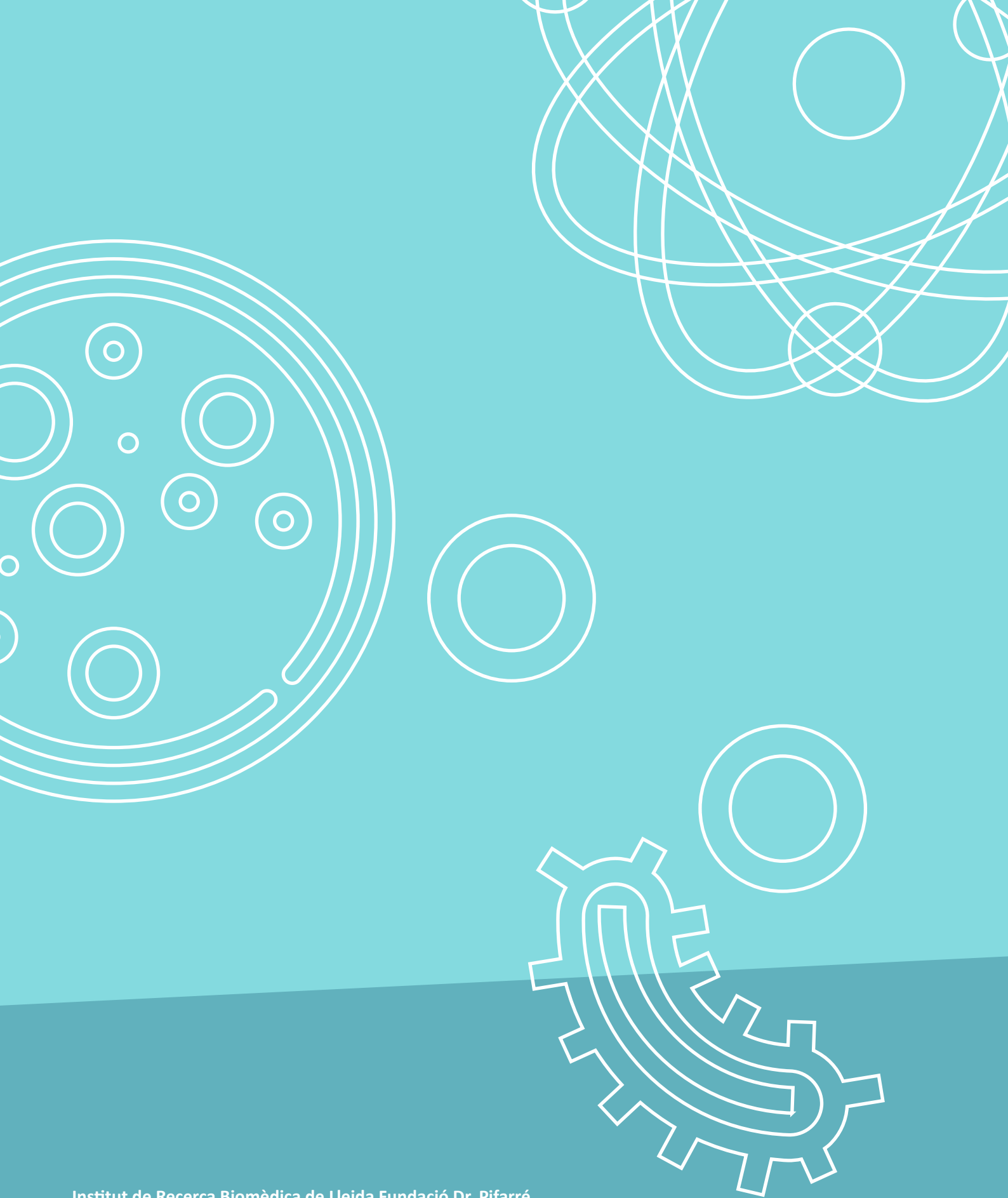


**WELCOME**  
**GUIDE**

**IRBLleida**



**Institut de Recerca Biomèdica de Lleida Fundació Dr. Pifarré**

Av. Alcalde Rovira Roure, 80. 25198 Lleida.

[www.irbllleida.org](http://www.irbllleida.org)

## Management welcome letter

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### *Welcome to IRBLleida!*

This guide is conceived to facilitate your incorporation at IRBLleida, offering a general overview of the institution, its scientific and technical services and its facilities.

The IRBLleida is the Biomedical Research Institute of Lleida, which is the capital city of the territory of Ponent. It is located next to the city's Hospital Universitari Arnau de Vilanova and the Universitat de Lleida's Faculty of Medicine. IRBLleida provides a unique scientific environment, bringing together various prestigious research groups. It also boasts state-of-the-art scientific platforms, highly specialised management staff and scientific seminars with expert speakers, which will help your professional development.

As a new member of IRBLleida, you are encouraged to support our mission, endeavour to help us achieve our objectives and play an active role in the future success of the Institute. We are also confident that you will find the ideal resources and environment that will help you to develop your scientific career.

# Index

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<b>1. Introduction</b>	<b>6</b>
1.1. Welcome	7
1.2. Questions and feedback	7
1.3. Download note	7
<b>2. Organisation</b>	<b>8</b>
2.1. About IRBLleida	9
2.2. Mission, vision, values	10
2.3. Structure	11
2.4. Facilities	15
<b>3. Research areas</b>	<b>16</b>
3.1. Scientific and technical services	24
<b>4. IRBLleida in the R+D+I system</b>	<b>26</b>
4.1. IRBLleida in data	27
4.2. Environment	29
4.3. Equality plan	29
<b>5. Scientific regulations</b>	<b>30</b>
5.1. Good research practices at the IRBLleida	31
5.2. Regulations for the correct identification of IRBLleida in scientific publications	31
<b>6. Administration and support in investigation</b>	<b>32</b>
6.1. Human resources team	33
6.1.1. Access card and opening hours	33
6.1.2. Working regulations	34
6.2. Confidential data protection measures	35
6.3. Occupational risk prevention	35
6.4. Research Management Team	35
6.5. Knowledge and Technology Transfer Team	36
6.6. Communication Team	36
6.7. Finance Team	37
6.8. Clinical Trials Area	37
<b>7. Training</b>	<b>40</b>
7.1. PhD students	41
7.2. Internships	41
7.3. Research support grants	42
7.4. Seminars	42
<b>8. Practical advice</b>	<b>44</b>
8.1. Communication	45
8.2. Functioning of meeting rooms	45
8.3. Cafeteria	45
8.4. Dining room	46
8.5. Parking	46
8.6. Cash point and shop	46
8.7. What to do in the event of a maintenance incident	46
8.8. Use of Wi-Fi and photocopiers	46
8.9. Links of interest	46

# 1. Introduction

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## 1.1. Welcome

This welcome manual is conceived to serve as an introduction to the Lleida Biomedical Research Institute for new members. IRBLleida includes staff working as part of research groups. We encourage you to read this document, where you will find practical information related to the operation of the Institute, its facilities and the services it offers.

## 1.2. Questions and feedback

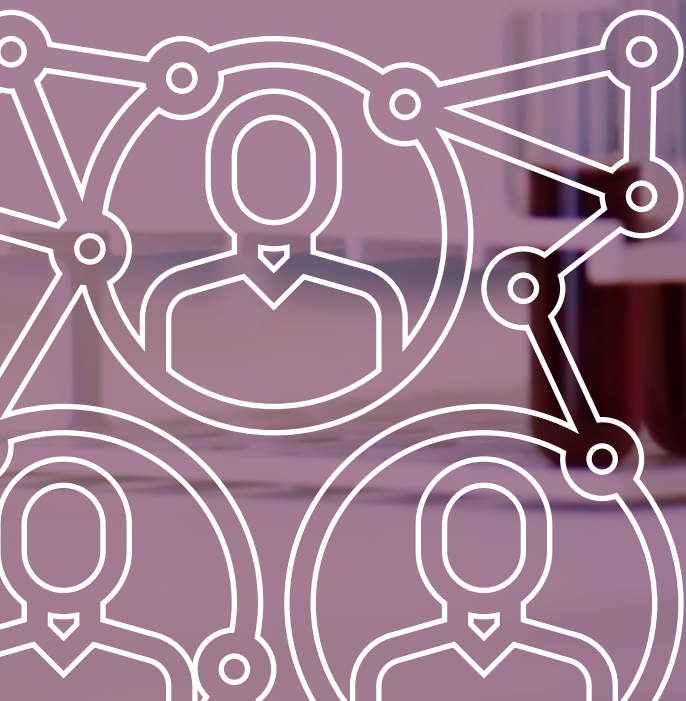
If you have any questions or would like to provide feedback with regards to this document in order to improve it and update its content, please send an email to [info@irblleida.org](mailto:info@irblleida.org) with the subject “Welcome guide questions”.

## 1.3. Download note

IRBLleida is a living and dynamic institution. As such, some of the contents of this guide may be subject to change after it is printed. For any doubt or question, please contact [info@irblleida.org](mailto:info@irblleida.org).

# 2. Organisation

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## 2.1. About IRBLleida

The Lleida Biomedical Research Institute's Dr. Pifarré Foundation (IRBLleida) was established with the aim of creating synergies between basic, clinical and epidemiological research, with a view to biomedical research becoming the motor for improving the daily clinical practices used to benefit the entire population.

In other words, it encompasses a chain of translational research, from basic research aimed at understanding the physiological and pathological mechanisms of the human organism, to research that studies the behaviour of diseases in large population groups.

The Lleida Biomedical Research Institute (IRBLleida) was founded in 2004 with the signing of a cooperation agreement between the Catalan Health Institute (ICS), the Dr. Pifarré Foundation and the Universitat de Lleida (UdL). All biomedical research groups in the province of Lleida are part of both the UdL and the health system. Currently, the Institute spans 9,000 m<sup>2</sup> across two different buildings: Biomedicine I and Biomedicine II.

IRBLleida acts as a cluster of all biomedical research carried out in Lleida and belongs to two players that conduct health research and implement innovation policies:

- The Universitat de Lleida (UdL), which includes researchers from the Faculties of Medicine, Nursing and Physiotherapy.
- The Department of Health, which includes research professionals from its suppliers: Catalan Health Institute (ICS): Arnau de Vilanova University Hospital (HUAV), the Lleida Primary Care and Community and the Alt Pirineu-Aran Primary Care. Gestió de Serveis Sanitaris (GSS): Santa María University Hospital (HUSM), Pallars Regional Hospital and Mental Health, and others.

IRBLleida belongs to the CERCA Institution (I-CERCA: *Fundación Institución de los Centros de Investigación de Cataluña*; 'Foundation of the Institute of Research Centres of Catalonia', in English). This has its own legal regime, which is organised according to a good governance and operation model that ensures efficiency, flexibility of management, recruitment and promotion of talent, strategic planning and executive capacity. It is also a Health Research Institute (IIS, in Spanish) accredited by the Carlos III Health Institute and the Catalan Regional Government, as established by Law 16/2003, of May 28, on Cohesion and Quality of the National Health System.

In addition, it interacts in the province with the Polytechnic Institute of Innovation and Research in Sustainability (INSPIRES); the Technological Centre of Catalonia (EURECAT); the Lleida Agro-Food Science and Technology Park; and Agrotecnio, the Centre for Research in Agriculture, Animal Production and Food Technology of the Universitat de Lleida’s ETSEA campus.

## 2.2. Mission, vision, values

### Mission

The mission of IRBLleida is to generate cutting-edge knowledge which is capable of having a positive impact on the population’s health and quality of life, doing so with a strong international commitment and inclusion of the region’s potential.

### Vision

The vision of IRBLleida is to be a competitive international figurehead in the field of health research and innovation, demonstrating ethical values and driving sustainability, multidisciplinary work and internal and external cooperation.

### Values

At IRBLleida we believe that values develop virtues. When deployed in our environment on a daily basis, we believe that they can benefit our environment and society in general. Our expertise focuses on the following values:

Responsibility	Respect	Precision
Generosity in synergy	Independence of judgement	Equal distribution of resources
Social responsibility	Leadership	Enthusiasm

There are four guiding principles that shape IRBLleida’s strategies and actions:

- **S**ustainability.
- **E**thics and social commitment.
- **R**esearch through.
- **E**xcellence and innovation.
- **M**ultidisciplinary and multi-institutional approach.

**SEREM** (“we will be”, in Catalan) conveys the principles, values and strategy of IRBLleida and integrates the strategic and operational objectives of the plan.

## 2.3. Structure

### Executive Board

The governance, representation and over-arching administration and management of IRBLLEIDA shall be the responsibility of the Executive Board, which has all the necessary faculties to carry out foundational purposes.

### Delegated Committee

The Executive Board will name, from among its members, a Delegated Committee which comprises of seven members. In any case, the General Director of Research will form part of this Committee. Its functions are to execute the agreements adopted by the Executive Board, to periodically monitor the centre's management and administration tasks and the agreements and contracts entered into by the Foundation, while also proposing to the Executive Board the adoption of agreements that correspond to this institute, among others.

### Internal Scientific Council

The Internal Scientific Council brings together representatives of the different member institutions of the consortium (Hospital Universitari Arnau de Vilanova, Hospital Universitari de Santa Maria, Department of Health and the Universitat de Lleida) and supervises the actions of the IRBLleida, its budget and results. Its mission is to take scientific decisions with the support of the External Scientific Council, as well as to evaluate the implementation of the Strategic Plan.

### External Scientific Council

The External Scientific Council groups together prestigious external scientists who advise IRBLleida on different scientific and political matters that may affect its activity. It strives to ensure the scientific quality of the Institute and shall advise the scientific director, who must be the current secretary, in the performance of his/her duties. It will inform the Executive Board about the general progress of the Institute with regards to the suitability of the strategic lines, the quality of the scientific production and the strategic vision of the Institute. For all these reasons, it shall report on the scientific and financial record of the Institute. The External Scientific Council will report on the proposal for the Strategic Research Plan, prior to its approval by the Board, as well as the proposal for the appointment of the members of the Internal Scientific Council. The External Scientific Council will meet at least once a year. The members of the External Scientific Council must be appointed by the Executive Board for a period of five years, renewable indefinitely for equal periods of time. The External Scientific Council, made up of several members with a recognised track record, acts as an advisory body to the Executive Board in those tasks entrusted to it.

## **Clinical Research Ethics Committee**

Clinical Research Ethics Committees (CRECs) are committees that are independent from the sponsors of research projects and the researchers themselves, whose purpose is to ensure the correct conduct - from a methodological, ethical and legal perspective - of any research project that entails any physical or psychological risk for a human being (RD No. 223/2004, of 6 February 2004, and Order of 24 October 2006).

## **Animal Research Ethics Committee (AREC) of the Universitat de Lleida**

This Committee is responsible for establishing regulations for the protection of animals used for research and other scientific purposes, and for the general conditions of maintenance and transportation of animals, the identification of research animals and the accreditation of their origin and health status.

## **Animal Research Ethics Committee (AREC) of the Science and Applied Experimental Biomedical Research Centre (CREBA)**

This Committee is responsible for establishing regulations for the protection of animals used for research and other scientific purposes, and for the general conditions of maintenance and transportation of animals, the identification of research animals and the accreditation of their origin and health status. While the UdL's AREC covers a broad range of issues and animal species, the CREBA AREC only evaluates biomedical projects in pigs, which means that its members and ad

# Management Office



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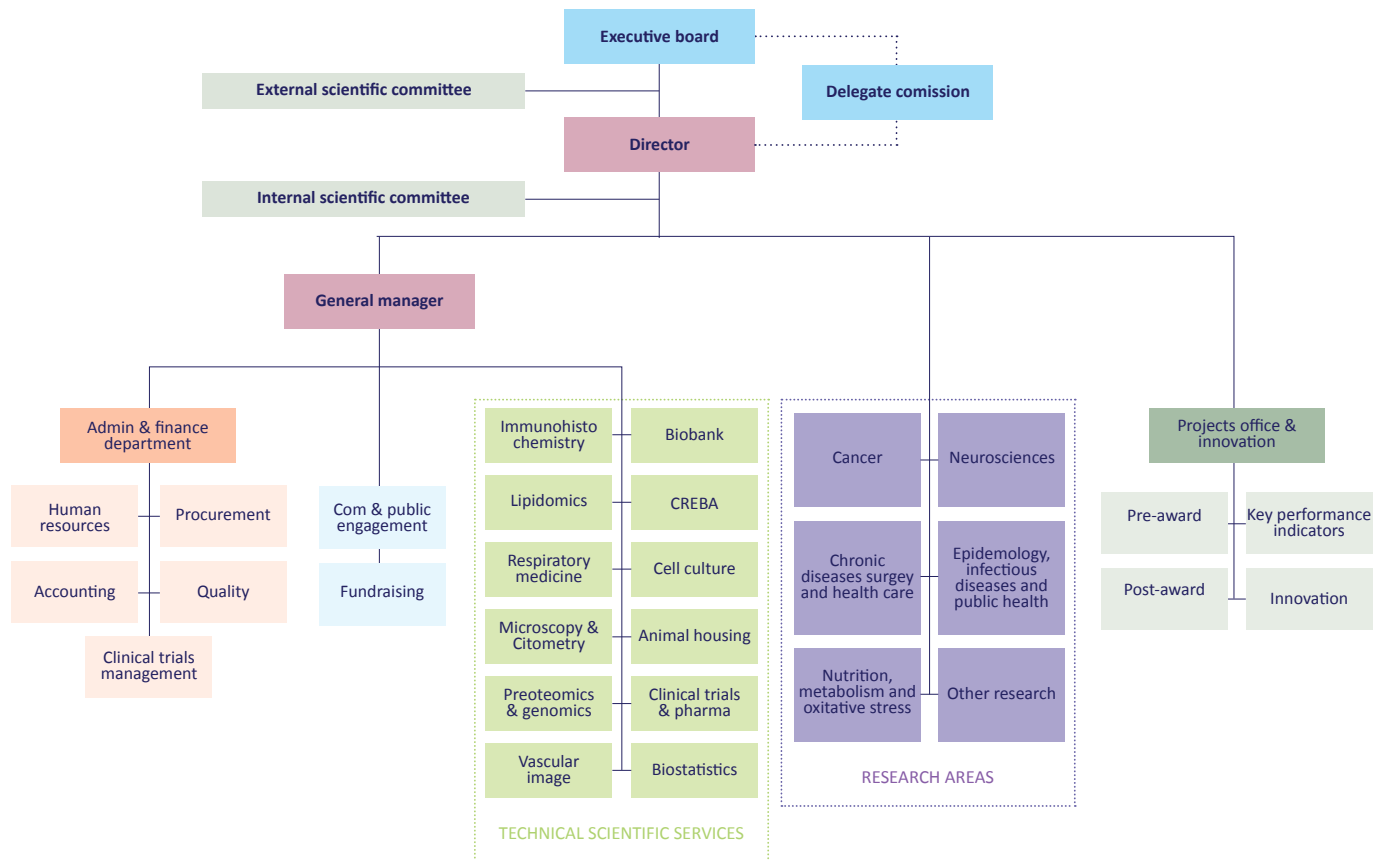


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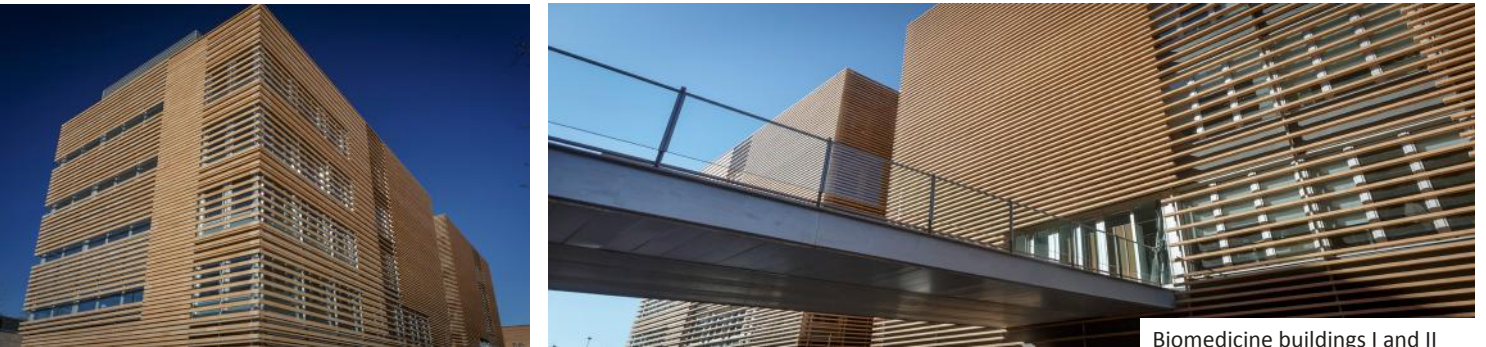
**Mònica Arango**  
Project technician  
arango@irbllleida.org

# Administrative Structure



## 2.4. Facilities

*IRBLleida has two different centres:* Biomedicine I and II, located at Avinguda Alcalde Rovira Roble number 80 in Lleida; and the CREBA (Science and Applied Experimental Biomedical Research Centre), located at Carrer Balaguer 33 in Torrelameu.



Biomedicine buildings I and II

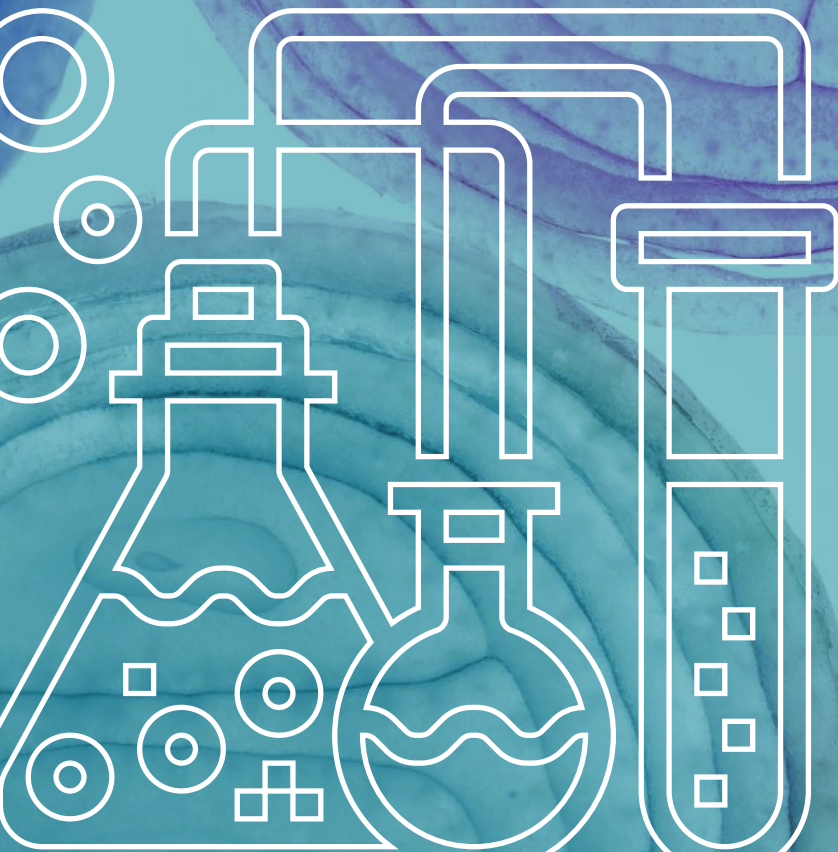


CREBA



# 3. Research areas

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## AREA CANCER | Coordinator: Eloi Garí Marsol

### Cell cycle



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**Neuronal Signalling Unit**



Rosa Maria Soler Tatché  
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## 3.1. Scientific and Technical Services

IRBLleida boasts scientific and technical services that serve to facilitate research projects, which can be used by all researchers. These services are located in the Biomedicine I and II buildings.

### BIOBANK



Maria Ruiz  
[mruiz@irbllleida.cat](mailto:mruiz@irbllleida.cat)

The IRBLleida Biobank is the department in charge of managing the samples and associated data for research. This management includes all the processes of reception, processing, storage and making the biological samples available to the scientific community, ensuring quality and traceability at all times in accordance with current legislation.

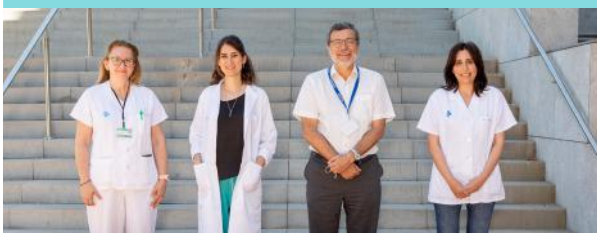
### UBIOSTAT



Montse Martínez  
[mmartinez@irbllleida.cat](mailto:mmartinez@irbllleida.cat)

The mission of the Biostatistics Department, located on the fourth floor of Module 2 of the Biomedicine building, is to help generate knowledge that can serve to improve people's health and quality of life. Statistical methods are essential for designing studies, analysing data and interpreting results. In the Biostatistics Department, the IRBLleida research groups work to design the most appropriate studies and convert the data obtained into useful information that will help them meet their objectives and advance the research.

### IMMUNOHISTOCHEMISTRY



Maria Santacana  
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The Technical and Scientific Immunohistochemistry Service is found within the IRBLleida's Hospital Universitari Arnau de Vilanova (floor 1). The service offers support in the processing of:

- Paraffin-embedded tissues (human, animal).
- Frozen tissues.
- Cytology.
- *In vitro* cell cultures.

### LIPIDOMICS



Mariona Jové  
[mariona.jove@udl.cat](mailto:mariona.jove@udl.cat)

The objectives of this platform are the following:

1. Detect, identify and classify all the lipid species of a system (cells, tissues, organs, food, etc.).
2. Define lipid profiles in physiological and pathological conditions.
3. Identify new lipid biomarkers.



## MICROSCOPY AND CYTOMETRY



Anaïs Panosa  
[anaïs.panosa@udl.cat](mailto:anaïs.panosa@udl.cat)

The Microscopy and Flow Cytometry Service provides researchers with equipment for the preparation and sectioning of samples for light and electron microscopy, as well as instruments for fluorescence light microscopy, interference contrast, phase contrast, confocal microscopy and electron microscopy. It also offers technical advice on microscopy and image analysis techniques. The Flow Cytometry Department offers advice on the experimental design and acquisition of samples, and on the analysis of data obtained in flow cytometry experiments. The SCT has a BD FACS Canto II cytometer and a magnetic cell separator (Miltenyi AutoMACSPro).

## PHARMA



Joan Antoni Schoenenberger  
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The mission of SCT Pharma is to support the Institute's clinical research groups in everything they need in order to carry out any clinical trial involving medicinal products. For more information, please consult point 6.8. Clinical Trials Area.

## VASCULAR IMAGE LABORATORY: UDETMA



José Manuel Valdivielso  
[josemanuel.valdivielso@udl.cat](mailto:josemanuel.valdivielso@udl.cat)

The UETMA Vascular Imaging Laboratory Scientific and Technical Service is based on the diagnosis of subclinical or asymptomatic atheromatosis, using specific techniques and validated, non-invasive instruments in a population with some cardiovascular risk factor.

## CELL CULTURES



Marta Rafel  
[mrafel@irbllleida.cat](mailto:mrafel@irbllleida.cat)

The service was established in 1995 with the aim of offering researchers and professionals from the scientific community this experimental support infrastructure. The main objective of the service is to make fully equipped laboratories that specialise in cell culture available to researchers, which are difficult to find in other fields.

## CREBA



Dolors Garcia  
[dgarcia@creballeida.org](mailto:dgarcia@creballeida.org)

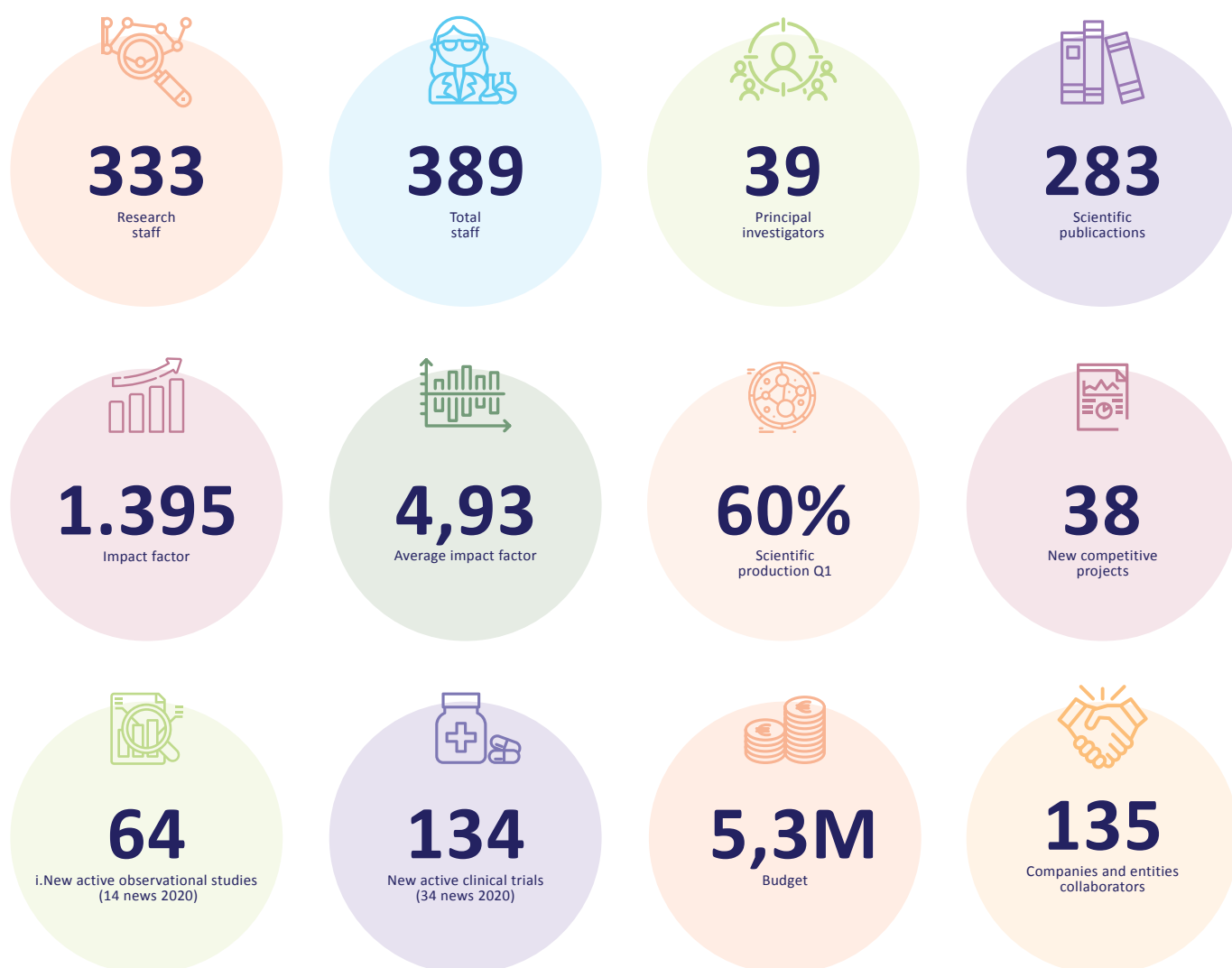
The CREBA (Applied Biomedical Experimental Science and Research) is dedicated to research and training in the field of Biomedicine. Promoted by the Diputació de Lleida and the Institut de Recerca Biomèdica de Recerca Biomèdica de Lleida, CREBA was born as a response to the growing response to the growing demand for specialised and high quality facilities for the and quality facilities for translational research and the continuous training of health training of health professionals.

# 4. IRBLleida in the R+D+I system

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## 4.1. IRBLleida in data



1. The data refers to the year 2020.



## 4.2. Environment

IRBLleida is committed to caring for the environment. This is highlighted in the waste management processes that have been drawn up and implemented by its own staff and implemented in all of the group's work centres.

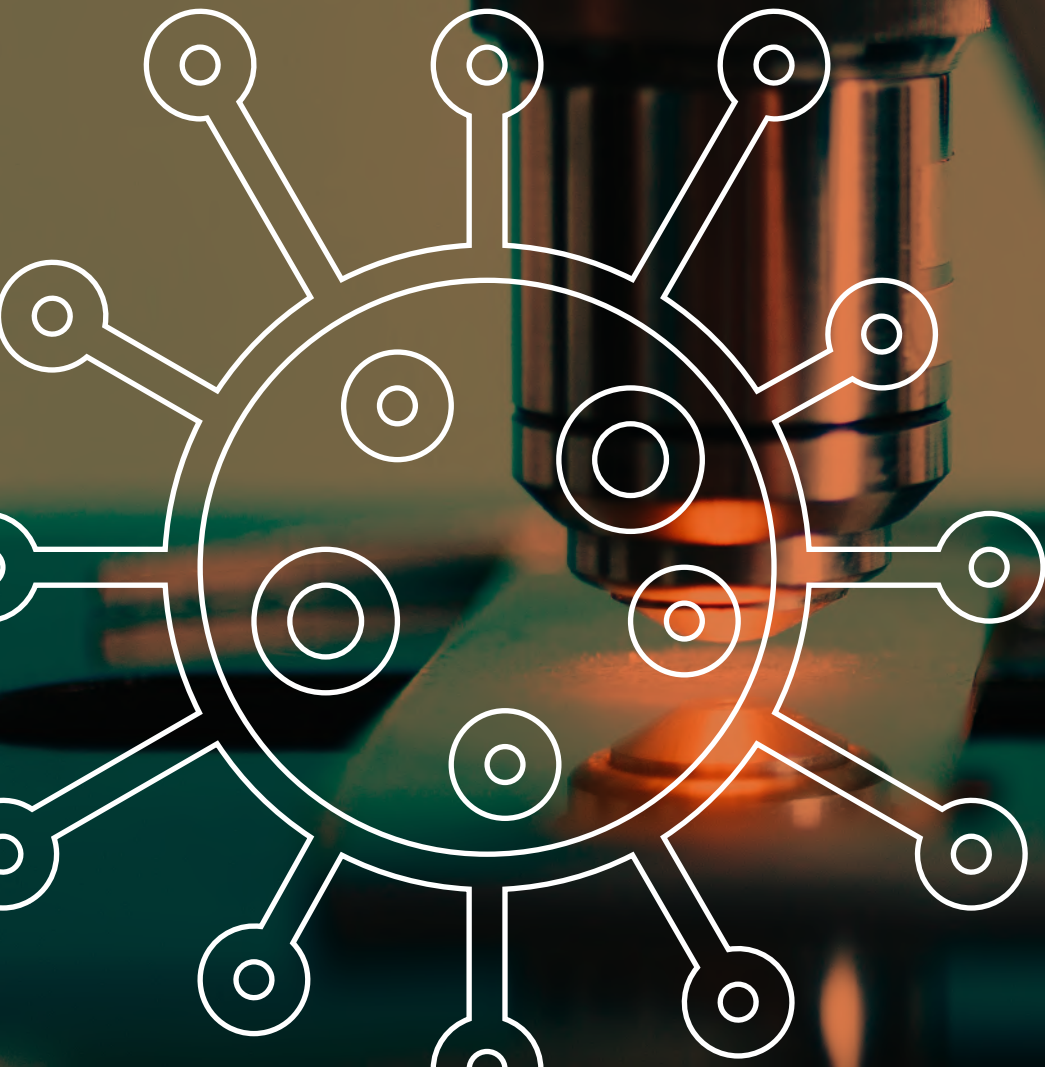
## 4.3. Equality plan

Although legislative and social changes have taken place in recent years that have seen a gradual change in the reality of gender inequality, inequality still exists. IRBLleida promotes an Equality Plan with the aim of eradicating gender-based discrimination in the workplace.

This plan orders and organises the actions to be undertaken (or continued) in order to consolidate these changes and improvements, which must guarantee the development of the professional career of IRBLleida staff based on a principle of equal opportunity, taking into account the need to make personal and work environments compatible in order to achieve a better quality of life and greater personal and social well-being. The areas of intervention affect access to employment, professional classification, promotion and training, remuneration, conciliation, prevention of sexual harassment and non-sexist language and communication. The complete plan can be viewed on the IRBLleida website. The IRBLleida has a purple box located in the Biomedicine I building, on the ground floor, for staff use. We also have an asset protocol located on the website [www.irblleida.cat](http://www.irblleida.cat).

# 5. Scientific regulations

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## 5.1. Good research practices at IRBLleida

All IRBLleida research is carried out in accordance with national and international bioethics guidelines. IRBLleida offers the *Code of Good Research Practices*, which aims to provide researchers with a series of standards that not only improve the quality of research activity, but also offer a framework for the entirety of their investigation work. The document covers aspects such as the requirements to work with human samples or perform tests on animals, obtaining informed consent from patients, regulations for the publication and dissemination of results, authorship of publications and the mentoring of trainee researchers, amongst others.

In July 2020, IRBLleida created its own Code of Ethics and Conduct, which was approved by the Board of Trustees in December 2020. The code of ethics is a set of recommendations and commitments to be applied to all staff linked to the IRBLleida. The IRBLleida is also adhered to the Code of Conduct CERCA centres. This documentation can be found on the IRBLleida website.

## 5.2. Regulations for the correct identification of IRBLleida in scientific publications

In April 2016, the Internal Scientific Committee of IRBLleida approved the document entitled *Recommendations for the correct identification of the scientific production of IRBLleida. Standardisation and use of affiliation*. Our institution encourages its researchers to keep the regulations for correct identification in mind. As with the other documents, you will find it on the IRBLleida intranet.

# 6. Administration and research support

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## 6.1. Human Resources Team

This is the department in charge of processing and controlling matters related to personnel management. Its functions include, among others, the following:

- Manage the procedures and files related to selection and hiring processes, as well as staff incidents.
- Study and apply labour and social security regulations affecting staff.
- Study, prepare and develop proposals for action and social improvement of human resources and participate in dialogue with trade union representatives.
- Supervise and control staff salaries and social security payments.
- Manage and maintain the personnel information system, keep personal files, and prepare and issue the certificates corresponding to their area of competence.
- Study, propose and monitor modifications to the lists of job positions.
- Detect training needs and manage the training activities approved by the training committee.



HR EXCELLENCE IN RESEARCH

In December 2014, IRBLleida obtained the “HR Excellence in Research” quality seal awarded by the European Commission. This quality seal identifies institutions and organisations committed to implementing the guidelines of “The European Charter & Code for Researchers” by improving the recruitment process and working conditions of research staff.

It is important to us that staff contracted by the IRBLleida enjoy a comfortable working environment and carry out their duties in optimum conditions. For this reason, one of our priorities is to accompany them during their incorporation so that they can integrate as quickly as possible into the workings of our centre.

The head of HR is Elena Moscatel, who can be reached at [rrhh@irbllleida.cat](mailto:rrhh@irbllleida.cat) or on the extension 6492.

### 6.1.1. Access targets and timetables

To gain access to the Biomedicine building, you will be given an identification and access card when you join the building. The card allows entry by proximity to the reader and free movement around the building 24 hours a day, every day of the year. There are restricted access areas that can only be accessed with the corresponding permits.

## 6.1.2. Labour regulations

### *Working day and hours*

The working day is 37.5 hours per week and the working hours are determined and agreed with the responsible manager.

### *Work calendar*

You can consult the working calendar in the [iFundanet](#) programme.

**Holidays:** You have 14 national holidays, two of which must be local; if the holiday falls on a Saturday or Sunday, it will be moved to the following Monday.

**Special working days:** The working day will be 6 hours on the following days: Dijous Sant, 23 April, 23 June, 24 December and 5 January.

### *Holidays*

You have 23 working days of holiday per year of full-time contract. If the work contract lasts less than a year, the vacation days will be directly proportional to the length of the contract. If the working day is part-time, the HR department will inform you of the corresponding vacation days. If you have not been able to take all your leave during the calendar year, the remaining days can be taken up to 31 January of the following year at the latest, always in coordination with the corresponding IP or manager.

### *Work-related incidents*

**Days of free disposal/own expenses.** EIRBLleida staff working full time (37.5 hours/week) have 5 days of free time per year (for each year of contract). In the case of part-time work, the free days will be directly proportional to the hours worked.

**Baja médica.** La baja médica se requerirá el primer día de ausencia al trabajo por enfermedad (los justificantes médicos no son válidos). En el periodo de 48 horas tenéis que hacer llegar la baja al departamento de RRHH, bien en mano, bien por correo electrónico. En caso de no comunicar la baja y no aportar el documento, se considerará un día de libre disposición.

### *Wages*

Wages are paid on the 28th of each month and can be consulted on the [iFundanet](#) programme once it has been received.

### *E-mail address*

When you sign your employment contract you will be given your own e-mail address, which you can access from the IRBLleida website. We ask that you make good use of this resource and do not send mass e-mails from the IRBLleida account.

At the end of the employment contract, this e-mail will be deleted.

## 6.2. Measures for the protection of confidential data

In compliance with current Spanish legislation on the protection of personal data and the European regulation RGPD 679/2016, we inform you that the data you provide is being processed by IRBLleida with CIF G25314394, for the purpose of maintaining and managing commercial and administrative relations. The legal basis of the processing is compliance with tax, commercial and accounting legislation. No cessions and/or international transfers of data are foreseen. To exercise your rights you can contact IRBLleida, domiciled at Av. Alcalde Rovira Roure n. 80, 25198 Lleida, or by e-mail to [protecciodedades@irblleida.cat](mailto:protecciodedades@irblleida.cat), in order to exercise your rights of access, rectification, deletion (right to oblivion), limitation of processing, portability of data, opposition and the right not to be subject to automated decisions, indicating as an assumption "Data Protection Law Rights", and enclosing a photocopy of your ID card. When you join the centre, you will be given a manual for authorised personnel that details the functions and obligations that, as a user of the organisation's personal data files, you must know and respect.

Likewise, you will be asked to sign a confidentiality and consent document for the collection of personal data.

## 6.3. Prevention of occupational hazards

The Llei de Prevenció de Riscos Laborals talks about, already in the exposition of motives, the fact that the protection of the worker in the face of occupational hazards requires an action by the company that is not limited to the formal fulfilment of a set of duties and obligations, but involves the implementation of a genuine culture of prevention based, among other principles, on informing and training workers so that they have a better understanding of the risks arising from work and how to prevent and avoid them.

If we add to this the fact that safety in the workplace is a constitutional right that all workers must make use of, it is necessary to have basic knowledge in disciplines such as occupational safety, industrial hygiene and ergonomics and applied psychosociology. To this end, the IRBLleida will provide you with a basic manual on the prevention of occupational hazards that will serve as a guide so that you can carry out your work in safe conditions and modify certain unsafe work behaviours that can harm your health and that of your colleagues. That is why we ask you to read it carefully and ask your managers any questions you may have.

Furthermore, when you join the IRBLleida, you will regularly receive practical training given by a professional in the field.

## 6.4. Research Management Team

The objective of the **Technology and Knowledge Transfer Office** is to help researchers in such a way that allows the products and/or services deriving from their research projects to reach society with the support of industrial partners, without whom it would be impossible to find the necessary resources to reach the market. The office manages the protection of intellectual and industrial property and markets it by seeking interested licensees.

The office has the required experience to deal with all aspects of negotiations with companies, and to advise on the best action plan for any researcher who is considering creating a new company or spin-off. More precisely, it manages and reviews agreements arising from collaborations with industry agents or other research institutes in order to protect the intellectual and industrial property of IRBLLEIDA.

*If you have questions about Research Management, please contact [projects@irbllleida.cat](mailto:projects@irbllleida.cat) or call extension 2967.*

## 6.5. Technology and Knowledge Transfer Team

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*If you have questions about transfer, please send an email to [scambray@irbllleida.cat](mailto:scambray@irbllleida.cat) or call extension 2482. Support is also provided from the Management Office.*

## 6.6. Communication team

The Communication Office is responsible for disclosing the information that is generated in the Institute amongst its employees, entities, means of communication and wider society. It is also responsible for drawing up institutional documents and organising events and visits. Other responsibilities include:

- Internal communication: bulletin, institutional communications, etc.
- Corporate image: use of logos, informative signs, document templates, etc.
- Institutional publications: reports, informative documents, etc.
- Relationship with the media.
- Website: updating content.
- Social networks: managing the Instagram, Facebook, Twitter and LinkedIn profiles of the institution.
- Outreach: Managing the activities that bring research to society (visits, talks, exhibitions, etc.).
- Protocol and PR: organising events and visits of representatives from other institutions and/or countries.
- Coordination with other communication cabinets (Hospital Universitari Arnau de Vilanova, Universitat de Lleida, etc.).

*If you have questions, please send an email to [comunicacio@irbllleida.org](mailto:comunicacio@irbllleida.org) or call extension 2479.*

## 6.7. Finance Team

Manages the financial resources of the research projects and of the institution:

- *Registration of invoices received from suppliers and fortnightly payments, except in specific cases such as publication of articles, registrations...*
- *Issuing of invoices from SCT's and collection management.*
- *Receipt of income, collections and control of the treasury.*
- *Preparation of the entity's budget.*
- *Providing answers to researchers' queries about the balances of their accounts and support with the i-Fundanet consultation tool.*
- *Improvement of the economic and administrative procedures.*

The finance team coordinates the process of drawing up Business Collaboration Agreements and Sponsorship Contracts, together with our legal advisors, controlling the whole circuit from the start of the application to the arrival of the funds at IRBLleida.

If you have any questions about finances, you can contact [elopez@irbllleida.cat](mailto:elopez@irbllleida.cat) or call us on extension 6636.

The IRBLleida is subject to the Public Sector Contracts Law (LCSP). All purchases must be managed through the purchasing module of the iFundanet website, accessible through our website. If you need to make purchases, please contact the Purchases Department of the management office, where you will be given a username and password to access iFundanet and a manual on how to process them. You can also send an email to [compres@irbllleida.cat](mailto:compres@irbllleida.cat).

## 6.8. Clinical Research Unit

**PURPOSE:** The purpose of the unit is to offer support to the clinical research groups of the HUAV and the HUSM in clinical coordination and management of clinical trials, drug and bio-health studies, as well as to make available to society the technicians and specialists in the provision of their services.

**VISION:** The vision of the unit is to be a unit of reference for research in clinical and bio-health care, promoting the establishment of multidisciplinary teams and supporting innovation, knowledge transfer and the dissemination of results to society and the administration.

**MISSION:** To contribute to the qualitative development of research in clinical trials, observational and biomedical studies from the values of equity and ethics, with the aim of:

- Strengthen the clinical trials of the pharmaceutical industry and private sponsors.
- Consolidate research in academic studies, without commercial interest.
- Achieve excellence and leadership in biomedical research in our territory.



### *Scope of action:*

The following are included in the unit's scope of action: clinical trials with medicines, health products and those that study other therapeutic health interventions. Also included are randomised clinical trials of intervention for diagnostic, preventive or service purposes.

### *Advice and support*

The unit offers advice and support in regulatory and procedural aspects, economic and administrative aspects, clinical coordination, medication management, execution of the trial and data management.

### *Activities and servic*

#### **CEIm Assessment / CEIC Assessment**

The ethical and methodological assessment of the protocols of clinical trials and studies must be carried out by the Hospital's Clinical Research Ethics Committee (CEIC).

#### **Hospital Research Direction**

The main objective is to contribute to improving the quality, management and relevance of clinical trials. This position responds to a clear desire to strengthen clinical research, not only to increase competitiveness in the research market, but also to develop and exercise leadership in the promotion of clinically oriented research.

#### **Economic and administrative management of clinical studies and clinical trials**

The management of contracts for clinical studies and clinical trials is carried out and supervised by the IRBLleida's Management Office, from the review to the signing of all the parties involved.

The negotiation of the financial report of the studies and clinical trials with the pharmaceutical industry, as well as the monitoring and invoicing during the activity of the study, is carried out by the Management Office, with the coordination of the research team.



## Clinical management of studies and clinical trials

The clinical management of the unit is based on:

- Offering technical support and advice to research groups that request it in relation to the design, coordination and implementation of the study in the field of care.
- Help to ensure that clinical studies are carried out in compliance with good clinical practice (GCP) standards in research.

Basic functions:

- Clinical coordination (Study Coordinator).
- Nursing (Study Nurse).
- Data collection according to protocol (Data manager).
- Presence in the pre-selection visits, selection, meeting of investigators, initiation visits, monitoring and termination of the study.
- Processing of biological samples according to protocols.
- Management of assay drugs.
- Maintenance of the researcher's archive.

### Contact

Clinical research groups can contact the unit by sending an e-mail to [afernandez@irbllleida.cat](mailto:afernandez@irbllleida.cat).

# 7. Training

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Teaching is one of the priority strategic lines of the Lleida Biomedical Research Institute (IRBLleida). In fact, the Strategic Plan for 2017-2020 specifically lists “Promoting training as an axis of professional development” as a strategic objective. The following activities are foreseen for this:

- Update the [Training Plan](#) for scientific and management personnel.
- Design and promote pre-doc and post-doc programmes to attract talent.

The tight collaboration between research and clinical professionals from Lleida’s hospital and primary care centres and professors from the Universitat de Lleida allows us to transform knowledge and transfer laboratory findings into clinical practice, and vice versa, with the ultimate goal of improve people’s health.

## 7.1. PhD Students

The Doctoral School of the Universitat de Lleida is a higher education centre with the mission of organising academic and administrative activities with regards to PhD courses, so as to guarantee the quality of the academic offer and the effective management for the promotion of excellence in research, as well as inter-university collaboration and collaboration with other organisations, centres, institutions and entities with public and private, national and foreign R+D+I activities, in accordance with the provisions of article 9 of Royal Decree 99/2011.

On the website of the Doctoral School you will find information about the different PhD courses on offer at IRBLleida.

More information: [Doctoral School](#).

## 7.2. Internships

IRBLleida’s research groups welcome students who wish to participate in their projects and help them to advance their research. These internships are a way of completing professional training and equipping the intern with the skills required for future employment.

## Quins són els requisits?

The requirements for students wishing to complete an internship at the IRBLleida are as follows:

- Be over 18 years old.
- Be accepted in an IRBLleida research group (acceptance letter or letter of commitment signed by the group manager).
- Be enrolled in a university degree for which the skills acquired on the internship are relevant.
- Formalise the collaboration agreement for the internship between the University/Study Institution and the IRBLleida.
- Prove that he/she has taken out accident and civil liability insurance at the time of signing the agreement.

## What are the next steps

If you are interested in furthering your training at the IRBLleida and you meet the requirements, please contact the academic secretary at your centre of studies and the IRBLleida's Human Resources Department at [rrhh@irblleida.org](mailto:rrhh@irblleida.org) to start the necessary procedures.

## 7.3. Research support grants

The health system and the scientific community in general need research staff to ensure that the new treatments and knowledge from research actually arrive and are applied in clinical practice. The IRBLleida, with the funding and collaboration of the Diputació de Lleida, offers each year a call for applications for **grants for talent** and for **carrying out health research projects**.

It is important to pay attention to the information published in the Calls section of the website in order to find out the calendar of these grants.

## 7.4. Seminars

Lleida wants to provide researchers with **scientific and educational activities**, as well as an environment that facilitates collaboration and the establishment of contacts in the field of biomedical research. On the website [www.irblleida.org](http://www.irblleida.org) you will find more information about the different training activities and seminars that take place.



# 8. Practical advice

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## 8.1. Comunicació

Insofar as internal communication is concerned, IRBLleida uses emails to send one-off messages and its monthly newsletter to the entire community or receive these, register at <http://llestes.udl.es/mail-man/listinfo/irbllleida-info>.

Seminars are disseminated by email and posters are put up throughout the different facilities. News stories regarding the institution can be found on its website and the various IRBLleida social media profiles, including Facebook, Twitter and LinkedIn. IRBLleida also sends a weekly newsletter containing information on regional, national, European and international calls that are currently open to its community of researchers. We also recommend advising [comunicacio@irbllleida.org](mailto:comunicacio@irbllleida.org) of published articles or presentations in congresses and conferences in order to communicate this externally.

## 8.2. Functioning of meeting rooms

IRBLleida has a meeting room on the first floor of the Biomedicine II building.

The Rita Levi Room can be reserved by confirming the date and time on the calendar that is hanging outside the door. The room also has video conferencing equipment.

As IRBLleida staff, you can also book classrooms and seminar rooms of the Universitat de Lleida.

To reserve these rooms, please use the corresponding app ([https://www.supersaas.es/schedule/login/SCT\\_CC/Sales\\_de\\_reunions\\_IRBLleida](https://www.supersaas.es/schedule/login/SCT_CC/Sales_de_reunions_IRBLleida)).

## 8.3. Cafetería

The area consisting of the Hospital Universitari Arnau de Vilanova, the Faculty of Medicine of the Universitat de Lleida and IRBLleida has three cafeterias located throughout the hospital. Upon presentation of your IRBLleida employee card, you will be able to enjoy discounts from all three.

- The first one is located outside the hospital, between the main door and the A&E area. Opening hours: 7.45 a.m. to 10.30 p.m., from Monday to Sunday.
- The second one is located in the hospital's garden in the Teaching Department. Opening hours: 8.00 a.m. to 4.00 p.m., Monday to Friday.
- The third one is for staff only and is located on the fifth floor of the hospital. Opening hours: 8.00 a.m. to 4.00 p.m., Monday to Friday.

IRBLleida also has drink dispensing machines in the dining room, as well as coffee machines on the first floor (Biomedicine II).

## 8.4. Dining room

IRBLleida has a dining room on floor -1 of the Biomedicine II building. The dining room is open 24 hours a day.

## 8.5. Parking

The Hospital Universitari Arnau de Vilanova gives some parking spaces in the hospital car park to IRBLleida staff. To check prices and availability, please contact [arnau@copark.com](mailto:arnau@copark.com), where you will find information on the rates available for IRBLleida research staff.

## 8.6. Cash point and Shop

The Hospital Universitari Arnau de Vilanova has a cash point located at the main entrance to the hospital. At the same place, you will also find a florist and a gift shop.

## 8.7. What to do in the event of a maintenance incident?

In the event of a maintenance incident in the building, please contact the corresponding concierges of IRBLleida and the Teaching Unit of the Universitat de Lleida's Faculty of Medicine. If the incident regards a freezer, the appliance has an information sheet. We recommend asking colleagues from the group or the scientific and technical service.

## 8.8. Use of Wi-Fi and photocopiers

The Human Resources manager will give you a document and information on how to use the photocopiers with your sign-in credentials. He/she can give you information about using the Wi-Fi network.

## 8.9. Enlaces de interés



*IRBLleida website*



*Linkedin*



*Facebook*



*Youtube*

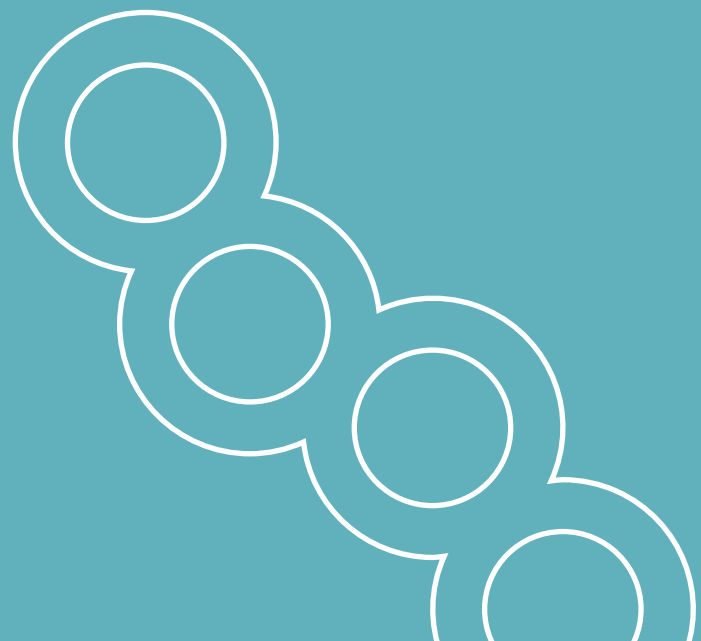
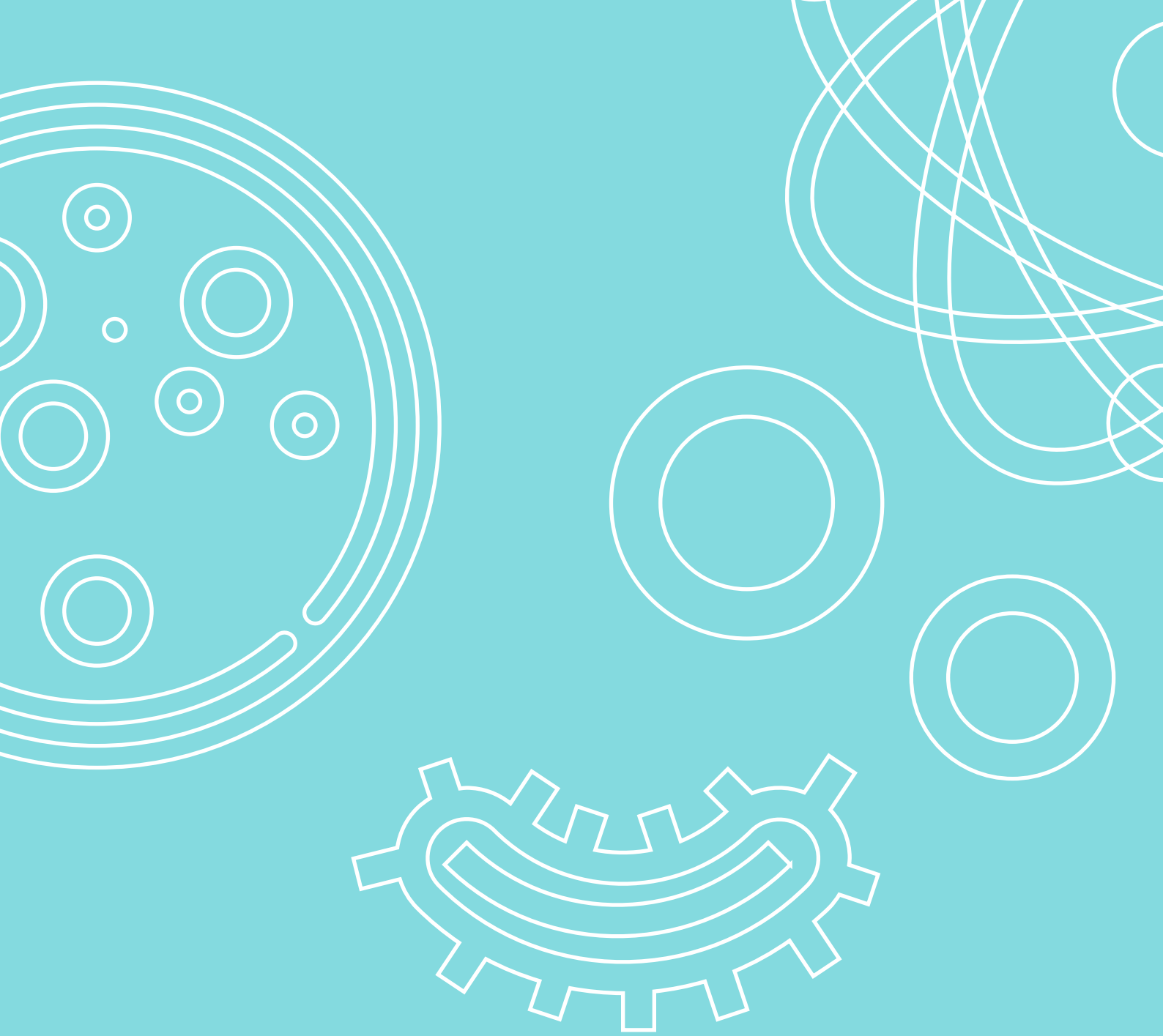


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**IRB** *Leida*<sup>®</sup>  
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