**

## 9 | Endorse a Proposal

The endorsement of the proposal is essential to submit the proposal. This step must be done by the Organization Manager of the Host Organization. Please make sure this validation is completed on time.

a) The Organization Manager must access his/her account. The proposals that the organization manager must endorse will appear under the **ACTIONS** section.

» Welcome [REDACTED]

**0**

Endorsed applications

All current applications endorsed by your organization

**0**

Pre-Awarded Applications

Pre-Awarded Applications

**0**

Legal Reviews

Legal Reviews in Draft, Revisions Required and Declined (Legal Check)

**0**

Applications at Contract Stage

All Applications at Contract Preparation and Contract Revision

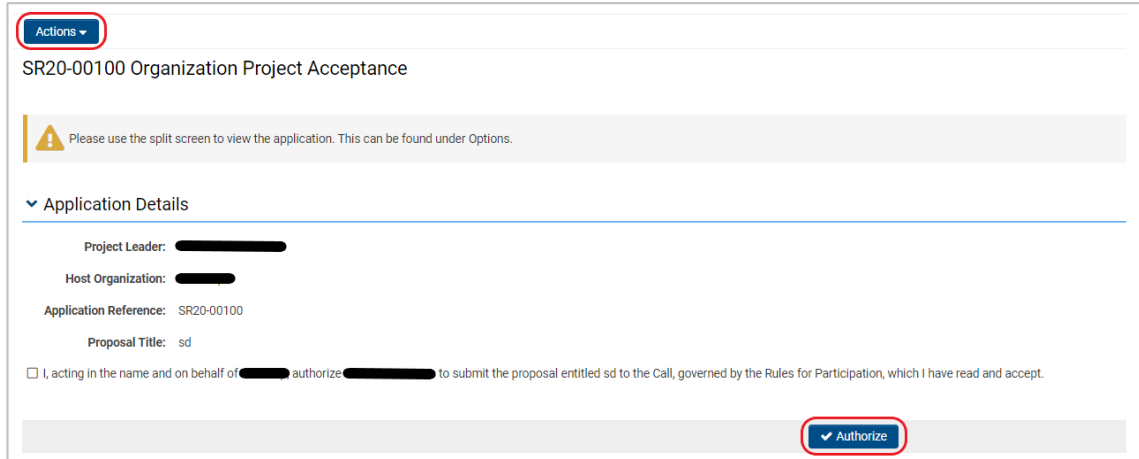
🔔 Actions

1-1 of 1 ◀ ▶

#	Type	Application Reference	Project Leader	Status	Last Modified	
1	Open	Organization Project Acceptance	SR20-00100	[REDACTED]	Pending Acceptance	26/08/2020 14:55



- b) To endorse a proposal, the organization manager must click on the **OPEN** button.
- c) Click on **ACTIONS/OPTIONS – APPLICATION IN SLIPT VIEW** to visualize the complete proposal, and, click on **AUTHORIZE** to accept/endorse the proposal.



Actions ▾

SR20-00100 Organization Project Acceptance

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

Application Details

Project Leader: ██████████

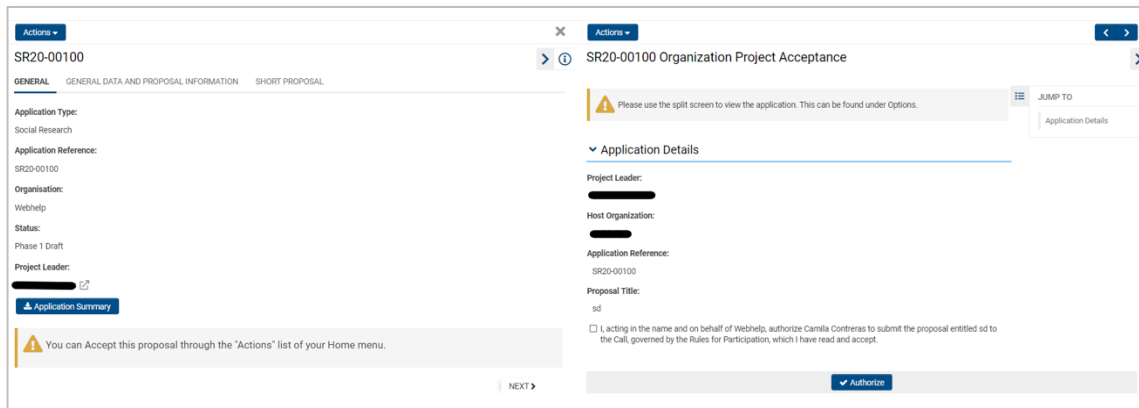
Host Organization: ██████████

Application Reference: SR20-00100

Proposal Title: sd

I, acting in the name and on behalf of ██████████, authorize ██████████ to submit the proposal entitled sd to the Call, governed by the Rules for Participation, which I have read and accept.

Authorize



Actions ▾

SR20-00100

GENERAL GENERAL DATA AND PROPOSAL INFORMATION SHORT PROPOSAL

Application Type: Social Research

Application Reference: SR20-00100

Organisation: Webhelp

Status: Phase 1 Draft

Project Leader: ██████████

Application Summary

⚠ You can Accept this proposal through the "Actions" list of your Home menu.

NEXT >

Authorize

Application Details

Project Leader: ██████████

Host Organization: ██████████

Application Reference: SR20-00100

Proposal Title: sd

I, acting in the name and on behalf of Webhelp, authorize Camila Contreras to submit the proposal entitled sd to the Call, governed by the Rules for Participation, which I have read and accept.

- d) Click on **YES** in the warning that will appear.



⚠ Alert

Are you sure you want to confirm this project?

YES NO

- e) The following notification will appear in your screen.

### Proposal Accepted

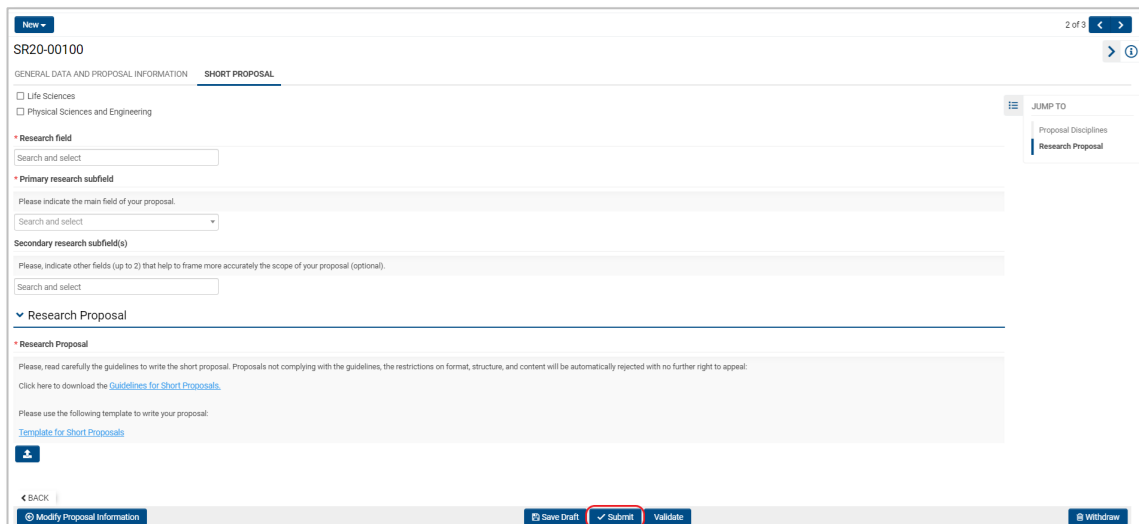
Proposal SR20-00100 has been authorized to participate to "la Caixa" Call.  
Thank you.

**IMPORTANT:** The acceptance of the proposal by the Organization Manager is **NOT THE SUBMISSION OF THE PROPOSAL**. The PL must access his/her account and click on the **SUBMIT** button. If the PL doesn't do this the proposal won't be submitted and, by the closing date of the call, the proposal will go automatically to withdrawn.

## 10 | *Submission of the Short Proposal*

Once you have uploaded the Short Proposal, and your Organization Manager has endorsed your Proposal, you will be able to submit it.

a) Click on the **SUBMIT** button.



b) Click on the **YES** button on the alert that will pop up.



c) After submitting your proposal, you will receive an email of confirmation of its correct submission.

**IMPORTANT: Once you submit your proposal,  
NO FURTHER CHANGES WILL BE POSSIBLE.**

Please submit your proposal on time.  
We will not accept any proposal after the deadline.

If you need further assistance, please contact  
[socialresearch@contact.fundaciolacaixa.org](mailto:socialresearch@contact.fundaciolacaixa.org)