Call for proposals

Caixaimpulse

Grants "la Caixa" online system

Manual For Submission

Validate

2020

"la Caixa" Foundation

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1 User registration

Grants "la Caixa" can be accessed through the link: https://grantslacaixa.org

Users can register on the login page by clicking REGISTER AS APPLICANT (Project Leaders and Partners) or REGISTER AS ORGANISATION MANAGER (OM). A form for entering contact details will then appear in a new window. All profiles should register linked to an Organisation, which should appear in the list. Should the organisation not be found, it can be included by entering its name and identification details (NIF if the organisation is Spanish and VAT number for non-Spanish institutions). **This will be the organisation signing the Grant Agreement**.

It is essential that the applicant registers only one user profile in the system with his/her personal data (name, valid ID and email – institutional email recommended). It will not be possible to register more than one profile with the same ID. The email introduced by the PL and the OM will be used to send all important information on this Call.

After user registration you will receive an e-mail with an activation link to introduce the password into Grants "la Caixa".

If you experience technical problems, please contact Grants "la Caixa": ci_info@fundaciolacaixa.org.

2 Creating an application

To initiate a new application, Project Leaders (PLs) first need to identify the call they wish to apply for in the Open Calls table. It is necessary to check and/or complete your profile by accessing your PERSONAL PROFILE in the right upper button and clicking on Update Profile.

After choosing the CI20 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 Non-profit Organisation based in any country covered by Horizon 2020 and having only 1 open application in this call. Once you apply, your **pre-draft application** is then created. At this point, you will have access to the first tab: General Data and Information. It will become a **draft version,** having access to the complete application form, once the initial section is completed and until you actively submit the application.

You can save and subsequently edit a draft version of the application until the deadline. Only one draft can be active in this call, which can be saved by clicking SAVE DRAFT and may be deleted at any time up to the deadline by clicking WITHDRAW. Please notice that withdrawn drafts cannot be recovered.

A VALIDATION button is available during the application process to check that the data provided is correct. We recommend using this validation throughout the process to ensure submission before the deadline for applications. An application is not submitted to "la Caixa" until an applicant has clicked SUBMIT.

The initial section (General data and proposal information) needs to be completed to access the rest of the application sections. Fields marked with a red star (*) are obligatory to fill in. Changes in the specific fields of PROPOSAL DESCRIPTION and CLASSIFICATION OF THE APPLICATION in this initial section will require the re-acceptance of the proposal by Partners and Co-owners (if applicable).

The rest of the sections need to be completed but not necessarily in chronological order. To prevent loss of data, it is essential to press SAVE DRAFT before you leave Grants "la Caixa" or navigate in the system, as well as for visualizing some information introduced, including the budget table and the publications.

You can review the application at any time by clicking OPEN under IN PROGRESS on the Grants "la Caixa" front page. The whole application, including any currently entered data, can be downloaded as a PDF file by clicking on APPLICATION SUMMARY. Make sure that the PDF is readable appropriately before submitting your application. Once the submission is completed, your application will be found in SUBMITTED proposals.

3 Text and illustrations

FILLING IN THE FIELDS

For all applications, the individual fields must be completed in English and in accordance with these guidelines and the instructions supplied in Grants "la Caixa".

APPLICATION TEXTS

Text from e.g. Word can be copied and pasted into most text fields of the application. It is, however, important to check that formatting, special letters and symbols, have not been converted or lost in the text fields after copying and pasting. Every text box has a countdown of characters (with spaces).

4 Consortium Partners and Co-owners of the Asset/s (COA)

In Consortium proposals and when the Asset/s is co-owned by other Partners, Partners must be invited by the PL to join the project. 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.

"la Caixa" advises you to invite all members of this proposal at once (accounting these contacts will need to approve their participation in the proposal), as changes to this table (removal of members) will require the re-approval of all other members in the proposal.

When cancelling an already accepted invitation, please make sure to navigate to PROJECT PARTICIPATION ACCEPTANCE STATUS table in the PROJECT TEAM tab and discard the corresponding form.

Each Partner receiving the invitation shall register if they are accessing the system for the first time and validate the proposal. It is necessary to complete their profile by accessing your Personal Profile in the right upper button.

5 Submitting the application

The application in its entirety must be submitted electronically via the application system by clicking submit before **March 16th 2020 at 14.00h (CET).** It is not possible to submit an application or any part of it by standard mail or e-mail. Any material submitted outside the application system will not be included in the evaluation and will not be returned. Applications cannot be modified after the submission deadline.

An application cannot be submitted unless all the required fields have been completed. Fields in the application that are incorrectly completed or incomplete will be listed in a grey box at the top of the application when submitting or validating the proposal. Clicking on each individual line takes you directly to the incomplete field. The grey box will disappear when you select SAVE DRAFT. This allows you to continue with the application and submission.

Amending incorrect entries can be time-consuming, so we recommend validating applications well before the deadline. Please remember to check that the PDF version of the proposal is legible and contains all entered information before submitting.

Once the application has been submitted, you will receive a confirmation of receipt by e-mail. If you do not receive a confirmation of receipt (please check your spam folder), you should contact "la Caixa" as soon as possible.

If you wish to withdraw a submitted application after the deadline, please contact Grants "la Caixa": ci_info@fundaciolacaixa.org.

6 Evaluation process of the proposals

The evaluation process will take place from March to June.

The report of the remote phase contains the comments of the 2 or 3 peers that have evaluated the proposal, while the report of the interview phase is a summary of the comments of the Committee (rapporteur).

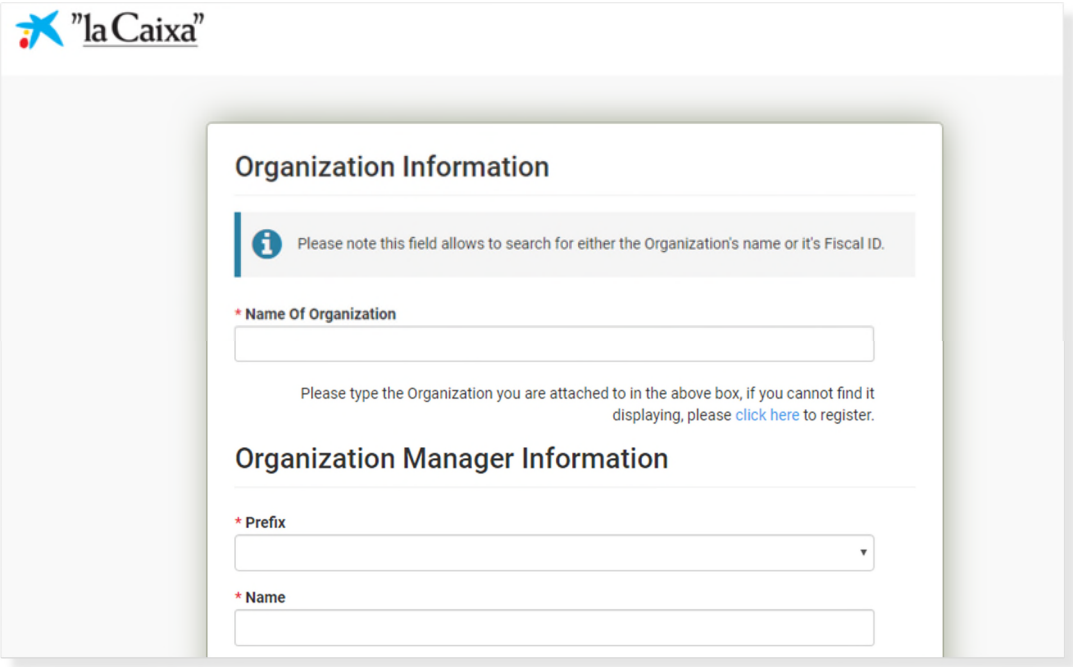
Reports will be visualised in the online platform by the PLs and OM of the proposals, and an email will be sent for information only to PLs. It is the PL responsibility to inform the Team members and Partners / CSOs (if applicable).

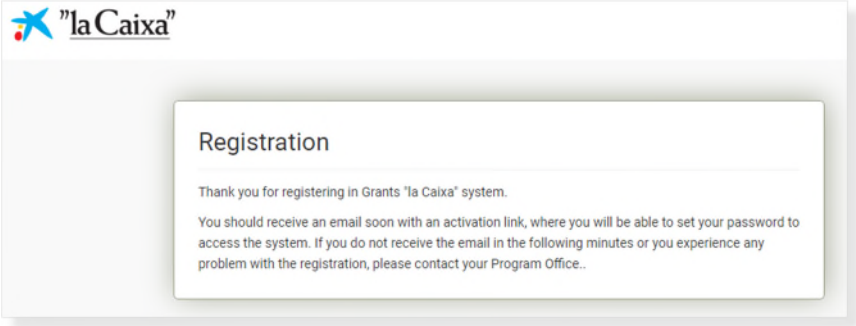
7 Visual support

7.1. ORGANISATION MANAGER (OM)

7.1.1. Registration

Register as an ORGANISATION MANAGER and link to your organisation. If the organisation is not in the list, register it with name, country and tax ID.



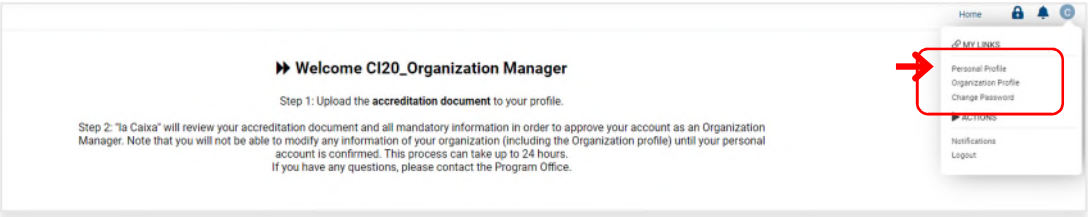


7.1.2. Activation

Check your email to click on the activation link and define your password.

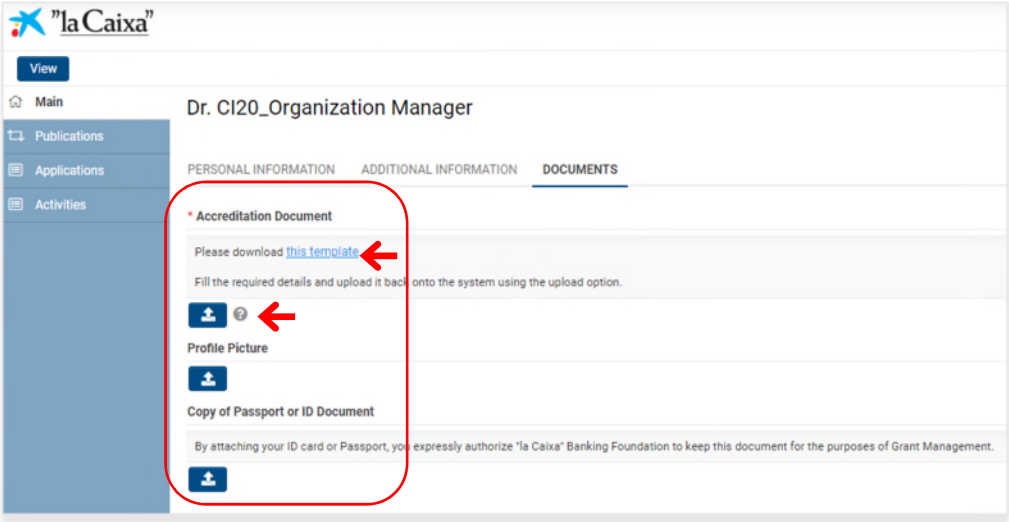
7.1.3. Personal profile

Complete personal profile and add the accreditation document in your personal profile by clicking on the circle in the upper right corner that contains your initial.



7.1.4. Documentation

In the DOCUMENTS SECTION, download and complete the template for the accreditation document. Add the required documentation in the same pdf and upload it to the system.

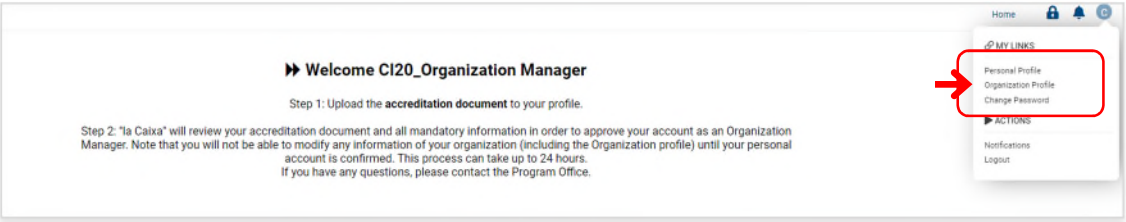


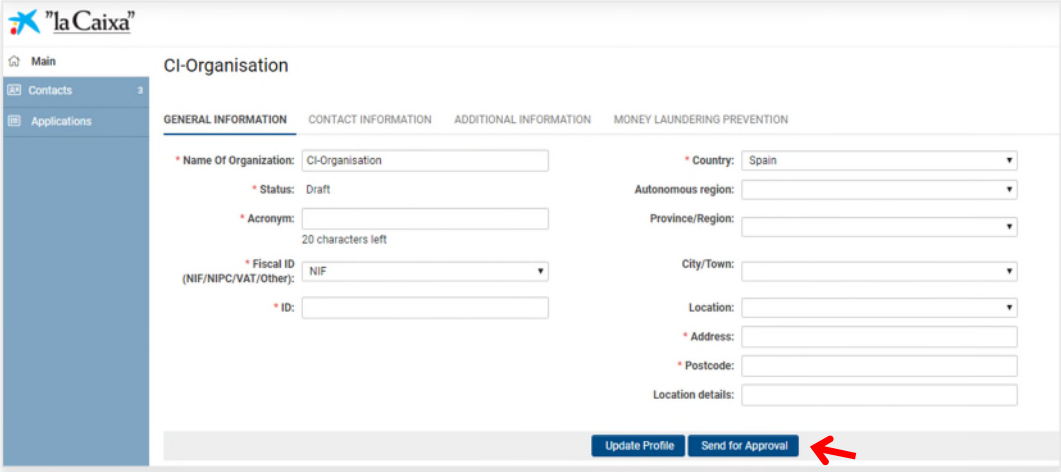
7.1.5. "la Caixa" validation

Once the profile is updated with the information and the required document, please wait for the CaixaImpulse Programme Office to validate your information.

7.1.6. Organisation profile

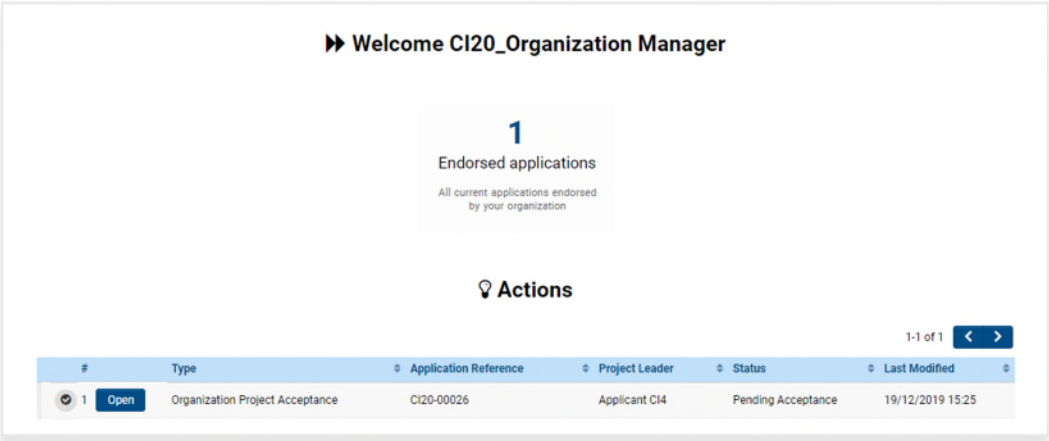
If your organisation is not active, complete the information in the Organisation profile. The CaixaImpulse Programme Office will also validate the Organisation information.





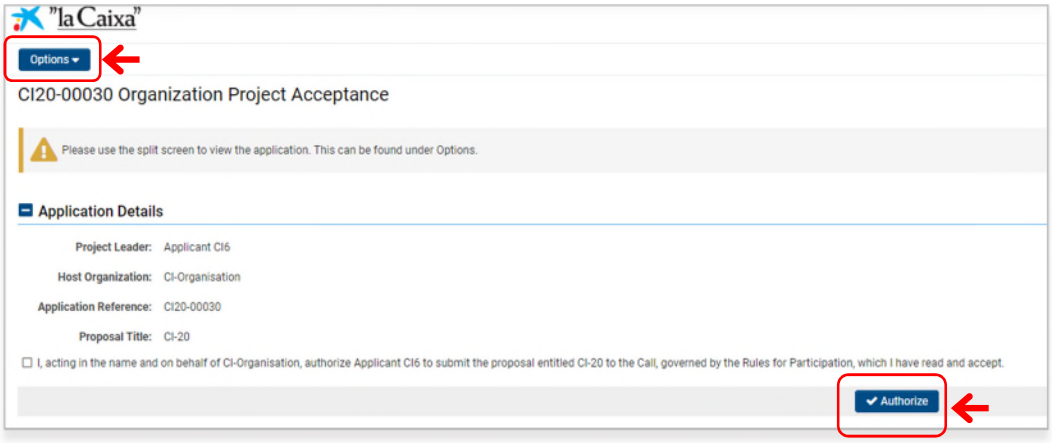
7.1.7. Actions

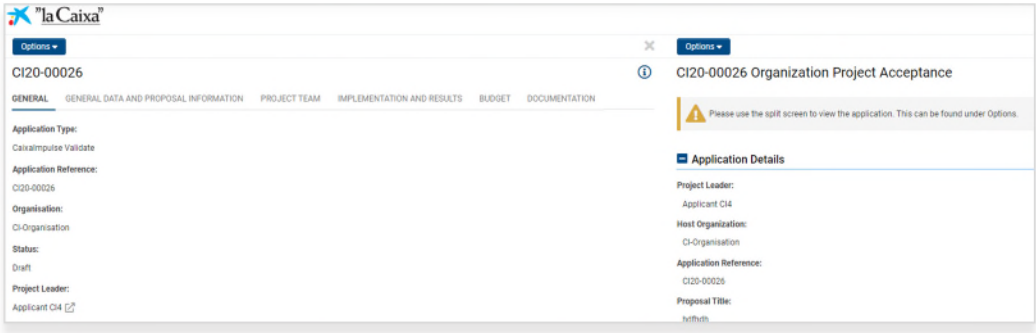
Once your data has been validated, you can now access the initial screen with the endorsed applications (applications validated by the OM) and actions to complete (applications to validate by the OM).

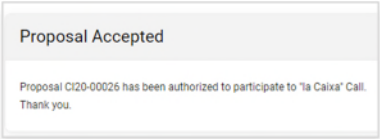


7.1.8. Endorsing a proposal

To endorse a proposal, click on OPEN and AUTHORISE the proposal. You can visualise the proposal (General data and proposal information – Project team - Budget) by clicking on OPTIONS – Applications to split view.





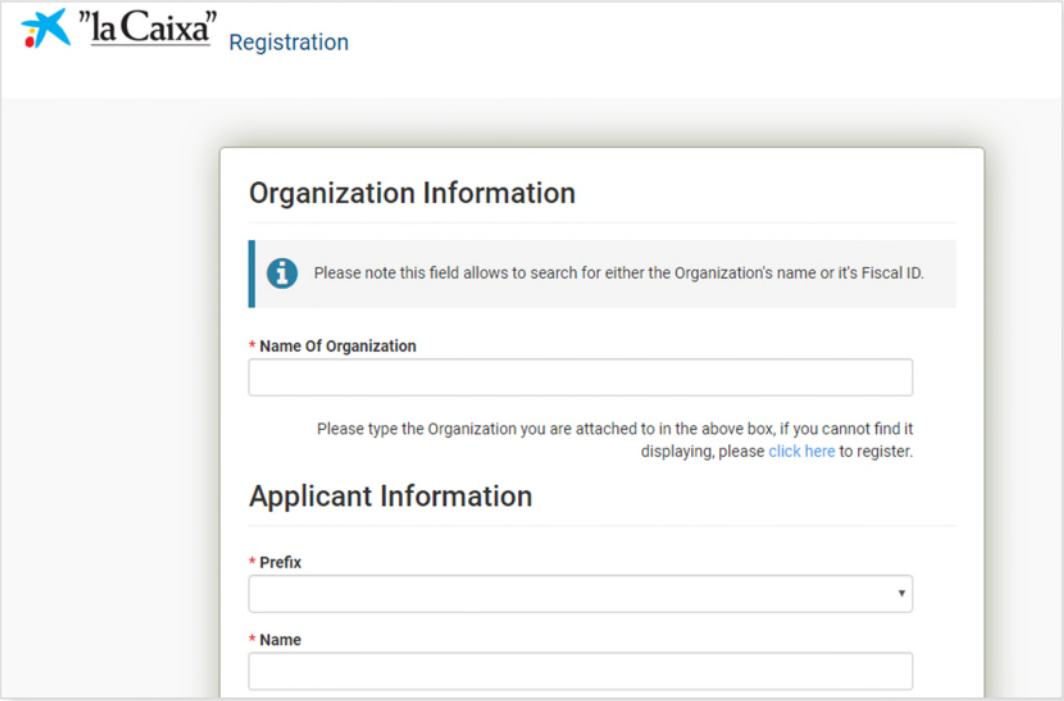


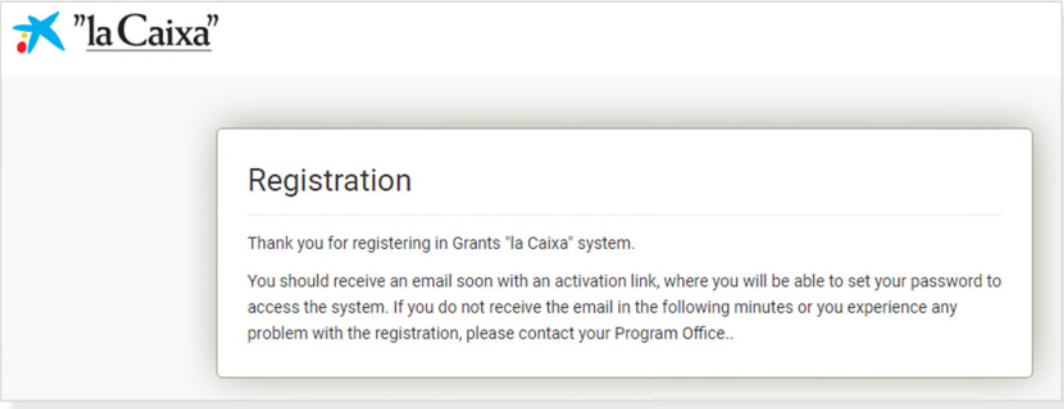
! The endorsement of a proposal by the OM is mandatory before submitting a proposal. Please make sure this validation is completed on time.

7.2. PROJECT LEADER (PL)

7.2.1. Registration

Register as an APPLICANT and link to your organisation. If the organisation is not in the list, register it with name, country and tax ID number.





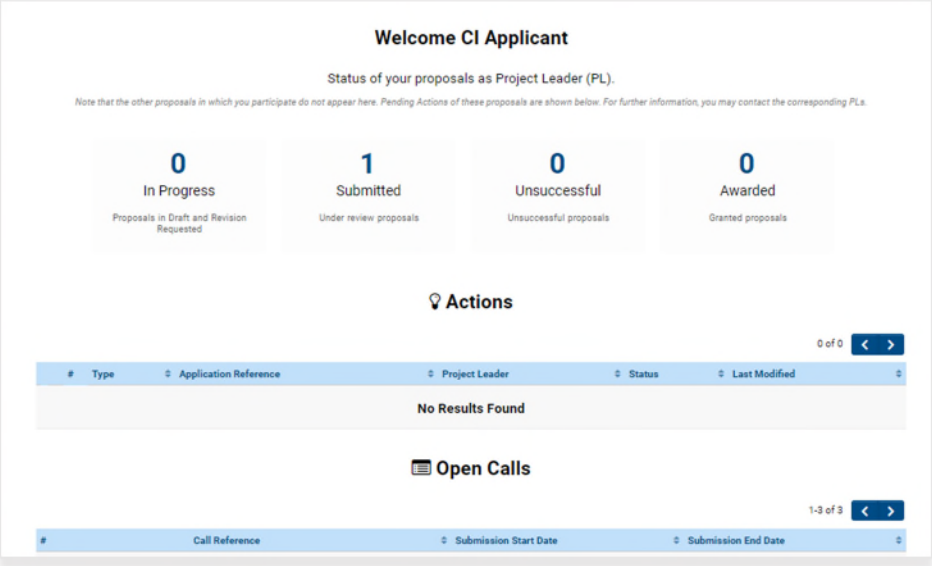
7.2.2. Activation

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 visualise:

» Proposals as PL: IN PROGRESS, SUBMITTED, UNSUCCESSFUL and AWARDED.
» ACTIONS for proposals you are invited as Partner.
» OPEN CALLS where you can visualise all the open calls.

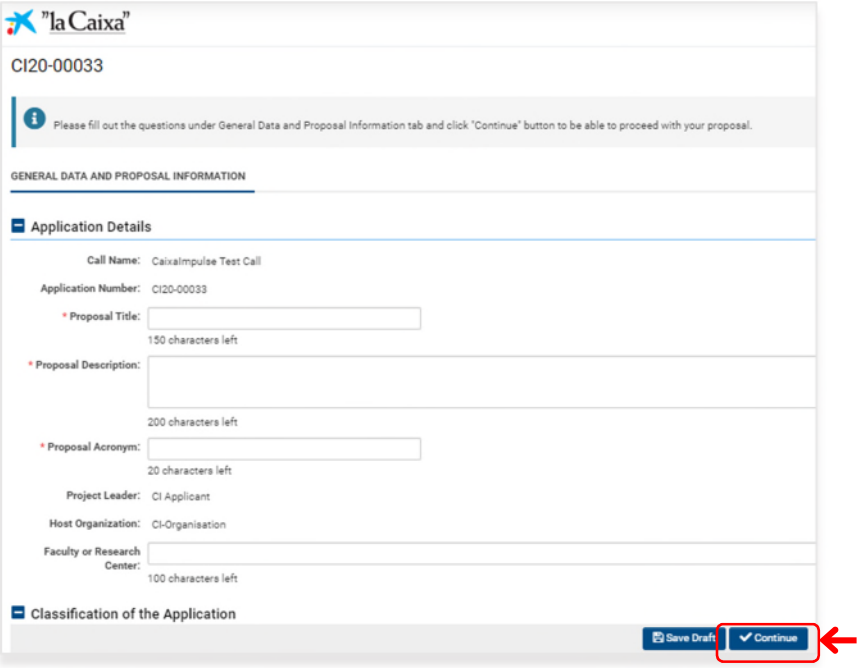


7.2.4. Start a proposal

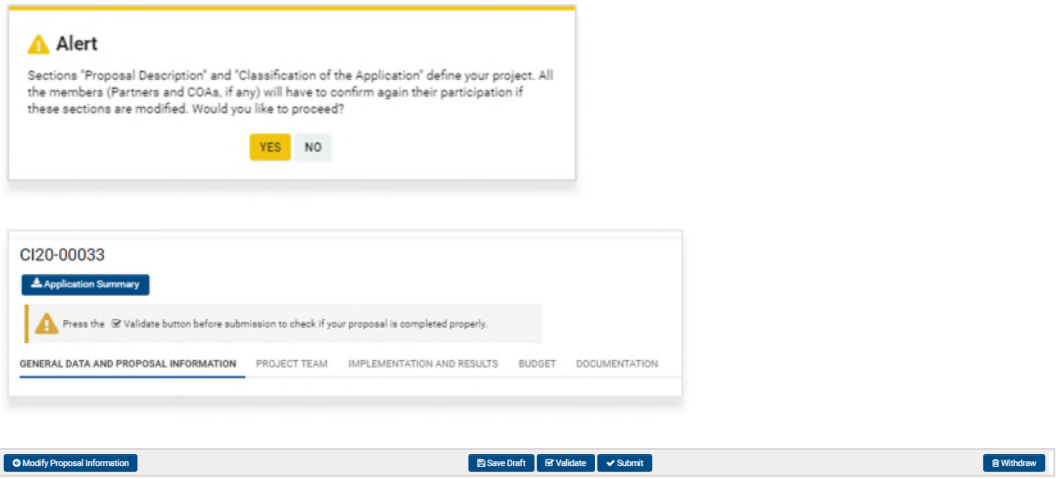
To start an application as PL, click on CALL DETAILS and check the eligibility criteria before clicking on APPLY.

7.2.5. General data and proposal information

Complete the information on GENERAL DATA AND PROPOSAL INFORMATION tab in order to visualise the rest of the proposal.



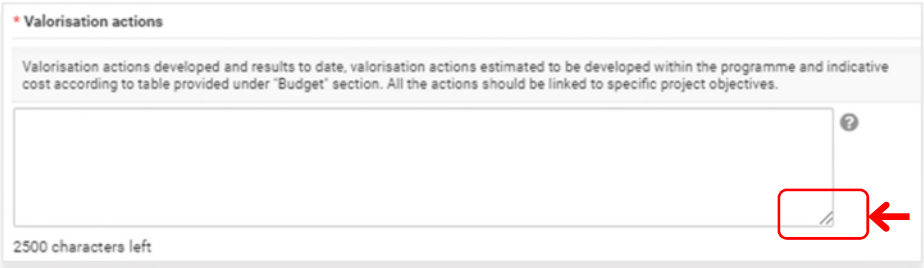
Once clicking on CONTINUE, you will visualise the rest of the proposal as a draft.



At any time, make sure to save the changes in the proposal by clicking the SAVE DRAFT button. You can VALIDATE the information to visualise the missing information in order to SUBMIT. WITHDRAWN proposals cannot be retrieved.

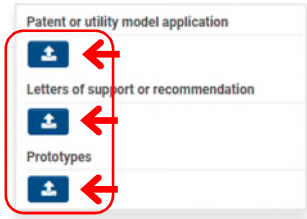
7.2.6. Text boxes

Text can be completed in every section taking into account the limitation of **characters with spaces**. You can change the visualisation size of any box through the right bottom corner.



7.2.7. Documentation

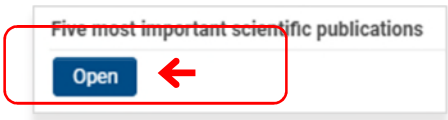
Documentation can be uploaded as pdf files



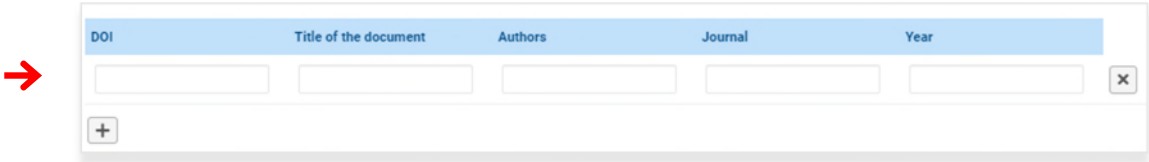
7.2.8. Publications

In the GENERAL DATA AND PROPOSAL INFORMATION section, relevant PUBLICATIONS (5 main publications) can be added:

» a) Click on OPEN.

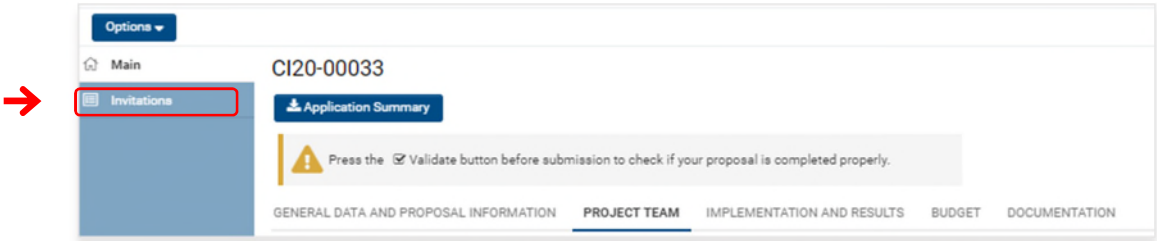


» b) Click on + to include the information.

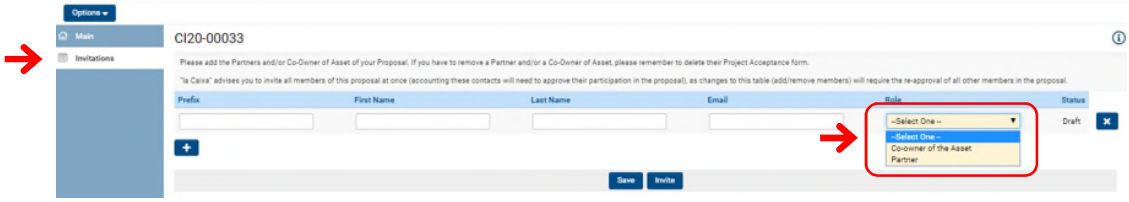


7.2.9. Invitation of Consortium Partners and Co-owner of Asset/s (COA)

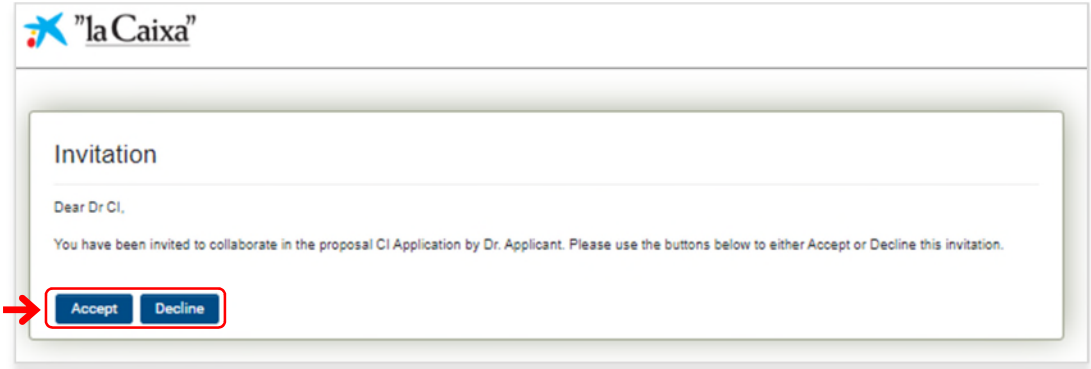
» a) Click on the INVITATIONS section on the left side of the proposal.



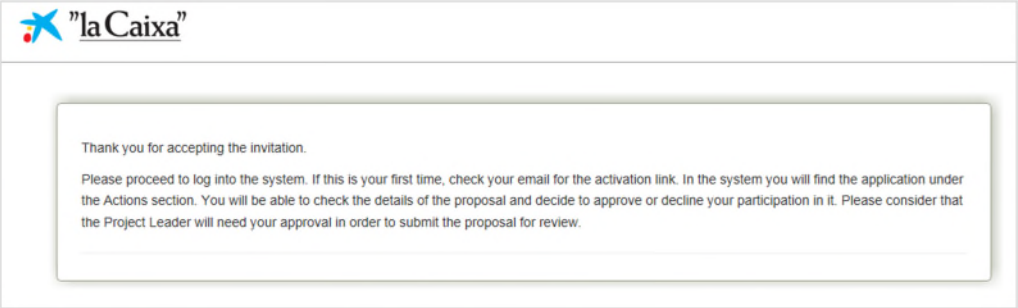
» b) Click on + to invite the participants adding their name, email and role in the proposal.



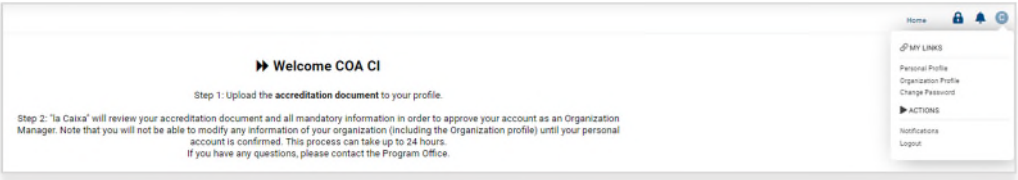
» c) The participants will receive an invitation by email that they can accept or decline.



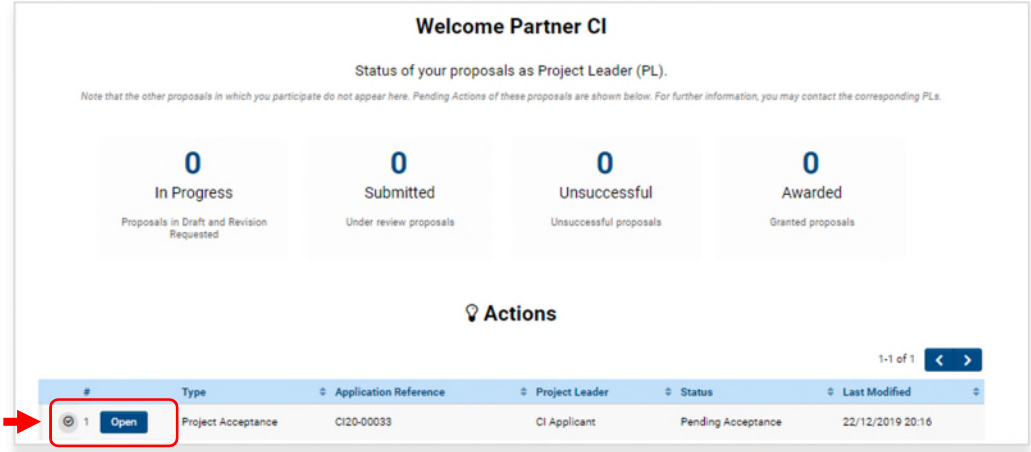
» d) If they accept the invitation, they will be directed to the registration site or they can access the system if they are already registered.



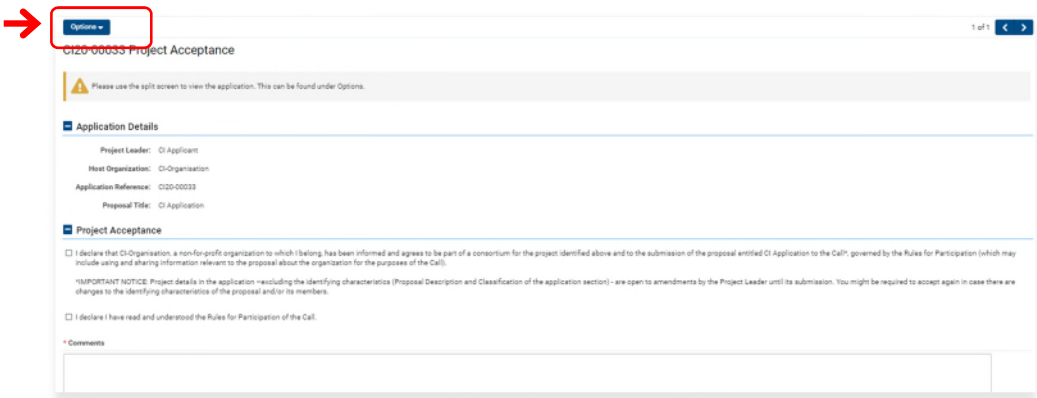
» e) COAs will be considered OM of their Institutions. They will be asked to follow the procedure described in 7.1.

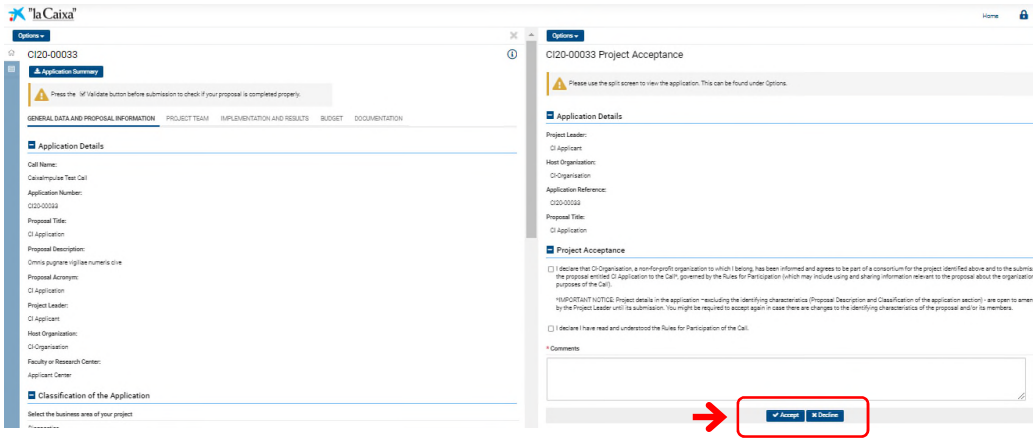


» f) Consortium Partners will visualise the proposals they have been invited to in their main page, under the ACTIONS section:

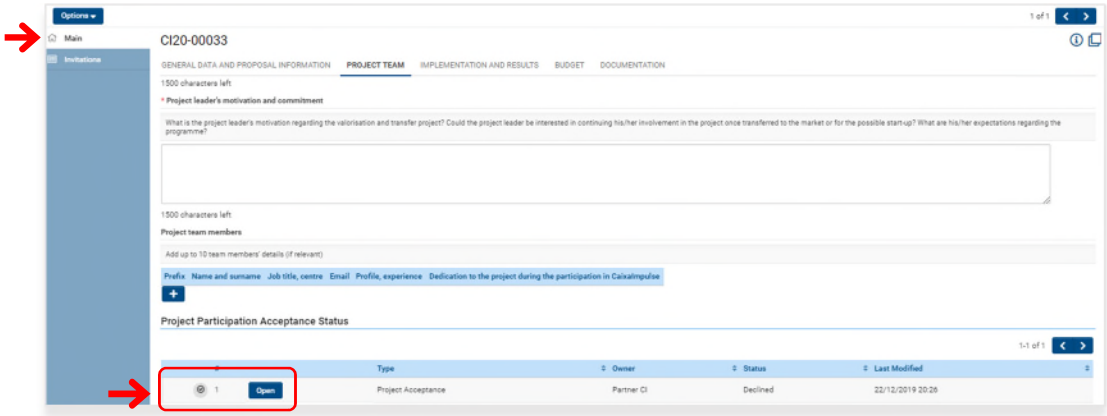


f.1) Click on the OPEN button to visualise the proposal in OPTIONS – Application. As participants, they will visualise the entire proposal without the possibility of editing.

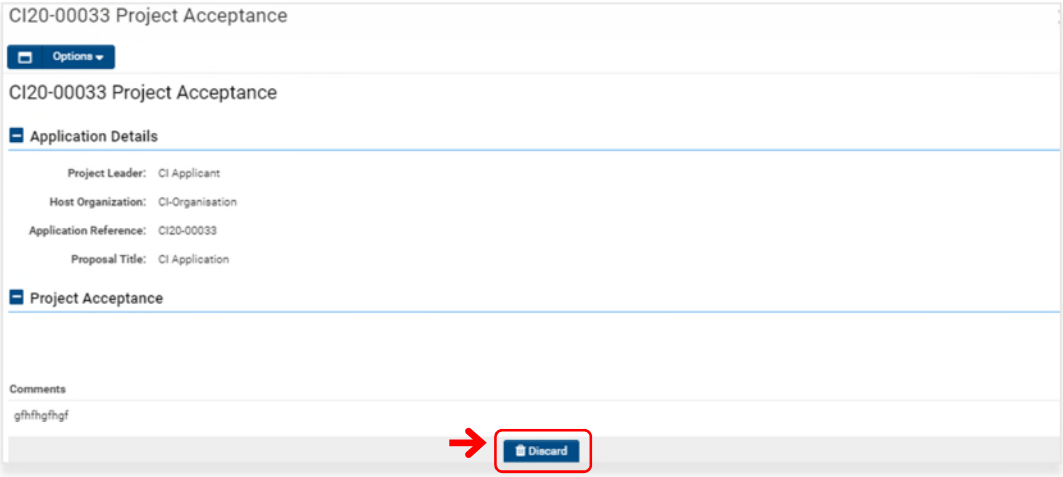




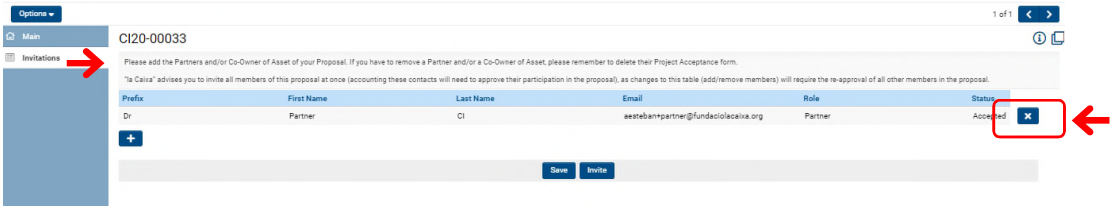
» h) If any participant decline their participation, PLs must delete them from two different sites:
h.1) Table of project participation acceptance status in the PROJECT TEAM section.



Click DISCARD to delete their participation in the proposal



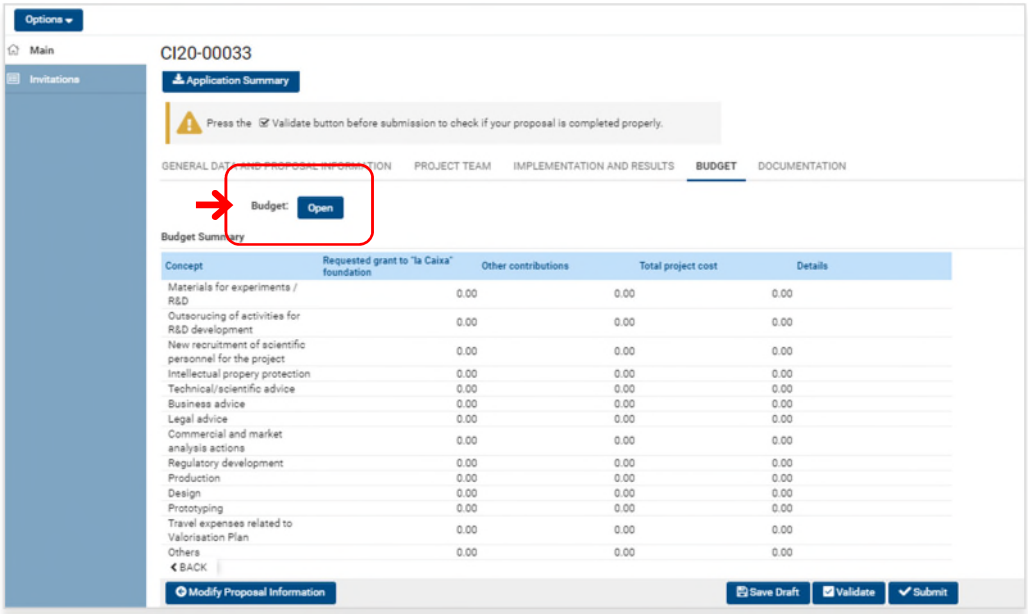
h.2) Invitations section. Click on the X to delete the invitation



In this section, Consortium partners and COAs that have not accepted the participation or that have been removed by the PL will remain in the list as DISCARDED.

7.2.10. Budget

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



7.2.11. Declarations

DECLARATIONS is the last section to complete before submitting.

7.2.12. Validation and submission

Before submitting, please VALIDATE the proposal and check any information or action missing.

! Please finalise the submission on time, as it will not be possible to submit any proposal after March 16th 2020 at 14.00h CET.

In collaboration with: Caixa Capital Risc

With the support of: eit Health

EIT Health is supported by the EIT, a body of the European Union