



IGNACIO H. DE LARRAMENDI RESEARCH GRANTS

FAQ: clarifications on the most frequently asked questions

Fundación **MAPFRE**

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.

Number of 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.

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. Clicking the 'Save and send' option sends the application and it can no longer be modified. To go back to the application, go to the registration area using your email and password, in the top menu go to 'MORE', click on the arrow and select 'Awards and Grants' from the drop-down list.

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.

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.

Length of the Explanatory Report:

Please limit yourself to the length indicated in the terms and conditions of the call for proposals and aim to be as specific as possible.

Explanatory report. Budget:

There is no list of authorized or excluded items. The organization's *overhead* or fee, where applicable, must be included in the budget.

Cover letter and acceptance document from the center in which the research is to be carried out:

We do not have a template for these documents.

Only one document is required: the cover letter (which must include the express acceptance of the research), where the organization receiving the grant and the research site coincide.

If this is not the case, we will need **two** documents. As an illustrative example: Research center from University X that is going to carry out its research at Hospital Y, so we would need the cover letter with the acceptance from University X and the research acceptance document from Hospital Y.

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

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:

DOCUMENTATION REQUESTED	
in compliance with the Spanish Law for the Prevention of Money Laundering and Terrorist Financing (Art. 2 of Law 10/2010 of April 18)	
NOTARIZED COPY OF THE FOLLOWING DOCUMENTATION:	
LEGAL ENTITIES	Public Administrations
	<ul style="list-style-type: none"> • Copy of the Power of Attorney of the signatory (BOE, BOCM, etc.)*. • Copy of the Identity Document/Passport of all the signatories to the protocol. • Bank account ownership certificate issued by the bank.
	Other entities (Companies, Associations, Foundations, NGOs, etc.)
	<ul style="list-style-type: none"> • Copy of the Power of Attorney of the signatory entered in the Register. • Copy of the Notarial Certificate of Declarations that identifies the owner of the legal entity. • Copy of the Identity Document/Passport of all the signatories to the protocol. • Copy of the Incorporation Deed of the organization with its inscription in the corresponding Registry and Tax ID number. (If this information is included in the power of attorney, this document is not required) • Bank account ownership certificate issued by the bank.
NATURAL PERSONS	Spanish nationals
	<ul style="list-style-type: none"> • Copy of Identity Card/Passport of all the signatories (Spanish nationals). • Copy of the Social Security Affiliation Document. • Bank account ownership certificate issued by the bank.
	FOREIGNERS OR RESIDENTS IN SPAIN
	<ul style="list-style-type: none"> • Copy of Identity Card/Passport or Copy of the Residence Card if the person is a resident. • Original certificate of tax residency (for withholding purposes). • Bank account ownership certificate issued by the bank.

* For official documents from the Spanish state or autonomous community (Spain) it is not necessary to provide a certified copy, a simple copy will be valid.

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 other additional documents relating to the above aspects and/or for the documents to be authenticated by a notary public, where appropriate.

Fundación
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