

Social Research Call

# *User's Guide* Full Proposal Submission

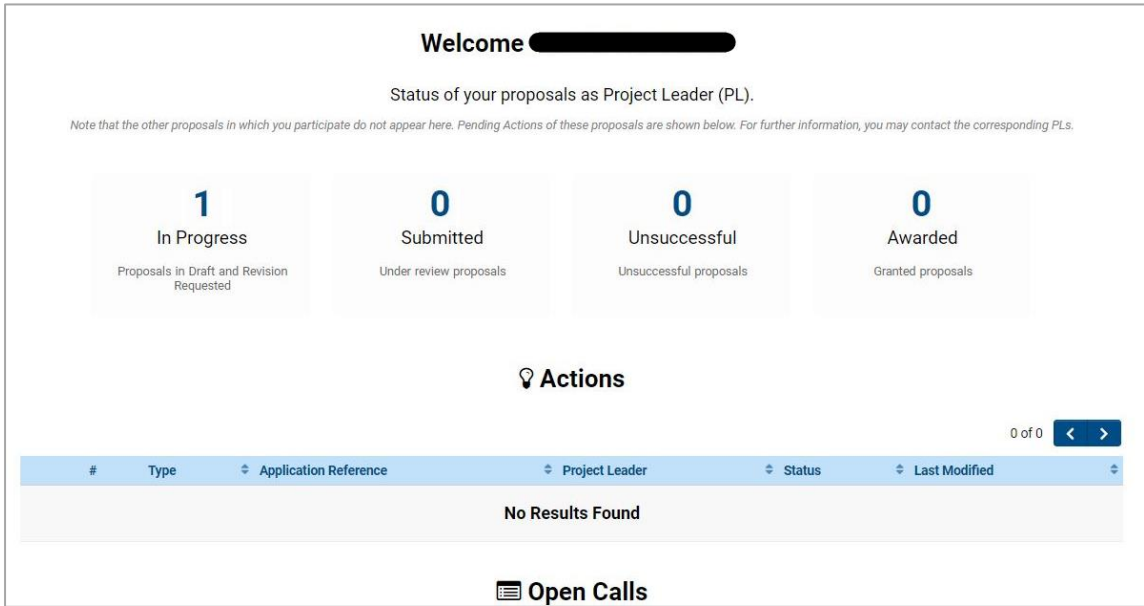




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## 1.1 Start a full proposal



**Welcome** [Redacted]

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.

**1**

**In Progress**

Proposals in Draft and Revision Requested

**0**

**Submitted**

Under review proposals

**0**

**Unsuccessful**

Unsuccessful proposals

**0**

**Awarded**

Granted proposals

**Actions**

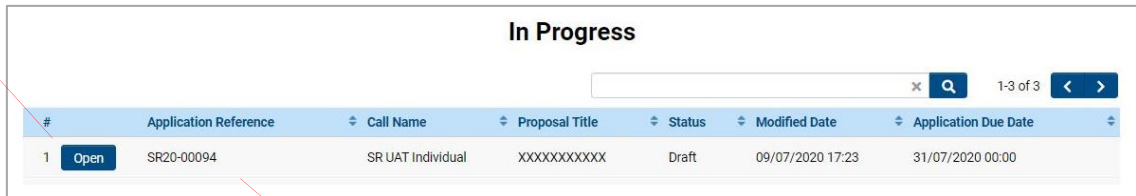
0 of 0 < >

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

**Open Calls**

To start a **full proposal**, you must log in to your account using the username and password that you used to create the **short proposal**.

- a) Once you have accessed your account, click on 'in progress' on the Home Page.
- b) Then, click on the **open** button to access your proposal.

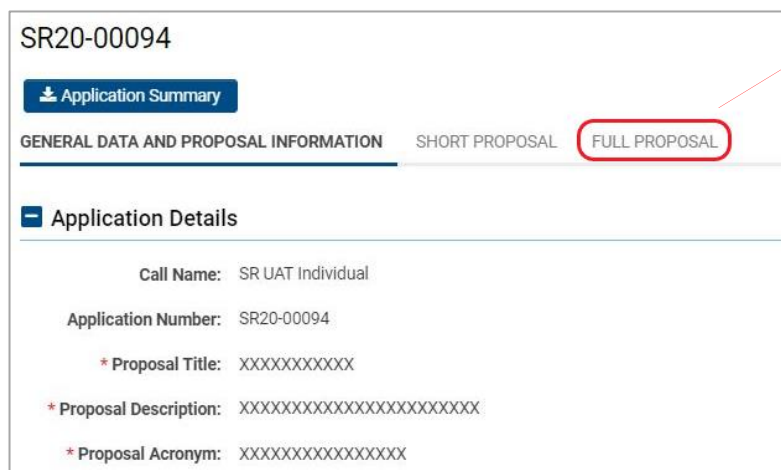


**In Progress**

1-3 of 3 < >

#	Application Reference	Call Name	Proposal Title	Status	Modified Date	Application Due Date
1	SR20-00094	SR UAT Individual	XXXXXXXXXX	Draft	09/07/2020 17:23	31/07/2020 00:00

- c) You will then see the page below, click on the tab **full proposal**.



SR20-00094

[Application Summary](#)

GENERAL DATA AND PROPOSAL INFORMATION    SHORT PROPOSAL    **FULL PROPOSAL**

**Application Details**

Call Name: SR UAT Individual

Application Number: SR20-00094

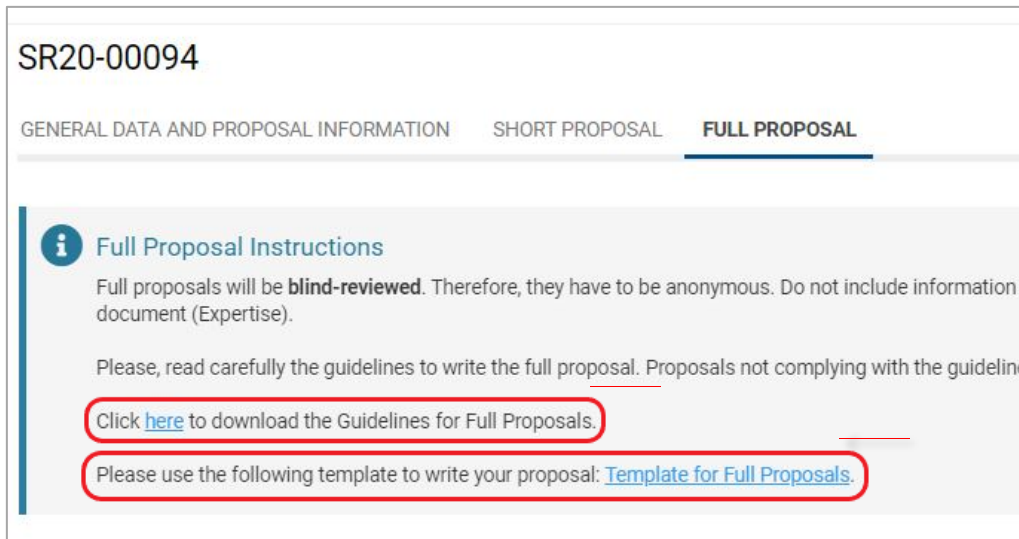
\* Proposal Title: XXXXXXXXXXXX

\* Proposal Description: XXXXXXXXXXXXXXXXXXXXXXXX

\* Proposal Acronym: XXXXXXXXXXXXXXXX

## 1.2 Upload the full proposal

Inside the **full proposal** tab, in the section **full proposal instructions**, you will find the links to download the *Guidelines for Full Proposals* and the *Template for Full Proposals*.



To upload the **full proposal**, click on the **upload** button under **Full Proposal Upload**. You can then upload your pdf document. Please note that the page limit is 15 pages and the file size cannot exceed 2GB.

The Gantt chart (work plan) and budget will be submitted via the application platform and do not need to be included in this full proposal document.



### **IMPORTANT:**

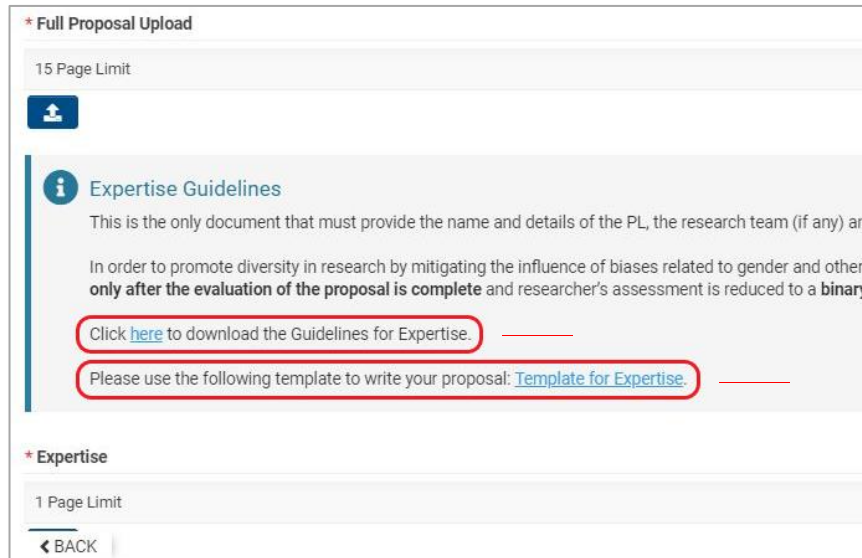
Full proposals, like the short proposals, must be anonymous. Do not include information related to the identity of the PL, research team or host organization. Avoid any references that might lead the evaluator to know the authorship of the proposal. Please also make sure, that the name of your pdf file fulfils the anonymity criteria.

**Proposals that are not fully anonymous will be rejected.**

Save the changes you have made to your proposal, at any time, by clicking on the **save draft** button.

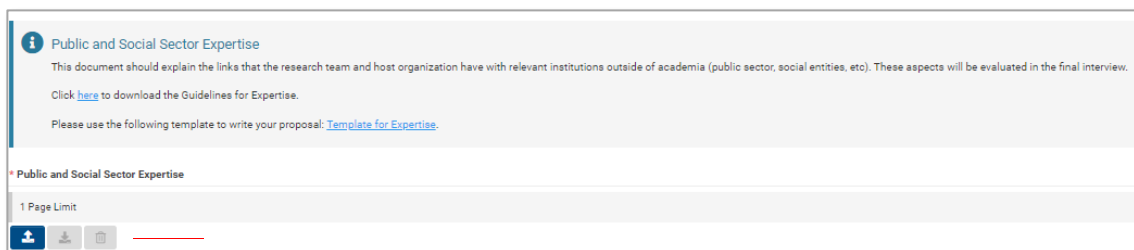
### 1.3 Upload the expertise documents

In the **full proposal** tab, in the section **expertise guidelines**, you will find the **Instructions for the Research Expertise** and the **Public and Social Sector Expertise** documents.

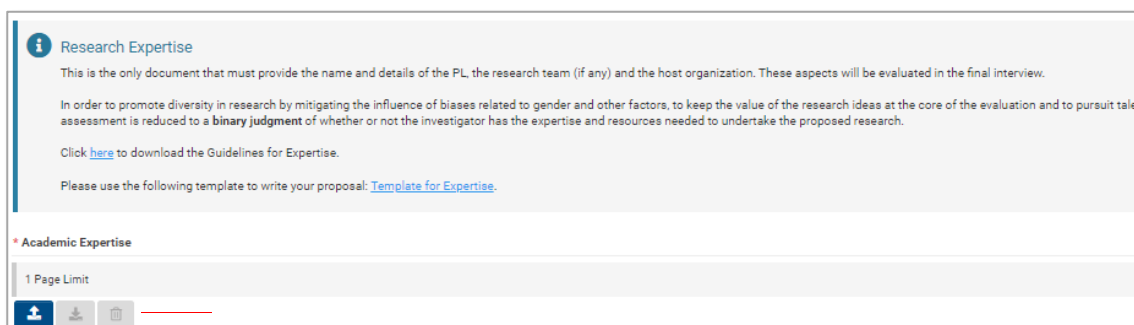


The screenshot shows the 'Full Proposal Upload' section. At the top, it indicates a '15 Page Limit' and has an 'Upload' button. Below this is the 'Expertise Guidelines' section, which includes an information icon and text explaining the document's purpose. Two red boxes highlight the links: 'Click [here](#) to download the Guidelines for Expertise.' and 'Please use the following template to write your proposal: [Template for Expertise](#).' Below the guidelines is the 'Expertise' section, which has a '1 Page Limit' and a '< BACK' button.

To upload the Expertise Documents, click on the **UPLOAD** button under 'Expertise'. Upload a PDF Document taking into account the limitation on pages (1 page) and the restriction on the size's file (2 GB).



This screenshot shows the 'Public and Social Sector Expertise' section. It includes an information icon, a title, and text explaining the document's purpose. It also contains the same two highlighted links as the previous screenshot: 'Click [here](#) to download the Guidelines for Expertise.' and 'Please use the following template to write your proposal: [Template for Expertise](#).' Below the text is a '1 Page Limit' indicator and an 'Upload' button.



This screenshot shows the 'Research Expertise' section. It includes an information icon, a title, and text explaining the document's purpose. It also contains the same two highlighted links as the previous screenshot: 'Click [here](#) to download the Guidelines for Expertise.' and 'Please use the following template to write your proposal: [Template for Expertise](#).' Below the text is a '1 Page Limit' indicator and an 'Upload' button.

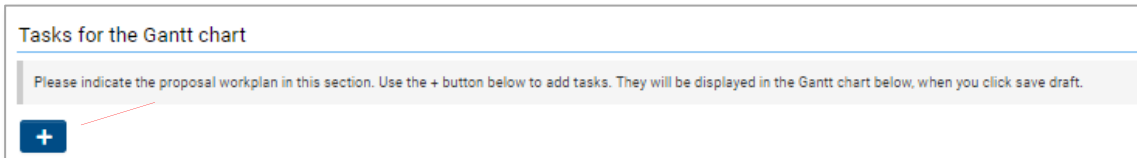
#### **KEEP IN MIND:**

In the Full Proposal and the two Expertise Documents, the required content must be presented according to the format stated in the provided templates.

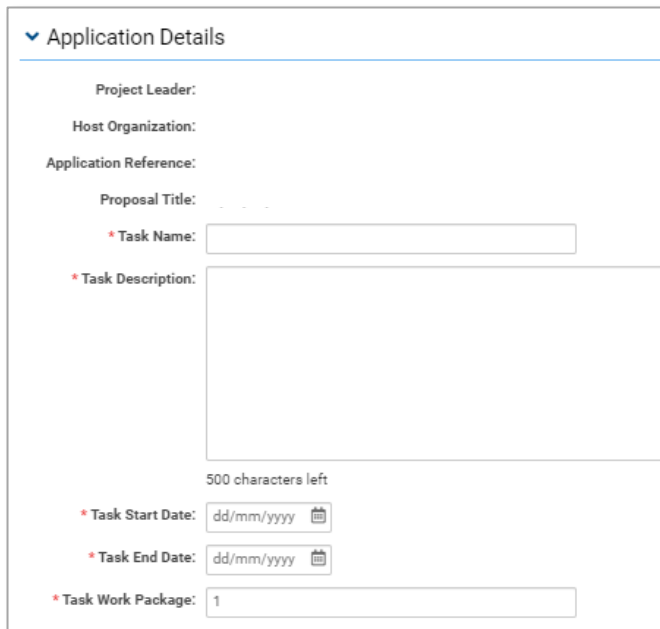
## 1.4 Gantt chart and budget requested to ”la Caixa” Banking FoundaTion (LCBF)

In this phase of the call, you need to complete the *Gantt Chart* and the needed *budget* to carry out the project. The information here must fit its description in the *proposal*.

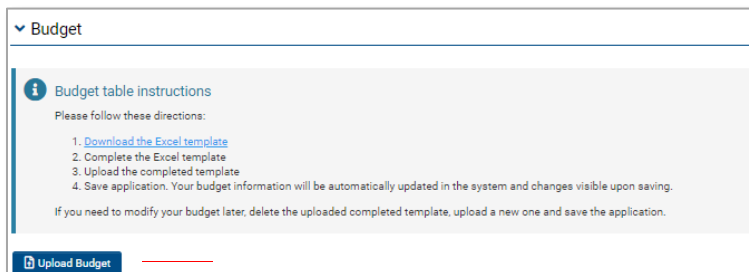
a) Gantt Chart: click on the + to complete each activity.



Fill in the information for each activity.



b) Budget:



### KEEP IN MIND:

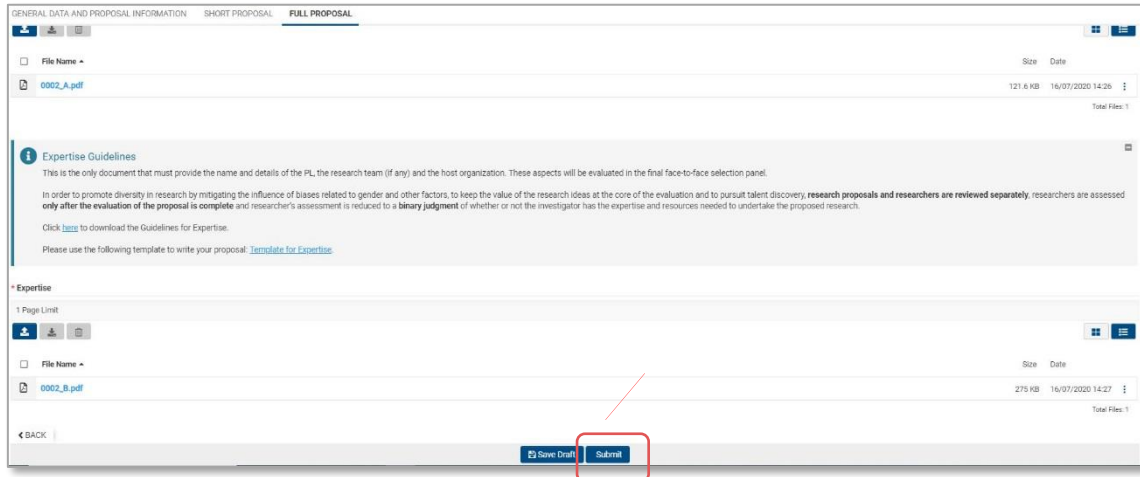
Full proposals must be anonymous. Do not include information related to the identity of the PL, research team or host organization neither on the Gantt chart nor Budget.

c) Click on the **SAVE DRAFT** button.

## 1.5 Submission of the Full Proposal

Once you have uploaded the Full Proposal and the Expertise Documents, the Gantt chart and the budget you will be able to Submit the Proposal.

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



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



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

**IMPORTANT:**  
Once you submit your proposal, no further changes will be possible.

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

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