

PERSONAL DATA PROCESSING TERMS

Who is responsible for processing your personal data?

Fundación BBVA with its registered office at Plaza de San Nicolás 4, 48005, Bilbao, Spain, email: ayudas-investigacion@bbva.es undertakes to comply in full with its obligations under current legislation on the protection of personal data.

What data do we process and what will your data be used for?

Fundación BBVA will process the personal data provided by researchers in submissions under this call and the attached documentation.

Its purpose in doing so is to facilitate administration of the grant call.

Fundación BBVA will also use your contact details to send you communications that keep you informed of the activities it undertakes, in order to promote and publicize them. You may at any time object to or order the discontinuation of these communications, without explanation, by sending an email to the following address: ayudas-investigacion@bbva.es.

How long will we store your data for?

Fundación BBVA will keep the information provided to facilitate the administration of the call for a maximum of 15 years as required by law. It will then erase them by blocking during the applicable legal prescription periods, on expiry of which it will destroy your data. Regarding the data required to keep you informed of its activities (name and surname, postal and email address and telephone no.), they will undergo processing until such time as the candidates exercise their rights of objection, erasure or restriction of processing, as the case may be.

With whom will we share your data?

Fundación BBVA undertakes not to pass your data on to third parties.

What rights do you have on providing us with your personal data?

- You may consult the personal data held in the files of Fundación BBVA and CSIC (right of access)
- Request the rectification of your personal data (right to rectification)
- Request that your personal data not be processed (right to object)
- Request the deletion of your personal data (right to erasure)
- Limit the processing of your personal data in the cases envisaged (restriction of processing)
- Receive the personal data you have provided, in electronic format, and have the right to transmit those data to another entity (right of portability)

You may exercise the above rights by writing to Fundación BBVA (attaching proof of identity) at the following address: ayudas-investigacion@bbva.es.

For more information, read the Fundación BBVA [Personal Data Protection Policy](#).

INSTRUCTIONS, INFORMATION AND DOCUMENTATION

Before starting on your application, we recommend that you take time to read through the call conditions, available at this [link](#).

- At each step, the online form will specify a series of fields for you to complete. Check that you have correctly filled in all the required fields before going on to the next page.
- Submissions may be completed in various sessions, with applicants saving and retrieving the partially completed form until the process has finalized.
- The form will be saved automatically as you advance through the steps, but you can also save it using the “Save and Exit” button at the top right of the screen. Each time you save a partially completed form, the system will email you a link and a password that you can use until the submission is complete. Also, each time you return to the form, you will be sent an email with a reactivation password (OTP code).
- On accessing the saved form, it will open at the last page completed.
- Once the application is complete, it will not be possible to access it or make changes.
- In general, you are advised not to copy and paste text into the form. It is better to type in the content using the Latin alphabet, without an elaborate format, or to convert it first to a text file (.txt).
- On finalization, the person completing the form and the principal investigators will receive an application summary and a reference number which they should quote in all subsequent correspondence with the BBVA Foundation.
- Applications must be presented exclusively in English.
- We recommend that only one person complete the form, and that they do not keep it open in multiple sessions simultaneously.
- To avoid incidents when uploading materials, the file names of attached documents should not be excessively long or contain accents, commas or other symbols. We suggest you keep them short.
- The system performs an automatic security scan of all attached documents, which may take some time depending on the size of the files.
- You are asked not to fill in the form using capital letters, unless their use is required by rules of grammar or spelling.
- If you do not receive the partial save emails, check that they have not gone to your junk/spam folder or that you do not have specific filters that prevent the reception of emails from the account ayudas-investigacion@bbva.es.

If you have any queries, please contact us at: ayudas-investigacion@bbva.es.

There follows a description of all the information and documentation needed to complete your application:

Getting started | REGISTRATION

To begin a submission under this call, you must first enter a valid email address. You will be sent a message to this account with a form access password, which you will need to complete the form in various sessions, saving partially each time.

This registration email, which is linked to the person filling in the form, can be changed at any point in the process and does not have to coincide with the email address of any of the principal investigators.

Before moving on to select the grant area you are entering for, you must accept the [call conditions](#) and the [Personal data Processing terms](#).

Step 1 | SELECT AREA

Select the grant area you are applying for:

- a) Physics, Chemistry
- b) Mathematics, Statistics, Computer Sciences, Artificial Intelligence
- c) Biology and Biomedicine
- d) Environmental Science
- e) Social Sciences (Economics, Psychology, Political Science, Sociology, Legal Sciences, Cultural and Social Anthropology, Linguistics)

Select one or more of the following sub-areas:

- Physics
- Chemistry
- Mathematics
- Statistics
- Computer Sciences
- Artificial Intelligence
- Biomedicine
- Biology
- Environmental Science
- Economics
- Psychology
- Political Science
- Sociology
- Legal Sciences
- Cultural and Social Anthropology
- Linguistics

Add a short reference to the specific specialist field of the project being submitted.

Step 2 | PRINCIPAL INVESTIGATORS

The following data are required:

A. Principal investigator details: Provide the personal details of each principal investigator, including name, surname, national identity document, date of birth, professional category, academic qualifications, employment status, organization, phone number and email address.

B. Proof of residence or nationality (project coordinator only):

European Union citizens

1/ Spanish:

— Copy of DNI (both sides) or current passport

2/ Nationals of other European Union countries, member states of the European Economic Area or Switzerland, or family members of the same:

— Copy of current passport

- Registration certificate of Union citizen or EU citizen family member residence card (both sides)
- Up-to-date municipal certificate of residence or official employment history attesting to his/her residence in Spain over the past three years

Nationals of non-European Union countries

- Copy of current passport
- Valid foreign national's identity card (both sides) proving long-term residence

Documents should be attached in .pdf, .jpg or .png format and be no larger than 2MB.

- C. **Curriculum vitae**, to be presented in [CVN](#) format (Spanish standardized CV).
- D. **Personal Data Processing terms** accepted, dated and signed by the principal investigators. The corresponding form can be downloaded at this [link](#) and should be no larger than 2MB.

Step 3 | GENERAL INFORMATION

Please provide specific information and documentation on the project submitted in this call:

- A. **Title of the research project**, acronym and key words.
- B. **Project summary**. This should be brief and to the point, setting out only the key aspects of the project and the goals sought in clear, concise language. Maximum of 2,000 characters.
- C. **Project duration**, to be stated in months. The maximum term for project execution is set at 3 years.
- D. **Project narrative**. To be presented in the format of applicants' choice and covering all the following sections.
 - 1/ Background and objectives.
 - 2/ Research methodology.
 - 3/ Experience and suitability of research group.
 - 4/ In the case of multidisciplinary or interdisciplinary projects, a reasoned explanation of the projected contribution of each discipline.
 - 5/ Work plan, calendar and percentage breakdown of expenditure between participating centers.
 - 6/ Results dissemination and utilization plan.

The file should be attached in .pdf format and be no larger than 2MB.

- E. **Ethics Committee report**. In the case of projects in any area involving human and/or animal experimentation, applicants must provide the corresponding ethics committee report:
 - 1/ In the event of **projects involving human experimentation**, applicants should provide a favorable report or opinion from a Research Ethics Committee duly accredited by the competent body, or else

a direct authorization from the latter, pursuant to Articles 12 and 16 of Spanish Law 14/2007 of July 3 on Biomedical Research.

2/ In the event of **projects involving animal experimentation**, applicants should provide a favorable report or opinion from an Ethics Committee on Animal Experimentation appointed for this purpose by the competent body, or else a direct authorization from the latter, pursuant to Article 43 of Spanish Royal Decree 53/2013 of February 1 establishing basic standards for the protection of animals used in experiments and for other scientific purposes.

- In both cases, this report or authorization should state the title of the project (preferably coinciding with the title submitted in this call), identify the researcher in charge and provide a succinct rationale for the opinion issued.
- If the project title does not coincide or if the applicant in this call does not appear as principal investigator as defined in Spanish Law 14/2007 or does not appear in the report as the person conducting or in charge of the experimentation as defined in Article 15 of Spanish Royal Decree 53/2013, the applicant should furnish certifying documentation, preferably from the Ethics Committee of the center to which he or she is attached or the center where the experiments will be conducted, explicitly identifying the project for which the research will be carried out and clarifying such discrepancies. The applicant may also furnish the ethical protocol corresponding to the experiments.
- In no event shall this protocol and/or the above clarifications with respect to the title of the project and non-appearance of the applicant's name be deemed to replace the requirement to secure a favorable opinion or authorization as defined in current legislation.

3/ In the event of **projects involving clinical trials with medicines for human use**, the provisions of Spanish Royal Decree 1090/2015 of December 4 and other relevant legislation will apply. Where possible, applicants should provide a favorable opinion from the Ethics Committee for Research with Medicines and the authorization of the Agencia Española de Medicamentos y Productos Sanitarios (Spanish Agency of Medicines and Medical Devices).

These documents should be provided in .pdf format and be no larger than 3MB.

Step 4 | BUDGET

A. **Budget.** Remember that only the following cost items will be admissible. Please fill in all items one by one for each of the principal investigators in the project identified as PI1, PI2 and PI3, as appropriate.

a/ Inventoriable scientific and technical equipment required for the project, with reasoned arguments for its acquisition.

b/ Research staff:

- Contracts of postdoctoral researchers (Spanish or foreign nationals).
- Predoctoral grants or contracts (Spanish or foreign nationals).
- Stays of foreign researchers (research team members) in Spain and/or Spanish researchers (research team members) abroad.

c/ Travel (of research team members and fellows or researchers hired for the project).

d/ Consumables specific to the project.

e/ Other expenses necessary for project completion.

f/ Value added tax (VAT), where applicable.

Other, indirect costs associated to the project may also be charged to the budget by reference to the cost allocation policy of each institution.

Note that any centers outside Spain participating in the project may only be allocated up to 30% of the submitted budget.

- B. **Budget justification.** Applicants should justify the reasonableness of budgeted amounts by reference to the work plan set out in the project narrative, as well as the nature and amount of other funding sought or obtained for the project. This text should be no longer than 1,100 characters.
- C. **Other funding sources.** If other grants have been sought or obtained for the execution of the project proposed in this call, this should be expressly stated, specifying the amount of funds sought or obtained from each source.

Step 5 | OTHER PROJECT PARTICIPANTS

Provide information on all members of the team to form part of the research project, including:

- A. **Researcher details:** Personal details of each researcher including name, surname, national identity document, date of birth, professional category, academic qualifications, employment situation and organization. You should also specify which principal investigator each team member will report to.
- B. **Curriculum vitae** of each researcher, to be presented in [CVN](#) format (Spanish standardized CV).
- C. **Personal Data Processing terms** accepted, dated and signed by each member of the team. The corresponding form can be downloaded from this [link](#) and should be no larger than 2MB.

A maximum of 30% of research team members may reside outside Spain.

Step 6 | ORGANIZATION TO WHICH THE PRINCIPAL INVESTIGATOR (COORDINATOR) IS ATTACHED

- A. Provide **basic details** of the organization with which the principal investigator is affiliated, including its tax identification number and the contact data (name, position, email, phone no., etc.) of its legal representative, who will be the Rector or Vice-Rector in the case of universities and Director, Vice-President or President in the case of public research organizations.
- B. **Personal Data Processing terms** accepted, signed, dated and stamped by the organization's legal representative. The corresponding form can be downloaded from this [link](#) and should be no larger than 2MB.

Step 7 | APPLICATION SUMMARY

Before sending the submission and finalizing the process, you can check that the data entered in the various sections are correct by directly accessing the steps of the form through the corresponding tabs.

You can submit the completed entry by clicking on the "Send" button on the bottom right of the form.

The person completing the form and the principal investigator will then receive an automated email with the summary and key details of their application.