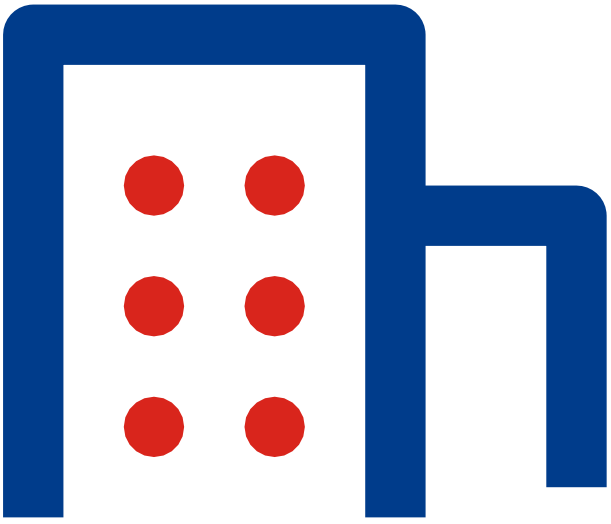
Welcome

Welcome

Salamanca Institute of Biomedical Research



IBSAL
Instituto de Investigación Biomédica de Salamanca

Welcome letter

We at IBSAL would like to welcome you and are delighted that you are joining our team. We want you to feel right at home from the very start and, above all, for that feeling to last for many years to come.

At IBSAL, we care about people, and we believe you will play a unique and important role within our organisation. We are delighted to have your expertise, both professionally and personally, which we aim to develop and nurture as much as possible so that you can grow with us. We thank you for the trust you have placed in IBSAL, and we would be delighted if the work you carry out over the coming years helps us to move forward together and contributes to improving research in our country.

*This **Welcome Handbook** has been put together for you, to help you settle into the team as quickly as possible and ensure that your journey with us is an enjoyable and exciting one. We also want you to get to know us a little better and share in the Institute's values.*

From this moment onwards, we hope that your priority will be to enjoy your work and realise your full potential so that, together with the work carried out by those of us already at IBSAL, we can grow together.

Please read this handbook carefully, as it contains important and useful information about your role and about IBSAL. If you have any questions, please do not hesitate to contact us; we are here to help you.

Director of Operations at IBSAL

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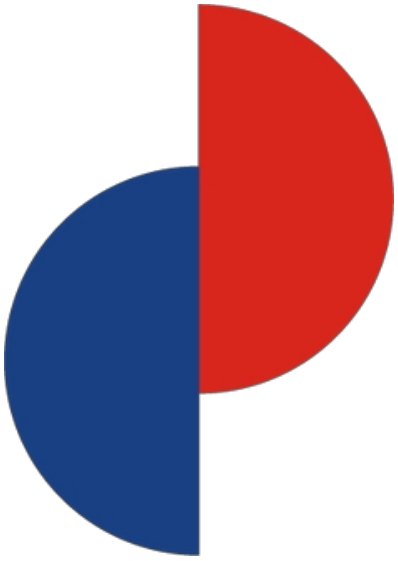
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1.
Who are we?



The Salamanca Biomedical Research Institute

The Salamanca Biomedical Research Institute (IBSAL) was established on 21 March 2011 through an agreement signed by the Regional Ministry of Health of the Regional Government of Castile and León and the University of Salamanca. The Spanish National Research Council (CSIC) joined this agreement on 10 February 2012.

IBSAL is thus established as a centre for biomedical research, focusing on basic, clinical, epidemiological and health services research, which integrates and coordinates the biomedical research carried out at the Salamanca University Healthcare Complex, the Salamanca Primary Care Authority, and the biomedical research area of the University of Salamanca – including the Castile and León Institute of Neurosciences (INCYL), the Institute of Functional Biology and Genomics (IBFG) and the Cancer Research Institute (CIC).

Mission

To promote translational research by fostering synergy between clinical and basic research groups, building on existing models of translational research groups, and to optimise resources through shared services and more efficient management structures.

Vision

To become the leading health research institute in Castile and León and north-western Portugal, and to be an international benchmark in cancer, neuroscience and cardiovascular research, and progressively in other potential areas. To contribute to the consolidation of the Salamanca Bio-Health Campus and the business ecosystem surrounding it.

Values

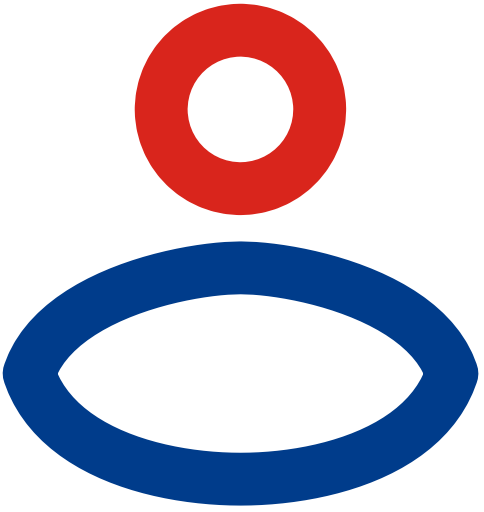
- A unique bio-health environment, with close proximity to specialised centres, faculties and the University Hospital.
- Construction of a new hospital building.
- Proven experience in translational research.
- Leadership skills.
- Optimisation of resource use.
- A focus on innovation and excellence.
- Transparency, cooperation and commitment to the public and professionals.
- Ability to disseminate and transfer knowledge.

The Salamanca Biomedical Research Foundation

FIBSAL is the research management body of the Salamanca Biomedical Research Institute (IBSAL). Its **founding objectives** include, amongst others:

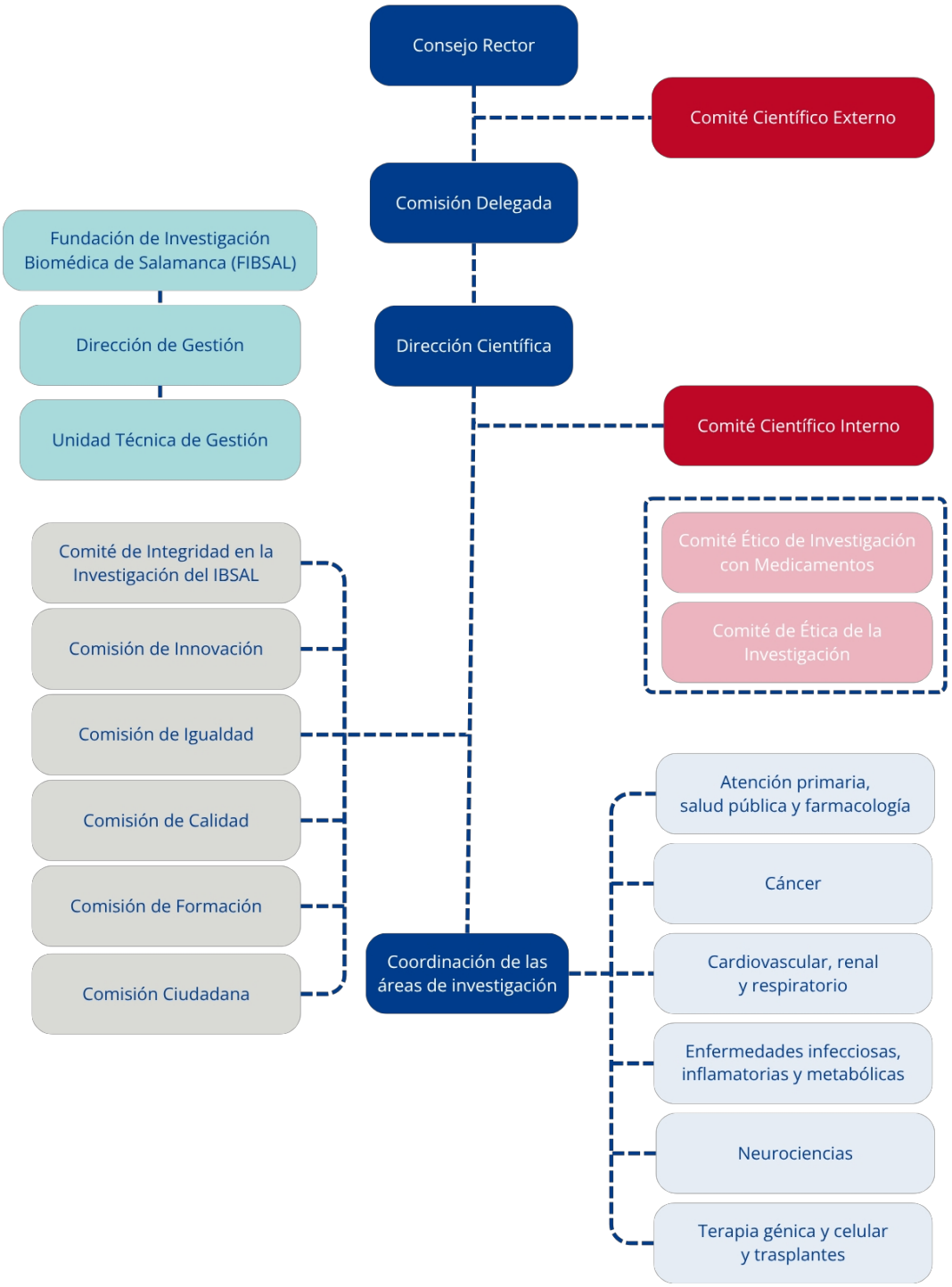
- To promote and facilitate the development and consolidation of biomedical research of excellence in Castile and León.
- To carry out its activities primarily within the territory of the Autonomous Community.
- To serve as a support platform for researchers and research groups at the Salamanca Biomedical Research Institute (IBSAL), promoting innovation and the transfer of knowledge to society.

2. Structure and organisation



The Salamanca Institute for Biomedical Research (IBSAL) has the following organisational structure:

- **Governing bodies**: Governing Council and Executive Committee.
- **Management bodies:** Scientific Directorate, Deputy Scientific Directorate and Scientific Secretariat
- **Advisory bodies:** External Scientific Committee and Internal Scientific Committee
- **Management bodies:** the Salamanca Biomedical Research Foundation (FIBSAL Foundation), through its Technical Management Unit, under the direction of the Director of Management
- **Other advisory bodies**: Training Committee, Quality Committee, Innovation Committee, Equality Committee, Citizens' Committee and Research Integrity Committee.
- **Other external support bodies:** Ethics Committee for Research Involving Medicines (CEIm) and Research Ethics Committee
- **Joint CAUSA-IBSAL body**: Biosafety Committee


Consejo Rector
Comité Científico Externo
Comisión Delegada
Fundación de Investigación Biomédica de Salamanca (FIBSAL)
Dirección de Gestión
Unidad Técnica de Gestión
Dirección Científica
Comité Científico Interno
Comité Ético de Investigación con Medicamentos
Comité de Ética de la Investigación
Comité de Integridad en la Investigación del IBSAL
Comisión de Innovación
Comisión de Igualdad
Comisión de Calidad
Comisión de Formación
Comisión Ciudadana
Coordinación de las áreas de investigación
Atención primaria, salud pública y farmacología
Cáncer
Cardiovascular, renal y respiratorio
Enfermedades infecciosas, inflamatorias y metabólicas
Neurociencias
Terapia génica y celular y trasplantes

Technical Management Unit

This is the management body of the IBSAL and is responsible for the Institute's financial, administrative and human resources management.

The IBSAL Technical Management Unit is located on the tenth floor of the Virgen de la Vega Hospital building, at Paseo de San Vicente, 58-182.

It is organised into the following areas of work:

- **Management Directorate**
  Raquel Carnicero Izquierdo
  Tel. 923291100 ext. 55217
  Email: dir.gestion@ibsal.es

- **Secretariat**
  Almudena de Cabo Gonzalo
  Tel. 923291100 ext. 55113
  Email: secretaria@ibsal.es

- **Administrative Recruitment Department**
  Pablo Mezquita Domínguez
  Tel. 923291100 ext. 56097
  Email: contratacion@ibsal.es

  Ana Lourdes Villarrubia Montero de Espinosa
  Tel. 923291100 ext. 56097
  Email: admon.contratacion@ibsal.es

- **Finance Department**
  Javier García Blanco
  Tel. 923291100 ext. 55884
  Email: contabilidad@ibsal.es

  Laura Curto Benito
  Tel. 923291100 ext. 55884
  Email: admon.contable@ibsal.es

- **Clinical Trials Department**
  Carmen Arias de la Fuente
  Tel. 923291100 ext. 56094
  Email: ensayosclinicos@ibsal.es

  Pablo Gómez Martín
  Tel. 923291100 ext. 56096
  Email: coordinadorestudios@ibsal.es

  Lucía Rodero Hernández
  Tel. 678840825
  Email: admon.ensayos@ibsal.es

  Virginia González López
  Tel. 923291100 ext. 56096

Email: gestion.ctms@ibsal.es

Research Support Unit
Esperanza López Franco
Tel. 923291100 ext. 55779
Email: uicec.coordinacion@ibsal.es

Ricardo López Pérez
Tel. 923291100 ext. 55144
Email: uicec.gestion@ibsal.es

María Fátima Macho Sánchez-Simón
Tel. 923291100 ext. 55145
Email: uicec.admon@ibsal.es

- **Training Department**

Álvaro García Hernández
Tel. 923291100 ext. 55544/55131
Email: formacion@ibsal.es

- **Scientific Management and Communications Department**

Laura González Guerra
Tel. 923291100 ext.
56093
Email: gestioncientifica@ibsal.es

Luis Manuel Hernández
Medina Tel. 923291100 ext.
56093
Email: documentacion@ibsal.es

Sergi Garcia Salcedo
Tel. 687246417
Email: comunicacion@ibsal.es

- **Project Management Department**

Cristina Marcos Atxutegi
Tel. 923291100 ext. 56095
Email: opi@ibsal.es

Alejandro Villoria Hernández
Tel. 923291100 ext. 55640
Email: proyectos@ibsal.es

Raquel Sánchez Arribas
Tel. 923291100 ext. 55640
Email: proyectos@ibsal.es

Support for the UMBRELLA-SUMMA LEGACY project
Juan Carlos Ortiz
Tel. 618122279
Email: umbrella-summa@ibsal.es

- **Innovation Department**

  Amanda de la Fuente Vázquez
  Tel. 923291100 ext. 55128
  Email: itsal@ibsal.es

- **Legal Department**

  Carlos Moreno Dorado Tel. 923291100 ext. 55905
  Email: asesoria.juridica@ibsal.es

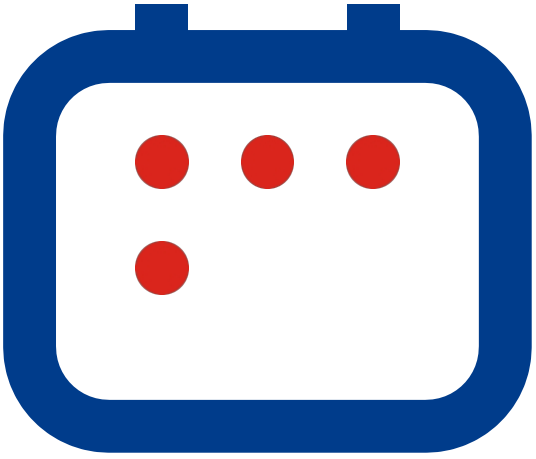
  Celia Rodríguez Romero
  Tel: 923291100 ext: 55905
  Email: admon.juridica@ibsal.es

- **Human Resources Department**

  Encarnación Gómez Ronco
  Tel. 923291100 ext. 55544/55131
  Email: rrhh@ibsal.es

  Álvaro García Hernández
  Tel. 923291100 ext. 55544/55131
  Email: admon.rrhh@ibsal.es

3.
Your first day at IBSAL



Required documentation

Before you start at IBSAL, the Human Resources department will contact you by email to let you know what documents we'll need for the process:

- Social Security card (NUSS) (or simply a document showing the full number along with your full name)
- Bank account certificate or a document showing the full IBAN alongside the first name and surname of the person being hired)
- Form MOD145, on which you must state your personal and family circumstances so that we can notify the Tax Authority and apply the relevant withholding rate.
- Details of the job, specifying the tasks you will be carrying out, as well as the place of work, sample handling, etc.
- The completed and signed IBSAL registration form.
- A medical certificate.
- A certified copy of your degree: you can go to the Area Management Office (Av. de Mirat, 28, 37005 Salamanca) and they will send it here.
- **This welcome handbook.**

You will subsequently be sent instructions on how to arrange the medical examination, as well as access details for the Fundanet platform, ITS TIME (time and attendance system) and the website's intranet.

Access to applications

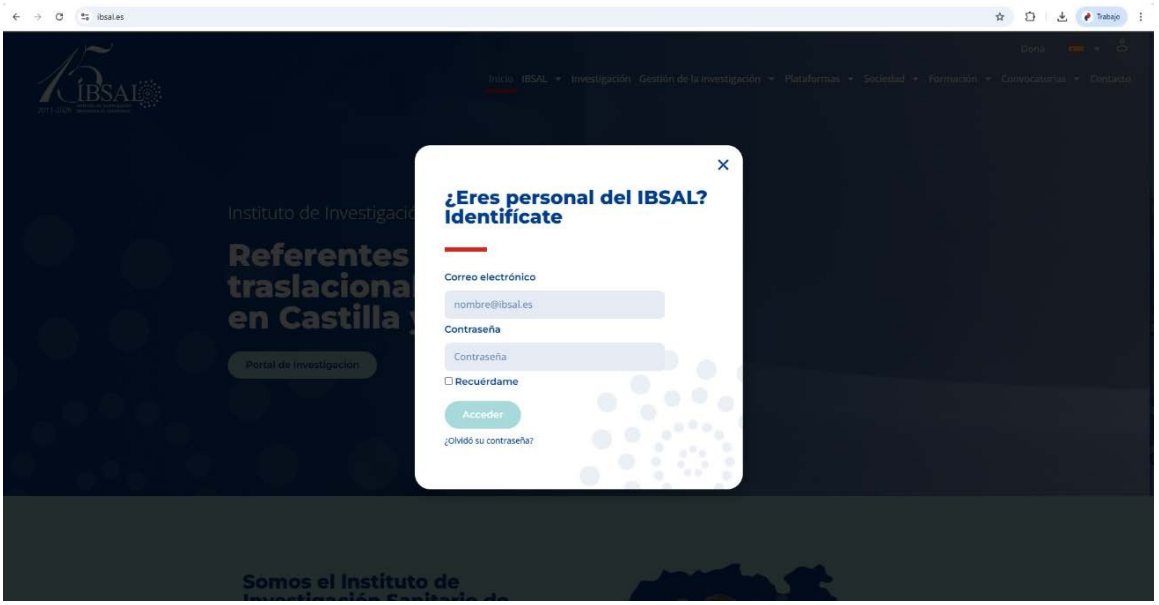
3.1. INTRANET.

To access the intranet, you must first go to the IBSAL website: https://ibsal.es/

Once you have accessed the website, click on the '👤' icon in the top right-hand corner:



Once you have done this, you will need to log in using your national identity number (user ID) and password (the password will be sent to your email address – please also check your spam folder). If you cannot remember your password, click on ***'Forgotten your password?***' to receive an email and reset your password.



3.2. IFundanet.

IFundanet is the application through which you can request holidays, leave and absences. You can also view the work calendar and your payslips.

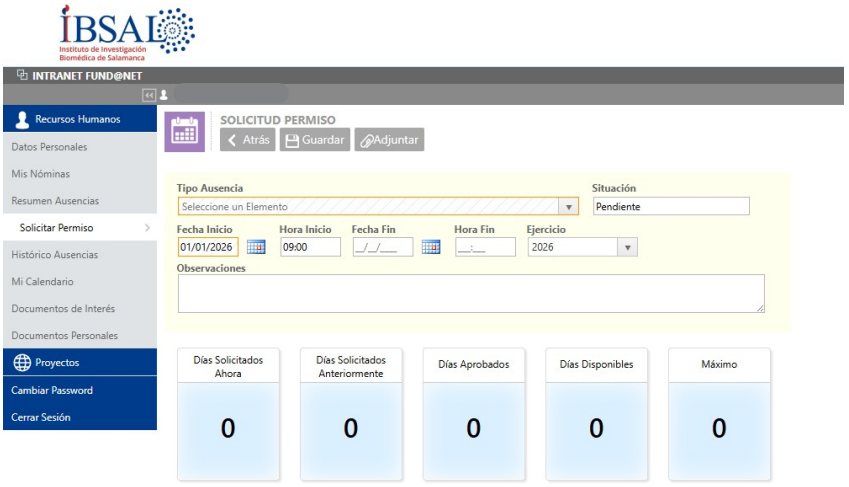
You can access iFundanet via the following link: https://ibsal.fundanetsuite.com/IFundanet/BienvenidaFrw.aspx

You can also access it via the **IBSAL INTRANET.** If you cannot remember your username and password, you can retrieve them by clicking on *'Remember username' or 'Remember password*'.
Once you have logged in, a new section called 'Intranet' will appear in the page menu; open the menu and you will see 'Access to iFundanet'.



You will now need to enter the username and password provided to you by the Human Resources department. Please note that these are different from the ones you use to access the website. If you have any problems accessing iFundanet, please email us or give us a call.

When you access your personal area, the menu on the left will show the 'Request leave' section.



Under 'Type of Absence', you can select the type of leave you wish to request. Once selected, both the days available and the days already taken will be displayed. After specifying the relevant days, you must save the request and click on the absence listed as 'pending'. A Word document will then be generated, which must be signed by both you and your line manager. This document must be uploaded to the platform in the 'Absence History/Attach' section, linking it to the relevant request.

For absences due to hospitalisation, illness or bereavement, you must upload the relevant supporting document to the incident.

For absences due to training, you must upload the relevant training certificate.

The Human Resources department will approve the request once it has verified that the document has been correctly completed and signed. The absence will not be approved until all the documents have been provided.

Requests must be submitted 5 days in advance of the requested date.

3.3. ITS TIME.

The obligation to record working hours in Spain is primarily regulated by Royal Decree-Law 8/2019 of 8 March, which amended the Workers' Statute (ET). This legislation establishes the obligation for all companies to keep a daily record of their employees' working hours.

ITS TIME is the platform used by IBSAL staff to record their working hours. This recording is the personal duty and responsibility of each employee.

It is a platform independent of IFundanet, so you must report all absences from your workplace as recorded in IFundanet (holidays, personal leave or other types of absence) to ensure that your daily, monthly and annual time records match your contractual hours.

Access: https://www.itstime.es/

The login will always be: **IBSAL\aaaa@correo.com** and the password set by the Human Resources department.

How to clock in?

On the main screen, click on **'CLOCK** IN'; the current date and time will be set automatically, and then click **'SEND'** at the bottom. This must be done for both clock-in and clock-out times.

How do I check if I've missed any clock-ins?

On the home page, enter the start and end dates of the period you wish to check and click on **'SEARCH**'.

Once you have the number of days missing, click on **'CLOCK IN'**, enter the date and time, and then click on **'SEND**'.

It is important to check the individual monthly summary at the end of each month to ensure that no clock-ins are missing.

How do I add holidays and absences?

At the top, you'll find two sections: **HOLIDAYS** and **LEAVE**.

In the **HOLIDAYS** section, under the 'New Holiday Days' subsection, you must enter the start date and end date to add the holiday days that have been requested and previously approved on iFundanet.

In the **LEAVE** section, under the 'New Leave Days' subsection, you can specify the start and end dates to record the remaining days corresponding to different types of leave (personal matters, training, hospitalisation, bereavement, amongst others).

4. Employment Regulations



In order to facilitate and ensure a balance between working hours and family and personal life, IBSAL has implemented a series of measures aimed at achieving this objective.

IBSAL is governed by Royal Legislative Decree 2/2015 of 23 October, which approves the consolidated text of the Workers' Statute Act

Working hours

Working Hours Art. 34 E.T

The maximum duration of the ordinary working **week** shall be **35 hours** of actual work on average over the year, generally 7 hours per day, with the time slot from 9.00 am to 2.00 pm being mandatory, without prejudice to the timetables established by the various workplaces and/or
departments.

Whenever the duration of a continuous working day **exceeds 6 hours**, all staff shall be entitled to a **20-minute** paid **break** during their shift.

There must be a minimum of twelve hours' compulsory rest between the end of one working day and the start of the next. The number of ordinary hours of actual work may NOT exceed **9 hours per day**.

All employees of the IBSAL Foundation must record, on a daily basis, the number of hours of actual work carried out, via the ITS Time application, which must include the start and end times of the working day. This record is the personal duty and responsibility of each employee.

Overtime: Art. 35 of the Workers' Statute

Any hours worked in excess of the maximum duration of the ordinary working day shall be considered overtime.

Article 35.1 of the ET states that overtime may be paid or taken as time off in lieu. IBSAL has always stated that **overtime is taken as time off in lieu during the calendar year**; it is not paid, **nor does it accumulate as days off**, and must therefore be taken as time off in lieu as set out below:

Article 34.2 of the ET states that any hours worked in excess are to be compensated in the following months; therefore, we advise that, in practice, everyone should compensate for any excess hours worked during the same month or the following two

following months, either at the start or end of the shift (or both), to keep the ITS Time system up to date.

Changes to working hours

For the purposes of achieving a work-life balance, provided that this is compatible with the nature of the post and permitted by operational requirements, you may request a change to your working hours in the following cases (all of which must be officially justified):

a) For those caring for elderly people, where 'elderly person' means a person aged 65 or over who is not in paid employment and has been assessed as having a dependency level of 2.

b) For those responsible for children under the age of 12, including situations arising from foster care, pre-adoption or permanent adoption, and the guardianship of minors.

c) For those responsible for people with a disability of 33 per cent or more who are not in paid employment and have been recognised as having dependency level 2.

The same authorisation may be granted to those who need to provide direct care for a relative, up to the second degree of kinship by blood or marriage, who, due to age, accident or illness, is unable to look after themselves.

Once the negotiation process has been completed, the company shall notify the employee in writing of its acceptance of the request.

Once confirmed, the parties **shall sign an addendum to the contract** setting out the terms and conditions of the adjusted working hours.

Teleworking

Staff shall be entitled to request special leave to work from home, in particular to care for children, sick people or dependants (Article 34(8) of the Workers' Statute), provided that the circumstances are justified — once the negotiation process has been completed, the company shall confirm in writing that the request has been accepted — and where the needs of their department or service permit.

This right may also be requested for periods spent abroad. Once

confirmed, **the parties shall sign an annex to the contract** setting out the conditions: start date, address and approved days of remote working.

This form of working shall apply only to those IBSAL staff members who hold posts that can be carried out via teleworking, understood to mean those staff members who primarily perform duties of the following type:

- Management and administrative tasks.
- Preparation of reports or analysis of anonymised databases.
- Drafting of scientific articles and research projects, or other similar duties.

Characteristics of remote working:

- It will amount to 25 per cent of the weekly working hours over annual periods, with a maximum of 2 days per week.
- It may not be accumulated on a weekly or daily basis.
- Days will be calculated on an annual basis and recorded in the same way as annual leave.
- The provision of services under the teleworking arrangement will, in all cases, be subject to the needs of the group, department or service.

In the event of extraordinary, unforeseen and duly justified circumstances, the teleworking days set out above may be altered, provided prior notice is given.

To use this working arrangement, the following **requirements** must be met:

- Perform tasks permitted under the teleworking scheme.
- Only those in a specific situation as set out in **Article 34(8) of the Workers' Statute**, as indicated on the previous page (with justification of the circumstances), shall be entitled to request this special teleworking permission.
- It must be permitted on the basis of organisational reasons and the demands of the role.
- Prior authorisation must be obtained from your line manager (IP) and confirmed by the Human Resources department or Management.
- The request must be made at least 5 days in advance, specifying the tasks, days, hours and home address where the work will be carried out.

Compatibility with the employment contract

This section deals with compatibility with university classes, studies, etc.

Compatibility with the employment contract must be authorised by the Management Department or the Human Resources department and by the IP of the group or service.

Working hours must be communicated to the Human Resources department; these hours must be compatible with the rules set out in the 'Working Hours' section.

In addition, all arrivals at and departures from the workplace must be specifically recorded in the ITS Time application.

Holidays

The period of paid annual leave cannot be replaced by financial compensation for legal, social and health reasons.

Holidays shall be agreed upon by mutual consent between the Principal Investigator and/or IBSAL Management and the employee. IBSAL Management may approve or reject such requests depending on specific needs or circumstances to ensure the smooth running of IBSAL.

Details:

- Employees working at this institution are entitled to **22 working days'** annual leave. You may take this leave within the working year, with a deadline of 31 January of the following year, subject to the needs of the service.
- **2 days' leave for personal reasons**. These will be counted in the same way as annual leave and
  may be taken up to 31 January of the following year.
- **Birthday**. This is a personal day off and cannot be exchanged. If it cannot be taken for any reason, the day is forfeited; if it falls on a weekend or public holiday, it will be carried over to the Friday, Monday or the next working day.
- **24 December and 31 December** are considered non-
  working days

Exceptions: The exceptions where the deadline for taking annual leave (31 January of the following year) may be extended are maternity/paternity leave and cases of risk during pregnancy or breastfeeding. In these cases, employees shall be entitled to take their annual leave on a different date, even if the calendar year to which they relate to.

Public holidays and leave under Article 37 of the Workers' Statute

IBSAL staff shall be entitled to the public holidays set out in the working calendar approved by the Official Gazette of the Province:

https://sede.diputaciondesalamanca.gob.es/opencms/opencms/sede/BOP/

An employee may, subject to prior notice and justification, be absent from work, with entitlement to pay, for any of the following reasons and for the following periods:

- **Fifteen calendar days** in the event of marriage or the registration of a civil partnership.
- **Five (working) days** in the event of a serious accident or illness, hospitalisation or outpatient surgery requiring the spouse, civil partner or relatives up to the second degree of kinship by blood or marriage – including the blood relative of the civil partner, as well as any other person not falling within the above categories who lives with the employee at the same address and who requires the employee's active care.
- **Two working days** following the death of a spouse, civil partner or relatives up to the second degree of kinship or affinity. Where, for this reason, the employee needs to travel for this purpose, the period shall be extended by two days.
- **Bereavement leave**: At IBSAL, we want our employees to have the opportunity to take two additional days' leave (not necessarily consecutive) following a bereavement, to be with their family, to deal with matters relating to the death and to help alleviate, to some extent, the grief caused by the loss of a family member
- **One day** for moving house.
- For unavoidable public or personal obligations (court cases, elections—including the exercise of the right to vote—final examinations, etc.).
- For the time required to attend antenatal check-ups and antenatal classes.

- For breastfeeding leave, accumulated in days
- **Four days'** 'weather-related' leave due to the inability to reach the workplace

as a result of travel recommendations, restrictions or bans imposed by the competent authorities

- An employee shall be entitled to take leave from work on grounds of force majeure when necessary for urgent family reasons relating to relatives or co-residents, in the event of illness or accident requiring their immediate presence. (Art. 37.9)

Employees shall be entitled to remuneration for hours of absence for the reasons set out in this section, equivalent to four days per year, in accordance with the provisions of the collective agreement or, failing that, an agreement between the employer and the employees' legal representatives, provided that the employees, where applicable, provide evidence of the reason for their absence.

An employee, subject to prior notice and justification, may take unpaid leave for any of the following reasons and for the following periods:

Reduced working hours

Any person who, for reasons of legal guardianship, has in their **direct** care **a child under the age of twelve or a person with a disability** who does not carry out any paid work, as well as in the following cases: *The same right shall apply to any person who needs to take on the direct care of their spouse or civil partner, or a relative up to the second degree of*
by blood or marriage, including a blood relative of the civil partner, who, due to age, accident or illness, is unable to look after themselves and who does not carry out any paid work (further cases in Article 37.6 of the Workers' Statute).

They shall be entitled to a reduction in their daily working hours, **with a proportional reduction in pay**. A reduction of up to half a working day may be requested.

By collective agreement, or in this case by agreement between IBSAL and the employee, the conditions and circumstances under which this reduction in working hours may be accumulated as full days may be established

Leave of absence

A request may be made for leave of absence from the employment contract:

In normal circumstances, other than for work-life balance reasons, an employee with at least one year's service with the company is entitled to be granted voluntary leave of absence **for a period of not less than four**

months and no more than five years. This right may only be exercised again by the same employee if four years have elapsed since the end of the previous period of voluntary leave. **This leave shall be without reservation of the job.**

Employees shall be entitled to a period of leave of absence **not** exceeding three years to care for each child, whether by birth, adoption or in cases of foster care with a view to adoption
or permanent foster care, counted from the date of birth or, where applicable, from the date of the court or administrative decision.

Employees shall also be entitled to a period of leave of absence **not exceeding two years**, unless a longer duration is established by collective bargaining,
to care for their spouse or civil partner, or a relative up to the second degree of kinship by blood or marriage, including a blood relative of the civil partner, who, due to age, accident, illness or disability, is unable to look after themselves and is not in paid employment,

During the first year, they shall be entitled to have their job reserved. Once this period has elapsed, the reservation shall apply to a post within the same professional group or equivalent category. Article 48 bis of the Workers' Statute.

Parental leave

Employees shall be entitled to parental leave to care for a son, daughter or foster child for a period exceeding one year, until the child reaches the age of eight. This leave is not paid by the employer.

This leave, which shall not exceed eight weeks, whether taken consecutively or intermittently, may be taken on a full-time basis or on a part-time basis in accordance with the relevant regulations.

Sick leave or leave due to a work-related accident

If you need to attend a medical appointment, you must notify the IBSAL Human Resources department by email at the following address:rrhh@ibsal.es and submit the original supporting document.

In the case of sick leave or absence due to illness lasting more than 3 days, the GP will issue the sick note. Although the new regulations state that the employee is not required to submit the sick note, they ARE obliged to

notify their workplace of their absence, both the research team and the Human Resources department.

When you start work at IBSAL, you will receive training on Health and Safety at Work specific to your role; attendance at these training sessions is compulsory, and you will be invited periodically to attend refresher courses on this subject. You will also be invited to undergo a medical examination; if this is your first time working with us, this is compulsory; subsequently, we will invite you every year should you wish to repeat it.

The insurance provider working with IBSAL is Ibermutua; in the event of **an accident at work,** you must call 923216439. The address is: Calle Pérez Oliva, 16, Salamanca, and you must also notify the Human Resources department.

5. Practical information



OTMR Document

The purpose of the **OTMR document** is to establish the rules and guidelines for the recruitment of research and technical staff for the conduct of research activities within the Salamanca Biomedical Research Institute (IBSAL).

Ethics and Good Research Practice Guide

The **guide to ethics and good practice in research** sets out the commitment made by the scientific staff of the Salamanca Biomedical Research Institute (IBSAL) regarding the quality and integrity of research; it is intended to serve as a reference for promoting good practice and guiding ethical conduct in the Institute's activities

Innovation and Healthcare Products Platform (I.T.SAL)

The Innovation and Healthcare Products Platform (I.T.SAL) is the service that supports and assists IBSAL research staff in transforming their research findings into concrete improvements for public health. It is also responsible for the industrial and intellectual property protection of these findings.

Data Management

The **data management plan** includes:

- A description of the content required in national calls for proposals (ISCIII, AEI) and the template for preparing it.
- A description of the content required in Data Management Plans under the Horizon 2020 framework and the template for preparing them

The **report on research datasets** proposes a general protocol for the management of research data in accordance with the FAIR principles (Findable, Accessible, Interoperable, Reusable), setting out a minimum set of information that datasets must include in order to be incorporated into repositories, as well as indicators
the aim of evaluating the ISCIII's open access policies, as well as the quality of the deposited datasets.

Authorship guidelines

The authorship guidelines are intended to assist researchers in the correct use of the standardised signature across the various formats of scientific output.