

Social Research Call 2021

User's Guide Short Proposal Submission



"la Caixa" Foundation

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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.

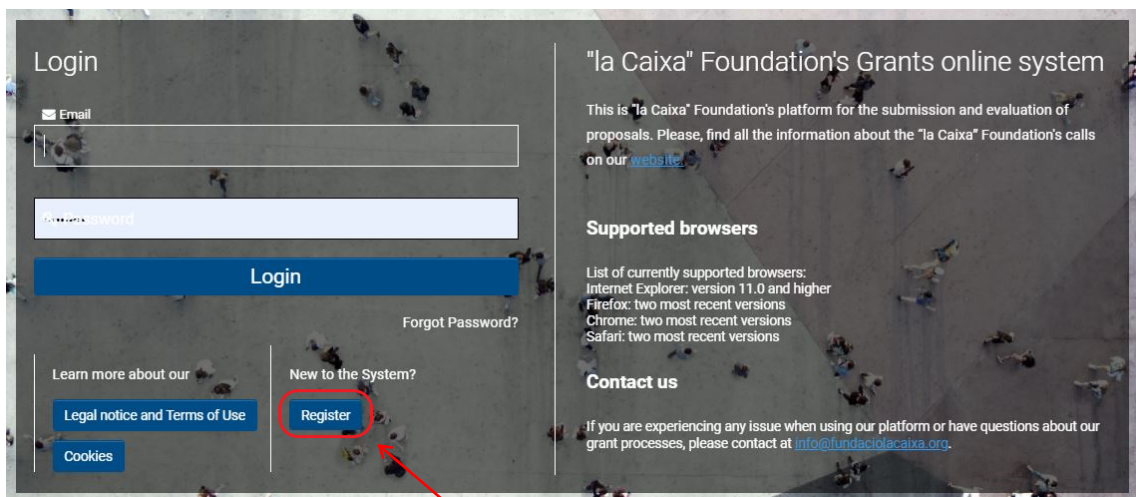
Host Organization: non-profit Research Performing Organization, based in Spain or Portugal that acts as a Coordinating Organization of the Projects.

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/>

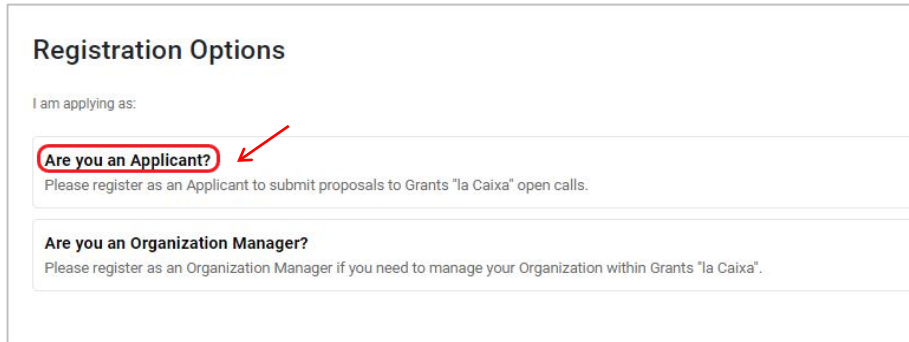


There are two types of users, namely, (1) **APPLICANT** (Project Leaders - PL) and (2) **ORGANIZATION MANAGER** (OM). Check the Useful Definitions Section to see the role of these users.

2.1. Registration as an applicant


If you are a Project Leader you must register as an applicant.

a) Click on **ARE YOU AN APPLICANT?**



Registration Options

I am applying as:

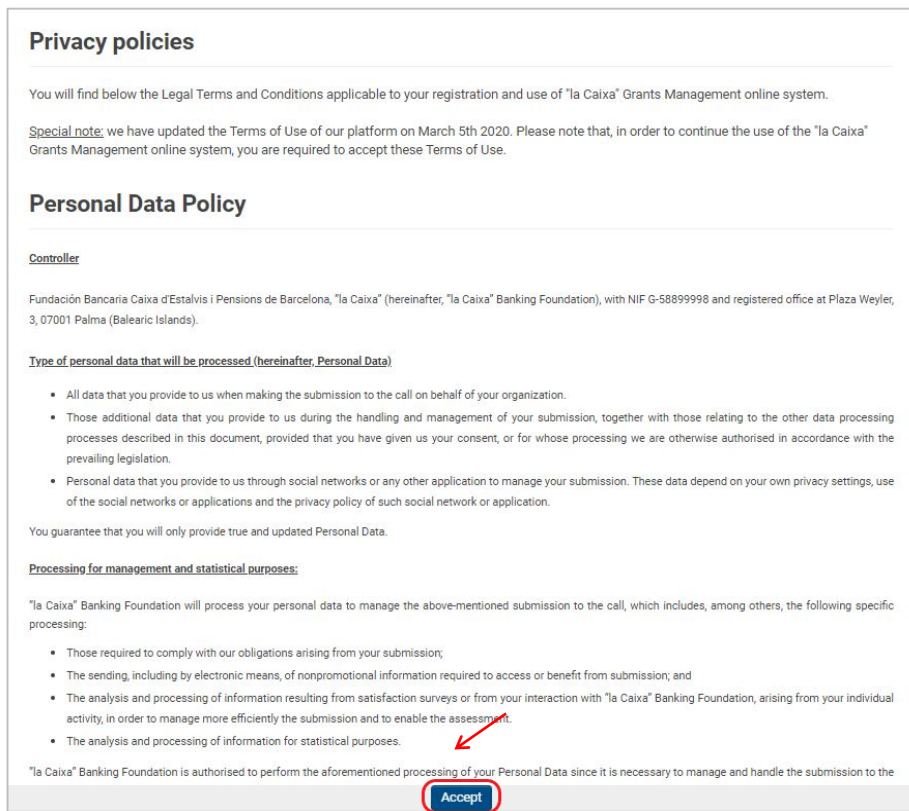
Are you an Applicant? 

Please register as an Applicant to submit proposals to Grants "la Caixa" open calls.

Are you an Organization Manager?

Please register as an Organization Manager if you need to manage your Organization within Grants "la Caixa".

b) Click on the **ACCEPT** button to agree to the Terms and Conditions applicable to the registration and use of "la Caixa" Grants Management online system.



Privacy policies

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

Special note: we have updated the Terms of Use of our platform on March 5th 2020. Please note that, in order to continue the use of the "la Caixa" Grants Management online system, you are required to accept these Terms of Use.

Personal Data Policy

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 making the submission to the call on behalf of your organization.
- 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.
- Personal data that you provide to us through social networks or any other application to manage your submission. 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 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 to manage and handle the submission to the

Accept 

The registry must be link to an organization. **IF YOU DON'T BELONG TO AN ORGANIZATION YOU WON'T BE ABLE TO REGISTER.**

c) Fill in the information of all the fields required in application form.

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.

Applicant Information

* Prefix


* Name

* Surname 1

Surname 2 (if applicable)

*If your organization is not on the list, you will have to register it. To do so, click on [CLICK HERE](#) under the field Name of Organization.

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.

Applicant Information

* Prefix

By doing so you will be redirected to the application form that includes a section about the organization.

Organization Information

* Name Of Organization

* Country

* Fiscal ID type

* ID

Applicant Information

* Prefix

d) Once you fill in all the required information, click on the [SUBMIT](#) button. By doing so the following message will appear.

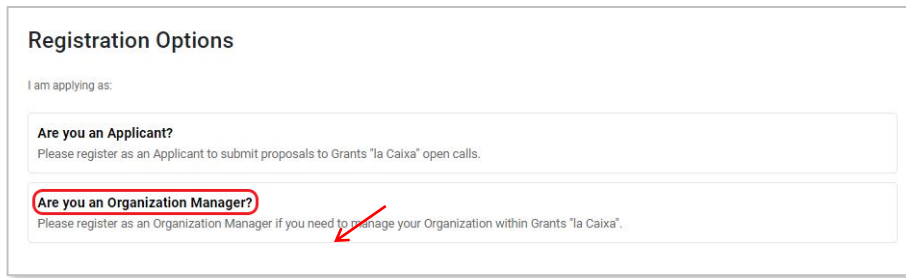
Registration

Thank you for registering into Grants la Caixa 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.

2.2. Registration as an Organization Manager

a) Click on [ARE YOU AN ORGANIZATION MANAGER?](#)



Registration Options

I am applying as:

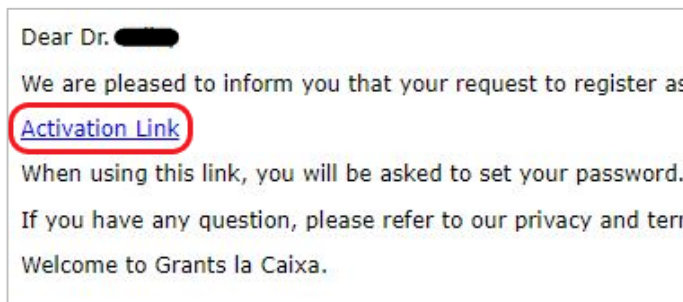
Are you an Applicant?
Please register as an Applicant to submit proposals to Grants "la Caixa" open calls.

Are you an Organization Manager?
Please register as an Organization Manager if you need to manage your Organization within Grants "la Caixa".

b) Follow steps [b to d](#) of [section 2.1 Registration as an applicant](#).

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

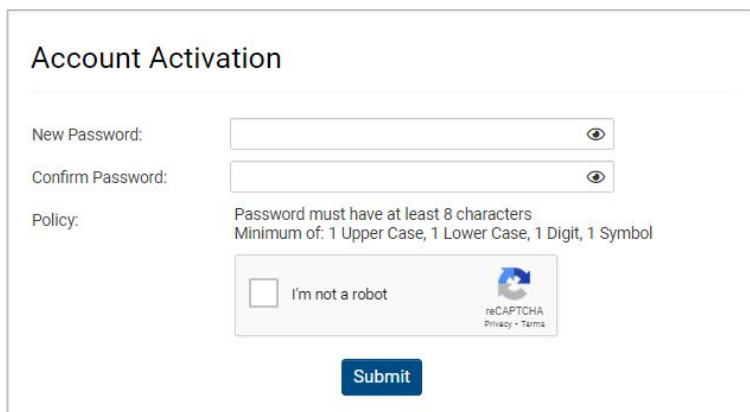
[Activation Link](#)

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 

[Privacy - Terms](#)

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

View

Main

Dr. [redacted]

PERSONAL INFORMATION ADDITIONAL INFORMATION DOCUMENTS

Status: Active - Pending Approval * Organization: [redacted]

* Prefix: Dr.

* Name: [redacted]

* Surname 1: [redacted]

Surname 2 (if applicable): [redacted]

* Email: [redacted]

* ID Type: NIF

* ID: [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.

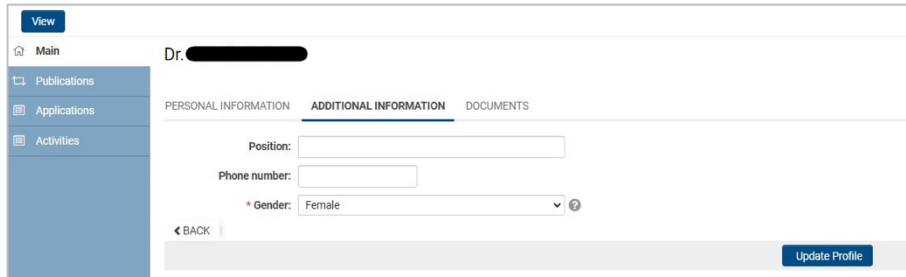
"la Caixa" Banking Foundation ("la Caixa" Foundation) will process your personal data in order to send you communications -including by electronic means- on activities of the entity and that may be adapted to your profile, and document indicates how you can exercise your rights of access, rectification,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

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

Update Profile

4.2. Additional Information Section

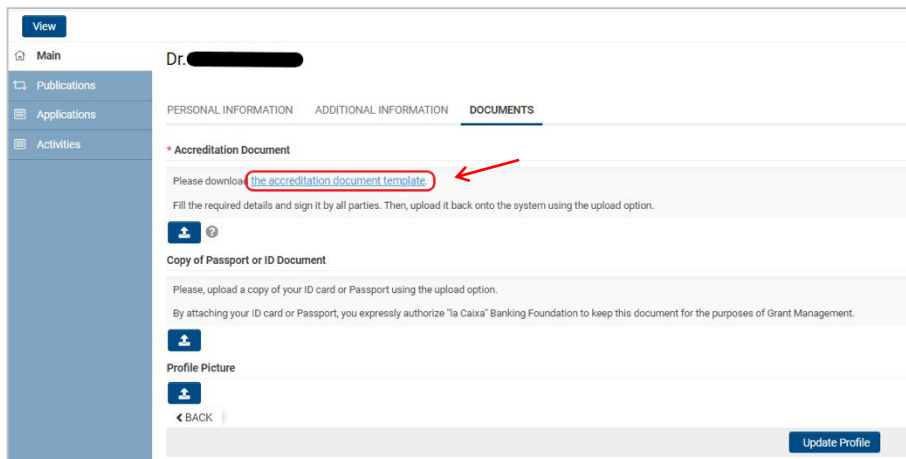
a) Despite the fact that only mandatory field in this section is the **GENDER**, and this will automatically be already filled through the application form, we encourage you to also fill the **PHONE NUMBER** field. Filling this field will prove very useful, specially, when the closing date of the call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



The screenshot shows a user profile page for 'Dr. [REDACTED]'. The 'ADDITIONAL INFORMATION' tab is active, displaying fields for 'Position', 'Phone number', and '* Gender' (set to 'Female'). A 'BACK' button is on the left and an 'Update Profile' button is on the right.

4.3. Documents Section

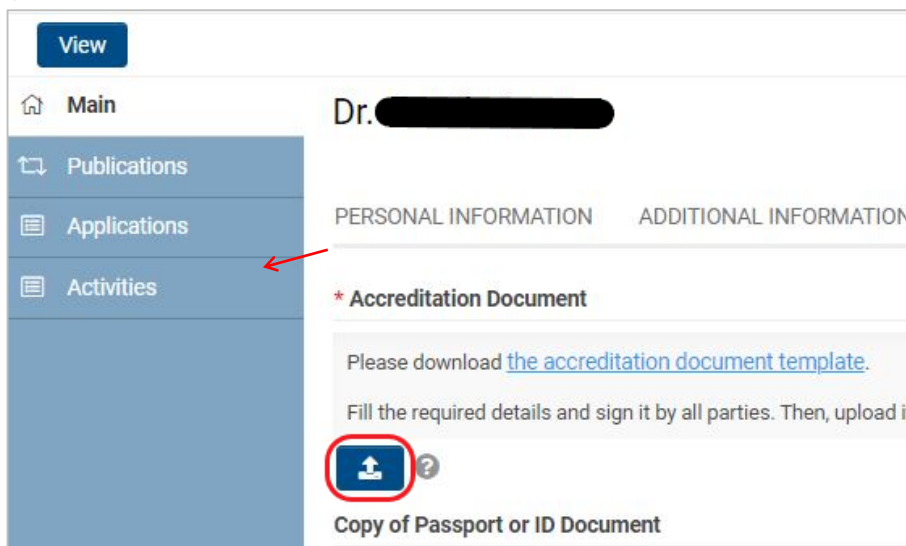
a) Download the **ACCREDITATION DOCUMENT TEMPLATE**.



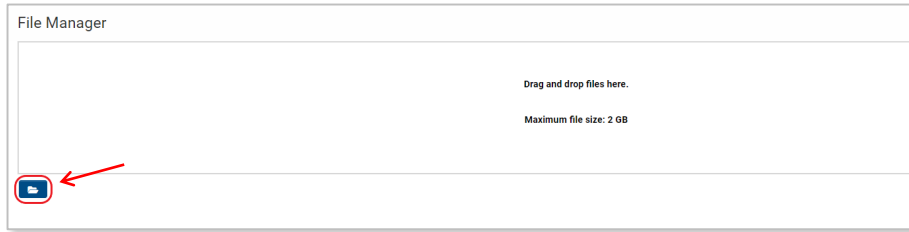
The screenshot shows the 'DOCUMENTS' tab of the user profile. It lists three document types: 'Accreditation Document', 'Copy of Passport or ID Document', and 'Profile Picture'. Each has an upload icon. A red circle highlights the link 'the accreditation document template' under the 'Accreditation Document' section, with a red arrow pointing to it.

b) Fill in the **ACCREDITATION DOCUMENT TEMPLATE**.

c) Click on the **UPLOAD** icon.



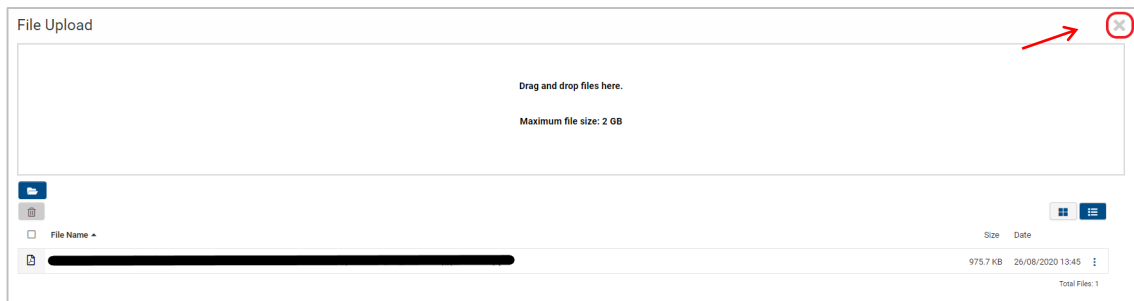
This screenshot is similar to the previous one but highlights the 'Applications' menu item in the left sidebar with a red arrow. Additionally, the 'UPLOAD' icon (a blue square with a white arrow) under the 'Copy of Passport or ID Document' section is circled in red.



d) Click on the [OPEN FOLDER](#) icon and upload PDF file.

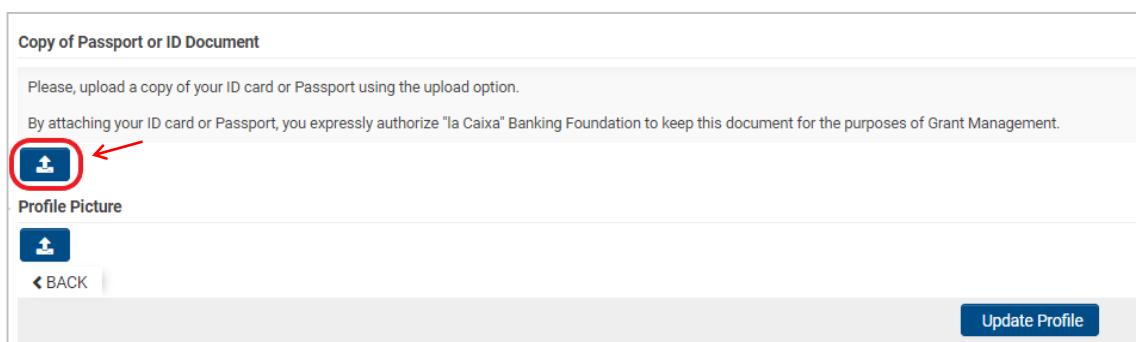
e) Upload the [ACCREDITATION DOCUMENT](#). Please upload, in a **SINGLE PDF**, the [ACCREDITATION DOCUMENT TEMPLATE](#), signed by the Legal Representative of the organization and the appointed Organization Manager, and, the Legal Powers, that state that the Legal Representative of the Host Organization is entitled to sing on behalf of the Organization.

f) Click on the X icon.



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.



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.


» 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.

Home   

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

Applications

GENERAL INFORMATION CONTACT INFORMATION ADDITIONAL INFORMATION MONEY LAUNDERING PREVENTION

* Name Of Organization: [REDACTED]	* Country: Spain
* Status: Active	Autonomous region: [REDACTED]
* Acronym: [REDACTED] <small>19 characters left</small>	Province/Region: Asturias
* Fiscal ID type: NIF	City/Town: [REDACTED]
* ID: [REDACTED]	Location: [REDACTED]
	* Address: [REDACTED]
	* Postcode: [REDACTED]
	Location details: [REDACTED]

[Update Profile](#)

5.2. Additional Information Section

a) Fill in the required information.

Main

Contacts 9

Applications

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

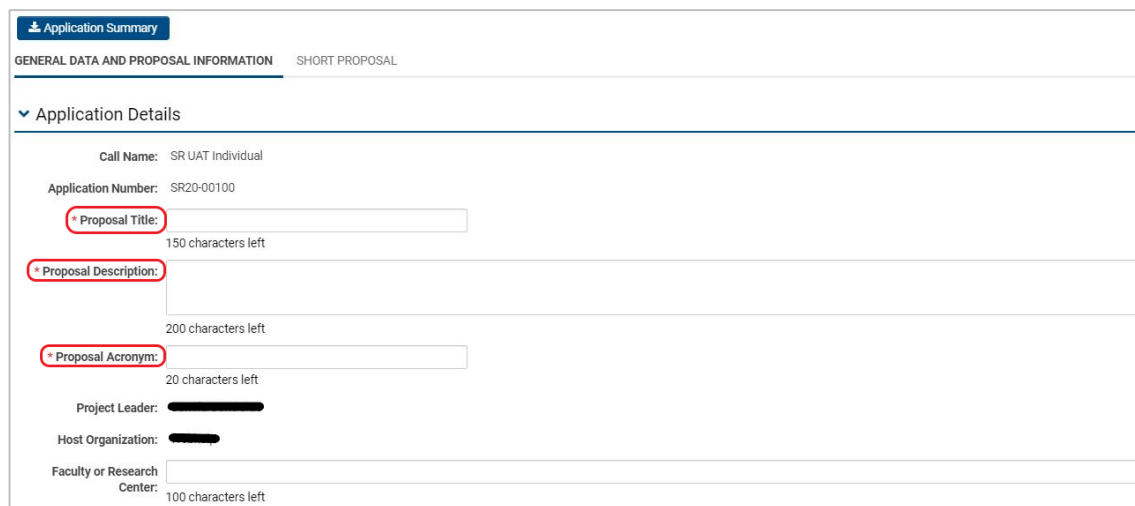
No

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.



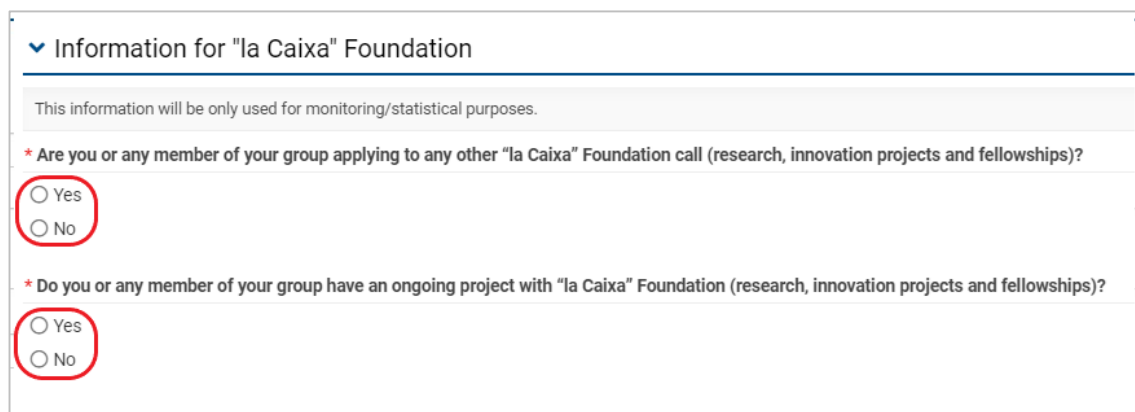
The screenshot shows a web form titled 'Application Summary' with a sub-section 'GENERAL DATA AND PROPOSAL INFORMATION' and 'SHORT PROPOSAL'. Under 'Application Details', the following fields are visible:

- 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: (text input field, redacted)
- Host Organization: (text input field, 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 a section titled 'Information for "la Caixa" Foundation' with a note: 'This information will be only used for monitoring/statistical purposes.' Below this are two questions:

- * 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, C118-00001...) 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) Indicate if you have taken any career break during the last 5 years. If you have, you will be required further information.

Project Leader

* PhD Award Date

dd/mm/yyyy

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

How many separate career breaks have you taken in the last 5 years?

c) Enter a scientific article that meets the requirements state in the Rules of Participation of the Call (scientific article in a Q1 journal ranked in SJR or JCR published in the preceding five years before the call deadline).

d) To enter the details of your scientific article, click on **OPEN TO UPDATE**.

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).

Open to update

e) Click on the + icon.

Publications

i 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
-----	-----------------------	---------	---------	------------	---------------------

+

f) Complete all the required information.

Publications

i 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SJR - Scopus	<input type="text"/>

+

g) Once you have completed all the required information, click on the **SAVE** button.

Publications

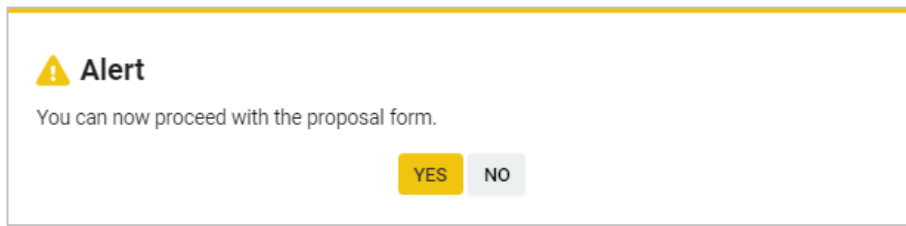
i In the preceding 5 years before the closure of the call (i.e. between 01 January 2015 and 10 September 2020), applicants must have published at least 1 scientific article in Q1 journals (see Rules for Participation for details on the requirements).

DOI	Title of the Document	Authors	Journal	Q1 Ranking	Date of Publication
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	SJR - Scopus	<input type="text"/>

+

Save **Clear** **Close**

h) 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.



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.

8.2. Free Keywords

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

b) Click on the **+** icon.

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



Keywords

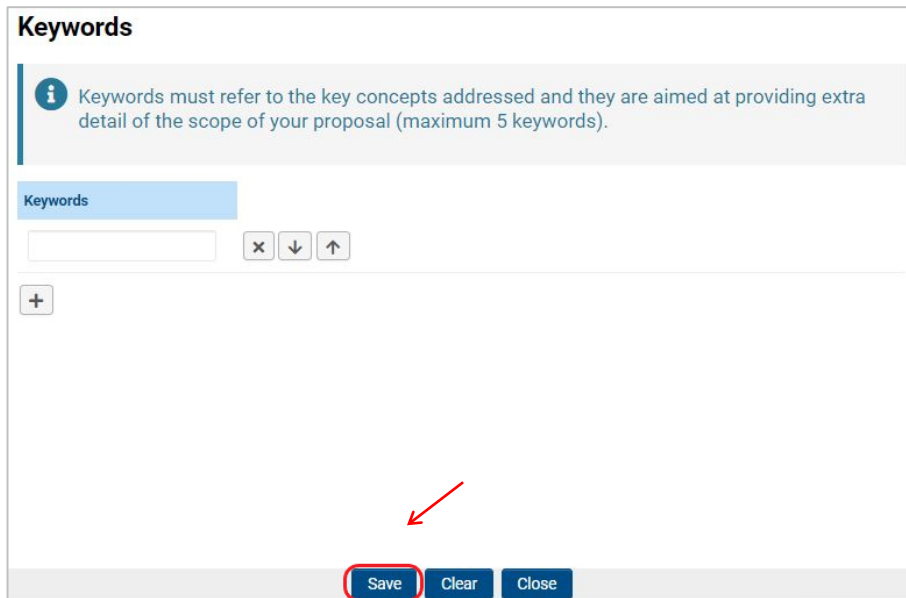
i Keywords must refer to the key concepts addressed and they are aimed at providing extra detail of the scope of your proposal (maximum 5 keywords).

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

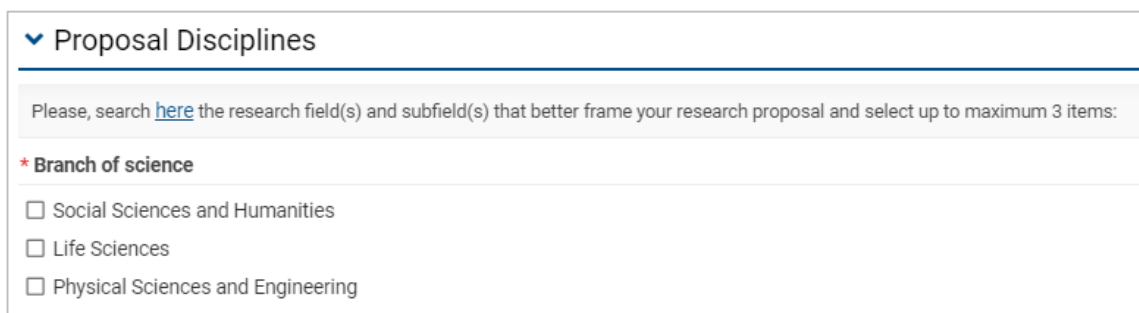
[x] [↓] [↑]

[+]

[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.

8.4. Research Proposal

8.4.1. Upload the Short Proposal

Inside the tab [FULL 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 SPLIT VIEW** to visualize the complete proposal, and, click on **AUTHORIZE** to accept/endorse the proposal.

The screenshot shows the 'Actions' menu at the top left, highlighted with a red circle and an arrow. Below it, the title 'SR20-00100 Organization Project Acceptance' is visible. A warning message states: 'Please use the split screen to view the application. This can be found under Options.' Under the 'Application Details' section, the following information is displayed: Project Leader: [redacted], Host Organization: [redacted], Application Reference: SR20-00100, and Proposal Title: sd. A checkbox is present with the text: 'I, acting in the name and on behalf of [redacted], authorize [redacted] to submit the proposal entitled sd to the Call, governed by the Rules for Participation, which I have read and accept.' At the bottom right, the 'Authorize' button is highlighted with a red circle and an arrow.

The screenshot shows a split-screen view of the application. The left pane displays a sidebar with 'Application Summary' and 'Application Details' sections. The right pane shows the 'Application Details' section with the same information as the previous screenshot: Project Leader, Host Organization, Application Reference (SR20-00100), and Proposal Title (sd). A warning message at the top right of the right pane says: 'Please use the split screen to view the application. This can be found under Options.' At the bottom right of the right pane, the 'Authorize' button is visible.

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

The alert dialog box has a yellow header with a warning icon and the text 'Alert'. Below the header, it asks: 'Are you sure you want to confirm this project?'. At the bottom, there are two buttons: 'YES' (highlighted in yellow) and 'NO'.

e) The following notification will appear in your screen.

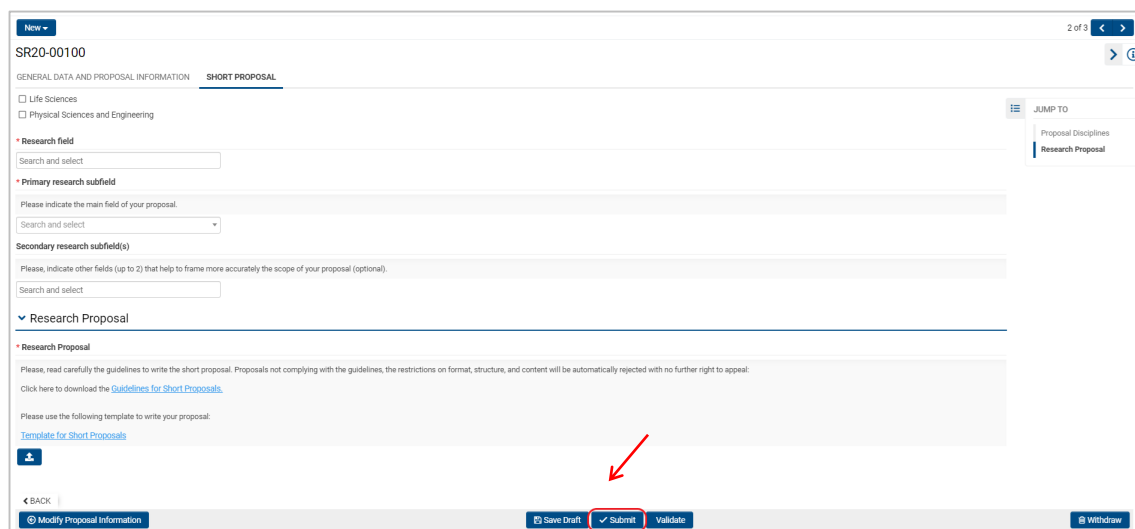
The notification box has a grey header with the text 'Proposal Accepted'. Below the header, it states: 'Proposal SR20-00100 has been authorized to participate to "la Caixa" Call. Thank you.'

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.



The screenshot shows a web interface for submitting a short proposal. The title is 'SR20-00100' and the page is '2 of 3'. The main section is 'SHORT PROPOSAL'. There are several input fields for 'Research field', 'Primary research subfield', and 'Secondary research subfield(s)'. At the bottom, there are buttons for 'Save Draft', 'Submit', and 'Validate'. A red arrow points to the 'Submit' button.

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



The alert dialog box has a yellow border and a yellow warning icon. The text inside says: 'Alert: The proposal will be submitted for "la Caixa" Foundation's review. This action will not allow further changes. Are you sure you would like to submit the proposal?'. Below the text are two buttons: 'YES' and 'NO'.

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@fundaciolacaixa.org