

# IRBLleida

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## Guide





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## Welcome Letter from the Management

# Welcome to IRBLleida



The guide you are holding provides an overview of IRBLleida, its facilities, and the support service available to you, with the aim of facilitating your arrival and accompanying you during your first steps within the institution.

IRBLleida is the Biomedical Research Institute of Lleida. Located in the city of Lleida, adjacent to the Arnau de Vilanova University Hospital and the University of Lleida Faculty of Medicine, an environment that fosters collaboration between research, healthcare and teaching. The Institute offers a top-tier scientific ecosystem, featuring renowned research groups, cutting-edge scientific platforms, and highly specialised management staff. We maintain a constant flow of scientific activity, including seminars and sessions led by distinguished speakers, all designed to drive professional growth.

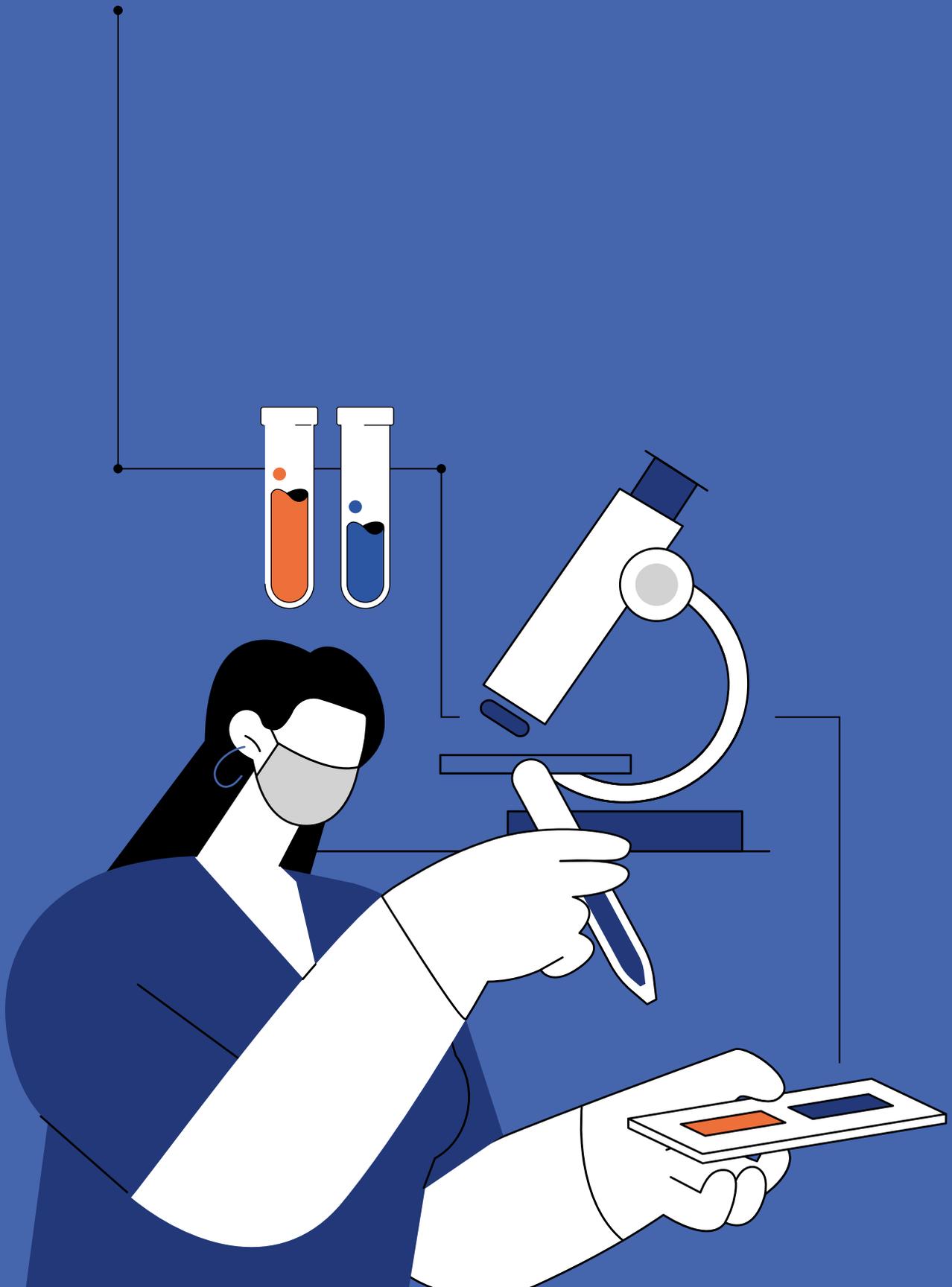
As a new member of IRBLleida, we encourage you to actively participate in the life of the Institute and contribute to its mission and objectives. We are confident that you will find the necessary resources, as well as the right human and professional environment, to develop your project and grow within the scientific community.

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# 1. Introduction



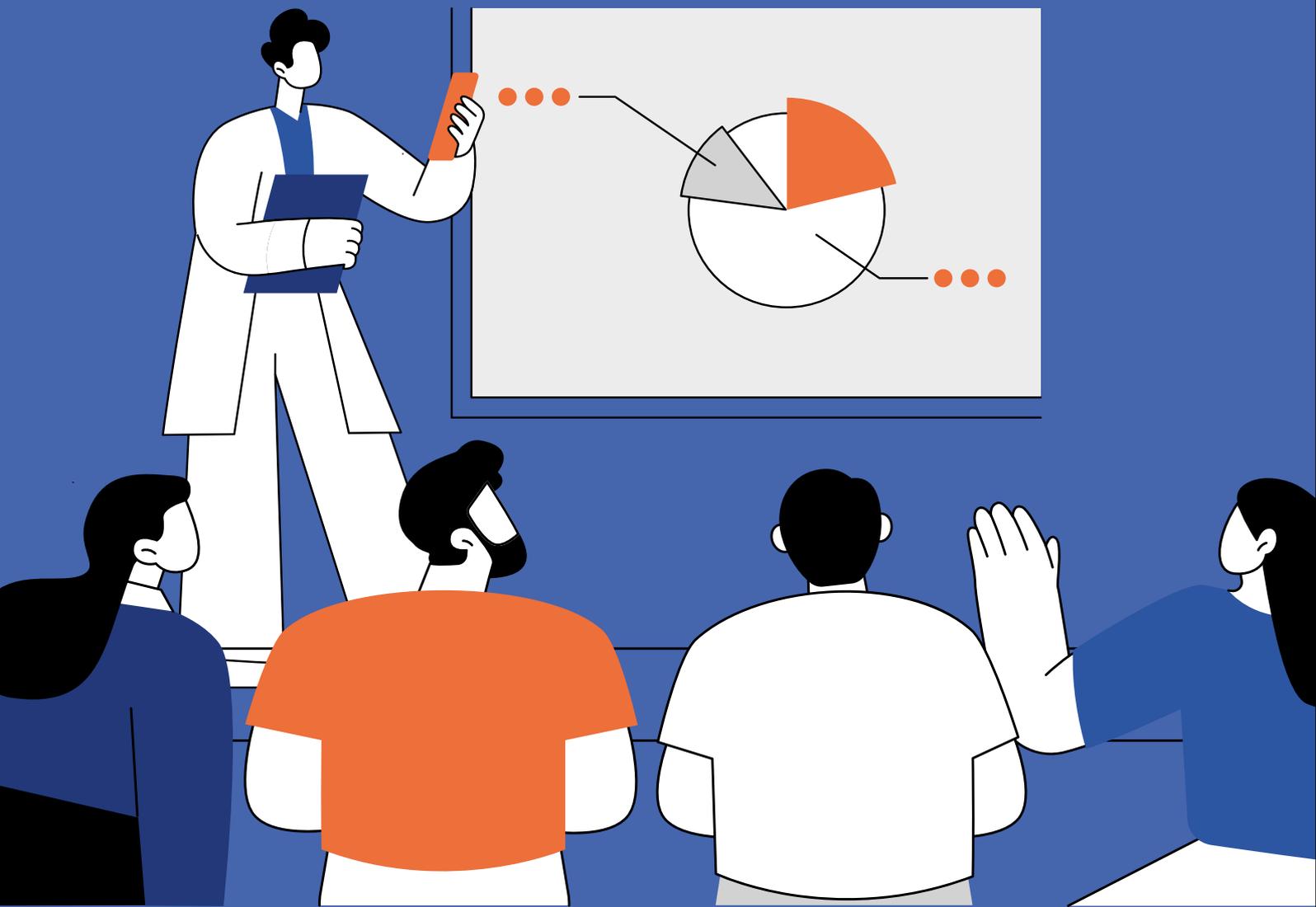
## 1.1. Questions and Feedback

If you have any questions or suggestions for improving or updating the contents of this guide, please contact IRBLleida by email [info@irbllleida.org](mailto:info@irbllleida.org) including “Welcome Guide” in the subject.

## 1.2. Disclaimer

IRBLleida is a thriving and constantly evolving institution. For this reason, some of the contents of this guide may be updated after publication. If you have any questions or require updated information, please contact [info@irbllleida.org](mailto:info@irbllleida.org).

# 2. Organisation



## 2.1. About IRBLleida

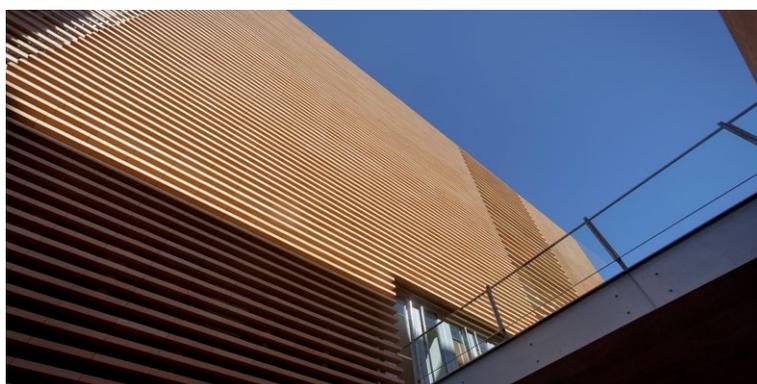
IRBLleida is a leading biomedical research and innovation institution founded in 2004. With a community of over 600 professionals, the Institute focuses on key areas such as oncology, neuroscience, cardiology, endocrinology, and other life and health science disciplines. IRBLleida promotes collaboration with national and international institutions, fosters the training of new research talent, and is committed to continuous innovation with the aim of generating scientific knowledge that has a real impact on people's health and quality of life.

IRBLleida was established in 2004, the fruit of a collaboration agreement between the Catalan Institute of Health (ICS), the Dr. Pifarré Foundation and the University of Lleida (UdL). It integrates all biomedical research groups within the Lleida region, spanning both the academic and healthcare sectors. Currently, IRBLleida operates across 9,000 m<sup>2</sup> of specialised facilities located in the Biomedicine I and II buildings, as well as the CREBA centre.



**Biomedicina I and II**

Avinguda Alcalde Rovira  
Roure, 80  
Lleida



**Biomedicina I and II**

**CREBA**

C/ de Balaguer, 33  
Torrelameu



The mission of IRBLleida is to promote, develop, manage, transfer and disseminate excellence in research, alongside scientific and technological knowledge, teaching and training in the field of life and health sciences. To achieve these objectives, the Institute fosters collaboration between research groups and institutions, drives joint projects, secures research funding, and manages the resources entrusted to it by its partner organisations.

At the territorial level, IRBLleida collaborates closely with the Department of Health of the Government of Catalonia and its primary healthcare providers. Key among these are the Catalan Health Institute (ICS)—including the Arnau de Vilanova University Hospital, and Primary and Community Care for the Lleida and Alt Pirineu i Aran Health Region – and Healthcare Services Management (GSS) –including Santa Maria University Hospital, Pallars Regional Hospital, and mental health services, among others.

IRBLleida is a non-profit foundation with its own legal personality, based in Catalonia and recognised as a CERCA centre. As such, it operates under an autonomous management model that encompasses strategic planning, efficient management, and the selection and recruitment of personnel based on transparency, merit and ability, alongside periodic external scientific evaluation.

It is also an accredited Health Research Institute (IIS) by the Carlos III Health Institute (ISCIII) and recognised within the Spanish National Health System (SNS). IIS are entities dedicated to biomedical and translational research and hold current accreditation granted by the ISCIII, to develop projects with high clinical, epidemiological and translational impact.

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### Vision

IRBLleida’s vision is to be an internationally competitive benchmark in health research and innovation, demonstrating ethical values and promoting sustainability, multidisciplinary work as well as internal and external cooperation.

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### Mission

The mission of IRBLleida is to generate outstanding knowledge, capable of impacting the health and quality of life of the population, with a marked international focus as well as inclusion of territorial potential.

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### Values

At IRBLleida we believe that values cultivate virtues and that, when implemented regularly, they can benefit our environment and society in general. Our know-how focuses on the following **values**:

✓ <b>Responsibility</b>	✓ <b>Respect and Equality</b>	✓ <b>Rigour</b>
✓ <b>Generosity in Synergy</b>	✓ <b>Collaboration</b>	✓ <b>Independence of Judgement</b>
✓ <b>Social Commitment</b>	✓ <b>Leadership</b>	✓ <b>Enthusiasm</b>

## 2.2. Organisational Structure

### 2.2.1. Management bodies

#### **Board of Trustees**

The Board of Trustees is the highest governing body of IRBLeida and performs the duties of management, representation and supervision. It consists of representatives of the founding and main collaborating institutions and ensures compliance with the foundational purposes, strategy and proper functioning of IRBLeida, pursuant to the applicable law and Foundation statutes.

#### **Delegate Commission**

The Board of Trustees appoints, from among its members, a Delegate Commission comprising seven people to whom specific monitoring and ordinary management functions are delegated. Its primary role is to execute the Board of Trustees' resolution, monitor and promote IRBLeida's activities, and submit proposals to the Board of Trustees for decisions within its remit.

#### **The Management, Directorate and Administration**

The Board of Trustees appoints the Head of the Board, who assumes the executive direction of the Foundation. Likewise, on the Management's recommendation, the Directorate and the Administration are appointed, which depend on it structurally and functionally.



The Institute's Management is responsible for scientific and strategic planning, institutional representation and fulfilment of IRBLleida's global objectives.

The Directorate supports the Management in the coordination of research areas, project management and supervision of scientific activity.

The Administration is responsible for economic, financial, administrative and human resources management, as well as quality systems and regulatory compliance.

### Management, Directorate and Administration



**Diego Arango del Corro**  
Director  
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**Joan Sayós Ortega**  
Deputy Director  
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**Eva López Truco**  
Manager  
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## 2.2.2. Advisory Bodies

### Internal Scientific Advisory Board (ISAB)

The ISAB is responsible for promoting and coordinating IRBLleida's scientific activity. It is composed of researchers from the Institute's research groups, appointed by the Board of Trustees upon the Management's recommendation. The Board includes representation from various research profiles while adhering to gender equality principles. The ISAB does not perform management or representative functions for the Foundation.

### External Scientific Advisory Board (ESAB)

The ESAB is the body responsible for advising IRBLleida on its scientific activities and ensuring their quality. It is composed of renowned scientists with recognised expertise in the Institute's fields of research, who maintain no regular ties or collaborations with the Foundation. The ESAB guides IRBLleida's scientific strategy prior to its approval by the Board of Trustees.

### Business Advisory Board (BAB)

The BAB is the body responsible for fostering the participation of the business sector in IRBLleida's activities. It advises the Board of Trustees and the Management, contributes to identifying needs and opportunities for technological development, promotes collaborative research projects, and facilitates access to public and private resources, as well as the creation of spin-off companies linked to the Institute's research activity.

### Committees and Commissions

IRBLleida has several internal commissions and committees that support the management and smooth operation of the Institute in key areas such as scientific assessment, biosafety, training, quality, occupational health and safety, equality, innovation, institutional integrity, and staff and patient participation. These bodies ensure the quality, transparency, safety, regulatory compliance, and alignment of the Institute's activities with its strategic objectives.

# 3. Research Areas and Groups



The Institute's scientific structure is organised into research areas that arrange groups by thematic affinity, integrating basic, clinical, and translational research. These areas are led by principal investigators and overseen by the Scientific Directorate.

Currently, IRBLleida has 37 research groups covering the full spectrum of biomedical research, organised into five research areas.

All areas of research cover aspects ranging from basic to clinical research and have a clear translational component.

#### **3.1 Cancer Research Area**

The **cancer research area** comprises a multidisciplinary research team from various fields of Medicine and Biology. Their shared objective is to advance cancer research by integrating basic research (using model organisms), translational, and clinical research (including clinical trials).

#### **3.2 Chronic Diseases, Surgery and Healthcare Area**

The **chronic diseases, surgery and healthcare area** comprises research groups dedicated to determining the physiopathological mechanisms of vascular, renal, metabolic and pulmonary diseases. In addition, research is conducted into new surgical methods and strategies to promote healthy aging.

#### **3.3 Epidemiology, Infectious Diseases and Public Health Area**

The **epidemiology, infectious diseases and public health area** aims to respond to epidemiological challenges using clinical and basic researchers. It integrates research to bridge the gap between data collected at our healthcare centres and its broader impact on public health and the surrounding environment.

#### **3.4 Nutrition, Metabolism and Oxidative Stress Area**

The **nutrition, metabolism and cellular stress area** studies the aging process, myocardial differentiation, neurodegenerative diseases and cellular signaling in relation to oxidative stress. Using a range of cellular, animal and human models, the group employs both experimental and theoretical methods.

#### **3.5 Neuroscience Area**

**Neuroscience** is a multidisciplinary area that studies the structure, function, development and pathology of the nervous system. Research groups in this area investigate neurological and psychiatric disorders by addressing molecular, cellular and clinical perspectives.

## 3.1. Cancer Research Area



### Coordination



**Águeda Martínez Barriocanal**



**Robert Montal Roura**

### Research groups in the cancer research area and heads of each group

#### Cell cycle



**Eloi Garí Marsol**  
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**Jordi Torres Rosell**  
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#### Cancer Biomarkers Research Group (GReBiC)



**José Manuel Porcel Pérez**  
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**Antonia Salud Salvia**  
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**Maria Alba Sorolla Bardají**  
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#### Drosophila Disease Models and (Epi)Genetic Analysis



**Andreu Casali Taberner**  
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#### Molecular Oncology



**Diego Arango del Corro**  
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#### Oncological Pathology



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#### Calcium Cellular Signaling



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**Judit Herreros Danés**  
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#### Oncogenic and Developmental Signaling



**Mario Encinas Martín**  
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**Francisco Javier Dolcet Roca**  
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## 3.2. Chronic Diseases, Surgery and Healthcare Area



**Coordination**



**Erica Tula Briones Vozmediano**



**David de Gonzalo Calvo**

### Research groups in the chronic diseases, surgery and healthcare area and those responsible for each group

#### Clinical and Experimental Surgery Group (CESURG)



**Rafael Villalobos**  
rvillalobos.lleida.ics@gencat.cat

#### Arnau Women Research Group

**Marta Simó González**  
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#### Healthcare Research Group (GRECS)



**Montserrat Gea Sánchez**  
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#### Immunology and Metabolism Research Group (GRIM)



**Joan Verdaguer Autonell**  
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**Concepción Mora Giral**  
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#### Digestive Diseases Research Group



**Francesc Xavier Molero Richard**  
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#### Vascular and Renal Translational Research Group



**José Manuel Valdivielso Revilla**  
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#### Translational Research in Respiratory Medicine



**Ferran Barbé Illa**  
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## 3.3. Epidemiology, Infectious Diseases and Public Health Area



**Coordination**



**Juan Antonio Schoenenberger Arnaiz**



**Teresa Botigué Satorra**

### Research groups in the epidemiology, infectious diseases and public health area and heads of each group

#### Applied Epidemiology



**Pere Godoy Garcia**  
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#### Pharmacology and Molecular Microbiology



**Juan Antonio Schoenenberger Arnaiz**  
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**M.ª Ángeles de la Torre Ruiz**  
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#### Multidisciplinary Clinical Research Group on Musculoskeletal Pathology, Frailty and Pain Treatment



**Jaume Mas Atance**  
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#### ERLab, Emergency and Urgent Care Research



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#### Intensive Care Medicine



**José Javier Trujillano Cabello**  
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**Jesús Caballero López**  
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#### Research in Clinical Microbiology and Antibiotic Resistance



**Alba Belles Belles**  
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#### Health Education, Nursing, Sustainability and Innovation Research Group (GREISI)



**Teresa Botigué Satorra**  
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## 3.4. Nutrition, Metabolism and Oxidative Stress Area



**Coordination**



**Joaquim Ros Salvador**



**Ester Vilapriño Terre**

### Research groups in the nutrition, metabolism and oxidative stress area and the head of each group

#### Systems Biology and Statistical Methods for Research



**Rui Carlos Vaqueiro de Castro Alves**  
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**Albert Sorribas Tello**  
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#### Biochemistry of Oxidative Stress



**Joaquim Ros Salvador**  
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#### Metabolic Pathophysiology



**Reinald Pamplona Gras**  
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#### Nutrition, Metabolism and Microbiota in Patients with Heart Failure (NUTRIMMIC)



**José Luis Morales Rull**  
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#### Cell Signaling and Apoptosis



**Daniel Sanchis Morales**  
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**Marta Llovera Tomàs**  
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## 3.5. Neuroscience Area



**Coordination**



**Olga Tarabal  
Mostazo**



**Ana Garcerá  
Teruel**

### Research groups within neuroscience and heads of each group

#### Biological Foundations of Mental Disorders



**Maria Mur Laín**  
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#### Evolutionary and Developmental Neurobiology



**Loreta Medina Hernández**  
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**Ester Desfilis Barceló**  
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#### +Pec Protomics



**Xavier Gallart Palau**  
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**Aida Serra Maqueda**  
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#### Clinical Neurosciences



**Francisco Purroy Garcia**  
fpurroy.lleida.ics@gencat.cat

#### Neurocognition, Psychobiology of Personality and Behaviour Genetics



**Anton Aluja Fabregat**  
anton.aluja@udl.cat

#### Neuroimmunology



**Luis Brieva Ruiz**  
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#### Experimental Neuromuscular Pathology



**Jordi Calderó Pardo**  
jordi.caldero@udl.cat

#### Neural Signaling Unit



**Rosa Maria Soler Tatché**  
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#### Cognition and Behaviour Study Group



**Gerard Piñol Ripoll**  
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# 4. Direct Support for Research: Scientific and Technical Services (SCTs)



IRBLleida's **Scientific and Technical Services (SCT)** comprise facilities with infrastructures and large-scale equipment required for performing specialised techniques. Their mission is to provide scientific and technological support to IRBLleida research groups, as well as to external entities and companies, for the development of research and innovation projects in the field of biomedicine.



**Maria Ruiz Miró**  
Scientific and Technical Services  
Coordinator  
mruiz@irblleida.cat

Some of these services are managed directly by IRBLleida while others are managed by the UdL.

## Managed by IRBLleida:



Coordination:  
**Maria Ruiz Miró**

### Biobank

This unit is responsible for the management of samples and associated data for research. This includes all the processes of receiving, processing, conserving and transferring human biological samples to the scientific community.



Biostatistics  
Coordination:  
**Montse Martínez Alonso**



Bioinformatics  
Specialist:  
**Fabian Andrade**

### Biostatistics

This unit's mission is to contribute to generating knowledge for the improvement of health. Statistical methods are essential for designing studies, analysing data and interpreting results. The service has a specialist in Bioinformatics.



Coordination:  
**Maria Santacana Espasa**

### Immunohistochemistry

This unit offers specialised support in the processing and analysis of biological samples, including human and animal tissues (both paraffin-embedded and frozen), as well as cytologies and in vitro cell cultures. They offer technical assistance for histological and immunohistochemical studies.

### Lipidomics/PLICAT Platform

This unit is responsible for detecting, identifying and characterising lipid species in different biological systems, defining lipid profiles under physiological and pathological conditions, and identifying possible lipid biomarkers.



Coordination:  
**Anaïs Panosa  
Borràs**

### Cytometry

This unit provides multiparametric cellular analysis services applied to biomedical research. It has a BD FACSCanto II (Becton Dickinson) digital flow cytometer with three lasers (4-2-2 configuration), capable of analysing up to eight colours simultaneously, and an AutoMACS Pro (Miltenyi Biotec) automatic magnetic cell separator installed in a class II biosafety cabinet.



Coordination:  
**Dolores García  
del Olmo**

### CREBA

At CREBA they are dedicated to supporting research, teaching and dissemination activities, specialising primarily (though not exclusively) in the porcine model as a biomodel.



Coordination:  
**Alicia Sánchez  
de la Torre**

### Clinical Research Support Unit (ICUS)

This is a specialised area that provides comprehensive support for clinical research. Its mission is to promote quality clinical studies through technical, methodological, administrative and healthcare support, adapted to the needs of each project.

## Managed by the UdL:

### Cell cultures

This unit is responsible for overseeing the maintenance and operation of cell culture facilities and equipment, while providing user training and expert guidance on best practices.



Coordination:  
**Rui Carlos Vaqueiro  
de Castro Alves**

### Bioinformatics and Computational Biology

This unit provides specialised training, consultancy and analysis in biological data processing and modelling. Alongside comprehensive support in the design of experiments, genomic and transcriptomic analyses, mathematical modelling, in silico simulations and creation of digital twins for biological processes.



Coordination:  
**Carme Piñol Felis**

### Animal Facility

This unit offers breeding, maintenance and guidance services on the use of experimental animals for research and teaching. It provides support for importing animal models, compliance with current regulations, animal welfare and care, and researcher training.



Coordination:  
**Anaïs Panosa  
Borràs**

### Microscopy

This unit offers high-resolution image acquisition and analysis services for studies of cellular structures, tissues and biological processes. This unit provides technical support to researchers in confocal microscopy, fluorescence and advanced imaging techniques.



Coordination:  
**Isabel Sánchez  
López**

### Proteomics and Genomics

This facility features technology platforms for studying the genome, gene expression and the proteome, it offers expert scientific and technological assistance to research personnel in their environment.

# 5. Indirect Support for Research: Management Personnel



## 5.1. Director's Secretariat



**Naiara Vilaginés Joven**  
Director's Secretary  
secretariadireccio@irbllleida.cat  
973 70 22 85



**Marc Mariner Cortés**  
Director's Secretary  
secretariadireccio@irbllleida.cat  
973 70 22 85

## 5.2. Technical Secretariat



**Carme Peirau Gabarrell**  
Technical Secretary  
cpeirau@irbllleida.cat  
973 702 285

## 5.3. HR and Legal

The Department of HR and Legal is your point of reference for all matters relating to your professional career and internships at IRBLleida. It provides support for incorporation, contracting and administrative management processes, and accompanies staff in their professional development, ensuring a safe, inclusive and respectful work environment.

In addition, it offers legal advice to the Institute on regulatory compliance.



IRBLleida obtained the "HR Excellence in Research" quality seal awarded by the European Commission in December 2014, and successfully renewed in January 2023, after an external evaluation. This award distinguishes institutions committed to applying the principles of the European Charter for Researchers. Aiming to guarantee open, transparent and merit-based selection processes, as well as fair, attractive and favourable working conditions for the development of research careers.



**Elena Moscatel Mendelsohn**  
Head of HR and Legal  
emoscatel@irbllleida.cat  
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**Sara Palau Camarero**  
Head of HR and Legal  
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973 702 422



**Sílvia Roig Font**  
HR and Legal Assistant  
sroig@irbllleida.cat  
973 702 422

## 5.4. Administration and Finance

This department is responsible for accounting, economic and financial management, budget planning monitoring, and cost control of the Institute. It also manages orders and contracts requested by IRBLleida staff, in accordance with the principles and procedures established in the Law on Public Sector Contracts (LCSP). The department's objective is to guarantee rigorous, transparent management in compliance with the applicable regulations, ensuring the efficient use of public resources.



**Albert Dalmases París**  
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**Joan Oró**  
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**Sílvia Aresté Grau**  
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**Núria Minguell Queralt**  
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**Noèlia Pérez Marsol**  
Administrative and Finance Assistant  
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## 5.5. Projects and Innovation

The Projects and Innovation Department acts as the central support axis for competitive research and knowledge transfer. It also includes the International Recruitment Office.



**Joaquín Bonelli Blasco**  
Head of Projects and Innovation  
jbonelli@irbllleida.cat

**Projects Department:** this department manages the entire life cycle of research projects (pre-award and post-award), including the preparation of proposals, budget management, monitoring and financial justification.



**Núria Bahi Pla**  
Project Specialist  
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**Paloma Buj Dourin**  
Project Specialist  
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**Anna Verdugo Oliver**  
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**Maite Falcó Mascaró**  
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**Mònica Arango Usuga**  
Project Administrative Assistant  
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**The Department of Innovation promotes** the transfer of results, technological valorisation and the promotion of an innovative culture within the Institute and its hospital setting.

Its main function is to support researchers in the protection of results, the creation of spin-offs and collaboration with companies and agents from the innovation system.



**Oriol Gasa Falcon**  
Innovation Officer  
ogasa@irbllleida.cat

**The Research Personnel Recruitment Office (OCPI):** its objective is to promote the attraction, incorporation and retention of research talent, with special attention to international personnel. The OCPI promotes access for research personnel to professional opportunities at IRBLLeida and offers support and guidance during the incorporation process, facilitating adaptation to the new personal, professional and administrative environment.

Likewise, the OCPI contributes to increasing the visibility of IRBLLeida at European and international level and supports initiatives aimed at improving the experience of research personnel throughout their career at the Institute.

For any queries, additional information or proposals related to the recruitment of research talent, please contact the OCPI at [talent@irbllleida.cat](mailto:talent@irbllleida.cat).



**Lluïsa Cortés Gomis**  
International Staff Recruitment  
Officer I  
lcortes@irbllleida.cat

## 5.6. Sponsorship and Communication

The **Sponsorship Department** is responsible for private fundraising and managing donor relations, as well as the “**Friends of IRBLLeida**” programme. Its objective is to strengthen the bond between society and biomedical research, promoting the culture of patronage and philanthropic funding in support of the Institute’s research projects.



**Josep Maria Bosch Pons**  
Head of Sponsorship  
jmbosch@irbllleida.cat

The **Department of Communication** is responsible for institutional, scientific and social communication at IRBLLeida. Its functions include the dissemination of research findings, managing media relations and social media platforms, ensuring institutional transparency, and organising dissemination activities. This department plays a key role in enhancing the Institute’s visibility while promoting clear, rigorous and accessible communication for both the scientific community and the general public.



**Meritxell Soria Yenez**  
Head of Communication  
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## 5.7. Clinical Trial Management

The Clinical Trials Unit supports the coordination and execution of clinical trials and studies involving drugs, medical devices and other therapeutic interventions, both through academic sponsorship and in collaboration with the pharmaceutical industry. Its main function is to ensure the quality, traceability and regulatory compliance of studies by offering regulatory advice, clinical support, economic and administrative management, coordination of healthcare teams and data management, in compliance with Good Clinical Practice standards.



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Head of the Clinical Trials Unit  
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**Albert Colell Romero**  
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## 5.8. Services and Maintenance



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**Rosana Abadia**  
Cleaning

# 6. People and Internationalisation



## 6.1. People

This section provides basic information concerning professional life and resources that IRBLleida makes available to its staff.

### Access cards and timetables

At the time of joining, an identification and access card is provided that allows entry into the Biomedicine building and free movement 24 hours a day, every day of the year. Access to certain areas is restricted and requires prior authorisation.

### Working hours and schedule

The working hours are 37.5 per week. The schedule is arranged with the person directly responsible, including flexibility and work-life balance criteria, always in compliance with current labour regulations and legal breaks.

The work calendar can be consulted using the iFundanet tool.

There are 14 annual holidays, including two local holidays. If public holidays fall on a Saturday or Sunday, they will be moved to the Monday immediately following or the Friday immediately before.

Some days of the year have special hours with a working day reduced to 6 hours (Maundy Thursday, 23rd April, 23rd June, 24th December and 5th January).

### Holidays and permits

Full-time staff are entitled to 23 working days of annual leave, which are adjusted proportionally in the case of shorter or part-time contracts. Holiday requests must be submitted via iFundanet and require a supervisor's approval. Any leave not taken within the calendar year may be used until 31st January of the following year at the latest.

In addition, full-time employees have 5 personal days off per year, which are also calculated proportionally based on contracted hours.

### Work incidents and sick leave

Any absence must be communicated to both your direct supervisor and to the HR Department (rrhh@irbllleida.cat).

In the event of medical leave, this must be requested on the first day of absence due to illness. The Institute does not require the documentation, as this is communicated directly by the National Social Security Institute (INSS), however, immediate notice must be given. If medical leave is not reported, the absence will be deducted from one of your personal days.

### Payroll

Salaries are usually paid on the 28th of each month, provided it is a workday, and can be consulted via iFundanet once the payment has been made.

### Corporate email

When signing your employment contract, you will be provided with your own email account, which you can access from the IRBLleida website. Please make appropriate use of this resource and do not send mass emails from the IRBLleida account.

The email addresses that IRBLLEIDA provides for employees are strictly for employment purposes and, although they include the employee's name at the beginning, they do not constitute a personal email address for the purposes of the confidentiality of information contained therein.

Consequently, any email message, both in-house between terminals of the corporate network and external, addressed to or coming from other public or private networks will be sent or received for strictly business purposes. Therefore, it is understood that the use of the aforementioned email addresses or computer file by the employee is part of their work activity and is carried out during working hours.

At the end of the employment contract, this email will be deactivated.

## 6.2. Internationalisation and Mobility of Research Staff

IRBLleida is committed to internationalisation and features a support programme for foreign research staff, which provides personalised advice and updated information on the necessary procedures.

### Prior to arrival

Before joining IRBLleida, the following is advisable:

- 
- ✓ Check whether a work and residence permit is necessary in Spain and identify the corresponding type of permit.

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  - ✓ Check if a visa is required, ask IRBLleida for documentation proving the reason for your stay.

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  - ✓ In specific cases, prepare the medical documentation required for entry into Spain.

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  - ✓ Reserve temporary accommodation in Lleida.

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  - ✓ Find out about the requirements for driving or owning your own vehicle.

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  - ✓ If you come from an EU/EEA country, apply for the European Health Insurance Card (EHIC).

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  - ✓ If you plan to travel with your family, begin the corresponding procedures.

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### Upon arrival in Spain

Once in Spain, several basic administrative procedures must be carried out:

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- ✓ Registration with the local council is necessary for access to public services.

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  - ✓ Obtaining the Foreigner's Identity Number (NIE) and, where applicable, the Foreigner's Identity Card (TIE), which certifies residence authorisation.

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- ✓ Registration with the Social Security, which gives access to the public healthcare system.
- ✓ Application for the individual health card at the primary care centre (CAP).
- ✓ Opening a bank account.
- ✓ Registration with the Tax Agency to comply with tax obligations.

The applicable tax regime will depend on the length of residence in Spain. People who reside for less than 183 days of a calendar year are taxed as non-residents.

### **Support from the OCPI**

To facilitate these processes, IRBLleida has the support of the OCPI, which offers advice on subjects relating to foreigners, residence, integration and international mobility.

Please contact them through the [talent@irblleida.cat](mailto:talent@irblleida.cat).

### **Before leaving Spain**

Before ending your stay in Spain, the following is advisable:

- ✓ Cancel your bank account and any contracted services.
- ✓ Finalise your rental contract and manage the return of the deposit.
- ✓ Obtain a certificate or report on professional activity carried out at IRBLleida.
- ✓ Request a report of your employment history from Social Security.
- ✓ Find out about possible rights or benefits in the country of destination.

# 7. Training



Teaching and training are priority strategic lines at IRBLleida. The Institute has an annual training plan, available on the website, and promotes close collaboration between healthcare professionals and the University of Lleida, with the aim of facilitating the transfer of knowledge between research and clinical practice to improve people's health.

### 7.1. PhD Students

IRBLleida hosts PhD students in coordination with the Doctoral School in Health of the University of Lleida, which is responsible for the academic and administrative organisation of doctoral studies. The School offers a wide range of cross-disciplinary training courses, aimed at guaranteeing the quality of doctoral training and the development of research skills. Updated information on doctoral programmes can be consulted on the Doctoral School website.

### 7.2. Training Stays

IRBLleida research groups host students on training stays, who participate in research projects as part of their academic training. These stays allow you to complete your professional training and facilitate your future incorporation into the world of work.

To participate in a training stay at IRBLleida you must be over 18 years old, have been accepted by a research group, be enrolled in university or vocational training studies linked to the skills to be acquired, formalise the corresponding agreement with the study centre and have accident and civil liability insurance. Research groups can also tutor research projects by secondary school students, after signing an agreement with their school.

Interested parties should contact the academic secretary's office of their study centre so that they can initiate procedures with the IRBLleida HR Department ([rrhh@irblleida.org](mailto:rrhh@irblleida.org)).



## 7.3. External Training Offer Linked to IRBLleida

Staff training at IRBLleida is coordinated both from the Institute and through other institutions in the academic and healthcare setting. Staff can access the training offered by the Doctoral School in Health of the UdL, the courses at the UdL's Library and Documentation Service, as well as research and healthcare-related master's programmes offered by the University of Lleida.

This offer is complemented by training at the Arnau de Vilanova University Hospital, the Santa Maria University Hospital and the CREBA, a centre linked to IRBLleida, which offers specialised training for medical professionals.

Occasionally, IRBLleida establishes agreements with other institutions to disseminate courses, workshops, seminars and training activities of interest, which are communicated to staff through internal channels.

## 7.4. Training Grants

With the funding and collaboration of the Lleida Provincial Council, IRBLleida offers research support grants to promote research talent and projects in the field of healthcare, as well as a regular programme of seminars and training activities aimed at research staff and the scientific community.

For up-to-date information on training programmes, grants and activities, please consult the IRBLleida website.

## 7.5. Seminars

IRBLleida aims to provide research staff with scientific and training activities, as well as a conducive environment to foster collaboration and establish contacts in the field of biomedical research. On the website [www.irblleida.org](http://www.irblleida.org) you can consult the various training courses and seminars that take place.



# 8. Alumni



**IRBLleida Alumni** comprises a community of professionals who have formed part of IRBLleida throughout their academic or research careers. Its mission is to maintain ties with the Institute, accompany professional development throughout the lives of its members and promote the continuous improvement of their professional careers.

The Alumni programme was created with the aim of establishing a stable framework for relations between different generations of professionals, promoting dialogue, the exchange of knowledge and the dissemination of biomedical research, as well as strengthening the connection with IRBLleida once the training or research stage is over.

**IRBLleida Alumni can include:**

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- ✓ People who have completed their doctorate at the University of Lleida in the field of biomedicine.

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- ✓ People who have completed the Official Master's Degree in Biomedical Research at the University of Lleida.

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- ✓ Professionals who have completed their residency in Lleida and carried out research activity at IRBLleida.

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- ✓ Students who have completed the Final Degree Project (TFG) at IRBLleida.

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**IRBLleida Alumni offers:**

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- ✓ Access to news and job offers from IRBLleida.

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- ✓ An informative newsletter with calls for proposals and research opportunities.

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- ✓ Participation in conferences, seminars and internal and external activities by the Institute.

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- ✓ Access to a network of professional connections linked to biomedical research.

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People who conclude their connection with IRBLleida and want to be part of the IRBLleida Alumni community can fill in the form available on the Institute's website or contact the Research Personnel Recruitment Office (OCPI) via the email [talent@irbllleida.cat](mailto:talent@irbllleida.cat).

# 9. Regulatory Compliance, Ethics and Institutional Accountability



IRBLleida integrates quality, ethics and regulatory compliance as essential axes of its management and scientific activity. These principles are applicable to all staff hired or assigned to the Institute, as well as to collaborators and third parties acting on its behalf.

## 9.1. Quality and Compliance Policy

### Integrated Quality and Compliance Policy

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#### Mission

To generate knowledge of excellence, capable of impacting the health and quality of life of the population, and to do so with a marked international focus and inclusion of territorial potential.

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#### Vision

To be an internationally competitive benchmark in health research and innovation, demonstrating ethical values and promoting sustainability, multidisciplinary work as well as internal and external cooperation.

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#### Values

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- |  |  |
|--|--|
| ✓ <b>Responsibility and independence of judgment</b> | We are faithful to ethical foundations when making our decisions and strictly comply with our obligations. |
| ✓ <b>Generosity in synergy</b>                       | We are able to foster disinterested collaborations.  |
| ✓ <b>Social commitment</b>                           | We deliver on our promises and stay fully engaged.   |
| ✓ <b>Respect</b>                                     | We are respectful of our claims and other points of view.  |
| ✓ <b>Leadership</b>                                  | We take the initiative to act or to lead new projects.   |
| ✓ <b>Rigour</b>                                      | We are precise with our reasoning and use reliable sources of information.                                 |
| ✓ <b>Equitable resource distribution</b>             | We are fair in the distribution of the resources available to us (not necessarily economic).               |
| ✓ <b>Enthusiasm</b>                                  | We are excited to do new things, and we pass this on to others.  |
-

IRBLleida integrates quality and compliance as essential axes of its management. Its basic principles are applicable to all staff employed and assigned to the organisation, as well as to collaborators and third parties acting on their behalf.

In terms of quality, the Institute is committed to:

- **Excellence in research** and project management.
  - **Compliance with all customer requirements**, as well as all legal and regulatory requirements.
  - **Optimisation in human resource management**.
  - The **continuous improvement** of each of the organisation's processes and the measurement of stakeholder satisfaction.
  - **Continuous training** of staff and **teamwork**.
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## Compliance Commitments

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✓ Strict compliance with all **compliance obligations** (legal, voluntary and contractual) arising from our activities.

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✓ **Specific compliance with the Code of Ethics and Conduct**, including policies, internal procedures and agreements with third parties.

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✓ **The promotion of transparency and ethics** in relationships with our stakeholders.

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✓ A **zero-tolerance policy** towards any irregular, corrupt, or unethical practices, as well as any illegal acts or criminal offences.

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✓ **Effective prevention, detection and response** to compliance risks.

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✓ The **exemplary leadership of the Board of Trustees and the Management**, which must promote a culture of compliance, integrity and good governance, leading by example and reacting swiftly and clearly to risks or non-compliance.

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✓ The **existence of a Compliance Officer function**, oriented towards the prevention and mitigation of compliance risks. This function is supported by a Compliance Committee.  
✓ The organisation guarantees their access to the governing body, provides them with independence, authority and freedom of initiative, and allocates them adequate resources to supervise, guide and evaluate the effectiveness of the system.

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✓ The **fostering of training** in the compliance model and communicating it across the organisation ensures everyone knows and understands the standards and commitments necessary to perform their work.

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✓ The **requirement for all personnel to report suspicious facts or conduct**, ensuring confidentiality and that no reprisals will be incurred against the persons submitting such reports. When necessary, disciplinary or corrective actions covered by current labour regulations will be applied.

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The organisation is committed to complying with the requirements of this policy and the management system, and to the continuous improvement of the management system.

This policy establishes the framework for defining, reviewing and achieving the objectives agreed upon periodically, which must be aligned with the Institute's Strategic Plan.

The IRBLleida Board of Trustees approves this Policy and assumes the firm commitment to guarantee its compliance, provide the necessary resources and promote its periodic review.

The Institute has a **Compliance Officer**, Elena Moscatel, who is supported by a Compliance Committee, with direct access to the governing bodies, functional independence and adequate resources to supervise the effectiveness of the system. If you have any questions or queries regarding regulatory compliance, please contact the Compliance Officer ([compliance@irblleida.cat](mailto:compliance@irblleida.cat)) by email.

In this regard, the organisation has a compliance management system, aligned with the ISO 37301 (compliance management) and UNE 19601 (criminal compliance management) standards, which must be complied with by all personnel.

Likewise, training and communication of the compliance model are promoted, and personnel are required to report possible irregularities, guaranteeing **confidentiality** and **non-retaliation**.

## 9.2. Main Compliance Documents

IRBLleida has a Code of Ethics and Conduct, which is mandatory for all personnel hired by or affiliated with the Institute, as well as for collaborators. This code establishes the values, principles and standards of conduct that guide professional, scientific and institutional activity, which staff must know, respect and apply in the performance of their duties.

Likewise, IRBLleida is adhered to the Code of Ethics of the CERCA Centres, which is also mandatory for its staff. This code reinforces the principles of good governance, integrity, transparency, scientific independence and social responsibility inherent to the CERCA system.

The organisation also has an Anti-Fraud Plan that specifies fraud risk control measures, as well as other specific documents detailing further measures to minimise organisational non-compliance risks.

## 9.3. Complaints and Incident Management Channel

IRBLleida has a complaints channel to confidentially report potential regulatory breaches, irregular conduct, non-conformities or incidents. This channel guarantees the protection of reporting persons and the proper management of communications, in accordance with current regulations.

The IRBLleida complaints channel can be found on the IRBLleida website ([www.irblleida.org](http://www.irblleida.org)).

IRBLleida guarantees the confidentiality of communications, protection of informants' identity and the prohibition of retaliation against those who report, in good faith, facts susceptible to investigation.

## 9.4. Equality, Diversity and Respect for Labour Rights

IRBLleida maintains a firm commitment to equality, diversity and respect for labour rights, and has several specific instruments to ensure a safe, inclusive work environment free of any form of discrimination or violence.

The centre has:

- An **Equality Plan**, aimed at guaranteeing effective equality between women and men.
- An **LGBTI Plan**, aimed at ensuring non-discrimination based on sexual orientation, gender identity or expression.
- A **Workplace Harassment Protocol**.
- A **Protocol for Sexual Harassment and Harassment Based on Sex or Gender**.
- A **Guide to the Labour Rights of Victims of Gender-Based or Sexual Violence**.

The Purple Mailbox and the White Mailbox (LGTBI point) are confidential and accessible channels for reporting situations related to harassment or rights violations and are located in the centre's lobby.

## 9.5. Environment and Sustainability

IRBLleida maintains a firm commitment to environmental protection and sustainability, integrating these principles throughout its scientific and management activities. This commitment is embodied, among others, in waste management and treatment processes, developed and implemented by in-house staff, and applied to each of the Institute's workplaces, with the aim of minimising the environmental impact of research activity.

Within this framework, IRBLleida has a Green Team, a cross-functional working group made up of people from different areas of the organisation, which promotes awareness initiatives, environmental best practices, and continuous improvement actions regarding sustainability.

In addition, IRBLleida is a signatory of the MSCA Green Charter, reaffirming its commitment to responsible and sustainable research. This alignment with European environmental principles reflects a dedicated effort to reduce the ecological impact associated with biomedical research.

## 9.6. Data Protection and Confidentiality

IRBLleida processes personal data in compliance with current data protection regulations. Staff may have access to personal data and confidential information, and are obliged to use it responsibly and in compliance with regulations.

At the time of joining, a manual for authorised personnel is provided and signature of the corresponding confidentiality agreements and consent is required. The Institute guarantees the exercise of the rights of access, rectification, erasure, restriction, portability and objection.

## 9.7. Occupational Health and Safety (OHS)

IRBLleida promotes a culture of prevention aimed at guaranteeing staff health and safety. Upon incorporation, employees receive a basic health and safety manual and undergo initial online training regarding workplace risks, along with regular practical training.

Laboratory personnel must receive specific in-person training and biosecurity training before accessing the facilities. The Institute provides the necessary Personal Protective Equipment (PPE), which must always be used according to the instructions received.

## 9.8. Ethics and Good Practices in Research

All the research activity at IRBLleida is governed by the principles of scientific integrity, responsibility, rigour, and respect, in accordance with national and international guidelines on bioethics and good research practices.

In addition to the organisation's Code of Ethics and Conduct and the CERCA Centres' Code of Ethics, in the specific field of health research, IRBLleida research staff must comply with the Guide to Good Practices in Health Sciences Research from the Catalan Institute of Health (ICS). This guide establishes common criteria regarding scientific quality, the responsible use of data and samples, publication authorship, interactions with patients and participants, and integrity throughout all stages of the research process.

Knowledge of and compliance with these codes and guidelines is an essential requirement for conducting scientific activity at IRBLleida and is part of the institutional commitment to ethical, responsible and excellent research.

## 9.9. Ethics Committees

IRBLleida ensures that all research activity is carried out with full respect for ethical, legal and scientific principles, through the prior evaluation of research projects by competent ethics committees, depending on the nature of each study.

### **Drug Research Ethics Committee (CEI/CEIm)**

The CEI/CEIm is the body responsible for the ethical, methodological and legal evaluation of clinical trials with drugs, medical devices and other clinical studies involving human participants. Its main function is to ensure the protection of the rights, safety and well-being of participants, as well as to guarantee compliance with current regulations regarding clinical research.

### **Ethics Committee for Animal Experimentation (CEEA) of the University of Lleida (UdL)**

The CEEA of the University of Lleida (UdL) evaluates research projects involving the use of experimental animals. It ensures compliance with applicable legislation and animal welfare principles, as well as the responsible and justified use of animal models in research and teaching.

### **Ethics Committee for Animal Experimentation (CEEA) of CREBA**

The CREBA CEEA is a specialised committee for the evaluation of biomedical projects using porcine models, developed at the Centre for Applied Biomedical Experimental Research (CREBA). Their specialisation allows for an expert assessment tailored to the specific characteristics of this type of research.

The prior evaluation and approval by the corresponding ethics committee is an essential mandatory requirement to initiate any research project or clinical trial at IRBLleida.

## 9.10. Ombudsperson

IRBLleida has an Ombudsperson whose mission is to ensure scientific integrity, ethics and compliance with the Institute's Code of Ethics and Conduct.

The Ombudsperson acts as an independent and confidential figure, and their main function is to prevent and manage possible ethical irregularities. Moreover, they provide a safe space, especially for early-stage researchers, to address situations involving conflict, professional disagreement, scientific malpractice or non-compliance with integrity principles.

Cases related to, among others, the following can be addressed to the Ombudsperson:

- 
- ✓ Conflicts or disagreements between researchers.

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  - ✓ Problems of scientific integrity or malpractice.

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  - ✓ Violations of the Code of Ethics and Conduct.

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  - ✓ Situations that may affect the ethics or quality of research.

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Communications to the Ombudsperson are handled with strict confidentiality, respect for all individuals involved and guarantees of neutrality.

The IRBLleida Ombudsperson can be contacted via email: [ombudsperson@irbllleida.cat](mailto:ombudsperson@irbllleida.cat).

In addition, according to the CERCA Centres Code of Conduct, cases of special relevance may be brought to the attention of the CERCA Ombudsperson, always under criteria of confidentiality and respect for the rights of the individuals involved.

More information is available in the Transparency section of the IRBLleida website.

# 10. Practical Information and Daily Life



This section includes useful guidelines to facilitate your stay in Lleida and daily life around IRBLleida.

## Citizen information, administrative procedures and emergency services

**010**

Telephone support from the Municipal Citizen Service Office (OMAC) of the City of Lleida. This service centralises information and assistance related to municipal administrative procedures.

**112**

Dial 112 for any emergency (medical emergency, fire and rescue, public safety, civil protection).

Other important phone numbers are:

**092**

Local police

**091**

National Police

**080**

Firefighters

**062**

Civil Guard

### Lleida: general information

Lleida is the capital of the province and of the Segrià region, located in Catalonia, Spain. It is a services hub (health, education, culture and leisure) with a wide area of influence throughout the region.

**Languages:** Catalan and Spanish are the official languages. At IRBLleida, English is also commonly used, and communications can be made in Catalan, Spanish and English.

### How to get there and how to get around Lleida

#### Main connections

Lleida is a communications hub and is connected to Barcelona by motorway, road and train (including high-speed train links).

The city is well-connected by roads, motorways and dual carriageways. The A-2 and AP-2 connect it with Madrid, Zaragoza, Barcelona and Tarragona, the A-22 motorway with Huesca and the A-14 with Vielha.

In terms of public transport, Lleida has an important railway station from which high-speed, long-distance, regional and suburban trains depart.

Several intercity bus lines depart from the city's bus station, connecting it with virtually all the surrounding towns and cities.

Regarding internal mobility, Lleida has a city bus network consisting of 23 lines.

## Opening hours, customs and basic services

### Shop opening times



Supermarkets from 9–10 a.m. to 9–10 p.m.; Small businesses close at noon (approx. 1.30 p.m.–2 p.m.) and reopen around 4.30–5 p.m.

### Meals



Lunch 1.30 a.m.–3.30 p.m.  
Dinner 8–11 p.m.

### Climate



Hot summers and cold winters (temperatures between 1 °C and 33 °C throughout the year).

### Electricity



220 V  
Two-pin plugs.

### International calls



Spain's prefix is **+34** (international calls from a mobile phone may be more expensive).

## Accommodation

If you need help finding accommodation, you can contact OCPI.

There are various options. The most economical option when choosing housing is usually a shared apartment. Rent is generally paid within the first five days of each month, in addition to an initial security deposit that will be returned to you at the end of your rental contract if everything is in order.

Other useful web resources to find apartments or rooms are (IRBLleida has no affiliation with any of these sites): Habitaclia, Idealista, Fotocasa, Enalquiler, Roomgo, Pisocompartido.

Other available options are student residences: Campus, La Vila de Lleida, Cordimariana, or the Official College of Physicians of Lleida (Comll) residence which has apartments for healthcare personnel.

## Banks and payments

Banks in Spain are usually open, Monday to Friday, from 8:00 a.m. to 2:30 p.m.

Online and telephone banking are widely used. There is a very large network of ATMs; Servired and 4-B offer the majority of terminals. Important: Each of them charges a fee to withdraw cash if the card does not belong to their network. Credit card payments are also very common.

Major credit cards are accepted in most businesses, but payment by check is not usually accepted.

To open a bank account in Spain, it is necessary to provide documentation that verifies your legal status in the country (resident or non-resident).

Another option is to use a Revolut or N26 digital bank account.

It is highly advisable to analyse alternatives when choosing a bank, as they may differ in terms of maintenance fees, charges for certain transactions, minimum balance requirements, etc.

## Vehicles & Driving

### Vehicle importation

If you are bringing your car to Spain, check the official traffic information regarding the entry and registration of vehicles with foreign licence plates (duties, VAT, registration tax, etc.).

### Driver's License

- **EU/EEA:** You can drive with a permit from your country of origin; registration with traffic authorities (DGT) is required after 6 months. After 2 years of residence, a Spanish permit is required (with exceptions based on expiry date).
- **Outside the EU/EEA:** You can drive for up to 6 months after registering your residence; if your licence is not in Spanish, an official translation or an International Driving Permit is required. After 6 months, a Spanish licence is mandatory.
- Some **countries have exchange agreements**, but they may change always verify them.

## Childcare and education

- Compulsory education: **6 to 16 years old**.
- Preschool: from 3 months to 3 years (nursery school) and from 3 to 6 years (pre-school education). Availability may be limited.
- To enrol in a public school, you often need to be registered at the city council and provide documentation (birth certificate, residence, and identification).
- Schooling options: public, semi-private, private (including international schools). Homeschooling is also an option

## Internal communication and dissemination channels

IRBLleida conducts its internal communications by email (specific alerts and monthly news summaries).

To receive general updates, you must subscribe to the IRBLleida mailing list.

Seminars are promoted via email and posters. The news is also published on the official website and on social media platforms (Instagram, Facebook, X/Twitter, LinkedIn).

There is a weekly newsletter focused on calls for proposals.

It is advisable to notify [comunicacio@irblleida.org](mailto:comunicacio@irblleida.org) about any publications or participation in conferences to help facilitate external promotion.

## Meeting rooms

IRBLleida has three meeting rooms.

In the Biomedicine II building, there is the Rita Levi room on the first floor and the Martina Castells

room, on the fourth floor.

In the Biomedicine I building, there is an office set up for meeting rooms on the 2nd floor.

All of which can be reserved ([www.supersaas.es/schedule/login/SCT\\_CC/Sales\\_de\\_reunions\\_IRBLleida](http://www.supersaas.es/schedule/login/SCT_CC/Sales_de_reunions_IRBLleida)).

### Cafeterias, dining room, and services on-site

IRBLleida has a dining room located on floor -1 of the Biomedicine II building, accessible 24 hours a day. This space is designated for staff use and is equipped with microwaves, refrigerators, sinks, tables, and chairs, among other basic amenities, allowing employees to heat and eat their own meals in comfort. This space does not offer catering services; instead, it is intended exclusively as a rest area and dining room for internal use.

IRBLleida staff enjoy special prices at hospital premises' cafeterias by showing their IRBLleida staff card.

The hospital campus, where the Biomedicine building is located, has four cafeterias. With your IRBLleida staff card you are entitled to discounts at all of them.

- One is located **outside the hospital**, between the main entrance and the emergency area. Opening hours: from 7.45 a.m. to 10.30 p.m., Monday to Sunday.
- The other is in the **hospital grounds garden**, at the teaching unit. Opening hours: from 8:00 a.m. to 3:00 p.m., Monday to Friday.
- The third is for staff only and is located on the **fifth floor of the hospital**. Opening hours: from 8:00 a.m. to 4:00 p.m., Monday to Friday.
- The fourth is in the hospital's new **outpatient building**. Opening hours: from 7:30 a.m. to 3:30 p.m., Monday to Friday.

At the main entrance of the hospital there is an ATM and a shop (flowers, gifts and newspapers).

### Maintenance incidents

In the event of any maintenance incidents, please contact the concierge at IRBLleida or the Teaching Unit (during concierge hours, from 7:00 a.m. to 3:00 p.m., please go to the concierge first).

If the incident concerns a freezer, consult the information sheet located on the freezer itself and ask for support from your group or the Scientific and Technical Services management.

Outside working hours, an emergency telephone number is available via the Sorigué company: 659 96 87 14.

### Useful links and contacts



IRBLleida website



YouTube



Facebook



LinkedIn



X



Instagram

**IRB** *leida* <sup>®</sup>  
Institut de Recerca Biomèdica

Av. Alcalde Rovira Roure, 80  
25198 Lleida  
Tel. 973 70 22 01  
[info@irbllleida.cat](mailto:info@irbllleida.cat)  
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