


CaixaImpulse Innovation 2024

# *Guidelines* for submission

 View these guidelines in video format [here](#)

CaixaResearch



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# *Before opening the Proposal*



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**Before Opening the Proposal**

# Key information

There are **two key aspects** to consider before beginning the Application:

## 1.

In the CaixaImpulse Innovation Call, the Application is submitted by a Project Leader from an **Applicant Institution**.

Depending on the nature of the proposal, it may be (slides 5 and 6):

- / An **Individual Proposal**, if all tasks are going to be executed in the Applicant Institution, or a **Consortium Proposal**, if some of the tasks (and, therefore, part of the Budget) is going to be executed in an Institution (**Partner**) different from the Applicant Institution. A Consortium can be formed by a maximum of 5 Institutions (4 partners + Applicant Institution).
- / Proposal **with or without Co-owners of the Asset**. A Proposal has Co-Owner(s) of the Asset (CoA) when any entity co-owns the Asset/s jointly with the Applicant Institution, and as the case may be, other co-owners. There is no limitation in the number of Co-Owners of the Asset.

## 2.

In the CaixaImpulse Innovation call, the Proposal **may be submitted to three different Stages**, depending on the maturity of the Asset (Slide 7).



Before Opening the Proposal

# Institutions and Roles



**INSTITUTION**

- APPLICANT INSTITUTION:**
- / **Non-profit institution.**
  - / Based in **Spain or Portugal**
  - / **Owns or co-owns** the Asset/s.

- PARTNER** - Only in Consortium Proposals
- / **Non-profit institutions** different from the Applicant Institution.
  - / **Part of the budget must be allocated to this Institution.**
  - / **May be located out of Spain or Portugal.** Up to 30% of the Budget may be allocated to non-Iberian Institutions.
  - / **Not necessarily co-owns the Asset/s.**
  - / **Maximum 4 partners** per Proposal.

- CO-OWNER OF THE ASSET (COA)** – Only in Proposals with CoAs
- / **Non-profit or for-profit organizations** different from the Applicant Institution (Non-profit entities must hold more than 50% of the ownership of the Asset/s.)
  - / **May not receive funds from this Call to carry out any task.**
  - / **Note:** If a CoA institution will also carry out activities and execute part of the Budget, it has to be invited twice: as a Partner (the Project Leader invites an Investigator) and as a CoA (the Project Leader invites an Organization Manager).



**ROLES IN THE PROPOSAL**

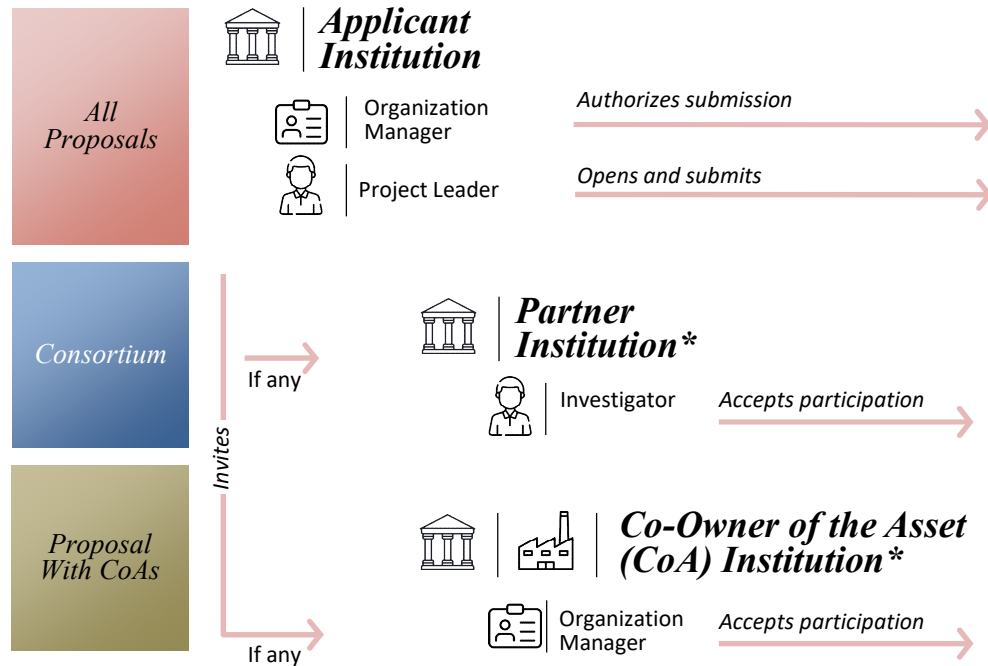
- ↓
- PROJECT LEADER**
- / A person **linked to the Applicant Institution.**
  - / **Opens and submits** the Proposal
  - / **Invites** partner(s) and co-owner(s) of the Asset, if any.
  - / Not necessarily a Principal Investigator.
- ORGANIZATION MANAGER**
- / A person (usually with an Administrative profile) that has the legal permission to represent the Applicant Institution for all Proposals submitted at the ”la Caixa” Foundation platform.
  - / **Authorizes the submission** of the Proposal.

- ↓
- INVESTIGATOR**
- / **Invited to join the Proposal by the Project Leader**
  - / A person (**usually a Principal Investigator**) that confirms the participation of the Partner Institution in the Proposal.
  - / He/she will lead the implementation of the tasks in the Partner Institution
  - / The Project leader must invite **only one investigator per Partner** Institution

- ↓
- ORGANIZATION MANAGER**
- / **Invited to join the Proposal by the Project Leader.**
  - / A person (usually with an Administrative profile) that has the legal permission to represents the Applicant Institution at the platform for all Proposals submitted
  - / Accepts the participation in the proposal.

Before Opening the Proposal

# Institutions and Roles



Proposal CI24-XXXXX

\*Note: The Partner and the CoA Institution must be different from the Applicant institution

**Before Opening the Proposal**

# Stages you may apply for

You must choose the Stage your Proposal fits best

## Stage 1:

1. A **Proof of Concept** experiment has not been carried out yet.
2. The **Intellectual Property strategy is still not defined** or it is unclear.
3. The team expertise is **mainly scientific**.
4. The requested funding will be mainly used for **proving that your idea** may be a good solution for the need it intends to address.
5. According to the Technology Readiness Levels (TRL), your project will be marked as **TRL 1-2**.

## Stage 2:

1. Initial **Proof of Concept** experiments that led to the definition of the Asset/s have been carried out.
2. The **Intellectual Property strategy** of the Asset/s is defined.
3. The **value proposition** for the Asset/s is defined.
4. The team expertise is mainly scientific, but **some tech transfer profiles** may be incorporated.
5. The requested funding will be used **to advance on the scientific and/or technical** development of the Asset/s, but activities focused on legal, business, and commercial aspects may also be performed.
6. The team has identified who **the clients and end-users of the Asset/s** are and envision how the Asset/s will generate revenues.
7. According to the Technology Readiness Levels (TRL), your project will be marked as **TRL 3-4**.

## Stage 3:

1. The team has carried out a relevant **Proof of Concept** of the Asset/s in **relevant models** or test environments.
2. The **Intellectual Property strategy is defined** and it is being implemented.
3. There are some **tech transfer profiles** engaged in the project.
4. The **value proposition** of the Asset/s is defined.
5. The requested funding will be used to advance on the scientific and/or technical development of the Asset/s, but **activities focused on legal, business, and commercial aspects** will be performed as well.
6. The team has procured partnerships with **prospective licensees and/or private investors**.
7. The team has a plan to meet the **regulatory requirements** the Asset/s should abide by.
8. The team has **identified risks** ahead on the route towards the market and have a plan to overcome them.
9. The team has identified who the **clients and end-users of the Asset/s** are and envision how the Asset/s will generate revenues.
10. The team has performed a deep **analysis on the market and competitors**.
11. The **exploitation plan** for the Asset/s is outlined.
12. According to the Technology Readiness Levels (TRL), your project will be marked as **TRL 4 or higher**.





# *Project Leader*

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**Project Leader**

# Registration

Access [grants.lacaixafoundation.org](https://grants.lacaixafoundation.org)

If you have already registered, sign in with your email and password.  
Click in **Forgot Password**, if you do not remember your credentials.

If you are **not registered**,

- / Please sign up clicking on **Register** (Figure 1).
- / Select register as a **Researcher or CSO**.
- / Read & **Accept** the conditions.
- / Fill in the formulary.

/ **IMPORTANT**: Please contact [ci\\_info@contact.fundaciolacaixa.org](mailto:ci_info@contact.fundaciolacaixa.org) if you are unsure about the registered name of your Institution in our platform (Figure 2).

/ If your Organisation is not in the list of registered Institutions, you can register it using its Name and VAT number (Figure 2).

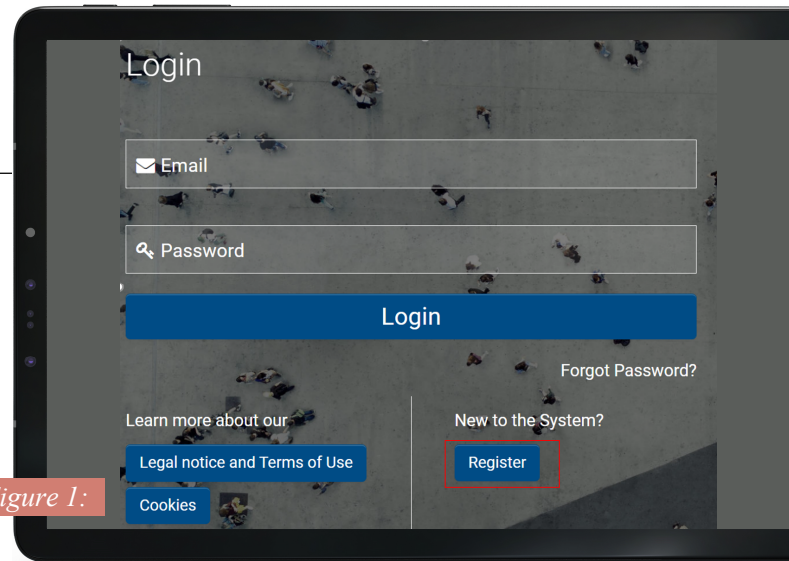


Figure 1:

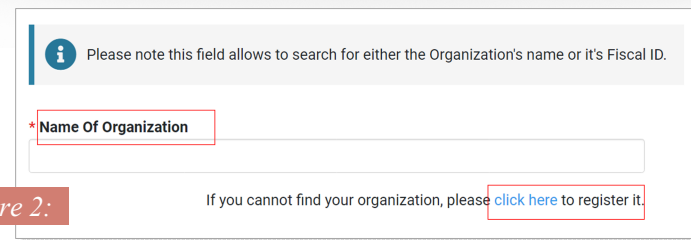


Figure 2:

**Project Leader**

# Open a new proposal

To apply, go to the shortcut Open Calls (Figure 1), and click on the **CaixaImpulse Innovation Call**, which will be open until **February 22, 2024, at 14.00 CET**, and click on **Go to call**.

You will access to an application form with only one tab called *General Data and Proposal Information*.

Please note that you can only work with one application at a time. If you wish to begin from scratch, please remove the current Proposal clicking on **Withdraw**, at the bottom right of your screen.

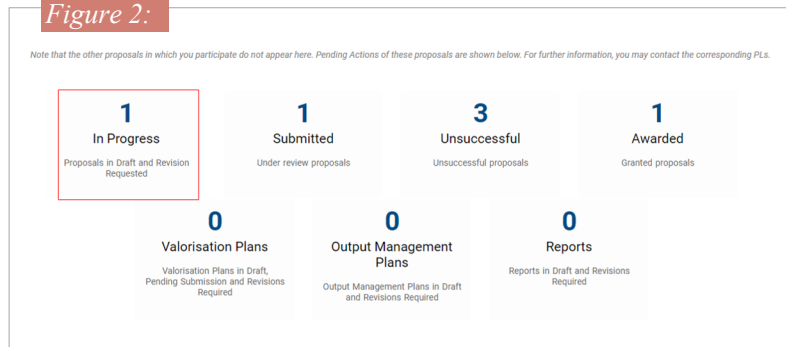
From the opening of the proposal until submission, you can access your proposal in the shortcut **In Progress** (Figure 2).

*Figure 1:*

» **Dashboard**



*Figure 2:*



## Project Leader

## Defining your Proposal

In the first tab, *General data and Proposal Information*, you are set to answer these questions, among others:

- / Whether the Proposal is Individual or in Consortium.
- / Whether there are or are not Co-owners of the Asset.
- / The Business Area.
- / The Scientific Areas and Subareas relevant to your project.

**IMPORTANT:** Note that reviewers in the remote evaluation will be assigned to your Proposal considering the Scientific subareas you tick. Therefore, please mark **between 2 and 4 scientific subareas** which are central to your Proposal (Figure 1). To enable the Scientific subareas, you must select before the Scientific Areas.

To advance in the application, click on **Continue** at the bottom of the screen. Be aware that some fields in this tab define your project (Figure 2). Therefore, all members invited to join the Proposal (Partners and Co-owners of the Asset, if any) will have to confirm again their participation if these sections are modified.

Figure 1:

\* Select the relevant subareas of your Project

- Molecular interactions
- General biochemistry and metabolism
- DNA synthesis, modification, repair, recombination and degradation
- RNA synthesis, processing, modification and degradation
- Protein synthesis, modification and turnover
- Lipid synthesis, modification and turnover
- Carbohydrate synthesis, modification and turnover
- Biophysics (e.g. transport mechanisms, bioenergetics, fluorescence)
- Structural biology (crystallography and EM)
- Structural biology (NMR)
- Biochemistry and molecular mechanisms of signal transduction

Figure 2:

 **Alert**

The fields "Proposal Description," "Select the business area," and "Stage of Development," as well as your selection of your project as an individual/consortium and with/without CoAs, define your project. Please be aware that if any of this information is modified, all members (Partners and Co-owners of the Asset, if any) will have to confirm their participation again. Would you like to proceed?

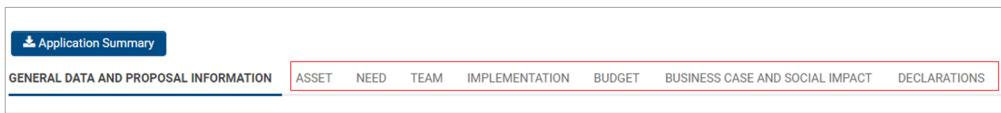
YES

NO

## Project Leader

## Filling in the Proposal

Figure 1:



Application Summary

GENERAL DATA AND PROPOSAL INFORMATION ASSET NEED TEAM IMPLEMENTATION BUDGET BUSINESS CASE AND SOCIAL IMPACT DECLARATIONS

Figure 2:

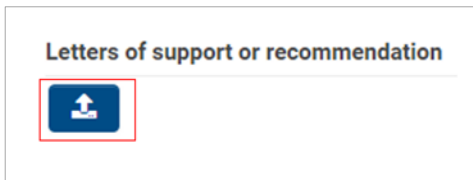


\* Brief description of your Asset/s

Describe your Asset/s

500 characters left

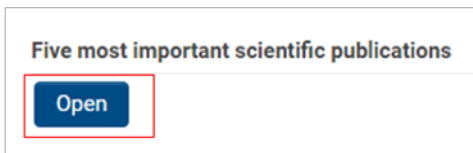
Figure 3:



Letters of support or recommendation

Upload icon

Figure 4:



Five most important scientific publications

Open

Once clicked on **continue**, 6 new tabs will to fill in will appear (Figure 1). To be able to submit the Proposal, you will have to fill in all compulsory fields (which are mark with an asterisk). Within the formulary, you will find three kind of fields:

- / Text fields, which always have a limit in the number of characters (Figure 2)
- / Fields to submit some additional information in PDF documents (Figure 3)

/ Tables: to enter information in them, click on **open**. After this, a new window will open up. Remember to click on **save** of these pop-up windows to effectively record the information (Figure 4).

In the CaixaImpulse Innovation Form template, you can find the exact questions that you will have to answer depending on the Stage you are applying for.

Project Leader

## Inviting your Partners/CoAs

For those Proposals submitted by a Research Consortium, or that have Co-Owners of the Asset, a new menu will appear on the left part of your Screen to enable you to invite your Partners and/or CoAs.

Figure 1:

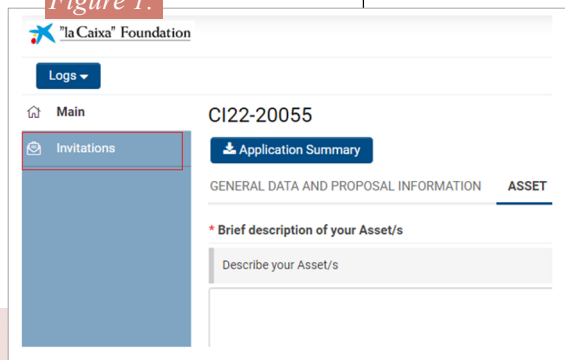
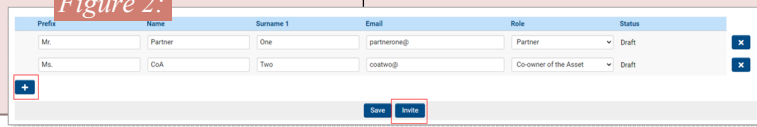


Figure 2:



/ First, click on **Invitations** (Figure 1).

/ You can invite your partners and/or CoAs clicking on the + and adding their information and their corresponding Role. (Figure 2)

/ **For Partners**, invite a **scientific profile** which will lead the tasks in the Partner Institution. Please ask him/her in advance if he/she is registered in our platform:

- If he/she is already registered, invite him/her to the email address that he/she used to sign up in “la Caixa” Foundation platform.
- If he/she is not registered, use their preferred email, as they will receive an Invitation to this inbox to join the platform.

/ **For Co-Owners of the Asset**, invite an **administrative profile** that will legally represent the Institution (Organization Manager) in our platform. To avoid mistakes, please email [ci\\_info@contact.fundaciolacaixa.org](mailto:ci_info@contact.fundaciolacaixa.org) to check who holds this role in the CoA Institution.

We **strongly recommend introducing** all partners and CoAs at once, and invite all them together, clicking on **Invite**. Please do it with enough time, as they should accept their participation before the Proposal submission.

**IMPORTANT:** Bear in mind that you can only invite one person per Institution. The only exception to this is if one Institution is both Consortium partner and CoA. Therefore, you must invite one person (an investigator) as a partner, and another person (organization manager) as CoA.

**IMPORTANT: You must not invite the Organization Manager of your own Institution** (Applicant Institution).

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## Inviting your Partners/CoAs

Once invited, check if your Partners and CoAs have accepted the participation in the table *Project Participation Acceptance Status* at the bottom part of the tab *Team*.

In the table, you can check the Status to know if they have or have not accepted to take part in the Proposal.

/ If you **do not see your partner/CoA in the table**, the partner/CoA has not accepted the invitation to join the Proposal yet.

/ If you see the name of the invited partner/CoA with the Status **Pending Acceptance**, he/she has accepted the invitation but has not confirmed its participation in the Proposal yet (Figure 1)

/ If the Status is **Accepted**, the invited partner/CoA has already confirmed his/her participation (Figure 2).

/ If the Status is **Declined**, the invited partner/CoA has refused to join the project (Figure 2).

/ If the Status is **Conflicted**, the invited partner/CoA does not comply with the eligibility criteria (for instance, in case you have invited as Partners two Investigators of the same Institution)

Figure 1:

#	Type	Owner	Status	Role
2	Project Acceptance	Partner Institution 1	Pending Acceptance	Partner
3	Project Acceptance	CoA Institution 1	Pending Acceptance	COA

Figure 2:

#	Type	Owner	Status	Role
1	Project Acceptance	Partner Institution 1	Accepted	Partner
2	Project Acceptance	CoA Institution 1	Declined	COA

Figure 3:

#	Type	Owner	Status	Role
1	Project Acceptance	Partner Institution 1	Pending Acceptance	Partner
2	Project Acceptance	CoA Institution 1	Discarded	COA

**IMPORTANT:** Please be aware that to submit the proposal, all partners/CoAs must be in **Accepted or Discarded** (Figure 3 and next slide).

**IMPORTANT:** Bear in mind that, when discarding a partner/CoA, the approval of all Partners will be removed, so they will have to accept again their participation in the Proposal. There is no need to re-invite these partners/CoA, as they will automatically receive an email from the platform informing them that they have to confirm again their participation in the project.

Project Leader

# Inviting your Partners/CoAs

If any Partner/CoA declines their participation or if you have invited them by mistake, you must **delete them** from two different places:

1. Invitations section: Click on the **X** to delete the invitation (Figure 1).
2. Table of Project participation acceptance status in the **Team** tab: Click **open** (FIGURE 2) and **discard** in the new window the project acceptance form (Figure 3).

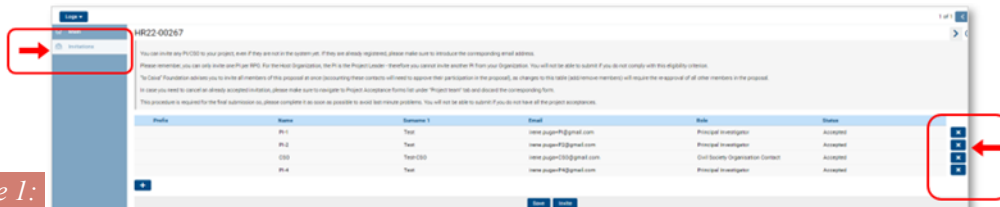


Figure 1:

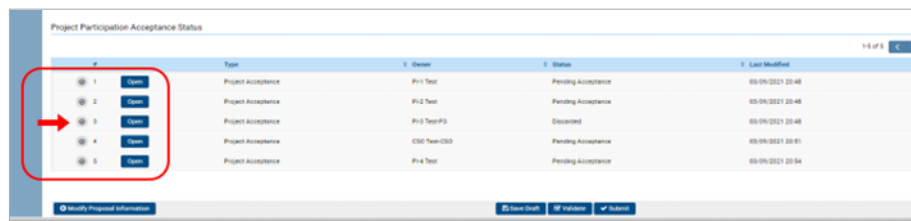


Figure 2:

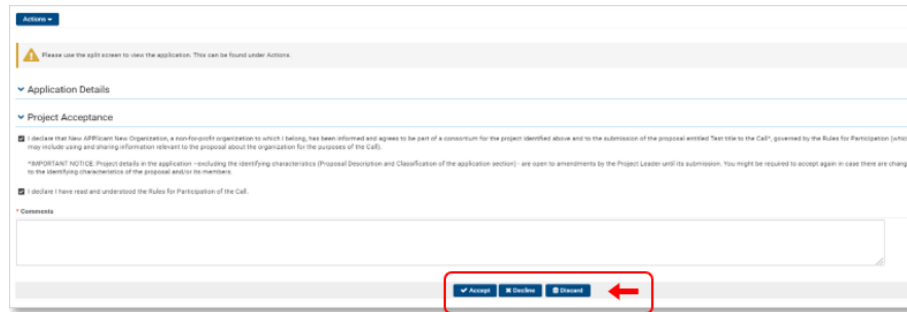


Figure 3:

Project Leader

# Gantt Diagram

To generate the Gantt Chart, go to **Gantt Chart on the Implementation tab** and click on **+** to add information for each Task. (Figure 1)

Assign a number of **Work Package to the Task**. Then, for **Task responsible**, you must choose an organization from the dropdown with all the partners that have accepted the invitation to participate in your proposal, if any. **Save Draft** if you need to continue later, and press **Confirm** to close the task when it is completed. Tasks need to be confirmed before the Proposal submission (Figure 2).

The task will appear in the Proposal task Gantt Chart. Note that once the task is confirmed, you can always do any modification, clicking on the left icon of the specific task to **Reopen** it. Finally, to generate the **Gantt diagram of the proposal** you must press **Save Draft** in your proposal (Figure 3).

Tasks in the Gantt Diagram are automatically ordered following these criteria: first, the Work Package they belongs to; second, the starting date.

Figure 1:



Figure 2:

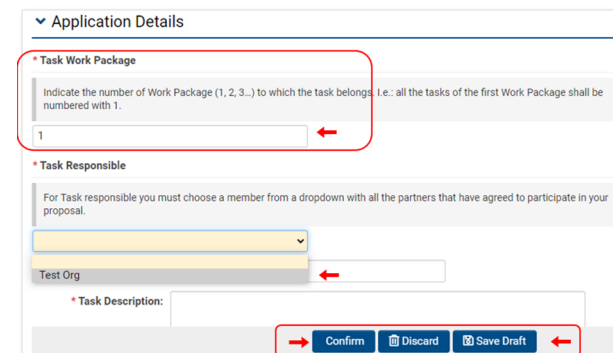
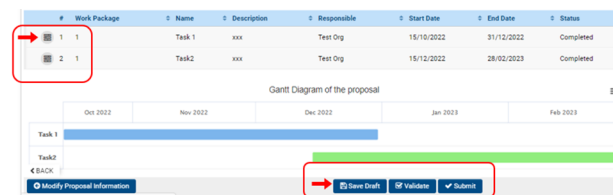


Figure 3:





Project Leader

## Budget Table

Open the Budget in the *Budget* tab clicking on **Open**.

A new pop-up window will emerge. First, introduce some figure on the Beneficiary (Applicant Institution) column and click on **Save**, so the budget table will adapt depending on the number of partners you have.

In case you have partners, remember to allocate a part of the Budget to each Partner Institution. Also, remember to add a comment of up to 500 characters for every item in which some money is allocated.

	Total Requested grant to 'la Caixa' foundation	Amount requested by the Beneficiary (Host Institution)	Amount requested by partner 1 (Research Consortium)	Total Other Contributions	Total Project Cost	Details
			<input type="text" value=""/>			
Materials for experiments / RD	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>
Outsourcing of activities for RD development	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>
Personnel for the project	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>
Intellectual property protection	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>
Technical/scientific advice	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>
Business advice	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>

/ The maximum Budget you can ask for in **€50,000** for Stage 1, **€150,000** for Stage 2; and **€500,000** for Stage 3.

/ The maximum amount of the total budget that can be spent in **personnel is 40%**

/ A maximum of **10% of the budget** (per Institution) can be allocated as **overheads in Stage 2 and Stage 3**



Project Leader

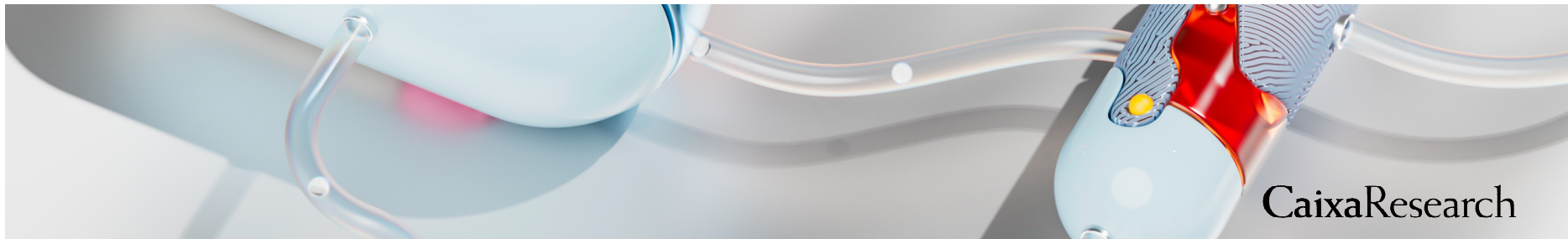
## General recommendations

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Some of the eligibility criteria can be automatically checked by the system, please frequently use the bottom **Validate** to make sure you are complying with these criteria.

Every time you introduce new information, click on **Save Draft** to avoid losing your work.

Submit your proposal before March, 30 at 14.00 CET by clicking on **Submit**. Once done it, you will receive an email informing you that the submission has been done successfully. No amends will be admitted after submission.





# *Organization Manager of the Applicant Institution*

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**Organization Manager of the Applicant Institution**

# Registration

Access [grants.lacaixafoundation.org](https://grants.lacaixafoundation.org)

If you **have already registered**, sign in with your email and password.  
Click in Forgot Password, if you do not remember your credentials.

If you are **not registered**,

- / Please sign up clicking on **Register** (Figure 1).
- / Select register as an **Organization Manager (OM)**. Be aware there is only one Organization Manager per Institution.
- / Select Research and innovation projects in Life Sciences or Social Sciences.
- / Read & Accept the conditions.
- / Fill in the formulary.

/ **IMPORTANT:** Please contact [ci\\_info@contact.fundaciolacaixa.org](mailto:ci_info@contact.fundaciolacaixa.org) if you are unsure about the registered name of your Institution in our platform.

/ If your Organisation is not in the list, you can register it using its Name and VAT number (Figure 2).

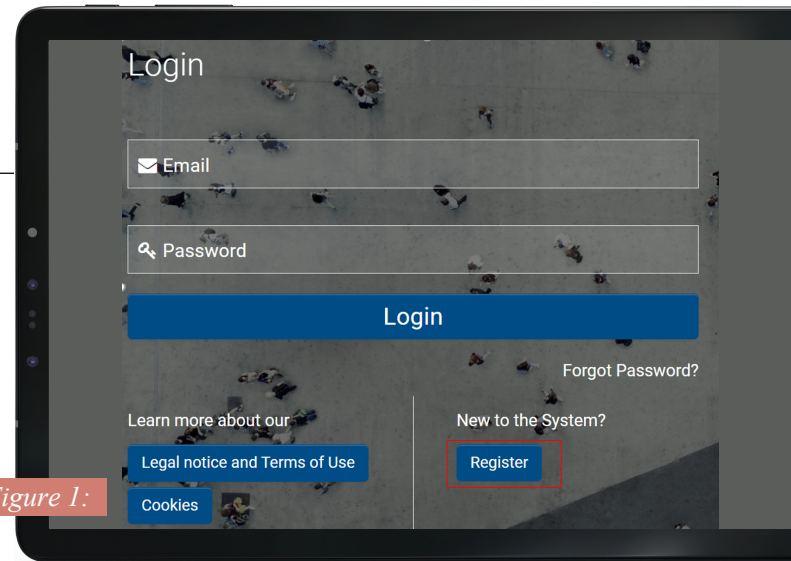


Figure 1:

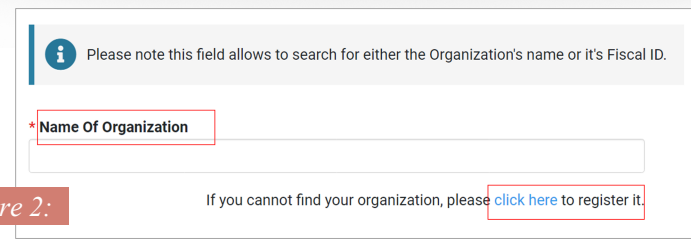


Figure 2:

Organization Manager of the Applicant Institution

# Updating your personal profile and organization profile

Complete your 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 homepage (Figure 1)

In the DOCUMENTS SECTION, download and complete the template for the accreditation document. Include all required documentation in one pdf and upload it to the system (Figure 2)

Once the profile is updated with the information and the required documents, please wait for the CaixaImpulse office to **validate** your information. This may take at least 24 hours, so we recommend doing this step well in advance.

If your organization is not active, complete the information in the **Organization profile**. The CaixaImpulse office will also validate the Organization information.

Figure 1:

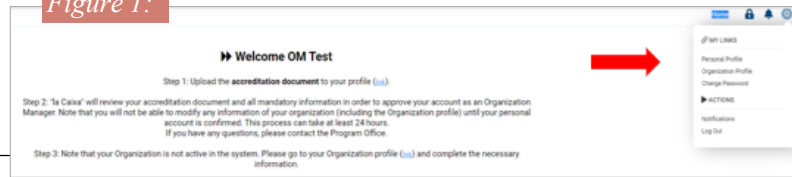
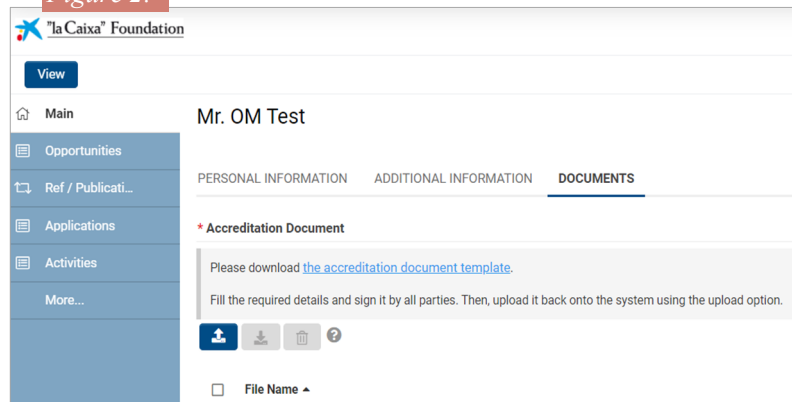


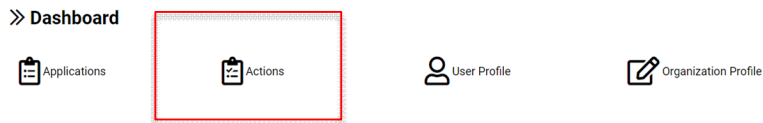
Figure 2:



**Organization Manager of the Applicant Institution**

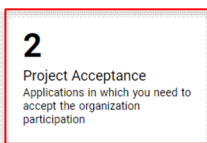
# Endorsing the proposal

To endorse a proposal, the OM has to click on **open** in the proposal that can be found entering the **Actions** section of the OM homepage (Figure 1). Then enter in the shortcut Project Acceptance (Figure 2).

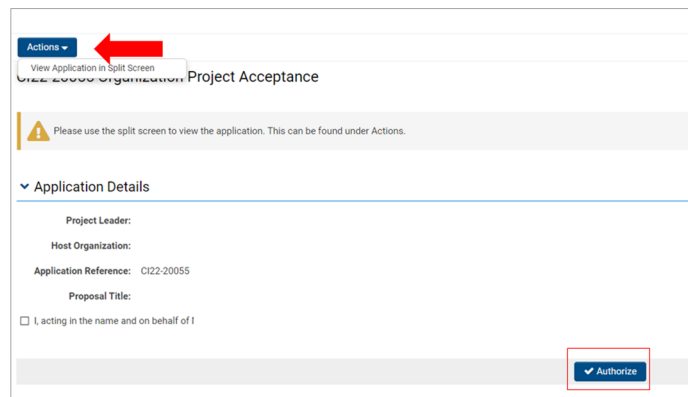
*Figure 1:**Figure 2:*

## Actions

### Project Acceptance



You can view the complete Proposal by clicking on **actions** – View Application in split screen. Authorize the Proposal by clicking on **Authorize** on the button of the screen (Figure 3):

*Figure 3:*



*Investigator of the  
Partner Institution*

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## Investigator of the Partner Institution

# Confirming your participation in the Project

To confirm the participation in the Proposal:

**Step 1:**

Reception of the email and acceptance of the invitation.

You will receive an email in your inbox. Please click on the link and **Accept** the Invitation.


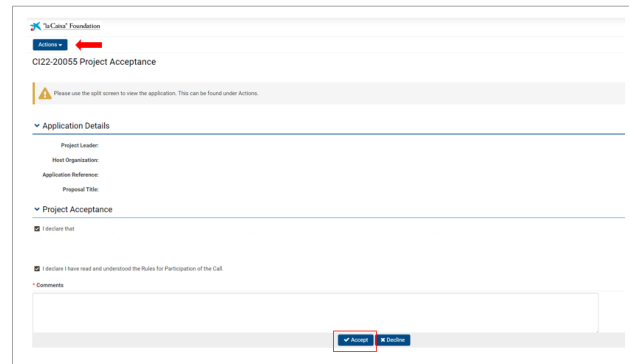
**Step 2:**

/ **If you are not registered**, you will be automatically redirected to the Registration Form to sign up in the platform. Register yourself **as explained in Slide 9**. Once registered, you will find the Proposal in the Actions section.

**Step3:**

/ **Once registered**, log in the platform. You will find the Proposal in the **Actions shortcut**. To confirm your participation, **open** it and **accept** it. You can view the complete proposal by clicking on **actions**– Applications to split view

» Dashboard

 Applications Actions User Profile Organization Profile

**IMPORTANT:** If the Project Leader does a significant change in the Proposal before submitting it (for instance, discarding partner or CoAs, changing the Business Area, etc...), you will have to accept again your participant in the Proposal. If this is the case, you will receive an informative email.





# *Organization Manager of the CoA*

CaixaResearch

# Confirming your participation in the Project

To confirm the participation in a Proposal:

## Step 1:

Reception of the email and acceptance of the invitation.

You will receive an email in your inbox. Please click on the link and **Accept** the Invitation.

## Step 2:

/ **If you are not registered**, you will be automatically re-directed to the Registration Form to sign up in the platform. Register yourself **as explained in Slide 20**. Once registered, please upload the documentation that certifies that you can represent the Institution (**Slide 21**). Finally, you will find the Proposal in the Actions section. To confirm your participation, open it and approve it. You can view the complete proposal by clicking on **Actions** – View application in split screen

## Step 3:

/ **Once registered**, log in the platform. You will find the Proposal in the **Actions shortcut**. To confirm your participation, **open** it and **accept** it. You can view the complete proposal by clicking on **actions** –View application in split screen

**IMPORTANT:** If the Project Leader does a significant change in the Proposal before submitting it (for instance, discarding partner or CoAs, changing the Business Area, etc...), you will have to accept again your participant in the Proposal. If this is the case, you will receive an informative email.

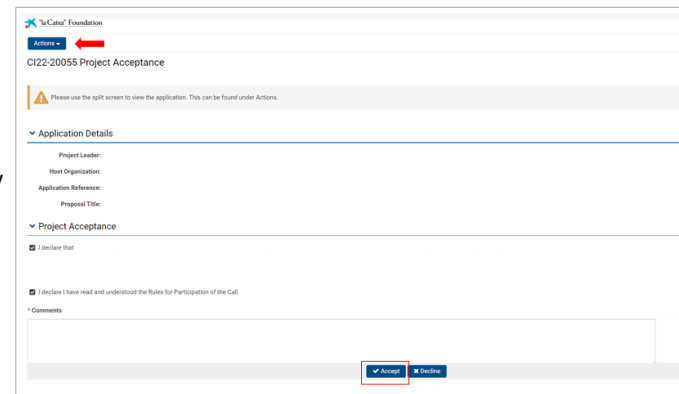
» Dashboard

Applications

Actions

User Profile

Organization Profile



la Caixa Foundation

Actions

CI22-20055 Project Acceptance

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

Application Details

Project Leader:

Host Organization:

Application Reference:

Proposal Title:

Project Acceptance

I declare that

I declare I have read and understood the Rules for Participation of the Call.

Comments



"la Caixa" Foundation