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.
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1 Introduction
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 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.
2 Organisation
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 m2 across two different buildings: Biomedicine I and Biomedicine II.

IRBLleida acts as a cluster of all biomedical research conducted in Lleida, and belongs to two institutions that implement investigation and health research policies:

- The Universitat de Lleida (UdL), which includes researchers from the Faculties of Medicine, Nursing and Physiotherapy.
- The health system, which includes researchers from the Hospital Universitari Arnau de Vilanova (HUAV), the Hospital Universitari de Santa Maria (HUSM), the Catalan Health Institute (ICS), the Lleida Primary Care Department and the Territorial Services of the Lleida Health Department.

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:

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Respect</th>
<th>Precision</th>
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</thead>
<tbody>
<tr>
<td>Generosity in synergy</td>
<td>Independence of judgement</td>
<td>Equal distribution of resources</td>
</tr>
<tr>
<td>Social responsibility</td>
<td>Leadership</td>
<td>Enthusiasm</td>
</tr>
</tbody>
</table>

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 Committee**

The Internal Scientific Committee 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 Committee, as well as to evaluate the implementation of the Strategic Plan.

**External Scientific Committee**

The External Scientific Committee 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 Committee 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 Committee. The External Scientific Committee will meet at least once a year. The members of the External Scientific Committee must be appointed by the Executive Board for a period of five years, renewable indefinitely for equal periods of time. The External Scientific Committee, 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.
Board of Investigators

Advisory body of the Internal Scientific Committee, which shall be chaired by the Institute’s Scientific Director. The members shall be principal investigators, with active projects funded by accredited external agencies that are recorded in the Institute’s census of ongoing projects.

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
Administrative Structure

Director
Diego Arango

Secretary
Naiara Vilaginés

Manager
Reyes Grases

Head of Administration
Eva López

Communication
RRI
Meritxell Soria

Patronage
Josep M. Bosch

CCI & CCE

Scientific Deputy Director
Manuel Sánchez de la Torre

Pre Award + OTRI
Serafí Cambray

Post Award + INDICATORS
Irene Rosell

Justifications
Judith Muñoz

Projects indicators
Núria Bahr

Humans Resources LCSP
Elena Moscatel

Purchase
Noelia Pérez

Accounting
Silvia Aresté

Clinical Trials
Anna Fernández
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.
3 Research areas
<table>
<thead>
<tr>
<th>Topic</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied epidemiology</td>
<td>Pere Godoy Garcia</td>
<td><a href="mailto:pere.godoy@gencat.cat">pere.godoy@gencat.cat</a></td>
</tr>
<tr>
<td>Pharmacoepidemiology</td>
<td>Juan Antonio Schoenenberger Arnaiz</td>
<td>jas <a href="mailto:lleida.ics@gencat.cat">lleida.ics@gencat.cat</a></td>
</tr>
<tr>
<td>Biological foundations of mental disorders</td>
<td>Maria Mur Lain</td>
<td><a href="mailto:mmur@gss.scs.es">mmur@gss.scs.es</a></td>
</tr>
<tr>
<td></td>
<td>Josep Pifarré Paredero</td>
<td><a href="mailto:josep.pifarre@medicina.udl.cat">josep.pifarre@medicina.udl.cat</a></td>
</tr>
<tr>
<td>Precision Medicine in Chronic Diseases Group</td>
<td>Manuel Sánchez de la Torre</td>
<td><a href="mailto:sanchezdelatorre@irblleida.cat">sanchezdelatorre@irblleida.cat</a></td>
</tr>
<tr>
<td>Cancer Biomarkers Research Group (GReBiC)</td>
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</tr>
<tr>
<td></td>
<td>Antònia Salud Salvia</td>
<td><a href="mailto:masalud.lleida.ics@gencat.cat">masalud.lleida.ics@gencat.cat</a></td>
</tr>
<tr>
<td>Research Group</td>
<td>Leader</td>
<td>Email</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>-------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Urgent and Emergency Multi-Disciplinary Research Group</td>
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<td><a href="mailto:oriolyuguero@gencat.cat">oriolyuguero@gencat.cat</a></td>
</tr>
<tr>
<td>Quality Indicators and Specifications in the Clinical Laboratory</td>
<td>María Mercedes Ibarz Escuer</td>
<td>mibarz <a href="mailto:lleida.ics@gencat.cat">lleida.ics@gencat.cat</a></td>
</tr>
<tr>
<td>Translational Research in Respiratory Medicine</td>
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<td>febarbe <a href="mailto:lleida.ics@gencat.cat">lleida.ics@gencat.cat</a></td>
</tr>
<tr>
<td>Intensive Medicine</td>
<td>José Javier Trujillano Cabello</td>
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</tr>
<tr>
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<td><a href="mailto:jl.moralesrull@gmail.com">jl.moralesrull@gmail.com</a></td>
</tr>
<tr>
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</tr>
</tbody>
</table>
# Cellular and Molecular Models of Human Pathologies

## Cell Cycle

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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<td><a href="mailto:eloi.gari@cmb.udl.cat">eloi.gari@cmb.udl.cat</a></td>
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</table>

## Molecular Oncology

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Diego Arango del Corro</td>
<td><a href="mailto:darango@irb.ub.edu.cat">darango@irb.ub.edu.cat</a></td>
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</tbody>
</table>

## Cell Signalling and Apoptosis Group

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<th>Name</th>
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<tbody>
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</tr>
</tbody>
</table>

## Calcium Signalling

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Carles Cantí Nicolás</td>
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</tr>
</tbody>
</table>

## Oncogenic Signalling and Development

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Mario Encinas Martín</td>
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</tbody>
</table>
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Clinical and Experimental Research in Digestive and Haematological Pathology

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### Pharmacology Department

<table>
<thead>
<tr>
<th>Professor</th>
<th>Email</th>
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<tbody>
<tr>
<td>Jacint Boix Torras</td>
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</tr>
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<td>Judit Ribas Fortuny</td>
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### NEUROSCIENCES

#### Evolutionary and Development Neurobiology

<table>
<thead>
<tr>
<th>Professor</th>
<th>Email</th>
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<tbody>
<tr>
<td>Loreta Medina Hernández</td>
<td><a href="mailto:loreta.medina@mex.udl.cat">loreta.medina@mex.udl.cat</a></td>
</tr>
<tr>
<td>Ester Desfilis Barceló</td>
<td><a href="mailto:desfilis@mex.udl.cat">desfilis@mex.udl.cat</a></td>
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#### Molecular and Developmental Neurobiology

<table>
<thead>
<tr>
<th>Professor</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Joaquín Egea Navarro</td>
<td><a href="mailto:joaquim.egea@cmb.udl.cat">joaquim.egea@cmb.udl.cat</a></td>
</tr>
<tr>
<td>Carmen Espinet Mestre</td>
<td><a href="mailto:carme.espinet@cmb.udl.cat">carme.espinet@cmb.udl.cat</a></td>
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#### Clinical Neuroscience

<table>
<thead>
<tr>
<th>Professor</th>
<th>Email</th>
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<tbody>
<tr>
<td>Francisco Purroy Garcia</td>
<td><a href="mailto:fpurroy.lleida.ics@gencat.cat">fpurroy.lleida.ics@gencat.cat</a></td>
</tr>
</tbody>
</table>

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

<table>
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<tr>
<th>Professor</th>
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<tbody>
<tr>
<td>Anton Aluja Fabregat</td>
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</tbody>
</table>

#### Neuroimmunology

<table>
<thead>
<tr>
<th>Professor</th>
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<tbody>
<tr>
<td>Luis Brieva Ruiz</td>
<td><a href="mailto:lbrieva.lleida.ics@gencat.cat">lbrieva.lleida.ics@gencat.cat</a></td>
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</tbody>
</table>
Experimental Neuromuscular Pathology

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jordi.caldero@mex.udl.cat

Neuronal Signalling Department

Rosa Maria Soler Tatché  
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OTHER LINES

Healthcare Research Group (GRECS)

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montse.gea@infermeria.udl.cat
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**

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.

Maria Ruiz  
mruiz@irb lleida.cat

**UBIOSTAT**

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.

Montse Martínez  
mmartinez@irblleida.cat  
Joan Valls  
jvalls@irblleida.cat

**IMMUNOHISTOCHEMISTRY**

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

Maria Santacana  
msantacana@irblleida.cat

**LIPIDOMICS**

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

To achieve these objectives, the lipidomic platform offers technical support and advice to research groups that request it for possible experimental applications, as well as the processing of samples for each of the applications. We prepare and optimise the protocols for the different analyses required by users, and we also take care of the processing and data analysis at the request of the user.

Mariona Jové  
mariona.jove@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).

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.

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.

The mission of SCT Farma 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 6.6. Clinical Trials Area.
IRBLleida in the R+D+I system
## 4.1. IRBLleida in data

<table>
<thead>
<tr>
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<th>New active observational studies</th>
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<tbody>
<tr>
<td>Research staff</td>
<td>367</td>
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<tr>
<td>Total staff linked to</td>
<td>19</td>
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<tr>
<td>the Institute</td>
<td>428</td>
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<td>Active clinical trials</td>
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<td>with medicines</td>
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<td>Principal investigators</td>
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<td>in 2019</td>
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<td>Scientific Publications</td>
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<tr>
<td>Licensed patent</td>
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</tr>
<tr>
<td>Collaborating companies</td>
<td>166</td>
</tr>
</tbody>
</table>

1. The data refers to the year 2019.
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.
5 Scientific regulations
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.

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.

5.3. Emeritus Researchers at IRBLleida

Researchers who are soon-to-retire (with less than 12 months remaining before effective retirement) can apply to become emeritus researchers. This role offers numerous benefits, such as the possibility of maintaining their personal IRBLleida email address, being invited to institutional events, participating in institutional committees, obtaining information about IRBLleida and the annual report, as well as the right to use IRBLleida affiliation, amongst others.

To ensure excellence in research and the proper conduct of all research projects and activities, the different IRBLleida research and support departments are tasked with supporting these activities. These offices are under the command of Management.
6 Administration and research support
6.1. Human Resources Team

Amongst other things, this department is responsible for advising all contracted personnel on work-related issues. Our HR management strives to be a personal service and provide added value to the members of IRBLleida. It is important to us that our employees have a comfortable working environment and that they are able to carry out their activity in optimal conditions. For this reason, one of our priorities is for our employees to understand how the centre operates as quickly as possible.

The HR Director is Elena Moscatel, who can be contacted at emoscatel@irblleida.cat or at extension 6492.

6.1.1. Access cards and opening hours

Upon your incorporation you will be given an ID and access card, which will grant you access to the Biomedicine building. Access will be permitted by bringing the card closer to the reader, allowing you to move freely around the building for 24 hours a day, 365 days a year. There are some restricted access areas that can only be accessed with certain permissions.

6.1.2. Working regulations

Work incidents

**Free days/personal days.** IRBLleida staff with a full-time contract (37.5 hours/week) are entitled to 5 personal days every year (for each year of contract). For part-time staff, the number of personal days will be directly proportional to the number of hours worked. Personal days are requested by following the same procedure for requesting holidays, and must be authorised by your manager. These days can be used until 31 December of the current year.

**Attendance at congresses, meetings, workshops, etc.** Any requests for holidays/sick days/leave must be submitted to the HR department along with the signature of your manager and supporting documentation (meeting agenda, congress registration, schedule, etc.)

**Medical sick leave.** Medical sick leave will be required on the first day of absence from work as a consequence of illness (supporting doctors’ notes are not valid). In the 48-hour period, you must send the medical sick leave to the HR department, either in person or by email. If medical sick leave is not communicated and supporting documents are not provided, it will count as a personal day.
**Holidays**

You are entitled to 23 days of holiday for each year of a full-time contract. If your employment contract is less than one year old or you are a part-time employee, the holiday days will be directly proportional to the duration of the contract. In the “Administrative Tools” section of the intranet, you can download a document that you need to fill in and sign yourself, get your manager to sign, and then submit it to the HR department. Your manager must always authorise the holiday before it is taken. When you have not been able to use up all of your holiday days for the calendar year, the remaining days can be used until 31 January of the following year, always coordinating this with your PI or manager.

**Working hours**

You are contracted to work for 37.5 hours per week, with the working schedule determined and agreed upon with the corresponding manager.

- **Working Calendar.** You can consult the working calendar on the IRBLleida website.
- **Public holidays.** There are 14 public holidays in Spain, of which two are local; if the ten public holidays fall on a Saturday or Sunday, they will be moved to the following Monday.
- **Days with a special timetable.** You will have a 6-hour working day on the following dates: Maundy Thursday, 23 April, 23 June, 24 December and 5 January.

**Wages**

Wages are paid on the 28th day of every month. You will receive your payslip via an email from IRBLleida once it has been paid into your account.

**E-mail**

Upon signing your employment contract, you will be provided with your own email account. This can be accessed from the IRBLleida website. We ask that you make good use of this resource, and that you do not send mass emails from the IRBLleida account.

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

**6.2. Confidential data protection measures**

As per the provisions of current Spanish legislation on the protection of personal data and the General Data Protection Regulation (EU) 679/2016 (GDPR), you are hereby informed that the data you send us will be processed by IRBLleida, with Spanish Tax ID No. G25314394, in order to maintain and manage commercial and administrative relationships. The legal basis for this processing is to comply with fiscal, commercial and accounting legislation. No disclosure and/or international transfer of data are foreseen. To exercise your rights you can contact IRBLleida in writing, by sending a letter to its registered address at Avenida Alcalde Rovira Roure number 80, 25198 Lleida; or by sending an email to info@irblleida.cat. By doing this, you will be able to exercise your rights of access, rectification, deletion (right to be forgotten), limitation of processing, portability of data, opposition and the right to not be subjected to automatic decisions, stating “Data Protection Law” in the subject line and attaching a photocopy of your ID.
Upon joining the centre, we will give you a manual for authorised personnel that details each of the functions and obligations that, as a user of files containing personal data belonging to the entity, you have to be aware of and respect.

You will also be asked to sign confidentiality and consent documents for the collection of personal data.

6.3. Prevention of occupational hazards

The law on the prevention of occupational hazards states, in the explanatory memorandum, that the protection of the employee against occupational hazards requires action by the company that is not restricted to the formal fulfilment of a set of duties and obligations, but which also involves the implementation of a genuine culture of prevention based, among other principles, on information and the training of employees that is conceived for them to have a better understanding of the risks entailed by the job, and how to prevent and avoid them. If we also consider that safety in the workplace is a constitutional right that all employees are entitled to, said individuals must have basic knowledge in disciplines such as workplace safety, industrial hygiene, ergonomics and applied psychosociology. To this end, IRBLleida will provide you with a basic manual for the prevention of occupational hazards that will serve as a guide that allows you to carry out your work safely, and which also allows you to modify certain unsafe work behaviours that may harm your health and that of your colleagues. We therefore ask you to read it carefully and ask your managers if you have any questions. In addition, regular practical training sessions will be delivered by a professional in the field.

6.4. Research Management Team

The objective of the Research Management Team is to provide proactive, efficient and comprehensive support to the scientific community of the Clinical Campus in order to guarantee successful access to research funding entities, whether they are competitive or not. The team advises researchers throughout the life cycle of an aid—from project preparation to completion—and ensures the efficiency of its management and compliance with the requirements of the funding call. Staff will enter all information regarding the proposal into the institutional database and will draw up periodic reports, specific reports and analyses.

To meet these goals, the office team acts as an intermediary between the research community, funding entities/sponsors and our institution.

If you have questions about Research Management, please contact projects@irbleida.cat or call extension 2967.

6.5. Technology and Knowledge Transfer 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 transfer, please send an email to scambray@irbleida.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@irbleida.org or call extension 2479.*

### 6.7. Finance Team

The Finance Team manages the economic resources of the research projects and the institution: payments, fees, income and collections, treasury, budgets, analytical cost structure and improvement of economic and administrative procedures.

*If you have questions about finances, please send an email to elopez@irbleida.cat or call extension 6636.*
6.7.1. Purchasing

IRBLleida is subject to the Public Sector Contracts Law (LCSP, in Spanish). All purchases must be managed through the purchasing module of the iFundanet website, which can be accessed through our website. If you need to make purchases, please contact the Purchasing Department of the Management Office, where they will provide you with a username and password to access iFundanet and a manual explaining how to carry out said purchases. You can also send an email to compras@irblleida.cat.

6.8. Clinical trials Area

The IRBLleida Clinical Trials Area strives to consolidate clinical trials with no commercial interest, promote privately sponsored clinical trials and boost the search for excellence and leadership in both fields.

Aims

The Clinical Trials Area aims to provide support to the clinical research groups of the Hospital Universitari Arnau de Vilanova and the Hospital Universitari Santa Maria de Lleida.

Scope of action

Clinical trials involving medicinal products, medical devices and those studying other therapeutic health interventions are included in the area’s scope of action. Randomised interventional trials for diagnostic, prevention or service purposes are also included.

Advice and support

The Clinical Trials Area provides advice and support in matters related to statistical methods, regulatory and processing issues, financial matters, medicinal product management, trial execution, data management and results analysis.

Actividades y servicios

Evaluating IECm/Advising CREC

The ethical and methodological evaluation of trial protocols and clinical studies must be carried out by the Hospital’s Clinical Research Ethics Committee (CREC).

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 clinical research.
Economic and administrative management of studies and clinical trials

The management of clinical study and trial contracts is carried out and supervised from the IRBLleida Management Office, from the moment of review to the signature of all relevant parties.

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

Management of the Clinical Trials Area

The mission of the Clinical Trials Area is to support the Institute’s clinical research groups in all areas that are required in order to carry out any clinical trial involving medicinal products. The Area aims to achieve the following objectives:

- Offer technical support and advice to research groups that request it in relation to the design, coordination and conduct of the study or trial in the healthcare field.
- Help to ensure that clinical studies are carried out in accordance with the standards of good clinical practice (GCP) in research.

Basic functions of the Clinical Trials Area:

- Clinical coordination
- Nursing and data collection as set forth in the protocol
- Data recording as set forth in the protocol
- Presence in the pre-screening visits, screening, investigators meeting, initial visits, follow-up visits and completion of the study.
- Data Manager
- Filing

Contact

Clinical research groups can contact the Clinical Trials Area by sending an email to afernandez@irblleida.cat.
7 Training
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.
What are the requirements?

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 extending your training at the IRBLleida and you meet the requirements, please contact the academic secretariat of your study centre to initiate the necessary procedures. If your centre does not have a collaboration agreement with the IRBLleida, please contact us at info@irbleida.cat to formalise one.

If you have doubts about the application, please send an email to info@irbleida.cat or call us at extension 2479.

7.3. Research support grants

The health system and the wider scientific community need medical researchers to ensure that new treatments and research knowledge are generated and properly applied in clinical practice.

IRBLleida, with the financing and collaboration of the Lleida Provincial Council, offers three types of annual grants for the implementation of health research projects:

- **Type A**: general grants for the incorporation of professionals who, having completed the period of specialised training (MIR, EIR, PIR, FIR) at the Hospital Universitari Arnau de Vilanova, the Hospital Universitari de Santa Maria or the Family and Community Teaching Unit of Lleida within the previous academic year, wish to carry out this type of projects.

- **Type B**: Specific grants for the incorporation of interventional professionals who, b1) having completed the period of specialised MIR training at any hospital, or b2) with a background in any other life science discipline and with proven experience in surgery in experimental models, wish to help carry out the projects of the Applied Biomedical Experimental Science and Research Centre (CREBA).
Type C: grants for health sciences PhD students who are running out of a pre-doctoral grant awarded by an official body, and who are enrolled in the health PhD programme at the UdL. Please keep an eye on the information that is published in the “Calls” section of this website to learn about the various deadlines for this grant.

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.irb lleida.org you will find more information about the different training activities and seminars that take place.
Practical advice
8.1. Communication

Insofar as internal communication is concerned, IRBLleida uses emails to send one-off messages and its monthly newsletter to the entire community.

To receive these, register at http://llistes.udl.es/mailman/listinfo/irblleida-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@irblleida.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://gestioespais.udl.cat/gec/

8.3. Cafeteria

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 reserves some hospital parking spaces for IRBLleida staff. To check prices and availability, contact the IRBLleida Management Office (Eva López elopez@irblleida.cat).

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. Links of interest

IRBLleida website
LinkedIn
Facebook
YouTube
Twitter