

TRAINING AND MOBILITY PLAN

2025
2026

INCLIVA | VLC
Biomedical Research Institute



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1. Introduction

Among the objectives of the Biomedical Research Institutes accredited by the Carlos III Health Institute (ISCIII) is to generate relevant scientific knowledge by promoting basic, clinical, epidemiological and translational R&D&I and biomedical innovation, to improve healthcare by integrating basic R&D&I with clinical practice, and to provide **training and professional development**. This last objective encompasses the development of human talent through the training of research and technical staff, as well as healthcare professionals, in advanced scientific methods. It also aims to promote continuous learning by offering training programmes for healthcare and academic staff.

According to the criteria and indicators for Biomedical Research Institutes accreditation published by the ISCIII, the Training Plan of an accredited Biomedical Research Institutes must:

- 1) Specify the strategy for the training of the Biomedical Research Institutes's human resources in relation to:
 - a. Postgraduate programmes, preferably at PhD level, and their contribution to promoting strategic and emerging research areas, as well as supporting and integrating the various researchers, groups and entities that make up the Biomedical Research Institute.
 - b. Cross-cutting leadership skills in science, and communication with clinical and healthcare decision-makers and social stakeholders.
 - c. Specialised technical training aimed at professionals in support units.
- 2) Include initiatives that correspond to the training needs of the research areas identified by the Internal Scientific Committee.
- 3) Include mentoring initiatives aimed at emerging research and innovation centres and groups that form part of the institute or its wider network.

Furthermore, the current State Plan for Scientific, Technical and Innovation Research (PEICTI) 2024–2027 identifies the **training of research staff** as a key aspect of its strategy. Specifically, it includes the Human Resources Programme, which comprises several sub-programmes aimed at improving the training, attraction and retention of talent in science and innovation. Among these, the Sub-programme for the Training, Attraction and Retention of Research and Innovation Talent and the Sub-programme for the Training and Recruitment of Technical and R&D&I Management Staff stand out. These programmes seek to promote skills development, the recruitment of new talent and the strengthening of scientific, technical and technological careers. The aim is to foster a structured research career aligned with European standards, including stages R1 to R4 for staff at different stages of their professional development. This is in line with the plan's vision of harnessing talent as a driving force for the transformation of the Spanish science, technology and innovation system. Furthermore, this plan recognises that **management staff and their training** play a crucial role in optimising available resources, reducing the administrative burden and ensuring the effective transfer of the knowledge generated. It also emphasises the importance of efficient management as a key factor for internationalisation and participation in European programmes such as Horizon Europe.

Furthermore, INCLIVA has held the **HR Excellence in Research (HRS4R)** quality mark since 2019. This mark recognises the organisation's ability to attract talent, create a favourable working environment, foster research and innovation, and advance researchers' careers within the European framework.

Finally, the INCLIVA Health Research Institute has a **Strategic Plan for the period 2025–2029** structured around six strategic objectives, which will be achieved through the implementation of 23 action plans. Strategic objective 4, entitled 'Training and Staff', aims to ensure the sustainability and strengthening of INCLIVA's critical mass of researchers in the medium and long term, by promoting scientific leadership and the training of its professionals. Among the actions to be carried out are the definition of training pathways for each category and the organisation of seminars led by INCLIVA's principal investigators (PIs).

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All these aspects mean that the **promotion and management of training** therefore become a key process, both for achieving these objectives and for future development. It is therefore necessary to establish tools and activities aimed at healthcare professionals at the Hospital Clínico Universitario de València and its Department of Health, at the affiliated research staff who form part of the Institute's accredited research groups, and at the Foundation's management staff.

2. Identifying training needs

The development of the Plan requires an understanding of the needs of INCLIVA's staff, in line with the Institute's strategic objectives and the policies and guidelines set by funding bodies at regional, national and European level.

To identify these training needs amongst research, technical and management staff within the institution's sphere of activity, a *Training Needs Assessment Questionnaire* was circulated, providing us with an opportunity for improvement through proposals received from staff within INCLIVA's sphere of activity.

The procedure followed was as follows:

- ✓ The 'Training Needs Survey' was sent to research staff in the R&D&I groups affiliated with INCLIVA and to all staff employed through the Foundation. Analysing the information received enables us to assess the preferences expressed when designing and planning training activities.
- ✓ In this survey, all staff are asked whether they are interested in organising training activities with a view to including these activities as proposals in the Training Plan.
- ✓ The information received is used by the Training and Mobility Committee to draw up the Training Plan, which sets out a programme of activities that incorporates and addresses the needs expressed by INCLIVA's professionals.
- ✓ The Training Plan is drawn up by the Training and Mobility Committee and reviewed by INCLIVA's Internal Scientific Committee prior to its approval by the institution's governing bodies before it is implemented.
- ✓ The Training Plan is made available to the Institute's staff via the website, with the information accessible at all times.

3. Objectives of the Training Plan

In line with the PEICTI, the ISCIII guidelines and INCLIVA's Strategic Plan 2025–2029, and based on the training needs identified, the 2025–2026 Training Plan has the following objectives:

- ✓ To promote the training of basic, clinical and translational research staff in the Institute's R&D&I areas, with particular attention to the training of the Institute's emerging and associated clinical groups.
- ✓ To foster the training of technical research staff and support staff.
- ✓ To promote the participation of training specialists in research activities through their gradual integration from their home departments.
- ✓ To enhance the R&D&I skills of primary care and nursing staff.
- ✓ To maintain and improve the training of staff involved in the management of the Institute in general and in its specific development units.
- ✓ To promote training for research or technical staff from outside the Institute through specific workshops or courses
- ✓ Encourage training placements at prestigious centres to facilitate access to new knowledge and supplementary training in innovative techniques or procedures.
- ✓ Encourage the mobility of staff affiliated with INCLIVA and the creation of new collaborations and synergies.
- ✓ To cooperate in other training programmes outside the institution (e.g. REGIC, CSUISP).
- ✓ To encourage the organisation of meetings between the Institute's staff and expert researchers or managers at regional, national and international levels through meetings, seminars or workshops related to INCLIVA's strategic or priority areas.
- ✓ To foster a culture of innovation and entrepreneurship amongst research, technical and management staff within the institution's sphere of activity.
- ✓ To promote leadership amongst the institution's female researchers through the INCLIVA Leadership Programme
- ✓ To ensure communication training is provided to different groups and target audiences, in order to encourage their participation in the design and implementation of INCLIVA's scientific activities.

4. Available resources, types of initiatives and recommended training

4.1 Resources

4.1.1 Training and Mobility Committee

The Training and Mobility Committee, reporting directly to the Internal Scientific Committee and the Institute's Scientific Management, will be the body responsible for drawing up this training plan and coordinating the Institute's training activities.

This committee comprises a chairperson, sixteen members and two members of the Works Council:

Position	
Deputy Director of INCLIVA	1 chairperson
Representatives of INCLIVA's Cross-cutting Programmes	8 members
Representative of Permanent Research Staff	1 member
Representative of R2 research staff	2 members
Representative of R1 Research Staff	1 member
Representative of INCLIVA Platforms Technical Staff	1 member
Chair of the MIR - DS Valencia Clínico-Malvarrosa Teaching Committee	1 member
Nursing Representative – DS Valencia Clínico-Malvarrosa	1 member
Primary Care Representative – DS Valencia Clínico-Malvarrosa	1 member
Works Council representatives	2 members
INCLIVA management staff	3 people (Secretariat)

The Training and Mobility Unit within INCLIVA's management office acts as the Secretariat for this committee.

The functions of the Institute's Training and Mobility Committee are as follows:

- ✓ To draw up the biannual Training Plan and submit it for approval by the institution's governing bodies.
- ✓ To coordinate all the institution's R&D&I groups to ensure the smooth and effective delivery of training activities.
- ✓ To promote the mobility of research staff within INCLIVA's sphere of activity.
- ✓ To provide support for the accreditation, through EVES, of the training activities carried out by the groups and those undertaken on their own initiative
- ✓ To evaluate the outcomes of training activities by producing an annual report on them.
- ✓ Propose the allocation of training expenditure.
- ✓ Act as the evaluation committee for INCLIVA's internal call for applications for training placements at prestigious centres.

The Committee works with the support of the Secretariat, which is responsible for coordinating activities and, specifically, for:

- ✓ Recording of activities.
- ✓ Organising and coordinating the infrastructure required for these activities.
- ✓ Preparing and updating applications for participation.
- ✓ Drafting and updating satisfaction surveys.
- ✓ Processing the information arising from the activities.
- ✓ Preparing reports and maintaining records.
- ✓ Preparing the necessary documentation to raise the profile of and publicise INCLIVA's training activities, in collaboration with the organisation's Communications Unit.

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4.1.2 Material resources

The Institute has the following:

- ✓ Facilities: an auditorium, a boardroom, four meeting rooms and a training room.
- ✓ Communication channels: space on the website (<https://www.incliva.es/servicios/servicios-al-personal-investigador/gestion-cientifica/formacion-y-movilidad/formacion/>), Weekly Training Bulletin, email alerts, INCLIVA's monthly newsletter, INCLIVA's Training YouTube channel, as well as the Institute's social media accounts (Facebook, X, LinkedIn, Instagram).
- ✓ Audiovisual media.
- ✓ Video conferencing platform (Teams).
- ✓ Web applications:
 - INCLIVA Virtual Training Classroom (<http://aula.incliva.es> Virtual teaching/learning environment).
 - Own website: www.incliva.es.
- ✓ Management tools:
 - The Fundanet platform (training module) for the comprehensive management of training and mobility projects.
 - Typeform_IISINCLIVA Training Space: for creating application forms for participation in training activities and mobility calls, anonymised satisfaction surveys and surveys to identify training needs.

4.1.3 Human Resources

The Institute has a team of highly regarded researchers capable of organising, participating in and attracting both national and international researchers to carry out the proposed plans.

4.1.4 Financial resources

Once the Training Plan has been approved, the budgetary allocation required to cover the training activities will be determined and included in INCLIVA's general budget. This budget is approved by the Board of Trustees at its ordinary meeting.

4.2 Types of training activities

The types of training activities envisaged are:

- ✓ In-house face-to-face courses, conferences, workshops and seminars.
- ✓ Support for courses run by other institutions and organisations, both face-to-face and online.
- ✓ Participation in employment forums.
- ✓ Visits to educational establishments (primary and/or secondary schools) with the aim of fostering a passion for research among pupils.
- ✓ Internal schemes for external placements at centres of recognised prestige.
- ✓ Work placements for vocational training programmes, specialisation courses, bachelor's degrees and master's degrees.
- ✓ Completion of Final Year Projects (FYP) and/or Master's Theses (MT) within INCLIVA's research groups.
- ✓ In-house placements for research staff from other institutions.
- ✓ Coaching sessions and online training to promote and foster leadership and team management, aimed at emerging female researchers and/or INCLIVA managers.

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4.3 Proposal for training in cross-cutting skills for R1–R4 researchers

The following table shows the cross-cutting training initiatives recommended for research staff at different stages of their career (R1–R4):

Line	Training title	Recommended category of research staff
R&D&I PROJECTS AND SCIENTIFIC PRODUCTION SCIENTIFIC	How to give oral presentations	R1-R2
	Course on Good Clinical Practice for research staff	R1-R2
	How to write a scientific article	R1-R2
	How to develop a health sciences research project	R1-R2
	Literature Reviews	R1-R2
	Good Practices in Research Data Management	R1-R2
	Copyright licences (Creative Commons)	R1-R2
INNOVATION	State-of-the-art searches in patent databases.	R1-R4
	Patentability of R&D&I results	R1–R4
	Transfer of R&D&I results	R1-R4
	Entrepreneurship and the creation of spin-offs	R1–R4

	Regulation of medicines and medical devices	R1–R4
RRI	Gender Analysis in Research	R1–R4
	Scientific Outreach	R1–R4
	Open Data and Open Access	R1–R4
	Citizen Participation	R1–R4
	Science Communication	R1–R4
RESEARCH METHODOLOGY	Research Methodology	R1–R2
	Biostatistics	R1–R4
LANGUAGES	English (B2–C1)	R1–R2

The table above sets out a recommended training programme for R1-R4 research staff belonging to INCLIVA's accredited groups; it may be supplemented by other relevant training activities and by new trends required by accrediting or funding bodies.

4.4 INCLIVA's recommended training in R&D&I management(*)

Management area	Training title
CROSS-CUTTING ACROSS ALL MANAGEMENT AREAS	Fundanet: General and area-specific
	Office
	English (B2–C1)
	Data Protection Regulations
	Basic aspects of INCLIVA's Quality Management and R&D&I systems
	Cybersecurity.
COMPETITIVE PROJECTS	A comprehensive approach to R&D&I projects
	Project drafting
	Sources of funding
	Project Management (PMP)
	Data management plans (DMP)
HR / TRAINING	Equality
	Occupational Health and Safety
	Mediation/Conflict

LEGAL	Public Procurement
	Anti-fraud plan
	Whistleblowing Channel
ECONOMIC	Taxation
PURCHASING	Public Procurement Regulations
INNOVATION	Fundamentals of the patent system and other industrial property rights: protection, patentability and searches
	Fundamentals of knowledge transfer
	Techniques for the evaluation and economic valuation of technologies
	Protection, transfer and exploitation of software
	Protection of inventions in biotechnology and biomedicine
	Licensing of industrial and intellectual property rights
	Creation and development of spin-off companies in R&D&I centres
	Medical Devices: Regulation
	Techniques for measuring and quantifying social impact
	Marketing and commercialisation techniques in knowledge transfer
	Collaboration agreements and R&D&I service contracts
	RRI. Public engagement
	Management of R&D&I projects
	Innovative Public Procurement
QUALITY AND DATA PROTECTION	Updating of quality standards applied to R&D&I management
	Quality tools and management models for process improvement
CLINICAL TRIALS	Specialisation in Medical Devices: Clinical trials involving medical devices, in vitro performance studies of medical devices, the EUDAMED portal, and medical device vigilance.
	Specialisation in pharmacovigilance.
	Specialisation in monitoring

	Specialisation in clinical trials (regulatory updates).
	Specialisation in monitoring: implementation of monitoring plans
COMMUNICATION AND AUDIOVISUAL	Graphic design and layout
	Search engine optimisation
	Social media
	Digital marketing
	AI applied to communication

(*) All these training courses may also be offered to research staff with training needs in management areas.

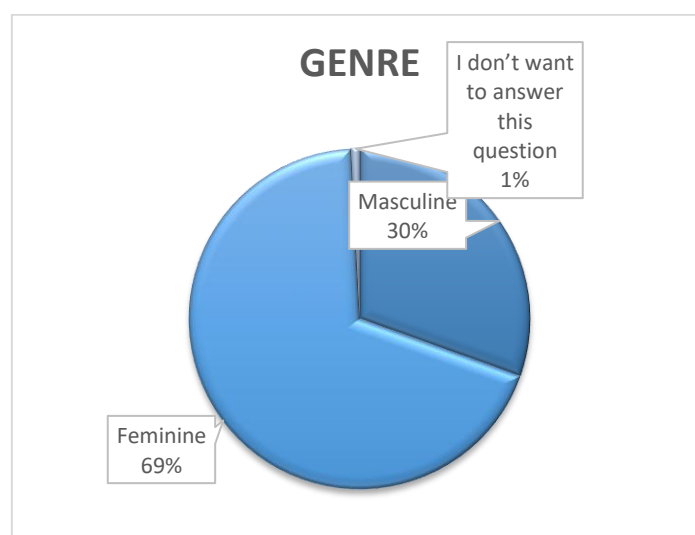
5. Identified training needs

The results obtained from the information gathered via the Training Needs Survey, conducted between 16 September and 15 October 2024 to inform the development of the INCLIVA Training Plan 2025–2026, are set out below.

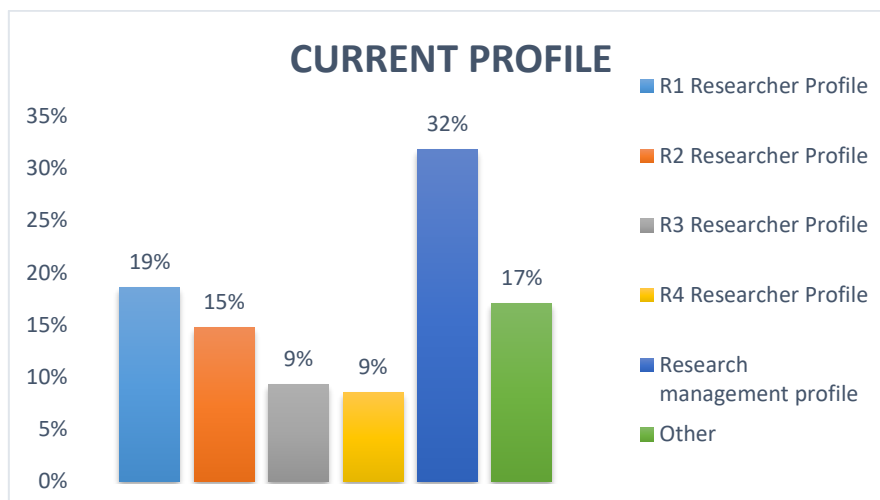
Number of responses received = 129

5.1 Participant Profile

With regard to the gender of participating staff, 69% were women, 30% were men and 1% did not wish to answer that question.

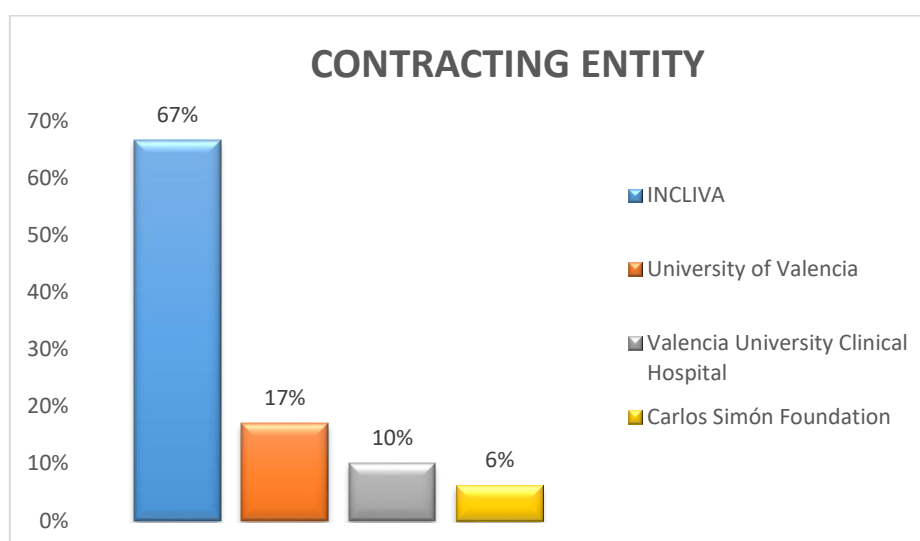


With regard to the professional profile of the participating staff, 32% were management staff, 52% were research staff (R1: 19%, R2: 15%, R3: 9% and R4: 9%) and 17% fell into the 'Others' category (mainly data managers, laboratory staff and nursing staff).



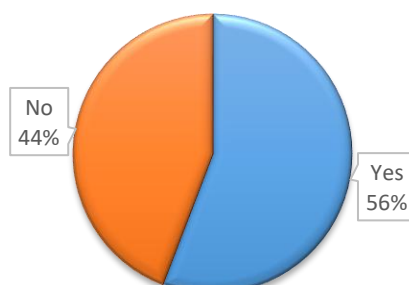
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With regard to the employing organisation, 67% of the participating staff are employed by the INCLIVA Foundation, 17% by the University of Valencia, 10% by the Hospital Clínico Universitario de València and 6% by the Carlos Simón Foundation.

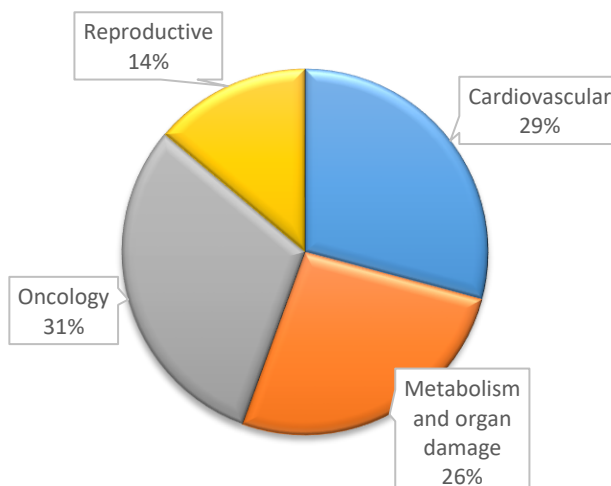


With regard to membership of an accredited research group, 56% of staff state that they are affiliated with one of the four research areas of the INCLIVA Research Institute. Specifically, 29% belong to the cardiovascular area, 26% to the metabolism and organ damage area, 31% to the oncology area, and 14% to the reproductive area.

MEMBERSHIP OF AN ACCREDITED GROUP



ACCREDITED GROUP AREA



5.2 Training Needs

5.2.1 Training Topics

Participants were asked to rate, on a scale of 1 to 5 (where 1 is the lowest score and 5 the highest), a series of topics which the INCLIVA Training and Mobility Unit considers relevant for R&D&I and/or management staff. The results, ranked from highest to lowest interest, are set out in the table below.

Training topic	1 point	2 points	3 points	4 points	5 points	Total (4 and 5 marks)
English	14%	3%	12%	18%	53%	71%
Artificial Intelligence and its relationship with biomedical research	13%	3%	15%	26%	43%	69%
Artificial Intelligence as a tool for management staff	16%	8%	16%	22%	38%	60%

Training topic	1 point	2 points	3 points	4 points	5 points	Total (4 and 5 marks)
Leadership and team management	12%	12%	18%	22%	36%	58%
Office automation	19%	7%	18%	24%	33%	57%
Time management	17%	9%	23%	19%	33%	52%
Development of research/innovation projects	16%	9%	24%	22%	29%	51%
International project development	15%	17%	20%	24%	24%	48%
Advanced statistics applied to biomedical research and innovation	22%	7%	23%	16%	32%	48%
Writing articles	26%	12%	16%	19%	28%	47%
Software as a medical device	18%	16%	21%	19%	26%	45%
Good clinical practice	25%	15%	16%	21%	24%	45%
How to improve your scientific presentations	27%	9%	19%	21%	24%	45%
Science communication	21%	11%	25%	22%	22%	44%
Basic statistics applied to biomedical research and innovation	20%	11%	26%	11%	33%	44%
Involvement of non-scientific stakeholders in R&D&I (public participation)	23%	13%	21%	22%	20%	42%
The innovation process	24%	9%	26%	22%	19%	41%
Visibility: Professional social media	22%	10%	26%	23%	18%	41%
Fundanet	22%	9%	29%	16%	24%	40%
Patentability of biotechnological inventions	19%	7%	36%	19%	19%	38%
Data protection training	26%	13%	26%	13%	22%	35%
Responsible Research and Innovation (RRI)	29%	11%	26%	20%	14%	34%
Processing of personal data in R&D&I projects	26%	13%	26%	16%	18%	34%
Quality management system	27%	12%	29%	16%	16%	32%
Gender-sensitive research	34%	13%	23%	20%	9%	29%
Patent search	23%	16%	32%	12%	17%	29%
Venture capital for innovation projects or spin-offs	34%	22%	19%	14%	12%	26%
Anti-fraud plan	38%	22%	25%	7%	8%	15%

Training topic	1 point	2 points	3 points	4 points	5 points	Total (4 and 5 marks)
Whistleblowing channel	38%	22%	29%	5%	6%	11%

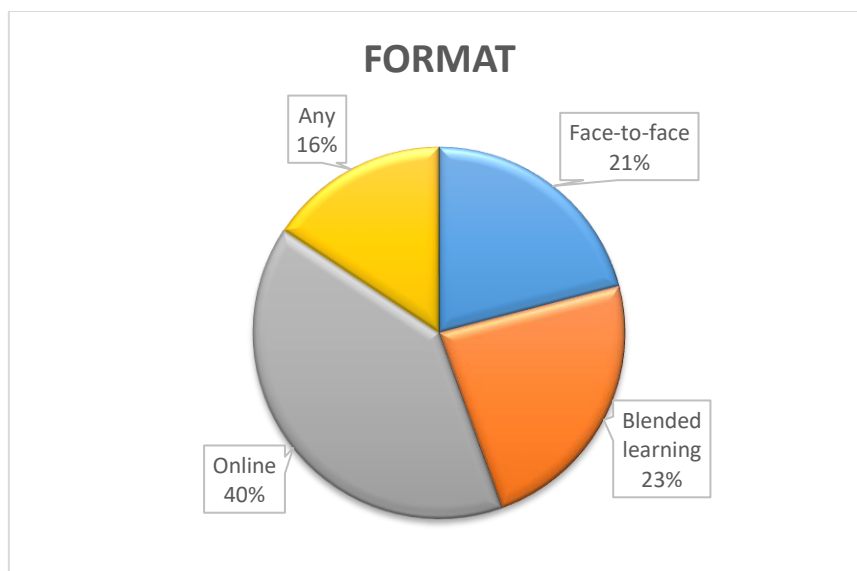
In addition, an open-ended question was included to allow respondents to specify other topics they considered relevant for inclusion in the Training Plan. This question was answered by 34 people, who suggested the following topics:

- ✓ Cybersecurity.
- ✓ Bioinformatics.
- ✓ Subject-specific courses by research area.
- ✓ Presentation of scientific papers.
- ✓ Valencian.
- ✓ Research support platforms.
- ✓ Waste management.
- ✓ Inclusive communication.

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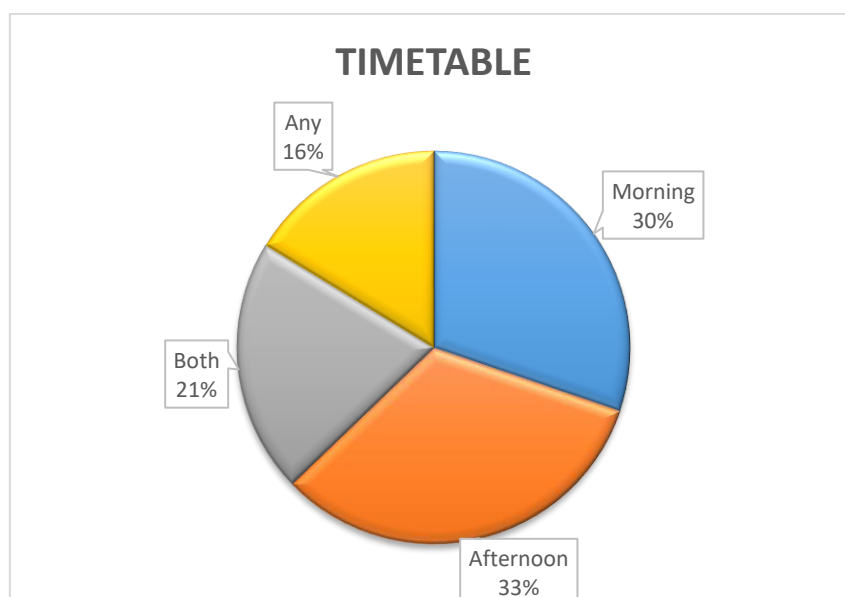
5.2.2 Preferred method of participation

Participants were asked about their preferred method of participation when attending training courses. 40% of participants would prefer to attend courses online, whilst only 21% would prefer to attend courses exclusively in person.



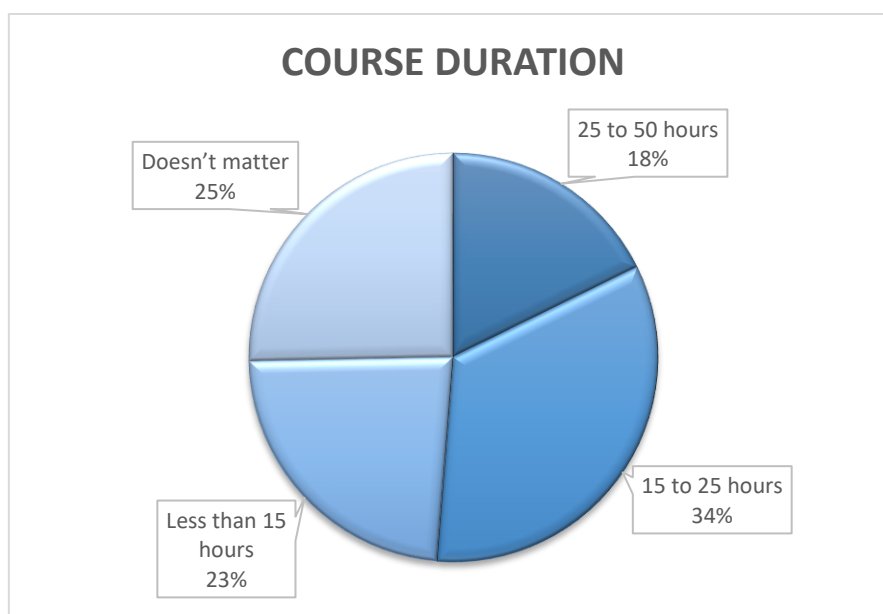
5.2.3 Time slot

Participants were asked about their preferred time slot for training courses, and no significant differences were found between morning and afternoon sessions.



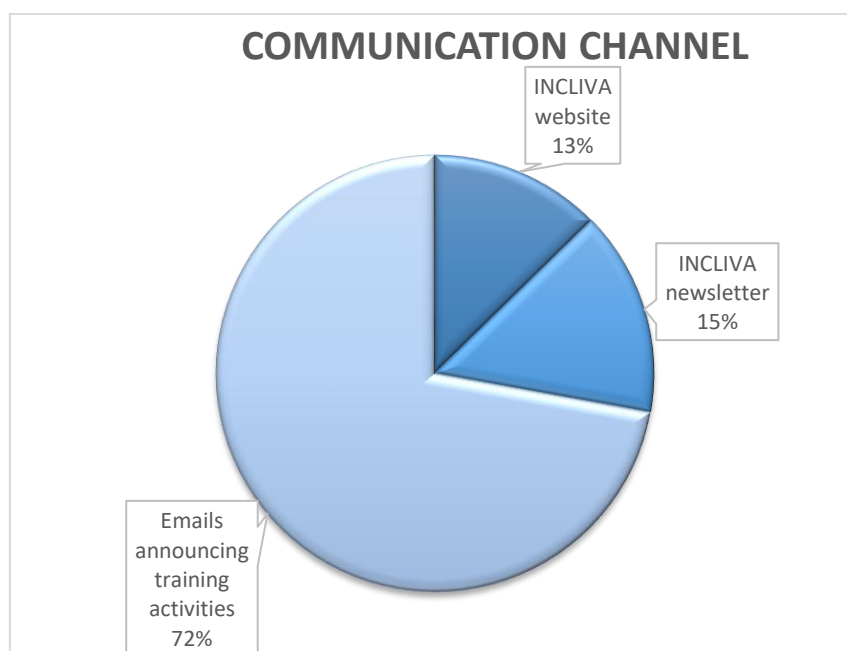
5.2.4 Duration

Participants were asked about the duration, in hours, of training courses. 34% would prefer courses lasting between 15 and 25 hours, 23% would prefer courses lasting less than 15 hours, and 18% would prefer courses lasting between 25 and 50 hours.



5.2.5 Communication channel

Participants were asked about their preferred channel of communication for receiving information about upcoming training sessions to be run by the organisation. 72% of participants would prefer to be informed via mass emails.



6. Planned training programmes for 2025–2026

The training programme includes initiatives aimed at promoting research and innovation from the pre-doctoral stage onwards. It therefore comprises postgraduate training as part of official postgraduate programmes and other postgraduate training specific to the University of Valencia, as well as courses and training activities offered by the Valencian School of Health Studies (EVES) and courses, seminars, conferences and workshops organised by INCLIVA. It also includes INCLIVA's annual internal call for applications for training placements at prestigious centres, as well as the management of internal placements, work placements, final-year undergraduate projects (TFGs) and final-year master's projects (TFMs).



6.1 Postgraduate training through the University

Structure:

- Official Master's Degrees

These are second-cycle programmes dedicated to advanced training of a specialised or multidisciplinary nature. This training may be geared towards academic or professional specialisation or towards fostering an introduction to research activities. They have a course of between 60 and 120 ECTS credits (European Credit Transfer System). The ECTS is the standard adopted by all universities within the European Higher Education Area to ensure the consistency and quality of the programmes on offer. Each ECTS credit may represent between 25 and 30 hours and takes into account, in addition to contact hours, all activities involved in the learning process, such as: study hours, coursework, work placements or projects, participation in seminars, etc.

The full range of Master's programmes offered by the **University of Valencia** can be viewed on its website: <https://www.uv.es/uvweb/universitat/ca/estudis-postgrau/masters-oficials/oferta-masters-oficials-1285848941532.html>

- Doctoral Degrees

The third cycle of university studies aims to provide students with advanced training in research techniques, as well as the preparation and presentation of the corresponding doctoral thesis, which consists of an original piece of research. It may include courses, seminars or other non-formal activities related to research training.

Among the programmes offered by the **University of Valencia**, the Institute has signed collaboration agreements with the following programmes:

UV Doctoral Programmes
Biomedicine and Biotechnology
Neurosciences
Medicine
Physiology

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The full range of postgraduate courses offered by the University of Valencia can be viewed on its website at <https://www.uv.es/uvweb/universitat/ca/estudis-postgrau/doctorats/oferta-programes-doctorat-1285957462233.html>

Among the programmes offered by the **Polytechnic University of Valencia**, the Institute has a collaboration agreement in place with the following programme:

UPV Doctoral Programme
Biotechnology

The full range of postgraduate courses offered by the Polytechnic University of Valencia can be viewed on its website <https://www.upv.es/entidades/edotorado/oferta-de-programas-de-doctorado-2/>

6.2 Courses organised by the Valencian School of Health Studies (EVES)

6.2.1 EVES Scheme or School Scheme

The training provision under the EVES Plan or School Plan is structured as a dedicated programme aimed at healthcare professionals, those responsible for the planning and management of services, general healthcare staff and other groups involved in the healthcare sector. As such, it is accessible to both GVA healthcare staff and staff employed through INCLIVA. It includes specialised training, refresher and retraining programmes for professionals. The training activities included in the EVES Plan are published throughout the year on the EVES Portal, which details how and when to apply for them; consequently, the planned programme may be subject to changes during the financial year (https://eves.san.gva.es/documents/d/eves/plan-escuela-web_formato-h-pdf). Some of the training courses relevant to the promotion and development of R&D&I available through this plan are as follows:

- ✓ Legal aspects of biomedical research and its practical applications

- ✓ Clinical trials involving medicinal products and medical devices, and Ethics Committees for Medicinal Product Research (CEIM) in the Valencian Community
- ✓ Introduction to research methodology: research protocols and scientific publication
- ✓ Data protection regulations for biomedical research projects

6.2.2 Continuing Professional Development

The EVES Continuing Professional Development Programme is aimed at public sector employees of healthcare institutions within the Valencian Health System and any other healthcare centre or facility carrying out public health functions managed by the Regional Ministry of Health, as well as healthcare staff within the Administration of the Regional Government, provided they meet the specific requirements established, where applicable, for each activity. Staff carrying out healthcare or social care functions managed by the Directorate-General for the Civil Service may also take part in these activities. Applications may be made for training activities aimed at the professional group relevant to the applicant's current post. The aim is to enhance knowledge, skills and aptitudes in order to improve the performance of their duties. This range of training activities is published annually in the DOGV and can be viewed via this link: <https://eves.san.gva.es/es/formacio/pla-de-formacio-continuada>. Some of the training courses offered through this scheme are closely related to R&D&I training. For example:

- ✓ Applying research to day-to-day healthcare practice
- ✓ Advanced molecular techniques for use in translational research
- ✓ Research from a gender perspective in healthcare
- ✓ An introduction to rare diseases: research and clinical care
- ✓ The animal model: a necessity in biomedical research. What, how, why?
- ✓ Epidemiological analysis using statistical software applied to health sciences
- ✓ How to conduct research in a health centre: step by step
- ✓ Introduction to data analysis and statistical software

6.3 e training initiatives organised by INCLIVA

Taking into account the level of interest in the training topics offered by the Institute and the demands identified following the survey, below is a provisional schedule of training activities that are recommended for staff within INCLIVA's sphere of activity.

New training sessions will be added to these already planned sessions during the 2025–2026 training period. Up-to-date information can be found on the INCLIVA website (<https://www.incliva.es/servicios/servicios-al-personal-investigador/gestion-cientifica/formacion-y-movilidad/formacion/>)

6.3.1 Training courses in R&D&I

Title	Scheduled date	Format	Duration	Taught by:
How to Give Oral Presentations in Biomedicine	May 2025 and 2026	Face-to-face	16 hours	To be confirmed

Title	Scheduled date	Format	Duration	Taught by:
Course on Good Clinical Practice for research staff	February 2025 and 2026	Blended learning	12 hours	To be confirmed
How to write a scientific article	Final term 2025 and 2026	Online	12 hours	To be confirmed
How to develop a health sciences research project	Second term 2025 and 2026	Blended learning	16 hours	To be confirmed
Statistics applied to biomedical research and innovation	January, April and October 2025 and April and October 2026	Face-to-face	8 hours	INCLIVA Biostatistics Unit
Advanced Statistics Applied to Biomedical Research and Innovation	November 2025 and 2026	Face-to-face	8 hours	INCLIVA Biostatistics Unit
Processing of personal data in biomedical research projects	February 2025 and 2026	Online	8 hours	INCLIVA Quality Unit
Basic training in data protection	At the start of the employment relationship	Virtual Classroom	2 hours	INCLIVA Quality Unit
Data Protection for Laboratory and EECC Staff	April 2025	Hybrid	2 hours	INCLIVA Quality Unit
Quality Management System	At the start of the employment relationship	Virtual Classroom	2 hours	INCLIVA Quality Unit
Keys to Successful Research	October to November 2025	Virtual classroom	13 hours	CBA Training in Consultancy and Healthcare
English B2	March 2025 and 2026	Face-to-face	28 hours	To be confirmed
English C1	March 2025 and 2026	Face-to-face	28 hours	To be confirmed
Spoken English	September 2025 and 2026	Online	24 hours	To be confirmed
Improve productivity with Microsoft Excel	March 2025 and 2026	Face-to-face	20 hours	To be confirmed
Medical Device/IVD Regulation	February 2025	Hybrid	2 hours	Kinrel

Title	Scheduled date	Format	Duration	Taught by:
Venture Building: Success Story Presentation	April 2025	Hybrid	2 hours	NLC
Innovation Development through Innovative Public Procurement	June 2025	Hybrid	2 hours	To be confirmed
Citizen participation in co-creation processes	September 2025	Hybrid	2 hours	Institute of Patient Experience
Patentability of inventions based on predictive or diagnostic models	November 2025	Hybrid	2 hours	Spanish Patent and Trade Mark Office or Intellectual Property Agency
Artificial Intelligence as a tool for management staff	First half of 2025	Blended	Pending	INCLIVA Data Protection Unit
Artificial Intelligence and its relationship with biomedical research	First semester 2025	Blended	Pending	INCLIVA Data Protection Unit
Communication for non-scientific audiences	First semester of 2025	Hybrid	Pending	INCLIVA Communications Unit
Cybersecurity measures. National security framework	Pending	Online	Pending	Pending

6.3.2 R&D&I Conference on Primary Care and Nursing

Title	Scheduled date	Format	Duration	Organised by:
1st Conference on R&D&I in Nursing and Physiotherapy in the Valencian Community	November 2025	Face-to-face	1 day	Health Departments and Foundations
6th INCLIVA Conference on Research in Primary Care	April 2025	Face-to-face	3 hours	INCLIVA's Primary Care Cardiometabolic Research Group

4th Healthcare Research Conference	13 May 2025	In-person	1 day	Teaching and Research Unit of the Malvarrosa Clinical Health Department (INCLIVA is a collaborating partner only)
7th INCLIVA Conference on Primary Care Research	September 2025	Face-to-face	3 hours	INCLIVA Primary Care Cardiometabolic Research Group
DS Nursing Research Conference	May 2026	Face-to-face	1 day	Teaching and Research Unit of the Malvarrosa Clinical Health Department (INCLIVA is a collaborating partner only)
8th INCLIVA Conference on Primary Care Research	April 2026	Face-to-face	3 hours	INCLIVA Primary Care Cardiometabolic Research Group
9th INCLIVA Conference on Primary Care Research	September 2026	Face-to-face	3 hours	INCLIVA Primary Care Cardiometabolic Research Group

6.3.3 Subsidised training courses through FUNDAE

In addition to the training outlined in the previous section, INCLIVA has an annual budget of approximately 20,000 euros for subsidised courses organised through the Foundation for Vocational Training (FUNDAE), aimed at **staff recruited via the Foundation**.

In order to ensure this subsidised training is channelled appropriately, the Training and Mobility Unit will send out a survey at the end of each year to all staff employed by INCLIVA, with the aim of identifying their training interests. The results of this survey will be forwarded to the organisation's management for assessment and a response to the requests received.

This training should preferably take place during working hours and must be authorised in advance by the staff member's line manager. Courses that are not 100% subsidised may be funded through the R&D&I group to which the trainee belongs.

Any training programme eligible for a subsidy must be notified to the Works Council at least fifteen days before it begins and must be approved by the Works Council.

6.3.4 Leadership training for female researchers and/or managers at INCLIVA

As part of INCLIVA's Women's Leadership Programme, launched in 2023, the **leadership strand** will facilitate the inclusion of a specified number of female researchers and managers in the **'Futura Project'** each year. This programme addresses the empowerment and leadership of women in science through a professional development programme that combines coaching methodology or online training with science. The 'Proyecto Futura' aims to (1) provide female scientists with knowledge, experience and leadership tools, (2) enhance technological and scientific development, and (3) foster female talent.

6.3.5 Scientific conferences, seminars and other activities

INCLIVA organises a series of scientific conferences and meetings that contribute to the specialisation of research staff, healthcare professionals and management staff. These arise from initiatives led by research and management staff, representatives from patient associations and the pharmaceutical industry, or through grants awarded to fund activities for this purpose. In addition, the institution regularly organises seminars led by researchers from INCLIVA's accredited research groups. These seminars will be delivered by nationally and internationally renowned scientists and will address current aspects of basic, clinical and translational research within each of the priority research areas set out in the Cross-cutting Programmes of INCLIVA's Shared Scientific Project.

Up-to-date information on these conferences, seminars and activities can be found on the INCLIVA website (<https://www.incliva.es/servicios/servicios-al-personal-investigador/gestion-cientifica/formacion-y-movilidad/formacion/>)

6.3.6 Conferences/events aimed at the general public

These types of events aim to bring scientific advances to an audience outside the scientific community (patient associations, patients, students or the general public), with the aim of contributing to scientific culture and encouraging the participation of non-scientific stakeholders in the planning and development of R&D&I, as well as fostering patronage to raise private funds for research. Some examples of these events include: visits by schools to INCLIVA's laboratories, workshops with patient associations, and presentations by INCLIVA scientists at public engagement events such as 'Ciencia y Cañas' or the 'European Research Night'.

Up-to-date information on these events, seminars and activities can be found on the INCLIVA website (<https://www.incliva.es/servicios/servicios-al-personal-investigador/gestion-cientifica/formacion-y-movilidad/formacion/>)

6.3.7 Training courses on equality

Title	Scheduled date	Format	Duration	Delivered by:
Regular awareness-raising on equality	First semester of 2025 and 2026	To be confirmed	Pending	Pending
Training in Women's Leadership	Pending	Pending	Pending	Pending
Training on equal pay	Second half of 2025	Pending	Pending	Pending
Encouraging men to take work-life balance leave	Second half of 2026	Pending	Pending	Pending

Prevention of discrimination and micro-sexism	First half of 2026	Pending	Pending	Pending
Raising awareness of prevention and response to gender-based violence	First half of 2025	Pending	Pending	Pending
Promoting the psychosocial wellbeing of staff	Second half of 2025 and 2026	Pending	Pending	Pending
Training on equal pay	Second half of 2025	Pending	Pending	Pending
Encouraging men to take work-life balance leave	Second half of 2026	Pending	Pending	Pending
Prevention of discrimination and micro-sexism	First half of 2026	Pending	Pending	Pending
Raising awareness of prevention and response to gender-based violence	First half of 2025	Pending	Pending	Pending
Promoting the psychosocial wellbeing of staff	Second half of 2025 and 2026	Pending	Pending	Pending

7. Recording and evaluation of training activities

7.1 Recording

The recording of each training activity is an essential requirement for its evaluation. This recording is carried out by INCLIVA's Training and Mobility Unit based on the information provided by the organisers and participants of the training. The relevant indicators will be derived from this record. The following data are recorded for all scheduled activities:

Activity Profile

- ✓ Type of activity: Course, Conference, Training Day, Outreach Event, Seminar, Expert Meeting.
- ✓ Scope: Local, Regional, National, International.
- ✓ Format: Face-to-face, hybrid, online.
- ✓ Hours taught.
- ✓ Number of places available.

Participant profile

- ✓ Gender
- ✓ Professional profile: Principal investigator, Early-career researcher, Postdoctoral researcher, Pre-doctoral researcher, Laboratory technical staff – platforms, Medical staff, Junior doctors, Nursing staff, Management staff, Others (please specify).
- ✓ Affiliation: INCLIVA Biomedical Research Institute, Valencia Health Department (Clínico-Malvarrosa), University of Valencia, UV Faculty of Medicine, Carlos Simón Foundation, Regional Ministry of Health, others (please specify).

Indicators

1. Training of Residents and Healthcare Professionals at the Institute:

- ✓ Number of healthcare professionals attending a training course (whether they are medical interns, specialist doctors or nursing staff).
- ✓ Number of places offered.

2. Training of trainee or pre-doctoral research staff at the Institute:

- ✓ Number of Master's theses.
- ✓ Number of Bachelor's theses.
- ✓ Number of students on work placements.
- ✓ Number of internal placements.
- ✓ Number of external placements.
- ✓ Number of doctoral theses defended.

3. Training of in-house **research staff**:

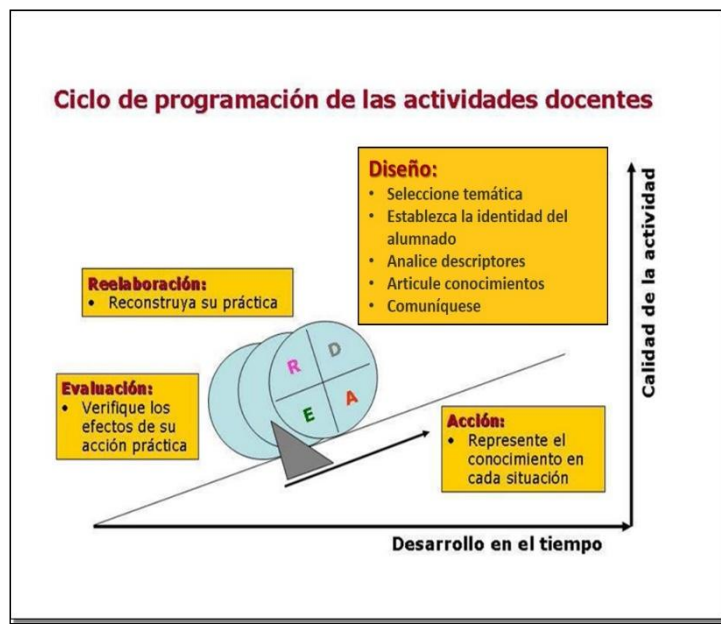
- ✓ Number of research staff at the Hospital Clínico Universitario de València and its Health Department who take part in training activities during a calendar year.

5. **Public engagement**:

- ✓ Number of non-scientists taking part in training and/or science communication activities during a calendar year.

7.2 Evaluation

Once the training programme has concluded, the Training and Mobility Unit, in collaboration with INCLIVA's Quality and Data Protection Unit, sends out a training evaluation survey in which participants provide feedback on the content, the conditions under which the training took place, and the extent to which the expected objectives were met. Based on the analysis of this survey, the relevant modifications are made to introduce changes, suggestions and improvements for future editions. This cycle of continuous improvement is illustrated in the figure.



The training activities carried out are subject to ongoing evaluation in various areas:

- ✓ By the learners: through specific surveys covering the evaluation of the course delivery, achievement of objectives, content, relevance, usefulness, quality of materials, facilities, teaching staff and resources.
- ✓ By the organisers of the activity (usually programme coordinators): through specific surveys that assess the achievement of objectives, relevance, usefulness, facilities, teaching staff and resources.

The information obtained will provide a set of parameters which, when transformed into indicators, will facilitate decision-making and the implementation of measures aimed at improving the delivery and effectiveness of the activities carried out.

8. Training placements

8.1 External training placementsxml-ph-0001@deepl.internal

Every year, INCLIVA launches the “INCLIVA Intramural Call for Applications for Training Placements at Prestigious Centres” to facilitate access to new knowledge and supplementary training in innovative techniques or procedures. This call aims to promote the mobility of INCLIVA-affiliated staff and foster new collaborations and synergies. The terms and conditions of these internal calls can be found on the INCLIVA website, under the following section: [Mobility – INCLIVA – Biomedical Research Institute](#). For those awarded these internal grants, as well as for those wishing to undertake an external training placement outside the scope of this call, INCLIVA’s Training and Mobility Unit has a procedure in place for authorisation, notification and evaluation of such placements.

8.2 Internal training placements

Research staff from other centres may, through placements at centres within INCLIVA's sphere of activity, acquire new knowledge on aspects related to their R&D&I work, thereby fostering synergies and collaborations with INCLIVA researchers. A researcher from another institution who is interested in undertaking a training placement in an INCLIVA research group must obtain authorisation from a researcher at the Institute itself, who will act as the supervisor for the placement during the period of the stay. Once this authorisation has been obtained, the researcher must notify INCLIVA's Training and Mobility Unit, which will be responsible for managing the placement.

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9. Work Placements

INCLIVA has signed educational collaboration agreements with the University of Valencia, the Polytechnic University of Valencia and institutes offering vocational training courses. In addition, specific collaboration agreements are signed as new partnerships with other universities and/or vocational colleges arise. Through these agreements, the placement of students to undertake the work placement period stipulated in their current academic programmes is managed. This promotes healthcare and biomedical R&D&I, whilst also serving as a means of attracting new talent.

10. Supervision of Final-Year Undergraduate and Master's Theses

The aim of the supervision programme is to promote R&D&I amongst undergraduate and postgraduate students, as well as to create a new channel for attracting talent and potential researchers. This supervision programme is aimed at university students enrolled on undergraduate and postgraduate degree programmes in the field of health and related sciences. The requirements for participation are as follows:

- ✓ Regarding students: They must be enrolled on the Final Year Project (FYP) or Master's Thesis (MT) module at universities whose regulations for FYP and MT include the option of external supervision.
- ✓ Regarding the supervisor: Where the TFG or TFM is carried out at an institution, organisation or company other than the student's home university, the home university must appoint a supervisor who, acting as an external supervisor or co-author, must collaborate with the academic supervisor in defining the content of the project and overseeing its development. To supervise Master's Theses, the supervisor must hold a PhD.

Students undertaking their Bachelor's or Master's final projects will join the research groups at INCLIVA Biomedical Research Institute during the period of their studies corresponding to their academic year.

11. Information and contact details

For any queries regarding this programme, please contact the Training and Mobility Unit:

Training and Mobility Unit

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<https://www.incliva.es/en/services/researcher-services/scientific-management/training-and-mobility/>