

Doctoral INPhINIT Fellowships

Welcome Pack

Congratulations and welcome

We realize it has not been easy along the way
but you've done it. You are a "la Caixa" Foundation fellow
and that is forever.

Now you form part of a network of talent made up of more
than 6,200 people trained in all kinds of disciplines and
located all over the world. People who, just like you, are
meant to achieve great things that will reflect on the future
of the coming generations.

From now, you are and will always be a great
inspiration for everyone.

- 3 Contact persons*
- 4 Documents to be provided*
- 5 Fellowship amount*
- 6 Obligations of the fellow*
- 7 Reporting*
- 8 Ethics principles*
- 9 Visibility*
- 10 Responsibility, integrity and Open Access policies*
- 11 Training and support*
- 12 Events and communications*
- 13 "la Caixa" fellows' association*

Contact persons



Among the added values of this fellowships programme are the personal relations that you will establish with other fellows and the "la Caixa" Foundation Fellowships Team. The team members will be more than happy to help you to solve any doubt, share thoughts and concerns and also hear how your career is coming on.

These are the contact details of your programme's key people:

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Fellowships Training Programme Coordinator
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Fellows' Association email

fellows@fundacionlacaixa.org

Fellowships Programme general email

fellowships@contact.fundaciolacaixa.org

Documents to be provided



Fellowship management will be carried out via the Applications and Fellowships Platform, where you can provide all necessary information and submit the required documentation.

Once the fellowship has been accepted:

In case you did not submit the following documents in your application, you will have to submit in PDF by email the following documents:

- **Transcripts of academic records** of the obtained degrees
- **English language proficiency certificate** that accredits fulfilment of the programme rules.

Moreover, at the request of the "la Caixa" Foundation, you may be asked to accredit some of the information you provided in your application form. If that was the case, you will be contacted for this purpose. In all cases the content of these documents must match the information provided in the application form.

Before you start at your host organization:

You have to fill in, in collaboration with your supervisor, the following documents whose templates will be provided you by the "la Caixa" Foundation:

- **Career Development Plan**
- **Checklist on ethical issues**

Once filled in, your host organization will take care to submit them to the "la Caixa" Foundation together with a copy of your employment contract and the admission to the doctoral programme.

Fellowship amount



The "la Caixa" Foundation will sign an agreement with your host organisation, which will receive the fellowship payments and manage the amount for your own benefit. The fellowship has a duration of a maximum of 4 years.

The fellowship amount is broken down as follows:

- **€35,800 per year to cover the fellow's labour costs.** This amount includes the Social Security cost and any other compulsory fee or compensation, whether current or that may be provided for in a future legal framework, that are linked to your contract, as well as your annual gross salary.

In any case, the minimum annual gross salary to be offered to the fellow by the host institution must be €25,000. If the total labour costs exceed the maximum amount offered by the "la Caixa" Foundation, the host institution will cover the excess

- **€3,500 per year to cover other expenses related to your PhD project,** such as your travel expenses to attend conferences, conferences registration fees, expenses related to research stays, consumables and equipment necessary to carry out research activities, participation in courses, etc. This additional amount shall be managed by the host organisation for your own benefit.

- The **tuition fees** to the official doctoral programme where you will be admitted to.

The start date of the contract must coincide with the start date of the fellowship.

Note that all research additional costs have to be directly related to your PhD project. If you need to purchase equipment, you will have to duly justify to the "la Caixa" Foundation the need of this equipment and its relation to your PhD project.

Note that it is not allowed to buy equipment such as laptops or tablets on the third year of the fellowship.

In addition, we recommend you to **be informed about your host organisation's purchasing internal procedures**, especially for equipment (such as laptops, tablets, etc.). Be aware that some institutions keep the ownership of the equipment after the end of the fellowship.

Obligations of the fellow



As a fellow you undertake to:

- Complete the admission and enrolment process in a doctoral programme, before starting the fellowship.
- Attend the face-to-face training session and webinars offered by the "la Caixa" Foundation.
- Attend the ceremony of award of the fellowships.
- Submit the annual progress reports required by the "la Caixa" Foundation.
- Enter the data related to the research results derived from your PhD project in the Platform for Management of Research Grants and Fellowships of the "la Caixa" Foundation, at least once a year.
- Mention the "la Caixa" Foundation as the funding body for the doctoral thesis in any communication, publication or oral presentation.
- Be aware of the rules and regulations of the centre / university that you are joining and work ethically and in accordance with their Code of Good Practice.
- Follow the Open Access rules set by the "la Caixa" Foundation.

Responsibility for Project Content and Results

You shall be solely responsible for the content and results of your studies or research project, including all related documentation and information, regardless of the methods used in their creation (e.g., Artificial Intelligence tools). In this regard, you must ensure that:

All applicable laws and regulations are fully complied with; No third-party rights of any kind are infringed; The highest ethical standards are applied throughout the development of the project. Accordingly, within the framework of this call, the "la Caixa" Foundation shall be exempt from any liability to third parties arising from your failure to comply with the above obligations.

Bear in mind that:

- These fellowships are incompatible with any other paid work, grant, or financial aid from any other organisation, unless expressly authorised by the "la Caixa" Foundation.
- In case you have the opportunity to teach classes on a paid basis, you must communicate it to the "la Caixa" Foundation. The amount received for this may be deducted from the fellowship payment amount. You will not be allowed to devote more than 60 hours per year to teaching duties.
- These fellowships are exclusively for attendance-based studies. You should therefore commit to your PhD studies on a full-time basis.
- You should inform the "la Caixa" Foundation in case of leave. The fellowship would be stopped and retaken when recovery. The fellowship would be extended a period of time equal to the period of leave.

Reporting

Reporting

To confirm the annual renewal of the fellowship, an **Annual Progress Report** must be submitted within the established deadline.

This report contains two separated sections: the Description of the thesis progress (to be completed by the fellow) and the Progress assessment (to be completed by the thesis supervisor). The two parts must be compiled and submitted by the host organisation.

The "la Caixa" Foundation will provide the specific templates as well as detailed instructions to ensure all the necessary information is provided correctly.

Research grants and fellowships Management Platform

The Platform for the Management of Research grants and Fellowships of the "la Caixa" Foundation has been set up to **monitor all scientific production** as well as other complementary activities carried out related to the projects funded by the "la Caixa" Foundation.

So we can measure the impact generated by these initiatives, every year you should enter relevant information related to your project funded by the "la Caixa" Foundation fellowship while the project is still producing results.

You can have access to the grants and fellowships management platform by accessing your personal profile at the "la Caixa" Foundation Fellows' webpage.

You will be timely informed about the relevant period to enter the information into the platform.



Ethics principles

The "la Caixa" Foundation fully respects fundamental ethics principles, including the relevant ethics rules set by the European Commission. These principles include the need to ensure the freedom of research and the need to protect the physical and moral integrity of individuals and the welfare of animals.

Before the recruitment in the host organisation, you will have to fill in, in collaboration with your supervisor, a **Checklist on the ethical issues**. The aim is to identify the ethical aspects of your research project that need to be monitored, in line with the regulation of the European Commission on this matter. In case any relevant ethics issue is identified in the Checklist, the project will be sent to the Ethics Committee which we collaborate with.

The Ethics Committee will ask you to provide the relevant documentation and, once the documents are revised and validated, will confirm that everything is aligned with the current legislation.

The "la Caixa" Foundation will continue monitoring the ethical aspects of your project by means of the review of the ethical issues checklist on the second and third year of the fellowship.



Visibility

Visibility of the "la Caixa" Foundation funding

It is necessary you add the "la Caixa" Foundation logos in all the materials and communication activities arising from this fellowship (e.g., brochures and other graphic material, oral and written communications, etc.). Thus, you must send the material to marca@fundaciolacaixa.org for approval and adequate institutional representation sufficiently in advance.

The scientific articles published as a result of the fellowship, must contain the following text, together with the "la Caixa" Foundation ID and your fellowship code (see below):

The project that gave rise to these results received the support of a fellowship from the "la Caixa" Foundation (ID 100010434). The fellowship code is "YOUR CODE".

Personal fellowship code

We have assigned you a **personal fellowship code** which should be included in all publications or promotional materials you produce related to the research funded by the "la Caixa" Foundation fellowship.

You will find this code in the Fellowship Data section of your profile in the applications and fellowships platform:

Fellowship code: LCF/BQ/DFR25/000000
Please use this code for communication purposes.
* Fellowship end date:

ORCID iD

In addition, it is required to obtain an ORCID identifier (ORCID iD: <https://orcid.org/>). ORCID provides a persistent digital identifier that you own and control, and that distinguishes you from every other researcher. In this way it will be easier to track your scientific publications.



Responsibility, integrity and Open Access policies



Responsible Research and Innovation

The "la Caixa" Foundation is committed to ensuring that projects and **the funding allocated to research and innovation are managed responsibly** and in line with good practices and the regulation in force.

In this respect, research and innovation should embrace the principles of diversity and inclusivity, the anticipation of social needs and openness and transparency, seeking excellence and maximum impact.

All agents involved, including you as a beneficiary of a "la Caixa" Foundation fellowship, must behave at all times in accordance with ethical principles and international best practices.

Research integrity policy

As a beneficiary of a "la Caixa" Foundation fellowship you should be aware that the "la Caixa" Foundation adopts a set of principles of integrity aimed at guiding researchers in their work as well as in their engagement with the practical, ethical and intellectual challenges inherent in research.

Research misconduct is traditionally defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. However, there are other forms of misconduct in research, such as bias in the independence of studies, exaggerating findings, lack of scientific rigour, collaborating with abusive publications, breaching duties of confidentiality, misuse of personal data, violating the rights of people and/or animals in research and failure to respect the environment.

The collaboration of all agents involved is essential in detecting and combatting cases of misconduct.

Consequently, anyone having knowledge of improper conduct in research of any nature must report this, in the first instance, to the heads of their host organisation who will notify the "la Caixa" Foundation, that will start a specific procedure and take measures, if needed.

Open access policy

You undertake to comply with **the open access policy about the dissemination of the results** derived from the project funded by the "la Caixa" Foundation.

Specifically, you should:

- File any peer-reviewed publication resulting from your fellowship or digital repository for the discipline immediately after publishing it. The repository must state your fellowship code.
- Ensure that the published version of the scientific publication is accessible to the public within a period of no longer than six months counting from the date of publication.
- Verify that the version available to the public is the same as the published version. If this is not possible due to conditions imposed by the corresponding journal or platform, the author's version will be accepted when it has passed through the peer-review process and before the final typesetting of the publication.

For more info on these policies visit [this link](#).

Training and Support



Training programme

The fellowship includes a **complementary training programme** aimed at boosting your professional development and improving your career opportunities.

Three training gathering will be held during your fellowship. Each gathering will last between 3 and 4 days and attendance is required for all fellows. The "la Caixa" Foundation will be in charge of the organisation of the training and will cover all costs related to these gatherings, as well as your travel and accommodation expenses.

In addition several webinars will be offered during the academic year to reinforce your transversal skills: project management, relationship with your supervisor, public engagement, etc.

Buddy service and personalized support

After accepting your fellowship, you can ask to be assigned a **"buddy"** i.e. an older "la Caixa" Foundation fellow who will support you to get settled during the first period of the fellowship.

Furthermore, the "la Caixa" Foundation fellowships programme offers three types of personalized support during the fellowship:

- **Professional coaching** on topics such as career choices, well-being, interpersonal relationships, conflict management, etc.
- **Mentoring** from a "la Caixa" Foundation *alumni* in order to provide you peer-to-peer career guidance.
- **Technical revision** of material you are preparing (a poster, an abstract for a conference, a Power Point presentation, etc.)

Events and communications



Fellowship award ceremony

An official **award ceremony** will be held in Barcelona or Madrid. It is an event of utmost importance where you will have the chance to meet other fellows as well as members of the board of the "la Caixa" Foundation. It is also the perfect opportunity to celebrate together your achievement. We will contact you as soon as the date and location are set up.

Fellows meet-ups

Your fellowship allows you to participate in several **face to face and online meet-ups** that are organized for the "la Caixa" Foundation Fellows.

It is a great opportunity to meet interesting people and network with other fellows coming from different disciplines and share common interests and ideas.

If you accept to receive information on the "la Caixa" Foundation Fellowships Programme (in your 'Declaration of acceptance' of the fellowship), you will receive a monthly newsletter jam packed with news and exclusive events for the fellows.

Digital communication kit

Together with the welcome pack, you will receive the digital communication kit. In this kit, you find all you need to know to keep you updated about the latest news, activities and stories of the fellows who belong to this talented community.

This kit will guide you as well to get access and to update your profile in the "la Caixa" Foundation fellows' website:

<https://becarios.fundacionlacaixa.org>

Here you can find:

- a) **A directory** with the professional biographies and contact details of all the fellows.
- b) **A blog** with the latest news from the fellows. From now on, as a new member of this community, we will ask you to keep us up-to-date on any progress in your career, so we can spread the word through the blog and social media.
- c) **An "Activities" section** where you can find information about all the events organized for the fellows and sign up. These events are a great way of expanding your professional network and knowledge as well as of making new friendships.

Don't miss out!

The "la Caixa" Foundation Fellows' Association



If you want to form part of the **"la Caixa" Foundation Fellows' Association**, you have to give your consent in the Declaration of Acceptance your programme officer sent you.

This Association is made up of more than **6,200 people** of different ages and disciplines who live all around the world but have at least one thing in common: great intellectual and professional drive.

This Association has a Board which is renewed via elections every four years.

CaixaBank special conditions for fellows

CaixaBank offers special conditions on financial products and services to the "la Caixa" Foundation fellows.

You can check out the commercial offer and its terms and conditions when you access your profile, at <https://becarios.fundacionlacaixa.org> (in the "My account" tab).

How can I obtain these conditions?

If you are interested in these financial conditions, please do the following:

- First, check the option "I consent to the transfer of my data to CaixaBank for the indicated purposes". Only then can we send your data to CaixaBank, allowing it to identify you as a "la Caixa" Foundation fellow and apply the corresponding advantages.
- Second, send an email to the address: banca.asociada@caixabank.com and let them know that you are a "la Caixa" Foundation fellow; ask them any questions or ask them to arrange a meeting at your nearest office.



"la Caixa" Foundation