



IISGM WELCOME BROCHURE

Instituto de Investigación Sanitaria Gregorio Marañón

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Dear Researcher,

We wish to give you a warm welcome to Instituto de Investigación Sanitaria Gregorio Marañón (IISGM), where we hope you will find the perfect setting to develop and consolidate your professional career.

The main objective of this brochure is to ensure your rapid integration into IISGM and set out our organizational structure, our internal procedures, and the values that endorse us as an organization.

Kind regards,

Ismael Buño Borde

Scientific, Director, IISGM

Thierry Bardinet

Manager, Foundation



ORGANIZATIONAL STRUCTURE

Instituto de Investigación Sanitaria del Hospital Gregorio Marañón (IISGM) is a reference biomedical research center that was set up by the Servicio Madrileño de Salud (SERMAS) through Hospital Universitario Gregorio Marañón, which is the core of the Institute, and groups from the primary care setting of the Hospital's catchment area, as well as by Universidad Complutense de Madrid (UCM), Universidad Carlos III de Madrid (UCIII MADRID), Fundación para la Investigación Biomédica del Hospital Gregorio Marañón (FIBHGM), and the Dirección General de Planificación, Investigación y Formación de la Consejería de Sanidad de la Comunidad de Madrid. FIBHGM is the management body of IISGM and is a legal entity in its own right.

Appendix I is a site plan of the hospital. The research groups of IISGM are found in the following buildings: Anatomía Patológica, Anatomía Patológica (old building), Clínica, Farmacia, Pabellón Unidad y Cirugía Experimental (UMCE), Pabellón Prefabricado (UMCE Annex), Anexo Psiquiatría, Pabellón de Asistencia Ambulatoria (PASA), IP Médico Quirúrgico (IPMQ), Materno-Infantil, IP Oncológico Príncipe de Asturias, and Pabellón de Gobierno.

Appendix II shows the organizational structure of IISGM in the form of an organizational chart.

IISGM is based on 7 priority research areas together with a research group from the Nursing Department. The areas are further divided into research groups. This structure is representative of the current development of the research activity carried out at Hospital General Universitario Gregorio Marañón. Detailed information on the structure of IISGM can be found at the following link: <http://www.iisgm.com/investigacion/areas-de-investigacion/>.

IISGM has organized its Research Support Units (RSUs) into technology platforms for research, as follows: Patient, Organ, Animal, Cell, and Molecule (<http://www.iisgm.com/infraestructuras/servicios-de-apoyo-a-la-investigacion/>). This format promotes the necessary technological and human inter-relationships for a suitable approach to biomedical research from various scientific perspectives.



TRAINING

The training activities offered by the institutions that make up IISGM are aimed at different levels of professional development. IISGM offers training through agreements with schools and universities and specially designed in-house activities aimed at satisfying the needs of its researchers.

As a general rule, the yearly programs provide us with the opportunity to study the viability of including the training activities that are most requested by researchers. These take the form of courses and workshops aimed at optimizing the [Training Plan](#) according to the needs detected through our quality control channels. The training plan has gradually incorporated and consolidated the courses most requested in the training needs analysis.

Areas not covered in courses or workshops are addressed at the weekly seminars in order to fulfill as many needs as possible.

In general, the activities included in our training plan have been approved by the Continuous Training Committee of Comunidad de Madrid, and can be included in a researcher's CV.

In-house Courses

Information on the courses that now form part of our Annual Training Plan can be found at the following link: <http://www.iisgm.com/actualidad/convocatorias-y-formacion/cursos-propios/>

Seminars and Lab Meetings

Every Wednesday at 14:30, the lecture room next to the UMCE plays host to the weekly research seminars of the IISGM. These last 1 hour and include basic research topics (Lab Meetings), areas of clinical interest, practical aspects of research, and talks by guest speakers. This forum is considered the ideal place for setting up joint ventures and generating synergies between IISGM groups and external groups. As an incentive, participants are invited to lunch and the timetable is specially chosen to facilitate the attendance of clinical and basic researchers.

The seminar calendar can be seen at the following link: <http://www.iisgm.com/actualidad/convocatorias-y-formacion/jornadas-y-seminarios/>



liSGM One-Day Research Sessions

Every year, the liSGM holds a series of One-Day Research and Innovation Sessions in order to showcase the research carried out at the center. The sessions are characterized by the active participation of our researchers, who present the results of their various research lines.

This event provides a forum that brings together researchers from priority areas and research groups. Its objective is to present the structure and functioning of the Institute by promoting the active participation of our researchers. As participation is open, any researcher can present a scientific report. The reports are evaluated by a committee, which selects and awards the following 4 prizes: prize for the best report from the areas of the liSGM, prize for the best report from the Nursing Department, prize for the best report on an area of innovation, and prize for the best report on patient safety. Information on previous sessions can be found here [link](#).

Intramural Calls for Researchers in Training

In line with our policy of supporting emerging and associated groups and the development of the actions set out in Strategic Plan 2016-2020, the liSGM officially announces a call, within its Intramural Call Program, for a series of grants, all of which are aimed at providing training:

1. Intramural Call for Predoctoral Researchers in Training

Through the FIBHGM, the liSGM awards predoctoral contracts depending on the funding available during the year.

The call has 3 objectives:

1. Training of researchers in biomedicine and health sciences.
2. Incentivizing the research activity carried out by emerging/associated groups of postdoctoral researchers from the liSGM (Miguel Servet types I and II, Juan de la Cierva, Ramón y Cajal, and Sara Borrell).
3. Preparation of doctoral theses within the liSGM.

2. Intramural Call for Researchers Who Have Finished Specialized Healthcare Training

Through the FIBHGM, and depending on funding available during the year, the liSGM awards contracts for research projects that require the inclusion of professionals who have finished their specialized training during the year of the call.



The objective of the call is to provide residents who have finished their specialized training in healthcare (MIR, FIR, QIR, BIR, PIR, EIR) with 1-year contracts so that they can train in clinical and translational research and thus promote research activity and improve the performance of the groups involved.

More information on these calls can be found at the following link: [link](#).

COMMUNICATION

The FIBHGM provides its researchers with a single-window system that enables them to manage their research needs through one manager.

Ask your Group Leader which manager you should contact with respect to your research needs in FIBHGM. Contact data for FIBHGM and IISGM staff can be found at [RESEARCHER'S CORNER](#), where you can also find all the information provided to IISGM staff (eg, shared IT tools, internal reports).

The internal communication channels by which IISGM staff can see the latest developments are as follows:

1. IISGM webpage: (www.iisgm.com) This brings together content of interest and content associated with IISGM.
2. Researcher's Corner (<http://www.iisgm.com/zona-investigadores/>): Web space that contains all the information provided to IISGM staff (shared IT tools, internal reports).
3. Notice boards: These are located in the entrance to the Head Office of the Foundation and in the Annex to the UMCE (Prefab building).
4. Distribution lists: These are specific for each IISGM profile and include **Investigadores del IISGM**. In order to be included on the researcher distribution list, the Group Director must sign you up as a group researcher in the Staff Register. You must give your express authorization to be included on the lists, as per European Regulation (EU) 2016/679 on Data protection. This authorization should be sent to the following address: adminlistas@listas.iisgm.com.
5. Social networks: LinkedIn, Facebook, and RSS.

The main internal communication networks are as follows:

- Research seminars: The various types of session held (lab meetings, practice sessions, clinical sessions, and sessions with guest speakers) combine training with the opportunity to identify synergies that will lead to cooperation between researchers.
- Monthly information bulletins: These provide various types of information such as internal news, the latest developments in innovation, and data on scientific output.



- [Monthly scientific output reports](#): These provide a detailed monthly analysis of publications by research area and group, including cumulative and interannual institutional impact factor and mean impact factor per group.
- [IISGM Annual Scientific Report](#): Institutional information of interest, R&D&i activity, and scientific output for a specific year.

OCCUPATIONAL HAZARD PREVENTION SERVICE

Once you sign your contract with us, the Human Resources Department will send you an information document on prevention of occupational hazards according to your institutional profile. The document will also provide you with a list of clinics where you can undergo your annual medical check-up through the company Quironprevención.

FIBHGM has outsourced its occupational hazard prevention service. Please contact the Human Resources Department to:

- Request access to the online campus for easy and convenient participation in training courses held by experts in risk prevention.
- Report any accident in the workplace.

Regular on-site workshops on occupational hazards are held to clarify doubts in situ and promote this type of training in order to consolidate good practice among our professionals. In this sense, the weekly research seminars also include topics of special interest.

When you sign your contract, the HR Department will provide an action protocol to be followed in the case of an accident. If an accident does occur, remember that you are an employee of the Foundation and not the Hospital; therefore, you should contact the HR Department of the FIBHGM (Extensions: 479241/475115). The staff of the department will inform you of the steps to be taken.

However, in the case of an evacuation and emergency, you must follow the Hospital instructions. You can request information in your department/section. The Hospital has an Emergency Plan for internal disasters that is activated when any of the emergency situations in the plan arise.

If you detect a situation set out in the plan, follow the instructions shown in the plan.



In an emergency, **CONTACT THE SAFETY TEAM AS SOON AS POSSIBLE** on 79220 (24 hours).

BIBLIOGRAPHIC RESOURCES

Researchers at IiSGM can sign up for access to the HGUGM library.

Use the address <http://m-hgugm.c17.es> for access to databases, journals, UpToDate, etc. from both hospital and external computers.

Request “New User” in the upper right part of the screen. You will receive an email from which you must complete a form. As soon as this is validated, you can use your National Identification Number and the password you created to enter the system.

INTRAMURAL CALLS

During the first 4 months of the year, depending on budget availability, the IiSGM launches its intramural call. You can find more information [HERE](#).

IiSGM INSTITUTIONAL AFFILIATION

It is mandatory for all researchers at the Institute to include IiSGM in the affiliation of their scientific output.

Indications on the norms for ensuring a correct institutional affiliation depending on the individual researcher’s profile are shown below:

1. Signature for researchers from the Hospital who are associated with SERMAS or FIBHGM

Proposal: Service/Unit/Department, Hospital General Universitario Gregorio Marañón. Instituto de Investigación Sanitaria Gregorio Marañón (IiSGM), Madrid, España (Spain for international publication). Other institutions or cooperative structures.

Example: Servicio de Medicina de Aparato Digestivo, Hospital General Universitario Gregorio



Marañón. Instituto de Investigación Sanitaria Gregorio Marañón (IISGM), Madrid, España.
CIBEREHD

2. Signature for researchers from HGUGM who are associated with a university

Proposal: Service/Unit/Department, Hospital General Universitario Gregorio Marañón. Departamento/Facultad, Universidad (Complutense de Madrid (UCM) or Carlos III de Madrid (UC3M)). Instituto de Investigación Sanitaria Gregorio Marañón (IISGM), Madrid, España (Spain for international publications). Other institutions or cooperative structures.

Example for UCM: Servicio de Medicina de Aparato Digestivo, Hospital General Universitario Gregorio Marañón. Facultad de Medicina, Universidad Complutense de Madrid (UCM). Instituto de Investigación Sanitaria Gregorio Marañón (IISGM), Madrid, España. CIBEREHD.

Example for UC3M: Unidad de Medicina y Cirugía, Hospital General Universitario Gregorio Marañón.

Departamento Bioingeniería e Ingeniería Aeroespacial, Universidad Carlos III de Madrid (UC3M), Madrid, España. Instituto de Investigación Sanitaria Gregorio Marañón (IISGM).

3. Signature for researchers from university groups who belong to the IISGM

Proposal: Department/Faculty, Universidad Complutense de Madrid (UCM) or Universidad Carlos III de Madrid (UC3M). Instituto de Investigación Sanitaria Gregorio Marañón (IISGM), Madrid, España (Spain for international publications). Other institutions or cooperative structures.

Example: Facultad de Medicina, Universidad Complutense de Madrid (UCM). Instituto de Investigación Sanitaria Gregorio Marañón (IISGM), Madrid, España. CIBEREHD.

Example: Departamento de Teoría de la Señal y Comunicaciones, Universidad Carlos III de Madrid. Instituto de Investigación Sanitaria Gregorio Marañón (IISGM), Madrid, España.



Funding Bodies in Acknowledgments

Grant holders must indicate the type of funding in the Acknowledgments section, with express reference to the project code and the funding body.

Public funds

Funding body and code for the project/grant from human resources.

If national or regional public funding is obtained, the funding body and code for the project/grant from human resources must be indicated in all cases.

The corresponding European Structural Funds will be indicated: European Regional Development Funds (ERDF) for projects or the European Social Fund (ESF) in the case of grants from human resources.

This section should contain the following wording: “Ayuda cofinanciada por el Fondo Europeo de Desarrollo Regional (FEDER). Una manera de hacer Europa” o “Ayuda cofinanciada por el Fondo Social Europeo (FSE). Una manera de hacer Europa”.

Private funds

Funding body and code for the project/grant from human resources.

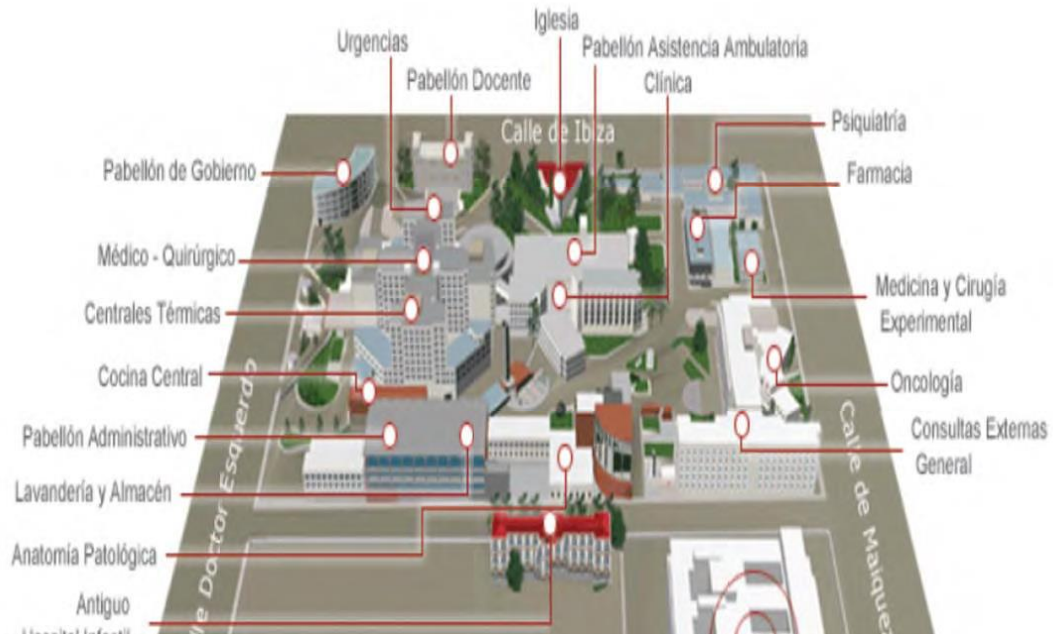
OTHER INFORMATION OF INTEREST

Contact the secretariat of FIBHGM to request your employee identification card and lab coat/shoes for work in the laboratory.

You can obtain your corporate email address by sending your details to the following address: soporte@soljem.com.

APPENDICES

I: DETAILED SITE PLAN OF HGUGM



II: IISGM: ORGANIZATIONAL CHART

