Call made by La Marató de TV3 for the award of financial assistance to research projects of
COVID19

Instructions for filling in the application form

The **_Projects_** page should contain the list of projects entered by a single user, and also shows:
- Project Title for entering to edit it, the icon for generating a PDF document and an icon to allow direct access to the list of subprojects.
- and the option **_Add New Project_**, which gives entry to the form where manages all the process.

- Application form

- **_Projects_** Two or more management centres, with the following data sections:

• EXPRESSION OF INTEREST

Includes a short description del project, the team i grant applied for

• COMPLETE PROPOSAL
  - general information about the project: information about the Principal Investigator and his or her centre, total annual budgets and structured summary in two languages, and Lay Summary in two languages.
  - detailed description: presentation, description and overall hypothesis, current status, methodology of all the subprojects, work plan of all the subprojects, scientific and social interest, expected impacts, justification of the co-ordination, and other sources of funding.

- **_Subprojects:_** information about the investigator and the centre, annual budgets, budgets, acceptances and authorisations, career over the last 5 years, list of collaborators and CV of the principal investigator.

- INVESTIGATORS - Filling in the various sections

Use the numbered buttons at the top to access the different sections:

1.- _General Information Project_: fill in the details of the Principal Investigator and the overall budget of the project.

2.- _Project Description_, follow the particular instructions on each page.

3.- _Research Team / Subproject_: There must be one for each subproject, and also the co-ordinating investigator's subproject.

The following must be sent in pdf format: graphics, diagrams, etc. in text format. They can be included as annexes with the **Files** button located at the bottom of ***full proposal.***

- **CENTRES - fill in the various sections**

IDENTIFICATION OF THE ORGANISATION / Completed form
STATEMENT BY REPRESENTATIVE 1 / Completed + digital signature of the Manager of the Centre
STATEMENT BY REPRESENTATIVE 2 / Completed + digital signature of the Manager of the Centre
TAX CERTIFICATE
SOCIAL SECURITY CERTIFICATE
ARTICLES OF ASSOCIATION
POWERS OF REPRESENTATION

- **IDENTIFICATION OF THE PERSONS / Manager's ID**
TAX ID /
Declaration of Real Ownership
CONDITIONS OF THIS COMPETITION / Conditions signed digitally by the Manager of the Centre

- **Team work**

It is possible for two or more people to enter information about a project at the same time so long as they are not working on the same section. The projects can only be seen by the user who has created them. Therefore, everyone who wishes to take part in writing up a certain project must be identified in the system with the same name and password that they used to create the project.

The project and its subprojects can only be seen by connecting with the user name that has created the co-ordinated project. If different people want to work on the same co-ordinated project, (for example to divide the work of writing up the different subprojects), they will have to be identified with that name, with the sole limitation of not working simultaneously on the same section. Each one will be able to work on his or her subproject without interfering with what other people are doing in other subprojects.

- **Save and continue / Save and exit**

It is always possible to save the data that have been entered and continue working by using the ***Save and Continue*** button to be found on the right of the various sections of the document.

The ***Save and Exit*** button, which is located the bottom of the of the form, is for saving and exiting from the project even if all the data have not been entered. The first time it is used it will assign a reference code that will appear at the top of each page along with the title of the project.

- **Validating the project**

It is always possible to check whether there is any compulsory field not filled in by using the ***Validate Form*** button, which is at the bottom of the form. This button appears also at the subprojects, at the chip of each researcher and at the form ***expression of interest***.

All the compulsory fields must be completed before the project can be sent off.

- **Sending the project**

When your project has been saved. In order to proceed with the submission of your project you need to:

- Sign els documents digitally amb an approved certificate.

- The coordinating principal investigator i els principal investigators dels subprojects, as well as els heads dels centres, must sign els documents.

- Complete the Final Submission section by the coordinating principal investigator i his or her legal representative.

- Only at the stage can el project be considered as completely sent

If you don't have digital Certificate ID you still need to upload the document manually signed and send us a physical copy of the document to Fundació La Marató de TV3, Oriol Martorell, 1 08970 Sant Joan Despí. SHOWING THE PROJECT NUMBER AND NAME OF THE PRINCIPAL INVESTIGATOR.

When all the forms of the project have been validated, the "***Download project proposal acceptance***" and "***Upload signed proposal acceptance***" buttons on the project entry page (summary) will be activated.

The first button (***download***) is for downloading the document "***Acceptance of the conditions".***
This document must either be signed digitally or be signed manually and scanned in a new file.
When it has been signed, click on the "***upload***" button.

As of that moment the project will have been sent to La Marató and no further change can be made.

On receipt of the application the Foundation will send a confirmatory message to the email address shown in the application.

- **Presentation**

The sections of the application that must be signed by the investigator:

- Acceptance of the conditions
- Statement(s) of commitment to good scientific practice
- List(s) of the investigators of the project Conditions of the call: http://www.ccma.cat/tv3/marato/recerca/ajuts/

- **Deadline**

The period for presentation opens on **December 21, 2020 at 10.00** am and closes on **January 18, 2021 at 14.00** am, at which time the system will be disconnected and will cease to be operative.

Administrative queries should be addressed to:
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