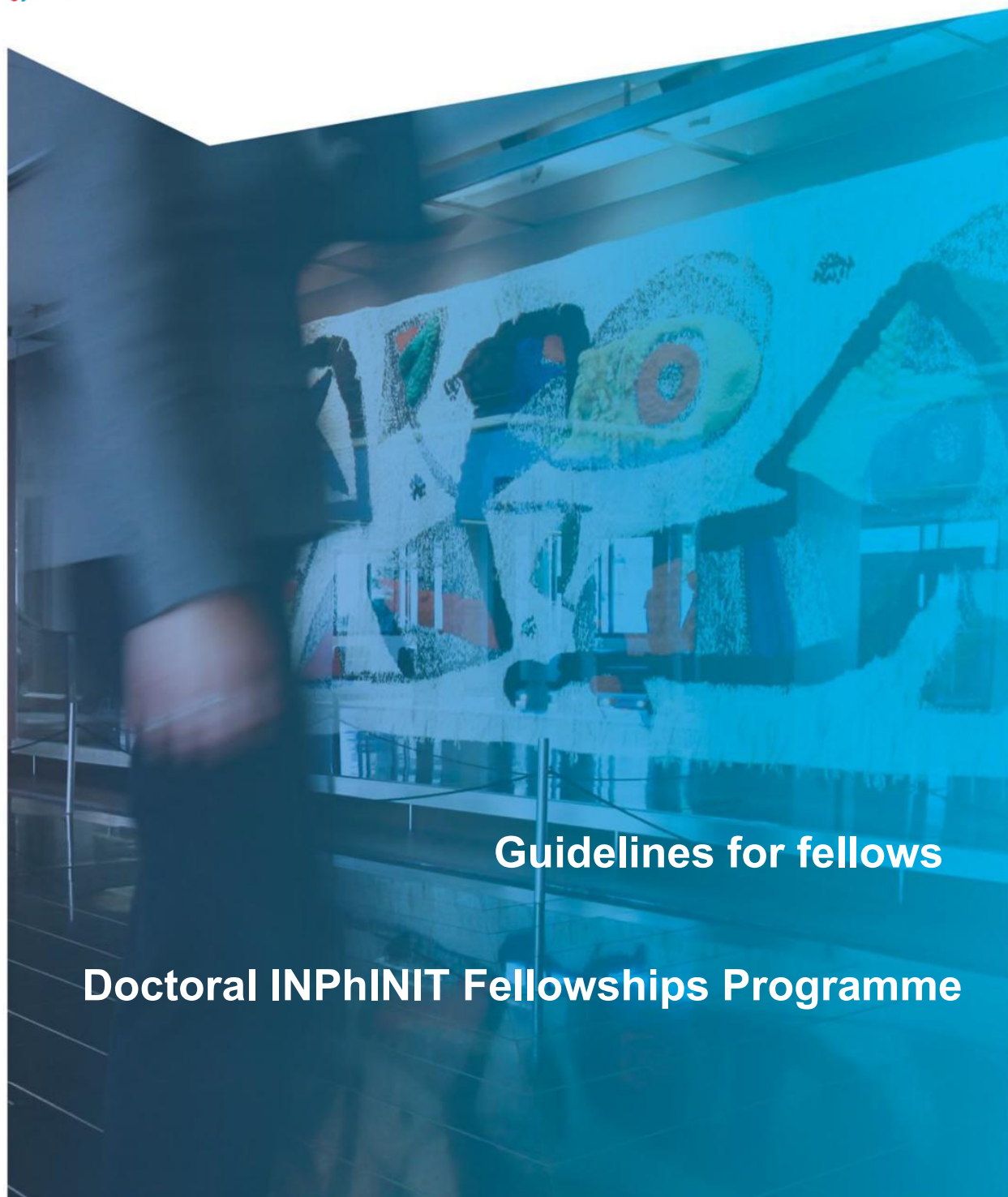




Guidelines for fellows

Doctoral INPhINIT Fellowships Programme

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1. Objective

Both "la Caixa" Foundation Fellowships Programme's rules and the Declaration of Acceptance of the fellowship establish that each fellow must submit periodic reports to explain the progress of their thesis. The annual renewal of the fellowships is based on these reports.

These short guidelines are intended to explain how reports have to be submitted as well as to provide the specific templates and calendar.

On one hand, each fellow has to enter the data related to the research derived from the fellowship funded by "la Caixa" Foundation (LCF) in the Grants Management Platform, such as scientific publications, patents, contributions to conferences, outreach activities, etc. On the other hand, and on a yearly basis, each fellow has to submit an annual progress report, which will be assessed for the renewal of the fellowship for one more year.

These guidelines also explain how to make use of the research costs that is part of the Doctoral INPhINIT fellowships. This amount is managed by the Host Institutions for the benefit of the fellows, and it is important that the adequate procedures are followed to make use of it. They also include information on what document is needed to prove the eligibility for the bonus if the fellow submits the thesis within 6 months after the end of the third year of the fellowship¹.

2. Data reporting in the Grants Management Platform

The platform for the management of research grants and fellowships of LCF has been set up to monitor all scientific production as well as other complementary activities carried out related to the projects funded by LCF. To measure the impact generated by these initiatives, every year each fellow must enter relevant information related to the project funded by "la Caixa" Foundation fellowship while the project is still producing results.

The fellow can have access to the platform from their personal profile at the ["la Caixa" Foundation fellows' website](#).

The Grants Management Platform stays open almost the whole year. For this reason, we recommend to enter the data regularly, to avoid having to enter a big amount of information all at once when the year ends.

3. Annual reports

The fellow must submit an **Annual Progress Report (Fellow Annual Report)** each year in which the main results achieved during the period must be explained as well as the activities and goals planned for the following year. The supervisor must validate and sign this report.

Within the set deadline (see calendar in section 4), the Annual Progress Report duly completed and signed, must be sent by the fellow to the relevant person of the administration or research support service of the host institution. **It will be the institution that will take the responsibility to submit the report to LCF,** together with the Report that the supervisor will be asked to complete independently (Supervisor Annual Report). The specific templates to prepare the report are available in the repository. The Annual Progress

¹ This bonus applies to fellows belonging to the 2016 to 2023 cohorts, both included.

Report should be used for the first and second year of the fellowship, whereas the Final Progress Report should be used for the third and last year of the fellowship.

4. Calendar

The period to enter data in the Grants Management Platform goes from the beginning of the year to 31st of December each year.

The **Fellow Annual Report will be submitted by each fellow to the host institution** according to the following terms:

- Fellows **recruited by the host organisation between August and October will submit their Annual Report by June 15th**; then the host institution will attach it to the Supervisor Annual Report and submit both reports to LCF by June 30th at the latest.
- Fellows **recruited by the host organization between November and January will submit their annual report by September 15th**; then the host institution will attach it to the Supervisor Annual Report and submit both reports to LCF by September 30th at the latest.

The deadlines set in the calendar below shall be **valid for each year of the fellowship**.

	Year x											
	January	February	March	April	May	June	July	August	September	October	November	December
Entering data in the Grants Management Platform												
Annual report Due date						June 15th			September 15th			

5. Use of research costs

The Doctoral INPhINIT Fellowship includes, apart from the amount established to cover the fellow's salary, an amount of 3.500 €/year² to cover the fellow's expenses related to the PhD project, such as conferences, courses, research stays, consumables, equipment, charges for the use of intellectual property, etc. This amount is managed by the host organisation for the benefit of the fellow.

The procedures that must be followed to make use of these funds are established by each host institution according to their own internal procedures. All fellows must ask their host institution to inform them of these procedures at the very beginning of their fellowship, in order to fully understand how to make a correct use of these funds.

Regarding the **purchase of equipment**, fellows must ask the host institution beforehand:

- How to make the purchase: if they can simply buy the equipment once they have our authorisation and then get the expenses back or if the equipment must be bought through the host institution.
- Property of the equipment: if the equipment will belong to the fellow and he/she can therefore keep it once the fellowship ends or if it will belong to the host institution.
- Maintenance: will the maintenance of the security software, etc. be covered by the host institution or will it depend on the fellow?

The following table details the type of expenses that are directly admitted, the ones that are not and the ones that need specific prior authorisation from LCF:

EXPENSE	ELIGIBLE
Tuition fees for the doctoral programme and related expenses (application for equivalence of degree, homologation of degrees, sworn translations, etc.)	Yes (from the 2023 call for applications onwards, tuition fees will be justified separately)
Language courses related to the fellow's research	Yes
Expenses related to research stays in other centres (travel, visa, maintenance, accommodation, etc.)	Yes
Travel expenses to attend conferences or courses related to the fellow's research	Yes
Registration fees or participation in courses, events, other European projects, etc. related to the fellow's research	Yes
Consumables and books related to the fellow's research	Yes
Travel expenses to move to Spain (travel, accommodation, etc.)	No
Administrative expenses to settle in Spain (visas, permits, etc.)	No

² Fellows belonging to cohorts prior to the 2023 cohort receive 3.564 euros per year for research costs.

Necessary informatic equipment for the development of research activities	With authorization by the "la Caixa" Foundation <u>CALL 2025 FELLOWS onwards:</u> A pre-approved budget of 2.500€ is established for the purchase of IT equipment during the fellowships. For these purposes, we consider the following items to be eligible: - Computing devices: - o PC (desktop/laptop) - o Tablet - o Other similar devices (such as digital notebooks) - Peripherals: monitor, keyboard, mouse, hard drive, pencil, headphones, speakers, adapter, connector, microphone, voice recorder, webcam, docking station - Licenses - Accessories (such as a computer case or stand) Any other IT items not specified in the list will require authorization in order to be charged to the fellowship. Likewise, once the pre-approved budget limit (2.500€) has been exceeded, additional IT equipment may be charged provided that its allocation to the fellowship is authorized by the "la Caixa" Foundation
Other expenses	With authorization by the la Caixa" Foundation

It is important to take into account the following considerations:

- Authorisation for the items that require it must be duly filled in and submitted to LCF by the host institution through the justification platform. Please find the template that must be used for these requests ("Authorization form" in the repository).
- Any other type of expenditure not mentioned here will require the express approval of LCF (through the "Authorization form") so that it can be considered eligible.
- It will not be possible to use the research costs funds beyond the end of the fellowship or the date of the thesis reading (if this occurs before the ordinary end date of the fellowship).
- Invoices for expenses charged to research costs must be dated within the period of the fellowship.
- Actions related to the research costs expenses must take place within the duration of the fellowship.
- Equipment such as computers or tablets may not be purchased during the last year of the fellowship. Furthermore, no more than one computing device with similar features and/or functions may be purchased during the fellowship.
- In the event of early termination of a fellowship, the amounts corresponding to the current year shall be prorated for the number of days of active fellowship. This pro rata calculation will not be made if the early termination is due to an early thesis reading.
- Only the 50% of the annual amount for research costs can be moved, if not spent, from an annuity to the next one³. The purpose of this rule is to encourage fellows to spend at least the 50% of the annual amount for research costs.

6. Thesis bonus

A bonus of 7,500 € will be paid **to fellows belonging to the 2016 to the 2023 cohorts, both included**, by LCF directly to the fellows who deposit the thesis within 6 months after the third year of their fellowship has ended. This bonus is considered as earned income and as such it is subject to taxes.

At this purpose, the reference date taken into consideration to check whether fellows are eligible to be awarded the bonus or not is the date when they submit the thesis, which has to be necessarily proved through an official certificate issued by their university with its logo and stamp and signed by the director of the Doctoral School (see "Thesis Submission Model Certificate" in the repository).

Fellows must be aware of the administrative calendar of their university to foresee any impediment derived from its internal organisation that prevents them from being eligible for the bonus (e.g., summer holidays, doctorate programme committee meetings, etc.)

³ Applicable to fellows belonging to cohorts 2022, 2023 and 2024.