

TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number: **2018ES352871**

Name Organisation under review: **INSTITUTO DE INVESTIGACIÓN SANITARIA FUNDACIÓN PARA LA INVESTIGACIÓN DEL HOSPITAL CLÍNICO DE VALENCIA-INCLIVA.**

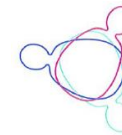
Organisation's contact details: PhD. Marta Peiró (Scientific Sub-directorate of the Institute), Avda. Menéndez Pelayo 4 acc. 46010, Valencia.

SUBMISSION DATE: **6TH NOVEMBER 2018**

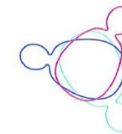
DATE ENDORSEMENT CHARTER AND CODE: **7TH MARCH 2018**

GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.



European Charter for Researchers and Code of Conduct for the Recruitment of Researchers : GAP analysis overview			
Status: to what extent does this organisation meet the following principles?	Implementation: ++ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented -- = insufficiently implemented	In case of --, -/+, or +/-, please indicate the actual "gap" between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation	Initiatives undertaken and/or suggestions for improvement:
Ethical and Professional Aspects			
1. Research freedom	(+/-)	The research staff at INCLIVA has freedom to formulate their projects and research lines as well as to choose the procedures to develop them in the framework of the guidelines set by the institution at a macro level (cooperative Scientific Plan and Strategic Plan) and by the staff responsible for the different scientific areas in which it is organized. The activity is always developed within the budget constraints with prior approval and following supervision of the Ethics Committees / Commissions of inquiry (INCLIVA has an internal Scientific Committee, external Scientific Committee, Ethics Committee and Ethics Committee on animal experimentation, Innovation Committee and Investigation Commission) which safeguard, through standardized procedures, ethical compliance and research activity. Every project will have to	<ul style="list-style-type: none"> Updating of the Research Staff Manual, transforming it into a Welcome Manual with relevant information about the institution, its goals, plans, means and procedures. Implementing the necessary procedural changes to guarantee its correct dissemination to all the staff of INCLIVA.

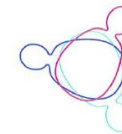


		<p>adjust to the applicable legislation, both at a national and at an autonomic level, and it will have the relevant administrative authorization, if necessary. Regulations and instructions marked by INCLIVA related to transfer of results are also applied. INCLIVA has a code of good research practices that establishes the ethical and quality criteria that must guide the research activity conducted by the research staff. 70.75% of the research staff considers it a priority to prepare a reception procedure for the personnel hired by INCLIVA and updating of the Research staff Manual.</p>	
2. Ethical principles	(+/-)	<p>INCLIVA has a Scientific and Strategic Plan that guide its scientific activity, and several Committees that supervise that this scientific activity is performed according to the national and international ethical regulations (internal Scientific Committee, external Scientific Committee, Ethics Committee and Ethics Committee on animal experimentation, Innovation Committee and Investigation Commission). INCLIVA has a good practices code of research which establishes the ethical and quality criteria that must guide the research activity conducted by the research staff. 69.81% of the research staff consider it is necessary the elaboration of an Ethical Code of privacy related to data protection.</p>	<ul style="list-style-type: none"> • Updating of the Research Staff Manual, transforming it into a Welcome Manual with relevant information about the institution, its goals, plans, means and procedures. Implementing the necessary procedural changes to guarantee its correct dissemination to all the staff of INCLIVA. • Elaboration of an Ethical Code of privacy related to data protection to which the research staff must adhered.
3. Professional responsibility	(+/-)	<p>INCLIVA periodically reviews its research lines through checking and updating its cooperative Scientific Plan (version 2015-2019 currently in force) avoiding as much as possible any duplicities related to the research carried out in</p>	<ul style="list-style-type: none"> • Updating of the Research Staff Manual, transforming it into a Welcome Manual with relevant information about the institution, its goals, plans, means and procedures. Implementing the necessary

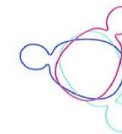
		<p>other sites and conducting research that is relevant for society.</p> <p>Research staff at INCLIVA is compliant with basic good scientific practices (avoid plagiarism, share authorship and intellectual property when applicable, etc). INCLIVA has a Code of Good Practices in research that establishes the ethical and quality criteria that must guide the research activity conducted by the research staff. 67.59% of the research staff considers it a priority to examine the prioritization of research lines of the institute.</p>	<p>procedural changes to guarantee its correct dissemination to all the staff of INCLIVA.</p> <ul style="list-style-type: none"> • Prioritization of research lines of the institute will be examined coinciding with the next Strategic Plan 2019.
4. Professional attitude	(-/ +)	<p>INCLIVA has a Scientific Plan and a Strategic Plan known, by the researchers that establish the strategic goals to the researchers.</p> <p>The institute performs daily searches of calls for proposals and funding opportunities that are then disseminated to the PIs, and it manages applications for private and public funding and activities related to obtain sponsorship, etc.</p> <p>Reports where the progress of projects is reported to employers, funders and supervisors are elaborated annually.</p> <p>INCLIVA has a Code of Good Practices that establishes the ethical and quality criteria that must guide the research activity conducted by the research staff. Lastly, 52.83% of the research staff considers it is necessary to establish a regulated procedure for the internal follow-up of projects without economic content. In addition, 68.52% of the research</p>	<ul style="list-style-type: none"> • Updating of the Research Staff Manual, transforming it into a Welcome Manual with relevant information about the institution, its goals, plans, means and procedures. Implementing the necessary procedural changes to guarantee its correct dissemination to all the staff of INCLIVA. • Establishing a regulated procedure for the internal follow-up of projects without economic content (PhD thesis, Master thesis, end-of degree projects) that allows the people responsible to be informed about the progress of these type of projects. • Improvement of the calls for intramural and extramural funding. An announcement of the intramural funding activities approved by the board of trustees the will be published at the end of the year.

		staff considers it important to improve the dissemination of calls for intramural grants.	
5. Contractual and legal obligations	(-/+)	<p>Currently, a Laboral agreement for INCLIVA workers does not exist, being the general Spanish labour regulations applied: Statute of Workers Rights.</p> <p>Efforts are being done to define salary scales. On the other hand, INCLIVA has an intellectual property rights regulation and a broad Training Program that is periodically disseminated and assessed based on the detected needs.</p> <p>INCLIVA has the “Innovative Guidance” document. Since it has non-staff and staff personnel, it sets out a proposal for the distribution of intellectual and industrial property, albeit not obliged to apply on seconded personnel. 71.70% of the research staff consider it is necessary to reform the Training Program.</p>	<ul style="list-style-type: none"> Reforming the Training Program, including: scheduled activities related to good scientific practices, intellectual and industrial property, internationalization, and specific training on data protection. Working on the development of salary scales with annual reviews.
6. Accountability	(+/-)	<p>INCLIVA has a computerized system for economic monitoring and project milestones alerts (FUNDANET) which guarantee the correct implementation from a budgetary point of view. INCLIVA receives random audits as established in the project calls and by the court of auditors at a global level (audit of the annual accounts).</p> <p>As to the scientific activity justification, reports of scientific milestones are forwarded on dates determined by the funders. An evaluation of the researchers funded by public calls (Miguel Servet, Sara Borrell) is also performed. However, it is necessary to prepare procedures on the scientific reports of the follow-up and</p>	<ul style="list-style-type: none"> Developing of a follow-up and evaluation of scientific activities procedure specific for projects funded with European calls. Establishing a regulated procedure for the internal follow-up of projects without economic content (PhD thesis, Master thesis, end-of degree projects) that allows the people responsible to be informed about the progress of these type of projects.

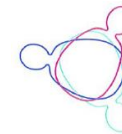
		assessment of the projects funded by European calls, and to establish a follow-up of the internal projects that are not associated to external funding. 72.90% of the research staff consider it is important to develop a procedure specific for projects funded with European calls.	
7. Good practice in research	(+/-)	<p>INCLIVA has procedures and initiatives to guarantee knowledge of rights and obligations on work safety and risk prevention. Information about the inherent risks of each job position is provided and the staff receive training on basic work risk prevention. INCLIVA also performs computer security audits to ensure the security of every system. On the other hand, INCLIVA reviews and promote awareness raising on the enforcement of ethical and confidentiality commitments and data protection on research activity.</p> <p>INCLIVA has a Code of good scientific practices that establishes the ethical and quality criteria that must guide the research activity conducted by the research staff. This Code includes the normative and framework of the scientific practice, a research project report, publication of the research results, training and management of waste, data and material resulting from research. 65.71% of the research staff consider it is necessary to prepare a procedure for actions carried out by the Research Commission.</p>	<ul style="list-style-type: none"> • Elaboration of an Ethical Code of privacy, related to data protection, to which researchers must adhere. A specific training will take place to train the members of the Investigation Commission in performing risk prevention analysis related to data protection. • Preparation of procedures for actions carried out by the Investigation Commission. Performing of an initial analysis of each project (when appropriate) and consideration of appropriate measures to adopt for each project. Elaboration of a standard form to facilitate such review.



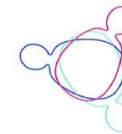
8. Dissemination, exploitation of results	(+/-)	<p>INCLIVA has procedures that guarantee the compliance with the dissemination and exploitation of research results principle. It publishes an annual Scientific Report. It has a Communication Unit that disseminates the work developed at INCLIVA (clinical developments, advances in research and other events related to INCLIVA). Moreover, it has an innovation policy for development, protection and exploitation of the innovation developed in INCLIVA in which the regulations that must be complied are specified, particularly that related to intellectual and industrial property. INCLIVA has an Innovation Unit enrolled in the “Oficinas de Transferencia de Resultados de Investigación (OTRI)” register, whose task is to protect the knowledge generated by the researchers of INCLIVA, and to quickly transfer it to society and, specially, to companies. The OTRI represents the management body at the institute responsible for handling the different stages of the innovation process of INCLIVA. INCLIVA foster the dissemination by performing actions such as those carried out during the seminars: “Research, dissemination, a two-way career” or the publication of results: “Communication of results in research”. 62.86% of the research staff consider it is necessary to develop an Open Access policy.</p>	<ul style="list-style-type: none">• Adaptation to provisions and initiatives promoted by the European Union. Open Access policy.• Development of a defined policy of Open Access (OA) publications in the Institute.
9. Public engagement	(+/-)	<p>INCLIVA has a Scientific Culture and Innovation Unit. The main goal is to transfer the knowledge and the advances generated at INCLIVA, forging closer links between researchers and the society. The functions of this Unit are: disseminate, promote and</p>	<ul style="list-style-type: none">• Agreements with patient associations for the development of forums that allow the society to express their needs and worries to INCLIVA researchers.



		<p>communicate the milestones in R&D; organise scientific dissemination activities aimed at non-specialist public, who may benefit directly from the scientific research performed at INCLIVA; foster innovative culture through the organization of seminars and training activities and workshops aimed at the staff of INCLIVA; Attract talent through internship programmes and stages for students; Manage and raise private funds through scientific dissemination activities.</p> <p>However, improvements to implant related to communication channels with patients and society in general have been detected. INCLIVA has a Communication Plan in force and a Communication Unit where HHRR activity and institutional communication is developed. It promotes the work that it is carried out at the institute.</p> <p>The following is published: clinical developments, advances in research and other events related to INCLIVA such as the management of requests from the press, identification of experts for interviews, coordination of all the recordings and photos taken at the hospital and at every laboratory, press notes and publications. 82.24% of the research staff considers it necessary to be more involved with companies in the health sector, patient associations and civil society.</p>	<ul style="list-style-type: none"> • Establish and communicate a procedure for the discussion of news aimed at the society that facilitates the involvement of the researchers of the institution, allowing a greater discussion of the activity and results of the institute. • Promote and develop workshops at schools, from researchers to schools and also from schools to INCLIVA.
10. Non discrimination	(+)	INCLIVA foundation belongs to Valencia Regional Government public sector, and as a such is subjected to the principles of	



		<p>transparency, efficiency and equality regulated by current legislation. Particularly, Valencia Regional Government calls to comply with the C&C principles.</p> <p>INCLIVA governing bodies have signed a commitment that states their willingness to establish and develop policies integrating equal treatment and opportunities between genders. INCLIVA has an Equality Plan, in which appear equal opportunities as a strategic principle of corporate and human resources policy. The plan has been awarded with the hallmark “Sello Fent Empresa. Iguals en Oportunitats” from Valencian Regional Government. Equality Plan is annually evaluated and specific actions are established, and has an Equality Commission. The Equality Plan is evaluated annually and specific actions are established, an equality commission is available. INCLIVA facilitates an equality mailbox to recognize these actions anonymously.</p> <p>INCLIVA foundation hiring is in line with principles of advertising, competition, transparency, confidentiality, equality and non-discrimination.</p>	
11. Evaluation/ appraisal systems	(+/-)	<p>INCLIVA has a detailed Integration Plan which contains detailed procedures to be followed and assessment criteria which have to be met by new research units attached to the Institute. Additionally, INCLIVA has a Researching Group Evaluation Plan. Groups are assessed by an External Scientific Committee. Indicators are organised into seven categories aligned with the different institute strategic lines: Scientific Excellence, technology transfer, training</p>	<ul style="list-style-type: none"> Assessment indicators improvement for research staff as well as for emerging groups. Include activity assessment indicators not only for research groups but also for research staff.



		activities, international cooperation, social impact, and research programme proposal. Relative weight of each indicator is specified. 62.26% of the research staff considers it a priority to improve the evaluation indicators.	
Recruitment and Selection			
12. Recruitment	(+/-)	<p>INCLIVA management processes are certified by ISO including HHRR resources (public employment offers, selection, reception, self-protection, recruitment). INCLIVA has defined, public and accessible recruitment selection processes based on specific vacancy prerequisites and merits of application assessment.</p> <p>Currently, INCLIVA publishes in EURAXESS job offers corresponding to vacancies funded as part of European projects (H2020, IMI, etc.) INCLIVA facilitates and boosts young researcher staff incorporation and has INCLIVA Grant Calls for Internships in prestigious centres.</p> <p>INCLIVA has an Integration Plan detailing the procedures to be followed and assessment criteria to be met by new attached groups. Finally, specific reference should be made to the inclusion of "People" as an axis in INCLIVA Strategic Plan (attracting and retaining talent, including future researching staff). 66.35% of the research staff considers it necessary to improve the dissemination of the selection processes.</p>	<ul style="list-style-type: none"> • Research personnel handbook update, transforming it into a Welcome handbook containing relevant information related with the institution, objectives, programmes means and procedures. Implement necessary procedures changes to ensure the proper dissemination among all INCLIVA employees. • Arbitrate open selection processes for recruiting candidates and human resources grants. Advertising on high impact websites (EURAXESS) of all vacancies depending from public funded calls. Eg. Open Calls for applicant pre-selection for Sara Borrell Grants
13. Recruitment (Code)	(+/-)	INCLIVA has defined, public and accessible recruitment selection processes based on specific vacancy prerequisites and merits of	<ul style="list-style-type: none"> • It is necessary to introduce professional career elements. It is proposed to work in conjunction with other Valencian Health

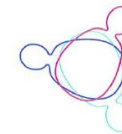


		<p>application assessment where the candidate degree is the main limiting factor. In the employment announcements the opening and closing dates for applications with a minimum of 15 days, type of call, vacancy offered, contracting conditions, prerequisites, merits and their scoring, job functions to be performed, selective system description, evaluation court composition, deadline for submitting the application and documentation to be submitted are specified. 86.11% of the research staff considers it a priority to implement professional career elements.</p>	<p>Research Institutes and Valencia Regional Government.</p>
14. Selection (Code)	(+/-)	<p>Human Resources procedure establishes that candidate selection has to be done by an evaluation court where Foundation Director, Foundation Scientific Sub-directorate, Head of HR section and Area Responsible where the candidate activity will be performed. Initial evaluation of applicant's merits is done considering the submitted documentation and occasionally (where applicable, to clarify any doubts) previous telephone interview. After this assessment, the court determine which applications go on the following personal interview phase. Resolution of recruitment procedure minutes are elaborated.</p> <p>Absolute requirements are established, only for qualification, have the Spanish nationality have a member state nationality or at least, demonstrate to have an employment permit; or official accreditation required for the position offered (e.g. Specific medical speciality, animal testing certificate). The other requirements are specified as merits in the</p>	<ul style="list-style-type: none"> Develop a Personal interview procedure which includes PI instructions regarding qualitative evaluation criteria (teaching, staff supervisory, R+D+i management divulgation...). Include qualitative aspects assessment in the candidate personal interview established scoring.

		<p>offers (Stays in other institutions, academic record, languages, etc).</p> <p>In specific calls such as Sara Borrell and Miguel Servet contracts, given that they have a submission quote these are prioritized by the Research Commission.</p>	
15. Transparency (Code)	(-/+)	<p>INCLIVA includes in its Procurement Regulation a procedure which indicates the job offer contents. Following the process finalisation, the resolution is published in INCLIVA web page. Process results are communicated to all candidates by e-mail, and selected person is contacted telephonically to set the necessary following administrative tasks. 69.16% of the research staff considers it a priority to improve procedures related with recruitment selection.</p>	<ul style="list-style-type: none"> • It is necessary to introduce professional career elements. It is proposed to work in conjunction with other Valencian Health Research Institutes and Valencia Regional Government. • Improvement of processes related with recruitment selection: arbitrate procedures to give applicants feedback, score obtained communication will be implemented.
16. Judging merit (Code)	(+/-)	<p>INCLIVA specifies the merits established and its score in every job offer. The power of qualitative aspects evaluation is for the Promoter/PI, evaluating those merits which are considered relevant for the job offered performance. 60.95% of the research staff considers it necessary to develop a personal interview procedure.</p>	<ul style="list-style-type: none"> • Develop a Personal interview procedure which includes PI instructions regarding qualitative evaluation criteria (teaching, staff supervisory, R+D+i management divulgation). Include qualitative aspects assessment in the candidate personal interview established scoring.
17. Variations in the chronological order of CVs (Code)	(+/-)	<p>INCLIVA has a Human Resources procedure regulated. The power of qualitative aspects evaluation is for the Promoter/PI, evaluating those merits which are considered relevant for the job offered performance.</p>	<ul style="list-style-type: none"> • To include specifically (not to penalise for private sector stays, other countries stays, changes of discipline) as a merit to be

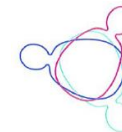
			<p>evaluated in the calls and recruitment evaluation and selection processes.</p> <ul style="list-style-type: none"> Develop a Personal interview procedure which includes PI instructions regarding qualitative evaluation criteria (teaching, staff supervisory, R+D+i management divulgation). Include these qualitative aspects assessment in the candidate personal interview established scoring.
18. Recognition of mobility experience (Code)	(+/-)	INCLIVA has a Human Resources procedure regulated. The power of qualitative aspects evaluation is for the Promoter/PI, evaluating those merits which are considered relevant for the job offered performance.	<ul style="list-style-type: none"> Develop a Personal interview procedure which includes PI instructions regarding qualitative evaluation criteria (teaching, staff supervisory, R+D+i management divulgation). Include these qualitative aspects assessment in the candidate personal interview established scoring.
19. Recognition of qualifications (Code)	(+/-)	INCLIVA has a Human Resources procedure regulated. The power of qualitative aspects evaluation is for the Promoter/PI, evaluating those merits which are considered relevant for the job offered performance.	<ul style="list-style-type: none"> Include specifically a swift recognition of diplomas obtained in other States, diploma validation support as an assessable merit in the calls and recruitment evaluation and selection processes. Develop a Personal interview procedure which includes PI instructions regarding qualitative evaluation criteria (teaching, staff supervisory, R+D+i management divulgation). Include these qualitative aspects assessment in the candidate personal interviews established scoring.

20. Seniority (Code)	(+/-)	INCLIVA has a Human Resources procedure regulated. The power of qualitative aspects evaluation is for the Promoter/PI, evaluating those merits which are considered relevant for the job offered performance. INCLIVA do not has any restriction related with the date of obtaining the degree/diploma.	<ul style="list-style-type: none"> Develop a Personal interview procedure which includes PI instructions regarding qualitative evaluation criteria (teaching, staff supervisory, R+D+i management divulgation). Include these qualitative aspects assessment in the candidate personal interviews established scoring.
21. Postdoctoral appointments (Code)	(-/+)	<p>INCLIVA has a Human Resources procedure regulated. The power of qualitative aspects evaluation is for the Promoter/PI, evaluating those merits which are considered relevant for the job offered performance</p> <p>INCLIVA has an Emerging Groups Support Plan intended to their acquisition of opportunities to have a long term career development.</p> <p>Because of development of post-doctoral research personnel existing policy public institutions as INCLIVA, are obligated to have an income source to sustain these personnel or to compete for existing public calls/grants but do not permit to sustain all post-doctoral research personnel. INCLIVA does not have professional career elements for postdoctoral staff.</p>	<ul style="list-style-type: none"> It is necessary to introduce professional career elements. It is proposed to work in conjunction with other Valencian Health Research Institutes and Valencia Regional Government.
Working Conditions and Social Security			
22. Recognition of the profession	(+)	INCLIVA recognises al research personnel as such from the beginning of their career, regardless of the internal categorisation used.	
23. Research environment	(+)	INCLIVA has a defined scientific structure: four broad research areas (Cardiovascular area, Oncology area, Metabolism area, Reproductive	

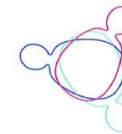


		<p>area) where research groups are attached. Different platforms of support to the research and central services including Animal Housing Unit and Experimental Operating Rooms, Cell Cultures Unit, Personal Autonomy, dependence and serious mental disorders Unit, Bioinformatics and Biobank.</p> <p>INCLIVA encourage their research personnel to participate in national and international platforms and networks, by supporting aids and grants applications and boosting the integration in research networks. It should be noted that, currently, INCLIVA groups are present in the main National research network structures: (3 ISCIII platforms, 8 CIBER).</p>	
24. Working conditions	(+)	<p>INCLIVA promotes personnel reconciliation of working, family and private life.</p> <p>HR and General Services Unit receives the applications and establishes flexible measures adapted to the concrete situation of each worker. All INCLIVA work centres are adapted for disabled persons and persons with reduced mobility.</p> <p>INCLIVA has an Equality Plan in force with provisions accordingly.</p>	
25. Stability and permanence of employment	(-/ +)	<p>INCLIVA as a public institution is subjected to the control of public deficit rules, which include the limitation of wage Bill and open-ended contracts generation. In line with other entities of the sector, the major part of in-house R+D+i human resources must be funded through public calls. Currently, additional procedures directed to stabilise research personnel or</p>	<ul style="list-style-type: none"> It is necessary to introduce professional career elements. It is proposed to work in conjunction with other Valencian Health Research Institutes and Valencia Regional Government.

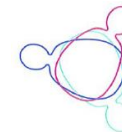
		professional career elements are not available in INCLIVA.	
26. Funding and salaries	(-/+)	INCLIVA is subjected to the existing national and regional legislation in the field of social security. Nowadays, workers are protected by Statute of Workers Rights. Staff structure is standardised. Currently there are no professional career elements implemented.	<ul style="list-style-type: none"> • It is necessary to introduce professional career elements. It is proposed to work in conjunction with other Valencian Health Research Institutes and Valencia Regional Government. • Elaborate salary scales with annual reviews.
27. Gender balance	(+)	INCLIVA has an Equality Plan. The document contains equal opportunities as a strategic principle of Human Resources and corporate policy of the institution. The plan has been awarded with “Sello Fent Empresa. Iguals en Oportunitats” certification from Valencia Regional Government.	
28. Career development	(-)	INCLIVA ensures research staff recognition and provides a suitable environment for their development. INCLIVA also has a Training Plan which is periodically reviewed, and where all research personnel can participate. Moreover, Emerging Groups Support Plan is available, in order to develop and foster early-stage researcher skills. Currently there are no professional career elements implemented.	<ul style="list-style-type: none"> • It is necessary to introduce professional career elements. It is proposed to work in conjunction with other Valencian Health Research Institutes and Valencia Regional Government.
29. Value of mobility	(+/-)	INCLIVA has a Human Resources procedure regulated. The power of qualitative aspects evaluation is for the Promoter/PI, evaluating those merits which are considered relevant for the job offered performance	<ul style="list-style-type: none"> • Geographical mobility, intersectoral and inter- and trans- disciplinary should be recognised. • To include mobility specifically (not to penalise for private sector stays, other



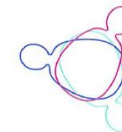
		<p>INCLIVA has a Researching Groups Evaluation Plan. The Researching groups are assessed by an external Scientific Committee. Indicators are organised into seven categories aligned with the different institute strategic lines: Scientific Excellence, technology transfer, training activities (specific mobility valuation), international cooperation, social impact, and research programme proposal. Relative weight of each indicator is specified.</p> <p>INCLIVA grants specific aids for the Research personnel mobility every year.</p> <p>INCLIVA has a Call for Internship in centres of excellence Grants.</p>	<p>countries stays must be positively assessed, not to penalise changes of discipline) as a merit to be evaluated in the calls and recruitment evaluation and selection processes</p> <ul style="list-style-type: none"> • Develop a Personal interview procedure which includes PI instructions regarding qualitative evaluation criteria (teaching, staff supervisory, R+D+i management divulgation). Include these qualitative aspects assessment in the candidate personal interview established scoring.
30. Access to career advice	(-/+)	<p>INCLIVA offers professional advice to its own PIs. Scientific Sub-directorate offers advice regarding professional career. However, there are no formal mechanisms for career guidance, especially for trainees or for those at their career beginning, especially in the scientific area. 60.58% of the research staff considers it necessary to implement a mentoring plan.</p>	<ul style="list-style-type: none"> • Mentoring Plan including continuous assessment process description, and trainee satisfaction measurement procedure.
31. Intellectual Property Rights	(+)	<p>INCLIVA has an Innovation Policy which states that, innovation development, protection and exploitation activities developed within INCLIVA must comply with the legislation applicable, specially the one directly related with intellectual and industrial property.</p> <p>INCLIVA has an Innovation Unit entered in the register of Office for Transfer of Research Results (OTRI), whose mission is to protect the knowledge generated by INCLIVA research personnel, and, transfer it to society and</p>	



		<p>specially to companies quickly. OTRI represents the Institute management body responsible of conducting the innovation process phases in INCLIVA.</p> <p>INCLIVA has procedures to detect innovative ideas, to analyse feasibility, protection and transfer.</p>	
32. Co-authorship	(+/-)	<p>INCLIVA is fostering the co-principal investigator figure in research projects. In order to motivate these actions, a joint action with Valencia University (UV) has been established, which set little grants up to 5000€ in collaborative projects (VLC Bioclinic Call). Network of Technological Institutes of the Comunidad Valenciana grants for collaborative projects. However, INCLIVA does not have a signature procedure implemented to regulate co-authorship, being each research group autonomous in this field.</p> <p>Code of Research Good Practices, refers a specific section of research results publication, where publication, authorship, revision and scientific production evaluation and transparency criteria are established. In multicentre studies, with a high number of participants, collective authorship and drafting committee appointment will be accepted. 73.15% of the research staff considers it necessary to promote co-authorships.</p>	<ul style="list-style-type: none"> • Research personnel handbook update, transforming it into a Welcome handbook containing relevant information related with the institution, objectives, programmes means and procedures. Implement necessary procedures changes to ensure the proper dissemination among all INCLIVA employees. • Include in the Annual Report co-authorship and all members in all activities and research results.
33. Teaching	(+)	<p>INCLIVA Training Plan in many cases are conducted by Institute attached personnel (Good Research Practices, innovation, data protection...) and are subjected to them in the Governing Regulation. INCLIVA has a Training</p>	



		Plan which includes actions addressed to all profiles existing in the Institute with different formats: conferences, courses, seminars, workshops, grants and dissemination activities targeting undergraduate and master students. These activities cover methodology, techniques, innovative research areas, knowledge transfer. Training courses on research project proposals preparation are given in INCLIVA by Institute's own research staff, there are also courses given by external personnel for example biostatistics course. INCLIVA has Rules which regulate the teacher remuneration of training in the foundation.	
34. Complains/ appeals	(+/-)	INCLIVA has a suggestion and claims box accessible in the intranet: http://www.incliva.es/intranet 62.62% of the research staff considers it necessary to Develop a procedure for management and resolution of conflicts.	<ul style="list-style-type: none"> Develop a procedure for management and resolution of conflicts between INCLIVA personnel.
35. Participation in decision-making bodies	(+/-)	INCLIVA encourage representatives of all areas to get involved, participation bodies are Internal Scientific Committee, Research Commission and Governing Board where Area coordinators participate. 62.96% of the INCLIVA research staff considers that a greater representation of the research staff and technical staff is necessary.	<ul style="list-style-type: none"> Include representatives of all research and technical personnel in the Internal Scientific Committee.
Training and Development			
36. Relation with supervisors	(+/-)	INCLIVA has its own Training Plan and Emerging Groups Support Plan, including actions aimed	<ul style="list-style-type: none"> Mentoring Plan including continuous assessment process description, and



		at all profiles existing in the Institute with different formats: conferences, courses, seminars, workshops, grants and dissemination activities targeting undergraduate and masters students. These activities cover methodology, techniques, innovative research areas, knowledge transfer. The Emerging Groups Support Plan is revised periodically.	trainee satisfaction measurement procedure.
37. Supervision and managerial duties	(+/-)	INCLIVA has its own Training Plan and Emerging Groups Support Plan, including actions aimed at all profiles existing in the Institute with different formats: conferences, courses, seminars, workshops, grants and dissemination activities targeting undergraduate and master students. These activities cover methodology, techniques, innovative research areas, knowledge transfer. The Emerging Groups Support Plan is revised periodically.	<ul style="list-style-type: none"> • Mentoring Plan including continuous assessment process description, and trainee satisfaction measurement procedure.
38. Continuing Professional Development	(+)	INCLIVA has its own Training Plan which includes actions aimed at all profiles existing in the Institute with different formats: conferences, courses, seminars, workshops, grants and dissemination activities targeting undergraduate and masters students. These activities cover methodology, techniques, innovative research areas, knowledge transfer. This Plan is evaluated periodically on the basis of the research personnel needs. English and Valencian courses subsidised by Fundación Tripartita are also given. INCLIVA organizes and participates in congresses and meetings, as well as research personnel participation in National and International working groups	

39. Access to research training and continuous development	(+/-)	<p>INCLIVA has its own Training Plan which includes actions aimed at all profiles existing in the Institute with different formats: conferences, courses, seminars, workshops, grants and dissemination activities targeting undergraduate and master students. These activities cover methodology, techniques, innovative research areas, knowledge transfer. This Plan is evaluated periodically on the basis of the research personnel needs. Satisfaction surveys are conducted periodically by INCLIVA to evaluate the access to training.</p>	<ul style="list-style-type: none"> • It is necessary to introduce professional career elements. It is proposed to work in conjunction with other Valencian Health Research Institutes and Valencia Regional Government. • Implement Training Plan assessing procedure to identify perceived needs by the research personnel and improve employability. • Establish contacts with the national network of EURAXESS to encourage the continuous development of researchers.
40. Supervision	(+/-)	<p>INCLIVA has an Emerging Groups Support Plan but it does not include the assignment of a “scientific” tutor nor responsible person. Nowadays, Scientific Director and Senior Research personnel meetings to assess the career path and difficulties of Research personnel in training do not follow a written procedure in all cases. Career path of research personnel financed by a public call, is evaluated once a year and the Assessing Commission elaborates a report.</p> <p>INCLIVA has a Researching Group Evaluation Plan. Groups are assessed by an External Scientific Committee. Indicators are organised into seven categories aligned with the different institute strategic lines: Scientific Excellence, technology transfer, training activities, international cooperation, social impact, and research programme proposal. Relative weight of each indicator is specified.</p>	<ul style="list-style-type: none"> • Mentoring Plan including continuous assessment process description, and trainee satisfaction measurement procedure. • Geographical mobility, intersectoral and inter- and trans- disciplinary should be recognised.

