

June 2024

LiSGM Welcome Manual

Gregorio Marañón Health Research Institute

Contents

WELCOME LETTER	3
JOINING THE liSGM	5
First steps	5
Foreign Research Staff	5
Location	6
ORGANISATION OF THE liSGM	8
Mission, vision, values	8
Strategic Objectives 2022-2026	8
Organisational Structure	9
Organisational chart	13
Quality standards	14
The liSGM in figures	14
RESEARCH AT THE liSGM	16
Rights and duties of research staff	16
Rights of research staff	16
Duties of research staff	17
Research areas	18
Innovation Support Unit	19
Bibliographic resources	19
Institutional affiliation	19
Public funds	21
Occupational Risk Prevention Service	21
REGULATIONS AND GUIDELINES AT THE liSGM	24
Code of Good Practice	24
Biosafety Committee	24
Innovation Guide	24
TRAINING AT THE liSGM	28
In-house Courses	28
liSGM 'Alberto Tejedor' Seminar Series	28
liSGM Research and Innovation Conference	29
Intramural Programme	29
CHANNELS FOR COMMUNICATION IN THE liSGM	31
APPENDIX I. SUMMARY OF IMAGES	33

WELCOME LETTER

Dear researcher,

We would like to extend a warm welcome to the Gregorio Marañón Health Research Institute (IISGM), where we hope you will find an optimal environment to develop and consolidate your professional career.

The main objective of this manual is to facilitate your rapid integration and to show you the values that underpin us as an organisation, its organisational structure and standard internal operating procedures, as well as contacts and information for everyday use.

You will be joining an institution that strives for excellence in research and knowledge transfer and, to this end, maintains processes of continuous improvement. The Institute's activities are geared towards meeting the needs of its members, applying up-to-date scientific knowledge, using available resources equitably and efficiently, and ensuring the commitment, participation, satisfaction and development of all the Institute's employees.

This effort over the years has enabled us to become an institute accredited by the Carlos III Health Institute and to obtain the European HRS4R seal, which certifies good management in human resources.

Recognition by the Carlos III Health Institute is important for the IISGM, as it is the Spanish body responsible for the scientific and technical accreditation of those entities and centres that achieve the highest level of public health and research services. This accreditation allows access to specific research funding, while facilitating integration into cooperation networks that are extremely useful in health research.

The European Commission's "*Human Resources Strategy for Researchers (HRS4R)*" quality label recognises good practices in human resources, making the IISGM an attractive centre for European researchers.

Finally, it is important to note that a Strategic Plan 2022-2026 has been approved, which sets out the most important challenges for the coming years, and we want to count on our entire staff to help us meet these challenges.

We hope that this document will help you settle in and guide you through your first days at the IISGM.

Thank you very much,

Constancio Medrano. Scientific Director of the IISGM.

Teresa Fernández Alonso. Director of the Gregorio Marañón Hospital Biomedical Research Foundation (FIBHGM).

JOINING THE IISGM

JOINING THE IISGM

First steps

Following confirmation of recruitment by the FIBHGM, the Human Resources Department will send the following information:

- Copy of the contract.
- Information regarding the protection of personal data and the duty of confidentiality.
- Form 145 relating to personal income tax (IRPF).
- Instructions for recording working hours on the platform where the employee will be registered.
- Other documents as required.

Once the documentation has been reviewed by the HR department, it will be sent by email to the interested party for electronic signature. If you do not have an electronic signature (digital certificate or electronic ID card), you must go to the HR department with the aforementioned documentation to sign the contract.

Through the Foundation's secretariat, you can request an ID card, authorisation for work materials, email, etc.

For further information, please consult the **collective agreement** posted on the [website](#) of the Gregorio Marañón Health Research Institute (IiSGM).

Foreign research staff

Depending on their country of origin and the purpose and duration of their stay, foreign researchers who wish to come to Spain must meet different requirements in order to reside legally and work in the country. General information on this subject can be found on the [website of the Ministry of Inclusion, Social Security and Migration](#). Information can also be requested by contacting the Foundation's Human Resources Department (919892430).

At European level, there is the [EURAXESS website](#), an initiative of the European Commission that centralises and facilitates information on researcher mobility, providing useful information and advice. The EURAXESS network has 40 member countries and offers

more than 300 support centres to inform and advise researchers on matters such as visa processing and degree recognition, among other topics of interest. **The Spanish delegation's website can be found [here](#).**

In general terms, European citizens, citizens of the European Economic Area (Liechtenstein, Norway and Iceland) and Swiss citizens may stay in Spain for up to three months without having to register as long-term residents with the local authorities in Spain. For longer stays, registration is required, which grants a foreigner identification number (NIE), necessary to remain in the country.

Once in Spain, it is essential to register with the local authorities in order to access services such as healthcare and education. In the case of healthcare, legal foreign residents have access to public healthcare under the same conditions as Spanish nationals. The same applies to spouses and children residing in Spain.

Location

The following map shows the **buildings** that make up the hospital.

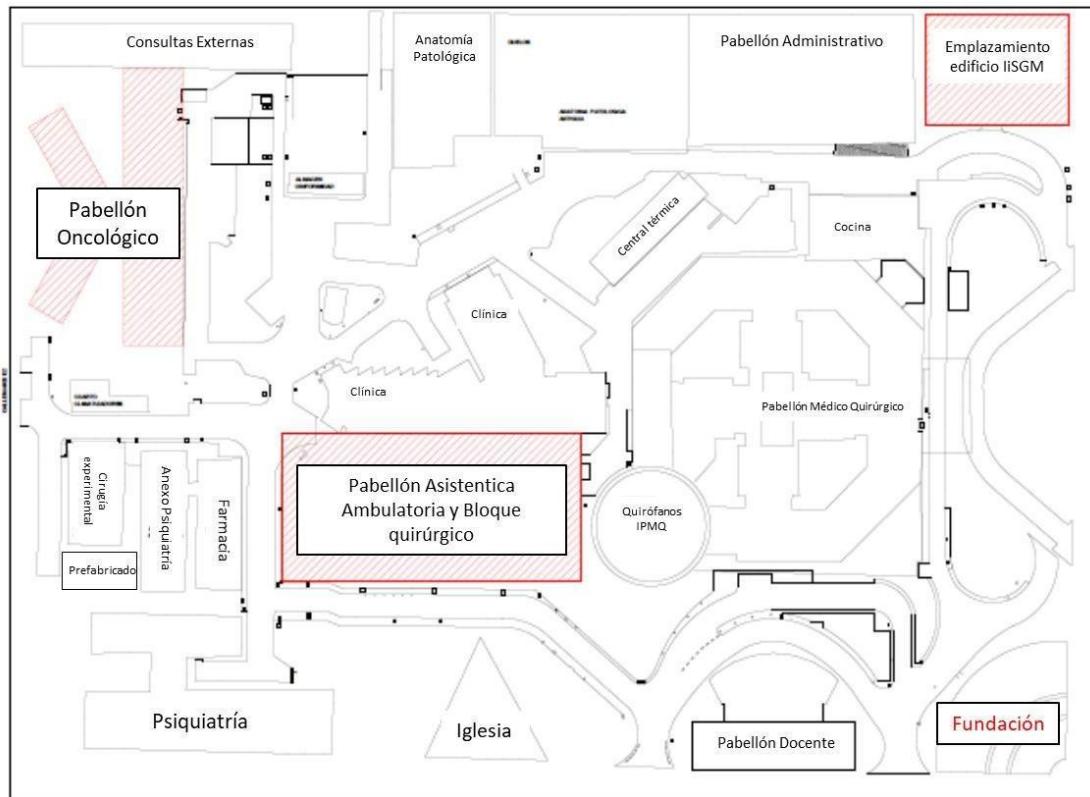
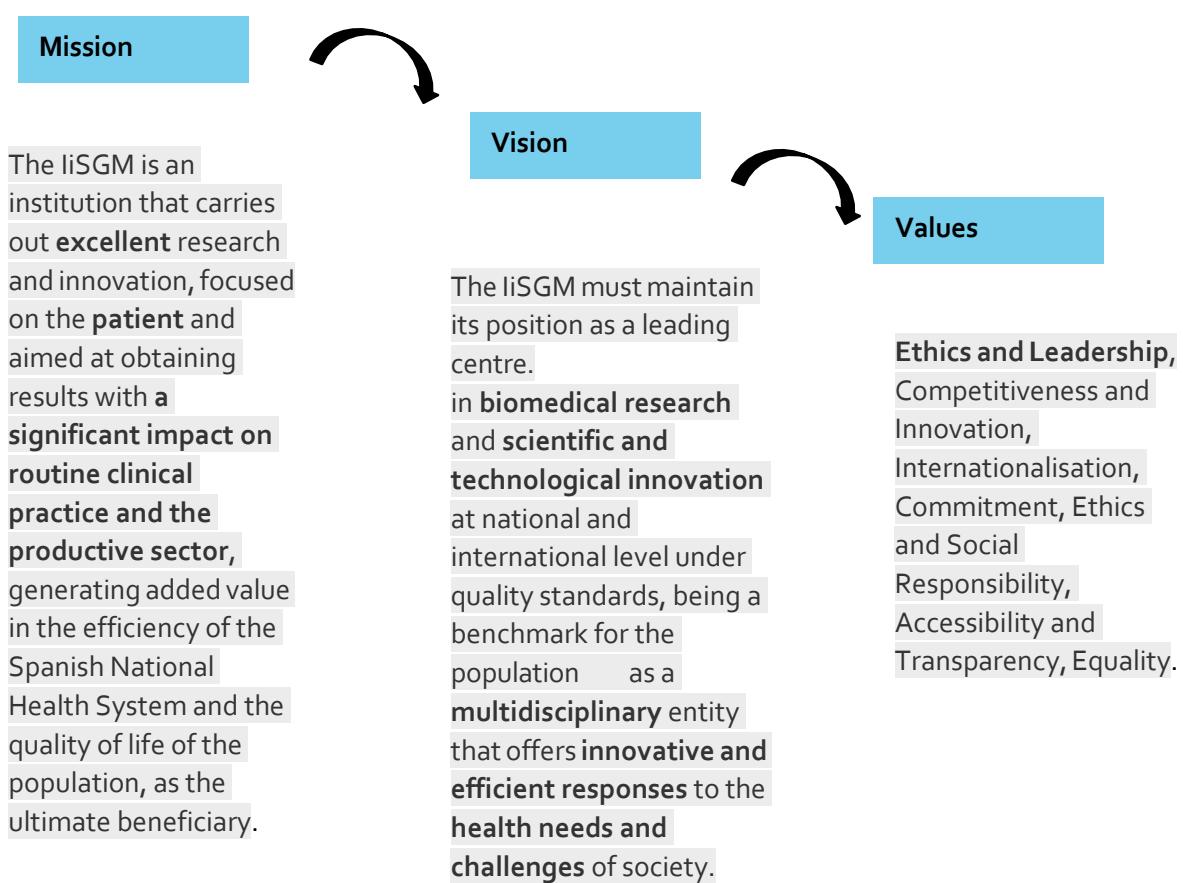


IMAGE 1: MAP OF BUILDINGS.

ORGANISATION OF THE IISGM

ORGANISATION OF THE LiSGM

Mission, vision, values



Strategic Objectives 2022-2026

The Strategic Plan has **four** main **objectives**:

1. To promote and consolidate relationships with other strategic partners and related centres (both national and international) with the aim of diversifying and improving the quality of the activity carried out in all its areas of action.
2. To improve its positioning, visibility and impact, publicising its activity to all interested national and international groups, including society, in order to involve them in its actions and results.
3. Optimise the internal functioning of the LiSGM by attracting and retaining talent, improving its procedures and making better use of its resources, increasing its efficiency and effectiveness in terms of R&D&I management and improving its portfolio of services.

4. Promote and enhance the distinctive activity of the IISGM by developing cutting-edge and innovative actions that ultimately focus on the impact on society and routine clinical practice.

To achieve this, 28 action plans have been defined, which can be summarised in four areas of action:

- AREA 1: INTERNATIONALISATION, COOPERATION AND VISIBILITY.
- AREA 2: MANAGEMENT AND INFRASTRUCTURE.
- AREA 3: TRANSLATIONAL RESEARCH AND SOCIETY.
- AXIS 4: INNOVATION.

For further information and details of the plans, please consult the following [link](#).

Organisational structure

The Gregorio Marañón Hospital Health Research Institute (IISGM) is a leading biomedical research centre set up by the Madrid Health Service (SERMAS) through the Gregorio Marañón University Hospital, which represents the core of the Institute.

It is joined by groups from the Complutense University of Madrid (UCM), the Carlos III University of Madrid (UC3M), a cross-disciplinary research group in the field of primary care: *"Multimorbidity, chronic diseases and health services"*, the Gregorio Marañón Hospital Biomedical Research Foundation (FIBHGM) and the Directorate-General for Research, Teaching and Documentation of the Regional Ministry of Health of the Community of Madrid.

The FIBHGM is the managing body of the IISGM and has its own legal personality. The FIBHGM does not receive funding from the Hospital or any other organisation. Its funds come from competitive research funding, agreements, donations, clinical trials and royalties from its patents and registrations. As a non-profit organisation, it dedicates all its income — including indirect expenses (*overheads*) — to financing activities that support research, increasing research infrastructure, and maintaining the operation of the FIBHGM itself.

Its work revolves around **seven priority areas of research**, together with the **Nursing Care Research Group**, which in turn is subdivided into different research groups, and the **Health Management Research and Innovation Group**:

Estructura Científica IiSGM 2024

7 Áreas		52 Grupos			
A1		Ingeniería Biomédica Coordinador: Manuel Desco Menéndez	6	CON 1 CEI 3 EME 2 ASO -	uc3m uc3m uc3m uc3m
A2		Enfermedades Cardiovasculares Coordinador: Javier Bermejo Thomas	6	CON 3 CEI - EME 3 ASO -	uc3m uc3m
A3		Neurociencias y Salud Mental Coordinador: Celso Arango López	2	CON 1 CEI - EME 1 ASO -	uc3m
A4		Microbiología Clínica, Enfermedades Infecciosas y Sida Coordinador: Patricia Muñoz García	2	CON 2 CEI - EME - ASO -	uc3m
A5		Patología del Sistema Inmune Coordinador: Eduardo Fernández-Cruz Pérez	6	CON 4 CEI - EME 2 ASO -	uc3m
A6		Oncología Traslacional Coordinador: Miguel Martín Jiménez	4	CON 3 CEI - EME 1 ASO -	uc3m
A7		Patología de Grandes Sistemas y Trasplante de Órganos Coordinador: Rafael Bañares Cañizares	24	CON 7 CEI 1 EME 10 ASO 6	uc3m APG
G8		Grupo de Investigación en Cuidados de Enfermería Coordinador: Ana García Pozo	1	CON - CEI - EME - ASO 1	uc3m
G9		Grupo de Investigación en Gestión Coordinador: Sonia García de San José	1	CON - CEI - EME 1 ASO -	uc3m

Universidad Complutense de Madrid (UCM) Universidad Carlos III de Madrid (uc3m) Atención Primaria (SERMAS)
 CON: Grupo Consolidado; CEI: Grupo Consolidado en Integración; EME: Grupo Emergente; ASO: Grupo Asociado.

IMAGE 2: IISGM 2024 SCIENTIFIC STRUCTURE.

This organisation reflects the reality of research activities at the Gregorio Marañón University General Hospital. Detailed information on the **structure of the IiSGM** can be found [at the following link](#).

The IiSGM has organised Research Support Services (SAs) into **Technology Platforms** focused on the research objective: Patient, Organ, Animal, Cell and Molecule. This enhances the technological and human interrelationships necessary to address biomedical issues from different technological perspectives. Details can be found at the following [link](#).

Research Support Services (RSS)

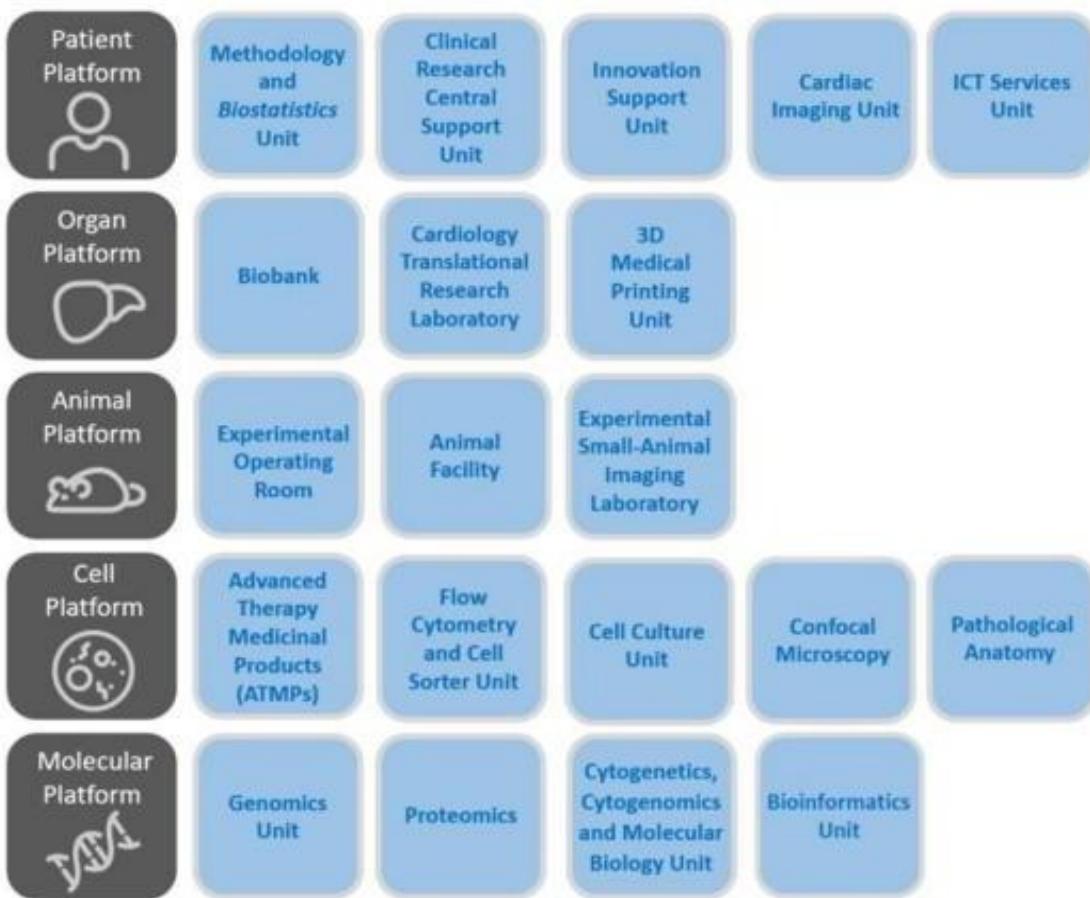


IMAGE 3: RESEARCH SUPPORT SERVICES (RSS).

Organisational chart

The organisational structure of the IISGM is reflected in the following institutional organisational chart.

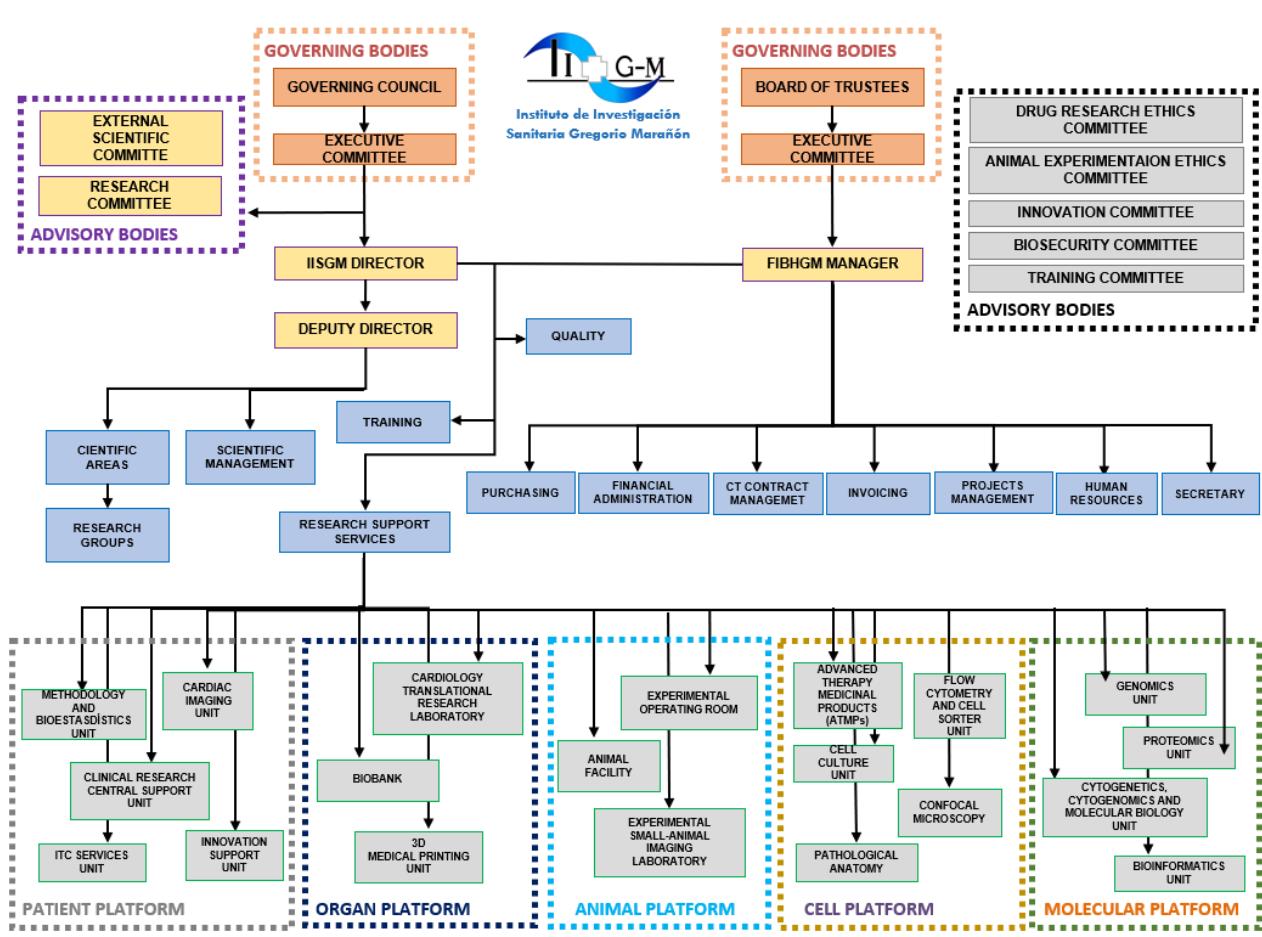


IMAGE 4: INSTITUTIONAL ORGANISATIONAL CHART.

Quality standards

The IISGM is the only national health research institute to be fully certified under the UNE ISO 9001:2015 standard. The process map is described below:

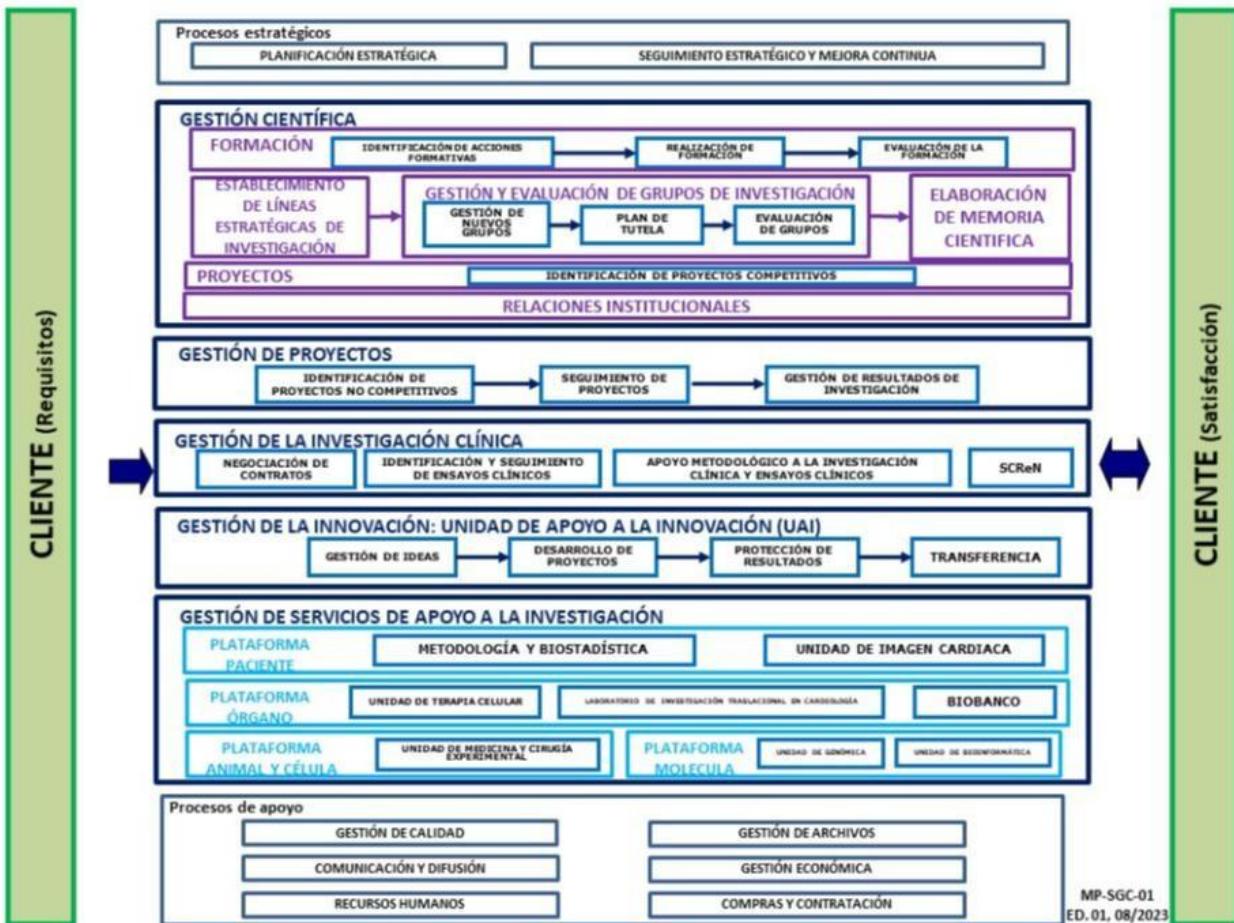


IMAGE 5: PROCESS MAP.

All processes fall within the Quality Policy, which can be consulted at the following [link](#).

The IISGM in figures

The data shown below refer to 2024, but they provide an overview of the institution's research profile. Updated data and more detailed information can be found in the scientific report at the following [link](#):



IMAGE 6: DATA FROM THE 2024 RESEARCH MEMORY.

RESEARCH AT THE **LiSGM**

RESEARCH AT THE IISGM

Rights and duties of research staff

The rights and duties of researchers are described in chapters 14 and 15 of Law 14/2011, of 1 June, on Science, Technology and Innovation.¹

Rights of research staff

1. Research staff working at public universities, public research bodies of the General State Administration or research bodies of other public administrations shall have the following rights:
 - A. To formulate research initiatives through the corresponding bodies or organisational structures.
 - B. To freely determine problem-solving methods, within the framework of recognised ethical practices and principles and applicable intellectual property regulations, and taking into account possible limitations arising from the circumstances of the research and the environment, from supervision, guidance or management activities, from budgetary constraints or from infrastructure.
 - C. To be recognised and protected as the author or co-author of scientific works in which they participate.
 - D. To respect the principle of gender equality in the performance of their research duties, in the recruitment of staff and in the development of their professional career.
 - E. Full integration into the research teams of the entities for which it provides services.
 - F. To have the appropriate resources and facilities to carry out their duties, within the limits derived from the application of the principles of effectiveness and efficiency in the allocation, use and management of such resources and facilities by the entities for which they provide services, and within budgetary constraints.
 - G. Consideration and respect for their scientific activity and its evaluation in accordance with public, objective, transparent and pre-established criteria.
 - H. To use the name of the entities for which it provides services in the performance of its scientific activity.
- I. To participate in the profits obtained by the entities for which they provide services, as a result of the eventual exploitation of the results of the research, development or innovation activity in which they have participated. Under no circumstances shall such participation be considered remuneration or salary for research staff.

- J. To participate in programmes promoting work-life balance implemented by the entities for which they provide services.
- K. To their professional development, through access to continuing training measures for the development of their skills and competences.
- L. Geographical, intersectoral and interdisciplinary mobility, to strengthen the scientific knowledge and professional development of research staff, under the terms set out in this law and other applicable regulations.

2. These rights shall be understood without prejudice to those established by Law 7/2007, of 12 April, as well as any other rights applicable to research staff, depending on the type of entity for which they provide services and the activity carried out.

Duties of research staff

1. The duties of research staff working in public universities, public research bodies of the General State Administration or research bodies of other public administrations shall be as follows:
 - A. Observe recognised ethical practices, the ethical principles corresponding to their disciplines, and research integrity, as well as the ethical standards set out in the various applicable codes of conduct.
 - B. Avoid plagiarism and misappropriation of authorship of scientific or technological works by third parties.
 - C. Inform the entities for which they provide services of all findings, discoveries and results that are eligible for legal protection, and collaborate in the processes of protecting and transferring the results of their research.
 - D. Disseminate the results of their research, where appropriate, as indicated in this law, so that the results can be exploited through communication and transfer to other research, social or technological contexts and, where appropriate, for commercialisation and valorisation. In particular, research staff shall ensure and take the initiative to ensure that their results generate social value.
 - E. Ensure that their work is relevant to society.
 - F. Participate in the meetings and activities of the governing and management bodies of which they are a member, and in the evaluation and improvement processes for which they are required.

¹This has been amended by Law 17/2022 of 5 September, amending Law 14/2011 of 1 June on Science, Technology and Innovation . The proposed text can be consulted [here](#).

- G. Direct your research towards achieving the strategic objectives of the entities you serve, and obtain or collaborate in the processes of obtaining the necessary permits and authorisations before beginning your work.
- H. Inform the entities for which they provide services or which finance or supervise their activity of possible delays and redefinitions in the research projects for which they are responsible, as well as the completion of projects, or the need to abandon or suspend projects earlier than planned.
- I. Be accountable for their work to the entities for which they provide services or which finance or supervise their activity, and take responsibility for the effective use of funding for the research projects they carry out. To this end, they must observe the principles of sound, transparent and effective management, and cooperate in any audits of their research that may be required under current regulations.
- J. Use the names of the entities for which they provide services in the performance of their scientific activity, in accordance with the internal regulations of those entities and the agreements, pacts and conventions that they sign.
- K. Follow safe working practices at all times in accordance with applicable regulations, including taking the necessary precautions in terms of occupational risk prevention, and ensure that the personnel under your responsibility comply with these practices.
- L. Take the necessary measures to comply with applicable regulations on data protection and confidentiality.
- M. Follow equal treatment practices at all times in accordance with applicable regulations, including taking the necessary precautions to prevent any type of discrimination, and ensure that the staff under their responsibility comply with these practices.

2. The provisions of this article shall be understood without prejudice to the provisions of the revised text of the Basic Law on Public Employees, approved by Royal Legislative Decree 5/2015, of 30 October, as well as other regulations applicable to research personnel, depending on the type of entity for which they provide services and the activity carried out.

Research areas

The LiSGM has its **research groups**²organised around the main **research areas** and according to their different capabilities. The structure of the 52 groups is shown in *Figure 2* of this document, which describes the scientific structure of the organisation.

²Data from December 2021. Approved by the Governing Council.

Innovation Support Unit

The aim is to channel innovative ideas or proposals, from the moment the idea arises to its possible protection, valuation and commercial exploitation. **The unit accompanies and advises researchers at the different stages of the innovation or transfer process**, with the aim of turning these ideas into products or services that add value to the healthcare system and society. Its tasks include:

- Evaluation of ideas.
- Support in the drafting and planning of innovation projects.
- Advice on industrial and intellectual property protection strategies.
- Financial support for patent applications.
- Support in promoting ideas and research results.
- Support in the search for technological or commercial partners.
- Advice on technology transfer procedures, licensing and business creation.

For further information, please contact: Daniel Sánchez Puerto. Telephone: [915 86 70 78](tel:915867078). Email: [gestión.innovacion@iisgm.com](mailto:gestion.innovacion@iisgm.com). Or consult the following [link](#).

Bibliographic resources

Researchers can register to access the resources of the **Gregorio Marañón University General Hospital (HGUGM) library**. From this [address](#), it is possible to access databases, journals, etc. from hospital computers and also from external computers.

Catálogo colectivo



Selector de biblioteca

Access is requested through the "user registration" section, which appears at the top right of the screen. The system will then send an email with a link to a form. Once validated, you will be able to log in with your ID number and the password you have chosen.

Institutional affiliation

Researchers are required to include the IiSGM in the affiliation of their scientific output. Below are instructions for correct institutional affiliation according to the different researcher profiles:

Signature for hospital researchers affiliated with SERMAS or FIBHGM
Service/Unit/Department, Gregorio Marañón University General Hospital. Gregorio Marañón



HR EXCELLENCE IN RESEARCH

Health Research Institute (IISGM), Madrid, Spain (Spain for international researchers). Other institutions or cooperative structures.

Example: Digestive System Medicine Service, Gregorio Marañón University General Hospital. Gregorio Marañón Health Research Institute (IISGM), Madrid, Spain. CIBEREHD.

Signature for HGUGM researchers affiliated with the University Service/Unit/Department, Gregorio Marañón University General Hospital. Department/Faculty, University (Complutense University of Madrid (UCM) or Carlos III University of Madrid (UC3M)). Gregorio Marañón Health Research Institute (IISGM), Madrid, Spain (Spain for international institutions). Other institutions or cooperative structures.

UCM example: Digestive System Medicine Service, Gregorio Marañón University General Hospital. Faculty of Medicine, Complutense University of Madrid (UCM). Gregorio Marañón Health Research Institute (IISGM), Madrid, Spain. CIBEREHD.

UC3M example: Medicine and Surgery Unit, Gregorio Marañón University General Hospital. Department of Bioengineering and Aerospace Engineering, Carlos III University of Madrid (UC3M), Madrid, Spain. Gregorio Marañón Health Research Institute (IISGM).

Signature for researchers from University groups affiliated with the IISGM

Department/Faculty, Complutense University of Madrid (UCM) or Carlos III University of Madrid (UC3M). Gregorio Marañón Health Research Institute (IISGM), Madrid, Spain (Spain for international institutions). Other institutions or cooperative structures.

Example: Faculty of Medicine, Complutense University of Madrid (UCM). Gregorio Marañón Health Research Institute (IISGM), Madrid, Spain. CIBEREHD.

Example: Department of Signal Theory and Communications, Carlos III University of Madrid. Gregorio Marañón Health Research Institute (IISGM), Madrid, Spain.

Mention of funding entities in acknowledgements

Beneficiaries of grants must indicate the nature of the funding in *the Acknowledgements section*, making specific reference to the Project Code and the Funding Entity.

Public funds

Funding entity and project/human resources grant code.

In the case of obtaining state or regional public funding, the funding entity and project/human resources grant code must be indicated in all cases. In all cases, the corresponding European Structural Funds must be indicated: European Regional Development Fund (ERDF) for projects or European Social Fund (ESF) for human resources grants.

This section must include: "Aid co-financed by the European Regional Development Fund (ERDF). A way to build Europe" or "Aid co-financed by the European Social Fund (ESF). A way to build Europe".

Private funds

Funding body and project/human resources aid code.

Occupational Risk Prevention Service

The FIBHGM has outsourced its occupational risk prevention service. It is necessary to contact **the Occupational Risk Prevention representative** in the Human Resources Department to:

- Report any accident at work.
- To communicate pregnancy.
- Report the transfer of workers to external institutions or the arrival of external workers at our facilities, whenever work activities are to be carried out, in order to facilitate the Coordination of Business Activities (CAE).
- Any queries related to occupational risk prevention.

Face-to-face training workshops on occupational risks are held periodically in order to resolve doubts *on the spot* and promote this type of training to consolidate good practices among professionals. Likewise, topics of special interest in this regard are included in the weekly research seminar programme.

In the event of evacuation and emergency, the corresponding instructions provided by the Hospital must be followed. Information on these instructions can be requested from the department/unit where each workstation is located. The Hospital has a Self-Protection Plan for internal disasters, which is activated when any of the emergency situations covered by the Plan occur.

In the event of an emergency, it is recommended that you contact the **Security Control Centre (CSS)** as soon as possible on 915868220 (24 hours).

The following protocols can be consulted at the following [link](#):

- Procedure for the Management of Personal Protective Equipment (PPE).
- Self-Protection Plan (Plan, Action Procedure and Emergency Response Mechanisms).
- Action Procedure, Especially Sensitive Workers (ESW) in the face of occupational risks.
- Action Procedure, Maternity Protection (pregnancy and breastfeeding).
- Prevention and Action Protocol for situations of internal conflict, violence and harassment in Biomedical Research Foundations.
- Action Protocol for the prevention, detection and response to situations of harassment on the grounds of sexual orientation, gender identity, gender expression or sexual characteristics in Biomedical Research Foundations of Health Institutions affiliated with SERMAS.
- FIBHGM workplace accident action protocol.

REGULATIONS AND GUIDELINES AT THE IISGM

REGULATIONS AND GUIDELINES AT THE IISGM

The management of a centre of this type is subject to various regulations, and there are some guidelines for procedures that are of interest to new recruits. Some of these are mentioned and linked below:

Code of Good Practice

The [Code of Good Practice](#) in Research aims to provide the IISGM with a common document that can be shared and respected by all professionals belonging to the Institute, and which sets out the **rules of conduct and ethical principles** relating to the research activity carried out therein, including everything from the planning and development of the research activity to its recording and communication. It is a commitment adopted by the Institute's scientific staff in terms of research quality and integrity.

The document addresses issues such as the supervision of trainee researchers and their training; ethical practices in research involving humans and animals; responsibilities and standards of conduct during each stage of research (planning, implementation and communication of results); peer review; intellectual property rights and exploitation of results; co-authorship; and, finally, conflicts of interest.

Biosafety Committee

[The Biosafety Committee](#) publishes information on **current regulations and useful guidelines** on the subject. The purpose of this Committee is to respond to the need to regulate and improve risk management in both healthcare and biomedical research.

Its objectives are:

- To promote training activities in biosafety.
- To compile a register of laboratories and hospital facilities where biological agents, particularly GMOs, are handled.
- To collaborate in compliance with current regulations on biosafety and biological risk.
- Collaborate in notifying the Competent Authority of both the existence of the facilities and the activities they carry out.
- Advise healthcare professionals and researchers on compliance with biosafety regulations.
- Collaborate in the risk assessment process for facilities and activities involving the handling of biological agents.
- Prepare biosafety reports.
- Develop protocols and working procedures in accordance with biosafety standards.

Innovation Guide

The Innovation Unit has compiled an [Innovation Guide](#) that explains the **procedure to follow**

when an invention is made, covering aspects such as:

- Ownership of inventions: which corresponds to the Institute (with some exceptions).
- The management of the protection of results that are eligible for patenting: describing the steps to be followed after communicating R&D&I results to the Innovation Support Unit (evaluation, protection and development).
- Recommendations for action for inventors, in accordance with regulations, which begin with notification to the Research Support Unit and may involve various stages, such as signing agreements or initiating transfer activities.
- The system for distributing benefits and burdens in the exploitation of results depends on aspects such as who assumes the protection costs: whether it is the LiSGM, the research group or the inventor themselves.

TRAINING AT THE IISGM

TRAINING AT THE LiSGM

The training activities offered by the institutions that make up the LiSGM are geared towards **training at various levels of specialisation**. The LiSGM offers training through collaboration agreements with schools and universities and, additionally, through its own activities specially designed to meet the needs of the institution's researchers.

As a general rule, each year we study the feasibility of incorporating the training activities most requested by our researchers in the form of courses or workshops in order to optimise the [Training Plan](#) according to the needs identified through service quality control. Specifically, the training plan has incorporated and consolidated the courses most requested in the training needs surveys.

The 2021 [Training Plan](#) reflects the needs and demands of LiSGM staff and is available on the website following its approval by the Research Committee with the endorsement of the Training Committee. The Plan is based on suggestions gathered in the training needs assessment questionnaire and the evaluation of training activities from previous years, which on this occasion included aspects such as:

- Biomedical Research Methodology.
- Basic Course in Biomedical Research Methodology.
- Course on Experimental Techniques in Biomedical Research.
- Advanced Rodent Surgery Course.
- Advanced Course on Fluorescence Imaging Techniques (held every two years).
- Course on Fundamentals and Applications in Biomedical Research of Flow Cytometry.
- Bioinformatics Workshop.

Topics that are not taught in the form of courses or workshops are incorporated into the weekly seminars in order to respond to as many of the identified needs as possible.

In general, the activities in the Training Plan are accredited by the Continuing Education Commission of the Community of Madrid and can be used as curricular merit by researchers.

In-house courses

The following [link](#) provides information on the courses that have been incorporated into the annual Training Plan.

'Alberto Tejedor' Seminar Series of the LiSGM

The Institute continues to hold a weekly Research [Seminar Series](#), which alternates between basic research topics (Lab Meetings, clinical topics, practical aspects of research, and presentations by guest researchers). This series includes suggestions provided by researchers and is held every Wednesday from 2:30 to 3:30 p.m.

Since May 2020, the IISGM Seminar Series has been named the "Alberto Tejedor" Seminar Series in memory of a colleague who died from COVID-19.

In 2024, the Institute's weekly Research Seminar Series, which alternates between basic research topics (Lab Meetings), clinical topics, practical aspects of research, and presentations by guest researchers, will once again be held in person. It will take place in the auditorium of the HGUGM Oncology and Advanced Therapies Hospital (entrance on Calle Máiquez).

Researchers who require a certificate of attendance for a seminar should request one by emailing seminarios.iisgm@iisgm.com, providing information on the date, title and speaker of the seminar.

The seminar schedules can be accessed via the following [link](#).

[IISGM Research and Innovation Day](#)

In order to inform the IISGM scientific community about the centre's research activity, the Institute holds an annual *Research and Innovation Day*. This event involves the active participation of IISGM researchers, who can present the results of their different lines of research.

The conference provides a forum for researchers from different priority areas and research groups to meet. Its aim is to raise awareness of the structure and functioning of the Institute by encouraging the active participation of researchers. To this end, any researcher may submit scientific papers. An evaluation committee selects and awards prizes to the best scientific papers submitted. The award categories are as follows: best paper in each area of the IISGM, best paper in nursing, best paper on innovation, and best paper on patient safety.

Information on the latest conferences is available at [the](#) following [link](#).

[Intramural Programme](#)

In line with the policy of supporting Emerging and Associated Groups and continuing the actions set out in the 2016-2020 Strategic Plan, extended until the end of 2021, and in the current 2022-2026 Strategic Plan, the IISGM announces the following sub-programmes within its Intramural Research Promotion Programme, most of which are clearly educational in nature:

- Subprogramme: Pre-doctoral Training Contracts.
- Subprogramme: Pre-doctoral Contracts for the development of healthcare activities.
- Subprogramme: Post-Specialised Healthcare Training Contracts.
- Subprogramme: Postdoctoral Contracts.
- Subprogramme: Contracts for the intensification of research activity in R&D&I, nursing and EECC coordination.
- Subprogramme: Projects: R&D&I in nursing care and international cooperation with developing countries.

Further information on these two calls for proposals can be found at the following [link](#).

CHANNELS FOR COMMUNICATION AT THE IISGM

CHANNELS FOR COMMUNICATION AT THE IISGM

The communication channels used to disseminate news and information about operations to all IISGM staff are:

- **IISGM website:** (<https://www.iisgm.com/>), which includes all content of interest related to the IISGM.
- **Notice boards** located at the entrance to the Foundation's headquarters and in the annex building of the UMCE (prefabricated building).
- Specific **distribution lists** for each IISGM profile: these include: **IISGM researchers**. To be included in this distribution list for researchers, the head of your research group must notify your registration as a researcher in the group so that you can be added to the Staff Register. In addition, the researcher must give their express authorisation for inclusion in the aforementioned distribution lists, as required by European Regulation (EU) 2016/679 on Data Protection. This authorisation must be sent to the email account adminlistas@listas.iisgm.com .
- **Social Media:** [LinkedIn](#), [X](#), and [YouTube](#)

The internal communication channels normally used are:

- [Alberto Tejedor Research Seminar Series](#): Various types of sessions are held (lab meetings, practical sessions, clinical sessions and guest speakers), combining training with an interest in finding synergies that lead to collaborations between researchers.
- [Monthly Newsletters](#): These publish news on internal training, innovation, scientific production data, among other topics.
- [Monthly Scientific Production Reports](#): Provides a detailed monthly analysis of publications by research areas and groups. It provides data on cumulative and year-on-year impact factors at the institutional level, and the average impact factor per group.
- [IISGM Annual Research Report](#): Compiles institutional information of interest, R&D&I activities and scientific production of the IISGM for the corresponding year.

APPENDIX

ANNEX I. SUMMARY OF IMAGES

IMAGE 1: Building plan.	7
IMAGE 2: LiSGM 2022 scientific structure.	11
IMAGE 3: Research support services (RSS).	12
IMAGE 4: Institutional organisational chart.	12
IMAGE 5: Process map.	13
IMAGE 6: Data from the 2020 research report.	14

