



June 2024

WELCOME BROCHURE iSGM

Gregorio Marañón Institute of Health Research



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Welcome Letter

Dear researcher,

We would like to give you the warmest 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 show the values that support us as an organization, its organizational structure and those usual internal operating procedures, as well as contacts and information for daily use.

You join an institution that seeks to achieve excellence in research and knowledge transfer and that, to this end, maintains continuous improvement processes. The Institute's activities are aimed at meeting the needs of its members, applying up-to-date scientific knowledge, using the available resources equitably and efficiently and with the commitment, participation, satisfaction and development of all the Institute's workers.

This effort made over the years has allowed us to be an institute accredited by the Carlos III Health Institute and obtain the European HRS4R seal that accredits good management in human resources.

The recognition of the Carlos III Health Institute is important for the IISGM, because is the Spanish entity that is responsible for the scientific and technical accreditation of those entities and centers that reach the highest level of public health services and research. This accreditation allows access to specific funding for research, while facilitating integration into cooperation networks that are very useful in health research.

The quality seal of the European Commission "Human Resources Strategy for Researchers (HRS4R)", for its part, recognizes good practices in human resources, making the IISGM an attractive center for European researchers.

Finally, it is important to highlight that a 2022-2026 Strategic Plan has been approved that includes the most important challenges for the coming years, in the resolution of which we want to count on our entire workforce.

We hope that this document helps you in your integration and guides you in your first days in the IISGM.

Thank you so much,

Ismael Buño Borde. Scientific Director of the IISGM.

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

INCORPORATION INTO THE IISGM

INCORPORATION INTO THE IISGM

First steps

After confirmation of hiring, the department of human resources send the following information:

- Copy of the Contract.
- Information sheet for research personnel and record of entry of the sheet.
- Training manual on occupational risk prevention that includes (depending on the position that the worker will perform): Information sheet on the risks of the workplace, action protocol in the event of a work accident and delivery record.
- Information regarding the Protection of personal data and the duty of confidentiality.
- Document related to medical examination.
- Form 145 related to Personal Income Taxes (IRPF).
- Instructions for the registration of the working day in the platform where the worker will be registered.
- Other documents as needed.

Once the HR department has reviewed the documentation, it will be sent by email to the interested person for electronic signature. If you do not have an electronic signature (digital certificate or electronic DNI), it will be presented to the HR department, with the aforementioned documentation, to sign the contract.

Through the Foundation's secretary at you can request an identification card, authorization for work materials, email, etc.

Similarly, an action protocol is provided in the event of an accident, recalling that the personnel belong to the Foundation and not to the Hospital, so please contact the HR department of the FIBHGM (919892432/914265115) to find out the specific indications for each case.

For more information, you can consult the collective agreement that is posted on the page [Web](#) from the Gregorio Marañón Health Research Institute (IISGM).

Foreign Research Personnel

Depending on their place of origin and the objective and duration of their stay, foreign research personnel who want to come to Spain must meet different requirements to legally reside and work in the country. General information about this can be found in the [Web](#) of the Ministry of Inclusion, Social Security and Migrations. You can also request information by contacting the Foundation's HR Department (919892430).

At the European level, there is a website [EURAXESS](#), an initiative of the European Commission that centralizes and facilitates information related to the mobility of researchers, where information of interest and useful advice is collected. The EURAXESS Network has 40 affiliated countries and has more than 300 support centers to inform and advise researchers

on aspects such as visa processing or degree recognition, among other aspects of interest. The Spanish delegation portal can be consulted [here](#).

In general terms, European citizens, citizens of the European Economic Area (Liechtenstein, Norway and Iceland) and Swiss citizens can stay in Spain for up to a maximum of three months without the need to register as longer-stay citizens with the local authorities of Spain. When the stay is longer, a registration is necessary that grants a foreigner identity number (NIE), necessary to stay in the country.

Once in Spain, registration in the local administration census is essential to access services such as health or education. In the case of healthcare, legal resident foreigners have access to public healthcare under the same conditions as Spanish nationals. The same applies to spouses and children residing in Spain.

Contacts

AMBIT	PERSON	MAIL	PHONE
Permissions residence and visas		rrhh@fibhgm.org	919892430 919892440
		rrhh@fibhgm.org	919892430 919892440
Resources Humans		soporte@soljem.com	91 655 83 11
Management Projects	Montserrat Roura	mroura@fibhgm.org	919 46 7450
	Carlos Arias	carias@fibhgm.org	914 46 7446
	Blanca González	blanca.gonzalez@iisgm.com	919467451
	Francisco Matarin	fmatarin@fibhgm.org	91 9467448
	Santiago Jimenez	Santiago.jimenez@iisgm.com	919892439
	Carmen Burgos	carmen.burgos@iisgm.com	919467449
Management scientific	Arantzazu Miner	gestioncientifica@iisgm.com	91 4269467
	Ana Bravo		91 586 86 99
	Paula Camarena		919892429
	Silvia Rueda		919892437
Management of the Innovation	Daniel Sanchez	innovacion@iisgm.com	91 426 7078
	Ana Alvarez	calidad@iisgm.com	919892438
Committee of Biosecurity		bioseguridad@iisgm.com	
Administration	FIGHGM Management	gerencia@fibhgm.org	91 426 5115
Service PRL	Cynthia Piñero	sprl.rrhh@iisgm.com	919892432
Communication	Mario Ruiz	mario.ruiz@iisgm.com	915868842
Emergencies			112

Location

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

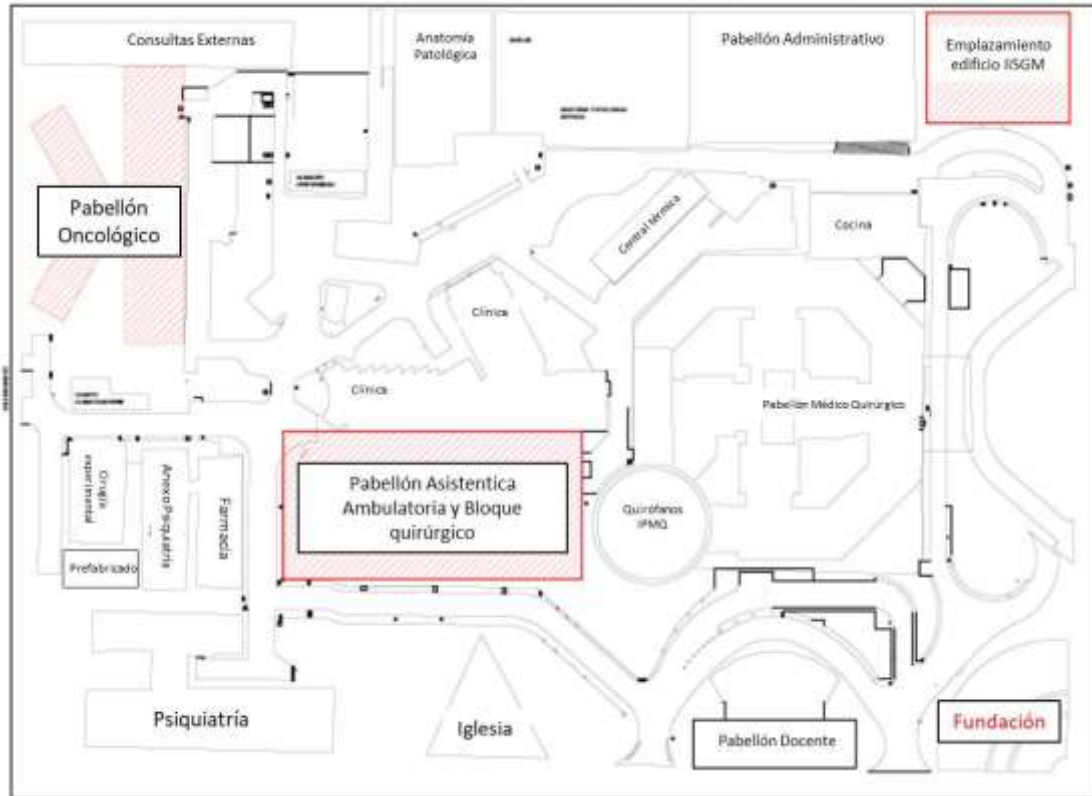


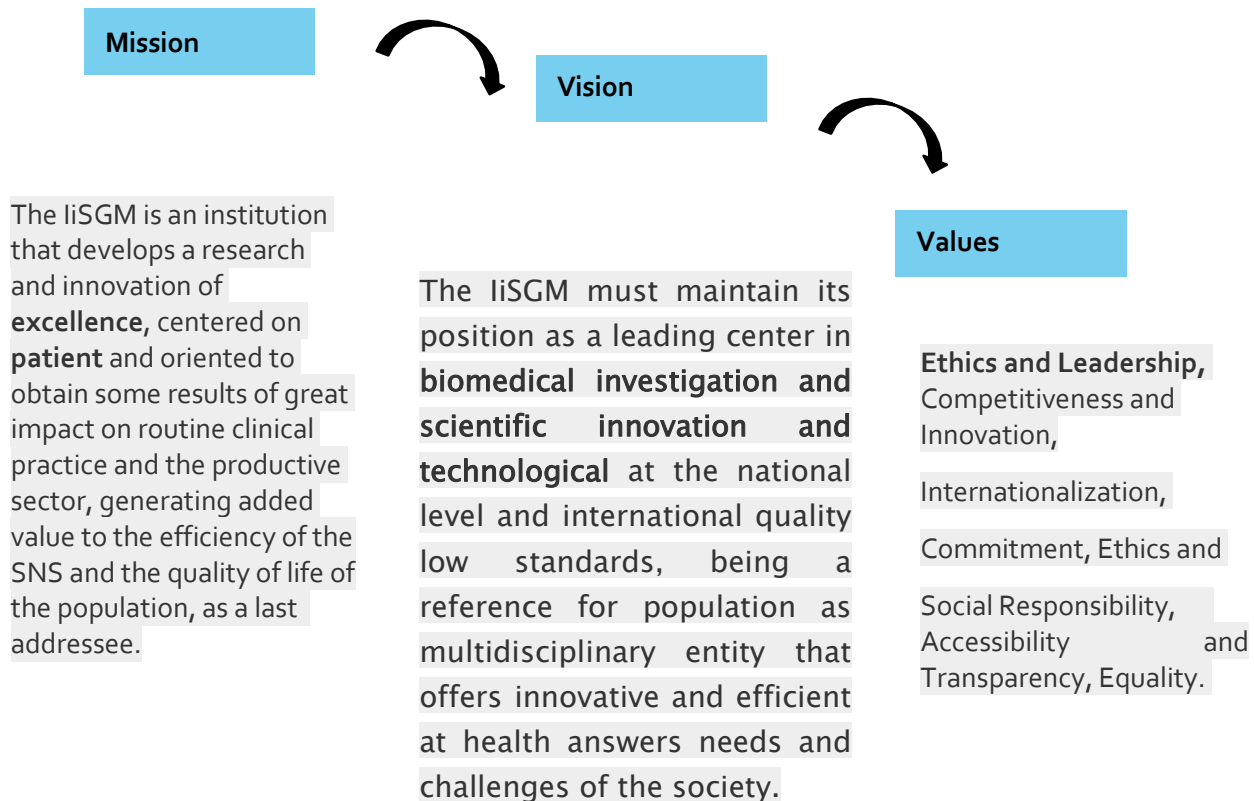
IMAGE 1: BUILDING PLANE

ORGANIZATION OF THE IISGM



ORGANIZATION OF THE IiSGM

Mission, vision, values



Strategic Objectives 2022-2026

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

1. Promote and consolidate relationships with other strategic partners and related centers (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. Improve its positioning, visibility and impact, making its activity known to all national and international interested groups, including society, to involve them in its actions and results.
3. Optimize the internal functioning of the IiSGM, through the recruitment and maintenance of talent, the improvement of its procedures and the better use of its resources, increasing its efficiency and effectiveness at the R&D&I management level and improving its portfolio of services offered.



4. Promote and enhance the differential activity of the IiSGM, developing cutting-edge and innovative actions, whose final focus is the impact in the social field and in routine clinical practice.

To achieve its achievement, 28 action plans have been defined, which are summarized in four axes of action:

- AXIS 1: INTERNATIONALIZATION, COOPERATION AND VISIBILITY.
- AXIS 2: MANAGEMENT AND INFRASTRUCTURES.
- AXIS 3: TRANSLATIONAL RESEARCH AND SOCIETY.
- AXIS 4: INNOVATION.

For more information and details of the plans, you can consult the following [link](#).

Organizational structure

The Health Research Institute of the Gregorio Marañón Hospital (IiSGM) is a reference biomedical research center established by the Madrid Health Service (SERMAS) through the Gregorio Marañón University Hospital, which represents the basic nucleus of the Institute.

It is joined by groups from the Complutense University of Madrid (UCM), the Carlos III University of Madrid (UC3M), a transversal research group in the field of Primary Care: "Multimorbidity, chronic diseases and health services", the Foundation for Biomedical Research of the Gregorio Marañón Hospital (FIBHGM) and the Directorate General for Research, Teaching and Documentation of the Department of Health of the Community of Madrid.

The FIBHGM is the managing body of the IiSGM and is endowed with its own legal personality. The FIBHGM does not have a budget from the Hospital or any other organization. Its funding comes from competitive research funding, agreements, donations, clinical trials, and royalties from its patents and registrations. As a non-profit entity, it dedicates all its income - including indirect expenses (overheads)- to finance research support activities, increase its infrastructure and maintain the operation of the FIBHGM itself.

The operation revolves around **seven priority research areas** next to **Nursing Care Research Group**, which, in turn, are subdivided into different Research Groups, and the **Research and Innovation Group in Health Management**:

Estructura Científica IISGM 2024

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

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: SCIENTIFIC STRUCTURE IISGM 2024.

This arrangement responds to the reality of the development of research activities at the Gregorio Marañón General University Hospital. Detailed information can be obtained about the **structure of the IISGM in the following link**.

The IISGM has organized the Research Support Services (RSS) into **Technological Platforms** oriented to the object of research: Patient, Organ, Animal, Cell and Molecule. In this way, the technological and human interrelationships necessary to address biomedical issues from different technological focuses are enhanced. The details can be consulted in the following [link](#).

Research Support Services (RSS)

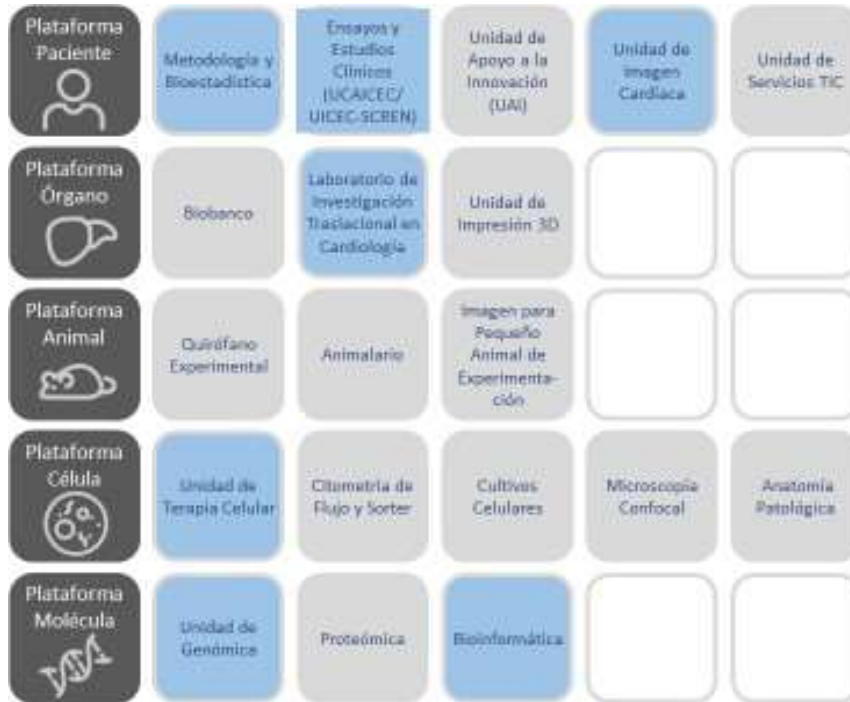


IMAGE 3: RESEARCH SUPPORT SERVICES (RSS).

Organization chart

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

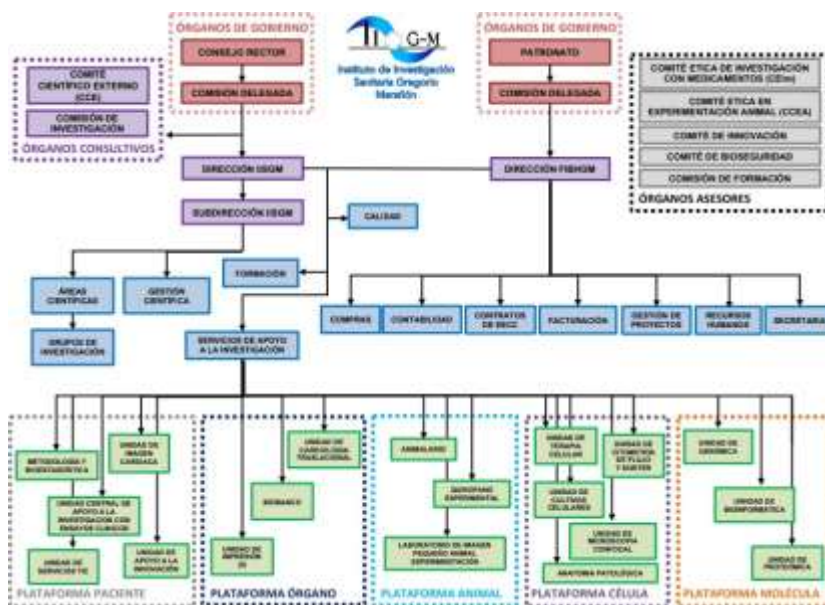


IMAGE 4: ORGANIZATION CHART.

Quality regulations

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

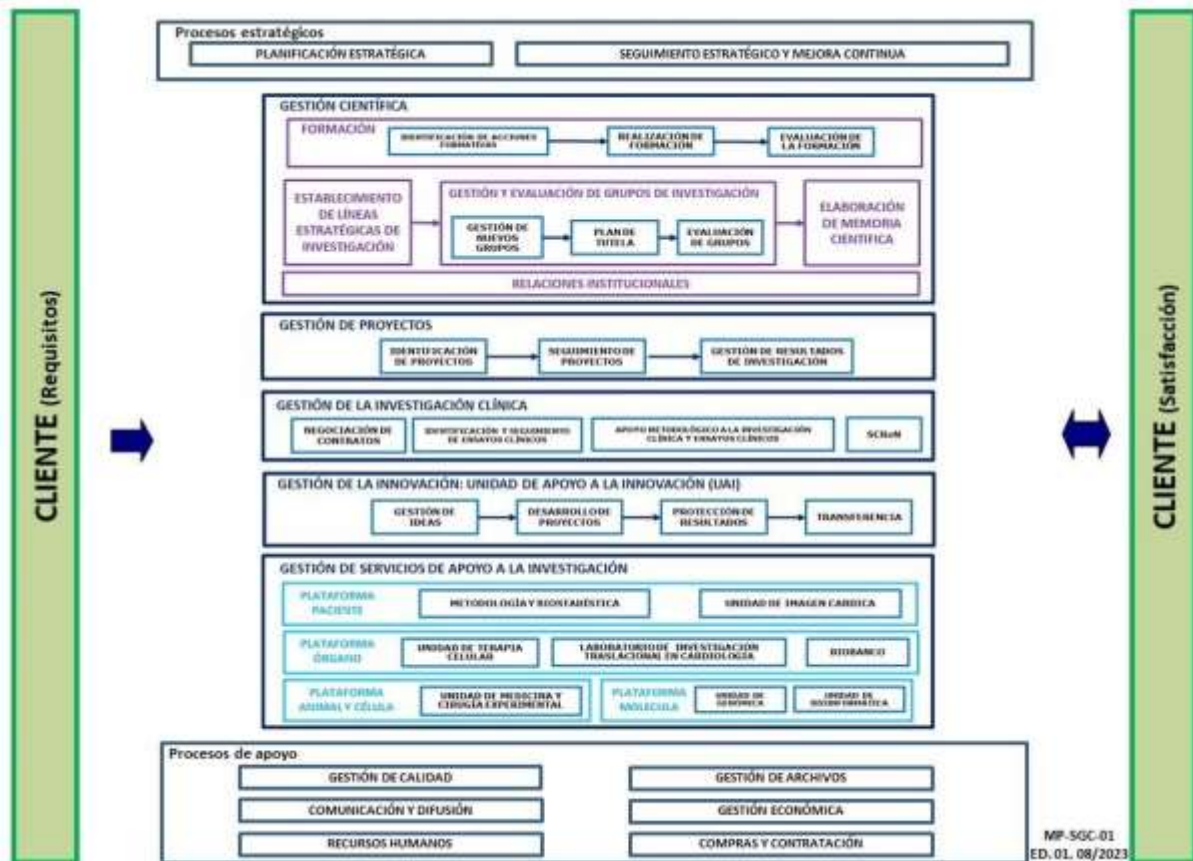


IMAGE 5: PROCESS MAP.

All processes are framed within the Quality Policy, which can be consulted in the following [link](#).

The IISGM in figures

The data shown below are the data referring to 2022, but they allow us to draw the research profile of the institution. Updated data and information that is more detailed can be consulted in the scientific report, in the following [link](#):



IMAGE 6: DATA FROM THE RESEARCH REPORT 2022.

RESEARCH AT THE IISGM



RESEARCH AT THE iSGM

Rights and duties of research staff

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

Rights of research staff

1. Research personnel who provide services in public Universities, in Public Research Organizations of the General Administration of the State or in research Organizations of other Public Administrations will have the following rights:
 - a. To formulate research initiatives, through the corresponding organizational bodies or structures.
 - b. To freely determine problem-solving methods, within the framework of recognized ethical practices and principles and the applicable regulations on intellectual property, and taking into account the possible limitations derived from the circumstances of the research and the environment, the supervision, guidance or management activities, budgetary or infrastructure limitations.
 - c. To be recognized and protected in the authorship or co-authorship of scientific works in which he participates.
 - d. To respect the principle of gender equality in the performance of their research functions, in the hiring of personnel and in the development of their professional career.
 - e. To full integration into the research teams of the entities for which it provides services.
 - f. To have the appropriate means and facilities for the development of its functions, within the limits derived from the application of the principles of effectiveness and efficiency in the allocation, use and management of said means and facilities by the entities for which it provides services. , and within budgetary availability.
 - g. To the consideration and respect of 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 carrying out its scientific activity.
 - i. To participate in the benefits obtained by the entities for which it provides services, as a consequence of the eventual exploitation of the results of the research, development or innovation activity in which it has participated. Under no circumstances will such participation be considered remuneration or salary for the research staff.

¹ The draft bill amending Law 14/2011, of 1 June, on Science, Technology and Innovation is currently being processed, and its changes could affect article 15 here. The proposed text is available [here](#).



- j. To participate in programs that promote conciliation between personal, family and work life implemented by the entities for which it provides services.
 - k. To their professional development, through access to continuous training measures for the development of their skills and competencies.
 - l. To geographical, intersectoral and interdisciplinary mobility, to reinforce scientific knowledge and the professional development of research personnel, in the terms provided in this law and in the rest of the applicable regulations.
2. These rights will be understood without prejudice to those established by Law 7/2007, of April 12, as well as the remaining rights that apply to research personnel, depending on the type of entity for which they provide services and the activity carried out.

Duties of the research staff

1. The duties of research personnel who provide services in public Universities, in Public Research Organizations of the General Administration of the State or in research Organizations of other Public Administrations will be the following:
 - a. Observe recognized ethical practices and ethical principles corresponding to their disciplines, as well as the ethical standards included in the various applicable deontological codes.
 - b. Inform the entities for which it provides services of all findings, discoveries and results susceptible to legal protection, and collaborate in the processes of protection and transfer of the results of its investigations.
 - c. Disseminate the results of their investigations, if applicable, as indicated in this law.
 - d. Participate in the meetings and activities of the governing and management bodies of which you are a part, and in the evaluation and improvement processes for which you are required.
 - e. Ensure that your work is relevant to society.
 - f. Take the necessary measures to avoid plagiarism.
 - g. Direct your investigations towards achieving the strategic objectives of the entities for which you provide services, and obtain or collaborate in the processes of obtaining the necessary permits and authorizations before starting your work.
 - h. Inform the entities for which it provides services or that finance or supervise its activity of possible delays and redefinitions in the research projects for which it is responsible, as well as the completion of the projects, or the need to abandon or suspend the projects.
 - i. Be accountable for your work to the entities for which you provide services or that finance or supervise your activity, and be responsible for the effective use



- of funding for the research projects you develop. To do this, you must observe the principles of correct, transparent and effective financial management, and cooperate in audits of your investigations that proceed in accordance with current regulations.
- j. Use the name of the entities for which it provides services in the performance of its scientific activity, in accordance with the internal regulations of said entities and the agreements, pacts and conventions that they sign.
 - k. Follow safe work practices at all times in accordance with applicable regulations, including the adoption of the necessary precautions regarding the prevention of occupational risks, and ensure that the personnel under your charge comply with these practices.
 - l. Adopt the necessary measures to comply with the applicable regulations regarding data protection and confidentiality.
2. These duties will be understood without prejudice to those established by Law 7/2007, of April 12, as well as the remaining duties that apply to research personnel, depending on the type of entity for which they provide services and the activity carried out.

Research areas

The IiSGM has its **Investigation groups**² organized around the **Research main areas** ones and taking into account their different capacities. The structure of the 52 groups appears collected in the Image 2 of this document, which describes the scientific structure of the organization.

Research Staff Corner

At the FIBHGM there is **one-stop service for researchers**, which represents a unique management system that tries to respond to all your needs. In this way, each of the 52 research group leaders at the IiSGM knows the FIBHGM project management staff assigned to process the projects of their research group, so that they can contact him or her to make the necessary arrangements in the FIBHGM. Contact details for FIBHGM and IiSGM staff can be found in the Research Staff Corner, which can be consulted in the following [link](#).

This Research Staff Corner is a space that integrates all the information provided to the staff assigned to the IiSGM (commonly used computer tools, internal communications...). It also includes a guide for conducting clinical research studies, which can be consulted [here](#). There you can identify the type of studies that can be carried out and the requirements demanded for each case.

Likewise, you can access basic guides for requesting European projects, as well as guides for their execution and justification, in addition to incorporating models for invoices and other common procedures in the field of project management.

Among the information of interest included in this section are some tips for writing a peer review well. It can be consulted in the following [link](#).

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



Innovation Support Unit

The objective is to channel innovative ideas or proposals, from the moment the idea arises, until its possible protection, valorization and commercial exploitation. **The unit accompanies and advises the researcher in the different stages of the innovation or transfer process**, with the aim that these ideas can become products or services that add value to the health system and society. His tasks include:

- Evaluation of ideas.
- Support in the writing and planning of innovation projects.
- Advice on protection strategies for Industrial and Intellectual Property.
- Financial support for the patent application.
- Support in the valorization of ideas and research results.
- Support in the search for technological or commercial partners.
- Advice on technology transfer procedures, licenses and business creation.

For more information you can contact to: Daniel Sánchez Puerto. Telephone: 91 9467457. [Email: gestión.innovacion@iisgm.com](mailto:gestión.innovacion@iisgm.com). Or consult the following [link](#).

Bibliographic resources

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

Access is requested through the "user registration" section, which appears in the upper right part of the screen. The system will then send an email, which links to a form and when it is validated, you can access it with the DNI/NIE and the password that has been chosen.

Institutional affiliation

It is mandatory for researchers to include the IISGM in the affiliation of their scientific production. Below, we give you the instructions to make a correct institutional affiliation according to the different researcher profiles:

Signature for Hospital researchers with links to SERMAS or FIBHGM

Service/Unit/Department, Gregorio Marañón General University Hospital. Gregorio Marañón Health Research Institute (IISGM), Madrid, Spain (Spain in international). Other cooperative institutions or structures.

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

Signature for HGUGM researchers linked to the University

Service/Unit/Department, Gregorio Marañón General University Hospital. Department/Faculty, University (Complutense of Madrid (UCM) or Carlos III of Madrid



(UC3M)). Gregorio Marañón Health Research Institute (IISGM), Madrid, Spain (Spain in international). Other cooperative institutions or 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. CYBEREHD.

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

Signature for researchers from University groups assigned to 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 in international). Other cooperative institutions or structures.

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

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

Mention to Financing Entities in Acknowledgments

Aid recipients must indicate in Thanks the nature of the financing, making express reference to the Project Code and the Financing Entity.

Public funds

Funding entity and project code/human resources aid.

In the case of obtaining state or regional public financing, the Financing Entity and code of the project/human resources aid will be indicated in all cases. In any case, the corresponding European Structural Funds will be indicated: European Regional Development Fund (ERDF) in projects or European Social Fund (ESF) in human resources aid.

It must appear in this section: "Aid co-financed by the European Regional Development Fund (ERDF). A way of making Europe" or "Aid co-financed by the European Social Fund (ESF). "A way of making Europe".

Private funds

Funding entity and project code/human resources aid.

Occupational Risk Prevention Service

The FIBHGM has outsourced the occupational risk prevention service. It is necessary to contact the reference person in Occupational Risk Prevention of the Human Resources Department to:



- Report any work accident.
- Communicate the pregnancy situation.
- Report movements of workers to external institutions or the arrival of external workers to our facilities, whenever a work activity is going to be carried out, in order to carry out the Coordination of Business Activities (CAE).
- Any query related to ORP.

Face-to-face training workshops on occupational risks are periodically held, with the aim of resolving doubts on site and energize this type of training to consolidate good practices for professionals. Likewise, topics of special interest in this regard are included in the program of weekly research seminars.

In case of evacuation and emergency, you must follow the corresponding instructions offered by the Hospital, whose information can be requested in the service/dependency where each job is located. The Hospital has a Self-Protection Plan against internal catastrophes that is activated when any of the emergency situations contemplated in the aforementioned Plan occur.

In case of emergency, the recommendation is to contact the **Security Control Center (SCC)** on phone 915868220 (24 hours).

In the next [link](#) you can consult the next protocols:

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

Research career

The professional career at the IISGM is regulated by the Resolution of December 3, 2020, of the General Directorate of Labor of the Ministry of Economy, Employment and Competitiveness, on registration, deposit and publication of the Collective Agreement of the Group of Companies of the Foundations of Biomedical Research of the Health Institutions attached to the Madrid Health Service (SERMAS).



This agreement, a pioneer in Spain, aims to attract excellent researchers with real salary improvements through regulated and safer working conditions aligned with the European Charter for Researchers and the Code of Conduct for the Hiring of Researchers (HRS4R) and will serve to promote biomedical research.

It has the unanimous support of the unions of the works councils of the biomedical foundations, the trustees of the foundations, representatives of the Works Councils and the Public Administration.

The agreement, which improves the labor situation and facilitates relations between all foundations and their workers, as well as their occupational health and safety conditions, and the promotion of equality and mobility, came into force on December 23, 2020, after its publication in the Official Gazette of the Community of Madrid.

This document establishes the following **professional categories**:

FUNCTIONAL AREA	PROFESSIONAL GROUP	PROFESSIONAL CATEGORY
Area 1	Group I	Principal researcher
Area 1	Group I	Research associate
Area 1	Group I	Senior Research Associate
Area 1	Group I	Associate Researcher
Areas 2 and 3	Group II	Senior graduate
Areas 2 and 3	Group II	Higher degree
Areas 2 and 3	Group III	Medium degree
Areas 2 and 3	Group IV	Technical of degree superior/ Administrative
Areas 2 and 3	Group V	Mid-grade technician/administrative assistant
Area 3	Group VI	Auxiliary services personnel

The **complete agreement** can be consulted [here](#).

REGULATIONS AND GUIDES AT THE IISGM



REGULATIONS AND GUIDELINES IN THE iSGM

The management of a center of this type is subject to various regulations and there are some guides for procedures that are of interest to people who join again. Some of them are mentioned and linked below:

Code of Good Practices

The [Code of Good Practices](#) in Research aims to provide the iSGM with common documentation that can be shared and respected by all the professionals who make up the Institute, and that collects the **standards of action and ethical principles** related to the research activity carried out therein, including from the planning and development of the research activity, to its registration and communication. It is a commitment adopted by the Institute's scientific staff regarding the quality and integrity of research.

The document addresses aspects such as the supervision of research staff in training and their training; ethical practices in research with people and animals; the responsibilities and standards of action during each of the stages of the research (planning, implementation and communication of results); expert review; intellectual property rights and exploitation of results; co-authorship and, finally, conflicts of interest.

Guide for conducting a clinical research study

[Guide for conducting a clinical research study](#). Here you can identify the type of studies you want to carry out and the **requirements** for each of the cases.

The Guide includes the steps to take in the following cases:

1. A study only on biological samples.
2. An investigation to evaluate a medical device in in vitro diagnosis.
3. A clinical trial.
 - 3.1. A clinical trial with medicines for human use.
 - 3.2. A clinical trial (clinical research) with a medical device that is not for in vitro diagnosis.
4. An EPA observational study (post authorization study).
 - 4.1. EPA observational study linked to the Marketing Authorization of the drug (EPA-LA).
 - 4.2. EPA observational study of prospective follow-up promoted by health authorities (EPA-AS).
 - 4.3. EPA observational study with prospective follow-up different from the previous two (EPA-SP).
 - 4.4. Observational study with other designs (non-prospective) EPA-OD.
5. NO-EPA observational study.
6. Observational study with a Medical Device.



Biosafety Committee

The [Biosafety Committee](#) publishes information related to **current regulations and useful guides** in the matter. The function of this Committee is to respond to the need to regulate and improve risk management both in the field of healthcare and in biomedical research.

Its objectives are:

- Promote training activities in biosafety.
- Prepare a registry of laboratories and hospital facilities in which biological agents, especially GMOs, are handled.
- 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 health professionals and researchers on compliance with biosafety regulations.
- Collaborate in the risk assessment process of the facilities and activities carried out that involve the manipulation of biological agents.
- Prepare biosafety reports.
- Develop work protocols and procedures according to biosafety standards.

Innovation Guide

The Innovation Unit collects an [Innovation Guide](#), which explains **the procedure to follow when faced with an invention**, dealing with aspects such as:

- Ownership of inventions: which corresponds to the Institute (with exceptions).
- The management of the protection of results that may be patented: describing the following steps after the communication of R&D results to the Innovation Support Unit (evaluation, protection and development).
- Recommendations for action for inventors, according to the regulations, which begin with communication to the Research Support Unit and may involve different phases, such as signing agreements or launching transfer activities.
- The system of distribution of benefits and burdens in the exploitation of results that depends on aspects such as who assumes the protection charges: whether it is the IHBGM, the research group or the inventor himself.

Equality policies

The IHBGM, in its search for excellence, has among its principles the promotion of actions that technically and scientifically train its entire staff, recognizing the value contribution of diversity and promoting the professional development of its entire staff through values. Of respect and equality, without discrimination of any kind for reasons of gender, age, race, religion, opinion or any other personal or social condition.

The board of trustees, as the governing body of the IHBGM, once again expresses its firm



commitment to what this [Equality Plan](#) reflects. He is also involved in its development as responsible for strategic policies with the collaboration and support of the FIBHGM Business Committee.

This Plan was approved in June 2021 and will be in force for the next four years. Its objective is to publicize the set of proposed equality measures that maintain a transversal gender approach and establish monitoring and evaluation systems for them. Adapted to the recent Royal Decrees 6/2019, of March 1, on urgent measures to guarantee equal treatment and opportunities between women and men in employment and occupation 902/2020, of October 13, on equal pay between women and men, it will apply to:

- FIBHGM workers.
- Other personnel from the Gregorio Marañón Hospital Health Research Institute (IISGM).
- Students on internships or with training stays or scholarships at the FIBHGM.
- Personnel from other companies who carry out professional stays or teaching at the FIBHGM.

The Plan proposes **8 areas of intervention** to fulfill their **9 operational objectives**:

1. Achieve effective labor equality between men and women within the FIBHGM/IISGM.
2. Identify and, if present, eliminate gender biases to establish a fair work environment aimed at scientific excellence.
3. Guarantee effective equality of opportunities between men and women in access to employment, in the training and in the promotion of the most capable people regardless of their gender.
4. Reduce or eliminate the difference in the average salaries of men and women within the FIBHGM/IISGM.
5. Ensure that the high level of feminization of the company translates into a greater presence of women in positions of responsibility and in project management.
6. Include gender and equality perspectives throughout the labor relations environment, in internal and external communication, in the composition of bodies and committees and in all expressions of the administration and governance of the institution.
7. Ensure equality between men and women in the recognition of scientific merits, in the attribution of works, publications, inventions and other rights over the results; as well as equity in its visibility and dissemination.
8. Include the gender perspective in the main activities of the institution: the development of biomedical research and scientific-technical training.
9. Establish a culture of respect and equality among workers, through training and specific information on these matters.

There is an Equality Commission that is responsible for carrying out continuous monitoring and evaluation of the proposed measures.

TRAINING AT THE IISGM



TRAINING AT THE IiSGM

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

As a general rule, in the different years, the feasibility of incorporating the training activities most in demand by our researchers in the form of courses or workshops is studied to optimize the [Training Plan](#) according to the needs detected through service quality control. Specifically, the training plan has been incorporating and consolidating the most requested courses in surveys to detect training needs.

The [Training Plan 2021](#) includes the needs and demands of the IiSGM staff and is accessible on the web after its approval by the Research Commission with the approval of the Training Commission. The Plan is prepared based on the suggestions collected in the training needs detection questionnaire and the evaluation of training activities from previous years, which, on this occasion, included aspects such as:

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

Those topics that are not taught in the form of courses or workshops are incorporated into the topics of the weekly seminars in order to respond to the greatest number of needs detected.

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

Own Courses

In the next [link](#) there is information about the courses that have been incorporated into the annual Training Plan.

'Alberto Tejedor' Seminar Series of the IiSGM

A Cycle of Weekly Research Seminars of the Institute is maintained, which intersperses basic research topics (Lab Meetings, clinical, practical aspects of research and presentations by invited researchers. This cycle includes suggestions provided by researchers and is held every Wednesday between 2:30-3:30 p.m.



Since May 2020, the IISGM Seminar Series has been called the "Alberto Tejedor" Seminar Series in memory of a colleague who died due to COVID 19.

During the year 2024, the Institute's Cycle of Weekly Research Seminars, which combines topics of basic research (Lab Meetings), clinical research, practical aspects of research and presentations by invited researchers, will once again, be in person. It will take place in the auditorium of the Oncology and Advanced Therapies Hospital of the HGUGM (entrance on Máiquez Street)

Researchers who need a certificate of attendance at a seminar request it through the email address seminars.iisgm@iisgm.com , providing information about the date, title and speaker.

Seminar calendars can be accessed through the following [link](#).

IISGM Research and Innovation Conference

In order to make the IISGM scientific community aware of the center's research activity, the Institute annually celebrates the Research and Innovation Conference. This space has the active participation of IISGM researchers, who can present the results of their different lines of research.

The conference constitutes a meeting space between researchers from the different priority areas and research groups. Its objective is to publicize the structure and operation of the Institute, encouraging the active participation of researchers. To do this, any researcher can send scientific communications. An evaluation committee selects and awards prizes to the best scientific communications that are made and the categories of the prizes are the following: best communication in each Area of the IISGM, for the best nursing communication, for the best communication of content in innovation and for the better communication of patient safety content.

The information from the last days is available below [link](#).

Intramural Program

In line with the policy of supporting Emerging and Associated Groups and giving continuity to the actions planned in the 2016-2020 Strategic Plan, extended until the end of 2021, and in the current PE 2022-2026, the IISGM calls within its Program Intramural to Promote Research the following subprograms, most of them with a marked training nature:

- Subprogram: Predoctoral Contracts in Training.
- Subprogram: Predoctoral Contracts for the development of healthcare activity.
- Subprogram: Post-Specialized Health Training Contracts.
- Subprogram: Postdoctoral Contracts.
- Subprogram: Contracts for the intensification of research activity, in I+D+i, in nursing and in EECC coordination.
- Subprogram: Projects: I+D+i, in nursing care and international cooperation with developing countries.

More information about these two calls can be found in the following [link](#).

**CHANNELS FOR THE
COMMUNICATION IN THE IISGM**



CHANNELS FOR COMMUNICATION IN THE IiSGM

The communication channels used to disseminate news and operations to all personnel assigned to the IiSGM are:

- **IiSGM Website:** (www.iisgm.com) that integrates all the contents of interest and related to the IiSGM.
- **Notice boards** physically located at the entrance to the Foundation Headquarters and in the UMCE Annex Building (Prefabricated Building).
- **Distribution lists** specific for each IiSGM profile, among which are: **IiSGM researchers**. To be included in this distribution list of researchers, the Head of his Research Group must notify him of his registration as a group researcher in order to be able to integrate him into the Personnel Registry. Furthermore, the researcher himself must give his express authorization for his inclusion in the aforementioned distribution lists, as required by the European Regulation (EU) 2016/679 on Data Protection. This authorization must be sent to the email account adminlistas@listas.iisgm.com.
- **Social networks:** [LinkedIn](#), [X](#) and [YouTube](#)

The internal communication channels normally used are:

- Cycle "[Alberto Tejedor](#)" **Research Seminars**: Different types of sessions are given (lab-meetings, practical, clinical and guest speakers), in which the training nature coexists with the interest in finding synergies that lead to collaborations between researchers.
- **Monthly Newsletters**: In which news on internal training, innovation, scientific production data, among others, are published.
- **Monthly Scientific Production Reports**: It makes a detailed monthly analysis of publications by research areas and groups. It provides data on the cumulative and interannual impact factor at the institutional level, and the average impact factor by group.
- **IiSGM Annual Research Report**: It collects institutional information of interest, I+D+i activities and scientific production of the IiSGM in the corresponding year.

EXHIBIT



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