



IGNACIO H. DE LARRAMENDI RESEARCH GRANTS

FAQ: clarifications on the most frequently asked questions

GENERAL ISSUES

Presentation of applications (countries):

According to the rules governing the call for applications, the grants are international in scope. Individuals or institutions from any country may apply, as long as they comply with the terms and conditions of the call and their application is in one of the three established languages: Spanish, English or Portuguese.

Number of applications that can be submitted in the call

Any number of applications may be submitted. No limit has been established.

Applications from multiple entities:

Applications in which several organizations participate may be submitted, but the grant will only be paid to one of them.

Principal Investigators:

Only **one Principal Investigator** may be included in our grants, for the purposes of application submission and management. The remaining researchers will be part of the research team.

A project may be submitted as principal investigator and as a member of the research team in other separate projects.

The grant awarded will be automatically cancelled if, for any reason, the principal investigator leading the project is replaced.

Thematic areas

In those thematic areas that include a descriptive text with several options, proposals may address their components in an integrated manner or focus on just one of them. For example, in the thematic area “Strategies and education for behavioral change: prevention of obesity, promotion of physical activity, and emotional well-being (including the appropriate use of new technologies),” proposals may take either a comprehensive approach or focus on a single aspect (such as education for obesity prevention).

Submission of applications:

Only applications submitted within the deadline stipulated in the call rules and via the online application tool will be accepted.

Online application tool:

We recommend using the Chrome browser. Access the application tool via the Fundación Mapfre Registration Area. You can start the application and then finish it later; just make sure you click on the “Save” button. To continue

working on the proposal, access the Registration Area using your email and password. Then go to the “Awards and Grants” section, which is located on the right-hand side of the top menu.

Clicking the ‘**Save and send**’ button, the application is sent and can no longer be modified. At that point, the application is considered **formally submitted** and is received by the Fundación Mapfre team.

Protocol Models:

The 2 Protocol models are published on the website for informational purposes. This is the model agreement that regulates the Grants and which will be signed by whoever is finally assigned as a beneficiary.

Editing of projects

Fundación Mapfre may edit, publish, and disseminate the projects worldwide, in book or electronic format, on the Foundation’s website, and in any language, with the aim of sharing the research results with the general public. Such editing is carried out for publication and dissemination purposes only and does not affect authorship.

Research project

It is not necessary for the research project to start with the awarding of the grant; funding may be requested for a project that is already underway.

Enquiries

The email address for enquiries is becasyayudas@fundacionmapfre.org. Enquiries regarding Research Grants addressed to any other email address are not guaranteed to be answered.

CLARIFICATIONS ON REQUESTED DOCUMENTATION

The documentation specified in the terms and conditions of the call for applications must be included in the online application. We recommend that you have the files ready, as they must be included in the final part of the application form.

Files:

Maximum size of each file: 10,240 Kb.

Type of files accepted: .zip, .rar, pdf, .doc, .docx., xlsx.

Project report. Length

Please limit yourself to the length specified in the call guidelines (a maximum of 12 pages, Arial font, size 12) and aim to be concise. The following are not counted towards the length of the report:

- The abstract in English
- The data protection text
- The bibliography, which may be included at the end of the document as an appendix.

For proposals submitted in Spanish or Portuguese, it is mandatory to include the abstract in English.

Project report. Budget

There is no predefined list of eligible or ineligible cost items. Overheads or institutional fees, where applicable, must be included in the budget as a separate item.

The amount requested must cover all anticipated costs, including taxes.

The maximum amounts that may be requested per grant are up to €30,000 for research projects in the field of health promotion, and up to €15,000 for research projects in the fields of insurance and social welfare.

If the funding required for your project exceeds the maximum amount established under these grants, you must indicate the source of additional funding.

If the requested amount is awarded to an independent Spanish researcher, Fundación Mapfre will apply the corresponding personal income tax (IRPF) withholding

Curriculum Vitae

The CV must not exceed five single-sided pages. Where a research team is

involved, each team member's CV must also be limited to five pages, and all CVs should be combined into a single document for submission with the application.

Cover letter and letter of acceptance from the host institution:

In the application form, you must indicate who will receive and manage the grant funds. If you specify that this will be an entity/centre/organisation/university/hospital, etc., to which the Principal Investigator is affiliated or where the research will be carried out, then a “cover letter/letter of acceptance of the research” from that institution is mandatory.

There is no standard template available for these documents.

A standard institutional cover letter that includes explicit acceptance of the research must be presented on official letterhead of the host institution and generally follows the structure below:

- Full name of the institution and department
- Official address of the institution
- Name of the Principal Investigator
- Title of the research project
- Confirmation of acceptance: explicit institutional support from [name of the institution] for both the research project entitled (project title) and the Principal Investigator (name) and any participating research team (if applicable)
- Full name, position, and signature of the institutional representative
- Date and institutional stamp (if applicable)

The letter must be signed by a representative of the institution, such as the head of department, institute director, or postgraduate studies coordinator; it does not necessarily need to be signed by the university rector.

A single document (the cover letter) will suffice if the entity receiving the grant and the research host institution are the same.

If this is not the case —i.e. if the institution receiving the funds and the one hosting the research are different— two separate documents will be required.

Illustrative example: if a project is submitted by a research centre of University X (which is indicated as the recipient and manager of the funds) and the research is to be carried out at Hospital Y, the following will be required:

- **Document 1** → From University X: a cover letter that also includes acceptance of the research
- **Document 2** → From Hospital Y: a document confirming acceptance of

the research

Certification from the center's ethics committee:

If you do not yet have the certificate, you can include proof that you have requested it. In the event that none of the cases contemplated in RD 223/2004 of February 6, are applicable, this document will not be necessary and a document indicating the reasons for the exemption from submitting this documentation may be sent instead. We will therefore need you to send us the request or, if it is not needed, a statement indicating that it is not necessary.

ONCE THE GRANT HAS BEEN AWARDED. FOR BENEFICIARIES ONLY

The signing of the acceptance agreement marks the start date of the project funding and the maximum duration of 12 months.

The necessary information will be requested in a data collection form that will be sent in due course to develop the Acceptance Protocol (models available on the website) and the documentation necessary to comply with the requirements of the Spanish Law on the Prevention of Money Laundering and Terrorist Financing (Art. 2 of Law 10/2010 of April 18) and its Regulations (RD 304/2014, of May 5).

It will be necessary for the awardees to send Fundación Mapfre the following documents **CERTIFIED BY A NOTARY**, according to whether they are a natural person or an entity, which allow their formal identification and, if applicable, that of the real owner of the beneficiary entity and its representative:

LEGAL PERSONS	PUBLIC ADMINISTRATIONS
	<ul style="list-style-type: none"> ■ Copy of the Power of Attorney of the signatory (BOE, BOCM, etc.), or other official government document. (*) ■ Copy of Identity Document/Passport of all the signatories to the protocol.
	OTHER ENTITIES (Companies, Associations, Foundations, NGOs, etc.).
LEGAL PERSONS	<ul style="list-style-type: none"> ■ Copy of the Notarial Certificate of Declarations that identifies the owner of the legal entity. ■ Copy of the Power of Attorney of the signatory recorded in the Register. ■ Copy of the representative's valid ID document/passport. ■ Public documents evidencing its existence, corporate name, legal form, registered address, identity of its directors, bylaws, and tax identification number, which are typically included in the Articles of Incorporation (if this information is already included in the signatory's Power of Representation, this document will not be required). For Spanish entities, a Certificate of Registration with the Commercial Registry or another official registry will be accepted.
	SPANISH NATIONALS
NATURAL PERSONS	<ul style="list-style-type: none"> ■ Copy of Identity Card/Passport of all the signatories (Spanish nationals). ■ Copy of Social Security Affiliation Document.
	FOREIGNERS OR RESIDENTS IN SPAIN
	<ul style="list-style-type: none"> ■ EU countries: Residence permit, passport, or national identity document with a photograph. ■ Other countries: Residence permit, foreign national identity card, or passport.

(*) For official documents issued by the State or an Autonomous Community (Spain), it is not necessary to provide a certified copy; a simple copy will be considered sufficient.

In addition, all beneficiaries must provide a bank account ownership certificate for the account indicated for the transfer of the awarded funds (in accordance with the established payment schedule).

Beneficiaries residing outside Spain must also submit a **tax residence certificate** stating the applicable tax treaty between their country and Spain for the purposes of avoiding double taxation. This certificate must be **renewed annually**.

The aforementioned documents must be submitted prior to the payment of the funds. Failure to submit the documentation or partial completion will result in the revocation of the grant.

Fundación Mapfre reserves the right to request any additional documentation related to the above matters and/or documentation certified by a public notary, where applicable.

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