GALICIAN PUBLIC FOUNDATION FOR BIOMEDICAL RESEARCH (INIBIC)

inibic
A Coruña
Institute of Biomedical Research

WELCOME HANDBOOK

INIBIC BIOMEDICAL RESEARCH INSTITUTE

CONTENTS

1. **WELCOME**

2. **THE FOUNDATION**
   - 2.1 About us
   - 2.2 Organisational structure
   - 2.3 Points of interest

3. **THE INSTITUTE**
   - 3.1 Origin and purpose
   - 3.2. Description of INIBIC's bodies
   - 3.3. Mission, vision and values
   - 3.4. Strategic objectives
   - 3.5. Organisational structure
   - 3.6. Groups and areas of knowledge
   - 3.7. Support platforms

4. **INSTITUTIONAL FRAMEWORK**
   - 4.1. Institutional plans
   - 4.2. HRS4R Strategy
   - 4.3. Other relevant documentation
   - 4.4. Spaces for participation
   - 4.5. Scientific dissemination

1. WELCOME

Welcome to INIBIC!

We at the Institute of Biomedical Research in A Coruña (INIBIC) would like to extend a warm welcome to you as you join our team. This handbook has been designed to support you as you take your first steps, helping you to find out who we are, how we work, and what resources are available to you.

The ultimate aim is for you to feel part of this project right from the outset, and for this new chapter in your life to be enriching on both professional and personal levels.

We are delighted to have you on board and are here to help with whatever you need!

2. THE FOUNDATION

2.1 About us

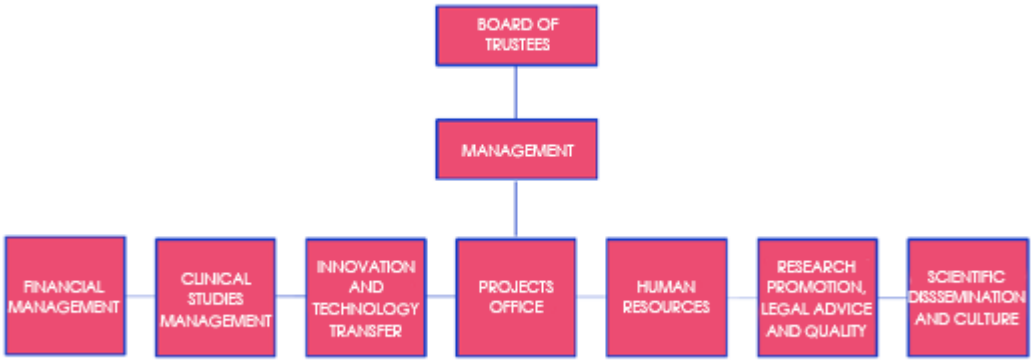
The **Galician Public Foundation for Biomedical Research (INIBIC)** is the **body responsible for the promotion, management and development of research and innovation in the A Coruña and Cee Health Area and the Ferrol Health Area, as well as for the dissemination and transfer of the results obtained to society.**

The Foundation is the **sole managing body of the A Coruña Biomedical Research Institute (INIBIC)**, which comprises the research groups from the Integrated Management Area of A Coruña and the University of A Coruña. Its purpose is to create a stable framework for collaboration that integrates the basic and clinical research carried out within our geographical area, thereby enabling a more effective transfer to society of the scientific advances achieved in the diagnosis, prevention and treatment of diseases.

It is also responsible for managing courses at the Technology Training Centre (CTF), which is recognised as an international centre of excellence in the field of education and training for healthcare professionals, and which actively participates in research projects on healthcare training and innovation in teaching technology.

2.2 Organisational structure

The Foundation's organisational structure is as follows:



The Foundation has a Technical Unit through which we collaborate with and provide services to the various departments and staff members of the Foundation and the Institute. From this moment on, we are here to help you!

Where to find us:

Location: Xubias de Arriba, 84, 15006 A Coruña - Hospital Materno Infantil Teresa Herrera, 1ª Planta

Telephone: 981178150

Email: finibic@sergas.es

Those of us working in the various departments of the Technical Unit and our contact details are as follows:

Management	Patricia Rey Pérez Patricia.Rey.Perez@sergas.es Telephone: + 34 981 17 81 50 Internal extension: 292138

Department of Economic Management	Raquel Pena Fariñas Raquel.Pena.Farinas@sergas.es Telephone: +34 981 17 62 46 Internal extension: 292199 Sandra Baño Rodríguez Sandra.Bano.Rodriguez@sergas.es Telephone: +34 981 17 65 29 Internal extension: 292145 Silvia Arias Estévez Silvia.Arias.Estevez@sergas.es Telephone: +34 981 17 81 50 Internal extension: 292138 Alberto López García (Ferrol Office) Alberto.Lopez.Garcia2@sergas.es Telephone: +34 981 33 41 98 Internal extension: 234198
Human Resources Department	Susana Junquera Gestal Susana.Junquera.Gestal@sergas.es Telephone: +34 981 18 94 53 Internal extension: 292150 Laura Rodríguez Prieto Laura.Rodriguez.Prieto@sergas.es Telephone: +34 981 18 94 57 Internal extension: 292911
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Department of Communications and Scientific Culture and Innovation Unit	Juan A. Pérez Longueira Juan.A.Perez.Longueira@sergas.es Telephone: +34 981176155 Internal extension: 292129

Quality, Data Protection and Central Services Unit	Tamara Vallejo Martínez Tamara.Vallejo.Martinez@sergas.es Telephone: +34 981 18 94 29 Internal extension: 292913 Paula Losada Guillén Paula.Enriqueta.Losada.Guillen@sergas.es Telephone: +34 981 18 94 46 Internal extension: 292912
Laboratory Coordination	María José Moreno Pan Maria.Jose.Moreno.Pan@sergas.es Telephone: +34 981 17 82 72 / + 34 981 17 31 60 Internal extension: 292830 / 293600

2.3 Issues of interest to professionals associated with INIBIC:

How do I get a username and an email address?

When you join the Institute, if necessary for you to carry out your duties as a member of staff, you will be provided with a username and an email account.

Where provided, the corporate email address will be the primary means of contact for responding to enquiries and requests, as well as for communications relating to work matters.

How do I access FIGAL/INTRANET?

We have an internal tool, FIGAL, where you will find information and documentation, and from which you can carry out any tasks required to perform your duties.

You can access it via the INIBIC website, where you will find the "**Administrator access**" tab, which will ask you to enter your username and password.

You will also be able to access the healthcare area's Intranet, where you can find

information such as the telephone directory or the timetable for the shuttle bus that connects the various buildings within the hospital complex, amongst other things.

Whenever you change your email password (if you have one), your login details for the management programme (FIGAL) and the Intranet will be updated automatically.

How do I get an access card for the centre?

If necessary, depending on the location of the post, you may apply for an access card for the laboratory premises, subject to the agreement and approval of your line manager. This request should be addressed to the laboratory coordinator.

We would like to remind you that the **access card is personal and non-transferable** and that, in the event of theft or loss, this must be reported as soon as possible.

Access cards for any of the INIBIC premises must be returned upon termination of employment with the Institute, and should be handed in to the laboratory coordinator on the last day of service.

How do I get a work uniform?

You may request workwear through the Laboratory Coordinator. This will generally consist of a lab coat and, for those roles where their use is justified, scrubs. Once processed, they must be collected in person from the linen room on the second floor of A Coruña Hospital, 48 hours after the request was made.

For replacements, as a general rule, new items may be requested on an annual basis, except in the event of premature wear and tear on valid grounds.

Workwear must be returned upon termination of employment with the Institute, by handing it in to the laboratory coordinator on the last day of service.

A number of laboratory-related issues

There are some basic laboratory guidelines, as well as various working procedures, which you can consult and keep to hand for your consideration.

Lockers: there are lockers in the laboratory allocated to research groups, so their use is organised within each group.

Requests for IT equipment must be made to the laboratory coordinator, who will handle the matter with the IT Department.

Equipment is reserved, depending on the specific circumstances, through FIGAL and/or directly with the team itself, and the use thereof must be recorded on the forms provided for this purpose.

The use of shared equipment must be agreed in advance with the laboratory coordinator.

Lists outlining the cleaning schedule for the laboratory and equipment are displayed in the communal information areas.

As regards the sterilisation, calibration and repair of equipment, you can consult the relevant procedures.

All staff must cooperate in ensuring the proper use of the premises, equipment and work resources, with a view to safeguarding the safety of both property and people. Furthermore, the equipment must be used in accordance with the regulations governing its use and, should any queries or problems arise, these should be brought to the attention of the laboratory coordinator in the first instance.

If you have any other enquiries, please contact the laboratory coordinator.

Equality Plan

The Foundation has an Equality Plan which you can view in the following section of the corporate website: https://www.fundacioninibic.es/es/portal-de-transparencia-es/

Training

You will receive information about the various courses and seminars organised and run by INIBIC for professionals – and we encourage you to take part!

3. THE INSTITUTE

3.1 Origin and purpose

The **A Coruña Institute of Biomedical Research (INIBIC)** is a **Health Research Institute (IIS)** which was established in 2008 with the aim of **promoting, developing, managing and disseminating research in the field of health sciences.**

To this end, the Institute promotes and strengthens knowledge-sharing relationships amongst all researchers and research groups affiliated with the various centres – the A Coruña and Cee Health Area Management and the University of A Coruña – and encourages collaboration with other public and private institutions and organisations, prioritising activities designed to foster partnerships for carrying out translational research that has an impact on clinical practice. It also manages the research resources entrusted to it by the various institutions and organisations that comprise it.

Following an initial phase of establishing its operations and improving its processes, INIBIC was accredited as a Health Research Institute by the Carlos III Health Institute (ISCIII) on 10 March 2015, and successfully passed the relevant re-accreditation assessments in 2020 and 2025, thereby consolidating its commitment to excellence in research.

3.2. Description of INIBIC's bodies

In addition to the **GALICIAN PUBLIC FOUNDATION FOR BIOMEDICAL RESEARCH (INIBIC), the sole managing body** of **INIBIC,** as previously noted**, the organisations** comprising the Institute are as follows:

SERGAS (Galician Health Service) - A CORUÑA AND CEE HEALTH AREA

The **A Coruña and Cee Health Area** has a comprehensive network of facilities, currently comprising the **4 hospitals that form part of the A Coruña University Hospital Complex (A Coruña Hospital, Teresa Herrera Hospital, Oza Maritime Hospital and Abente y Lago Hospital)** and the **Virxe da Xunqueira Hospital**; 3 specialist centres; 59 health centres; 12 clinics and 13 out-of-hours medical centres.

UNIVERSITY OF A CORUÑA

The **University of A Coruña (UDC)** is a **public institution** whose primary purpose is the **creation, management and dissemination of culture and of scientific, technological**

and professional knowledge through research and teaching.

3.3. Mission, vision and values

MISSION: To generate innovative, high-quality, patient-centred scientific knowledge with international impact, with the aim of translating the results obtained into clinical practice and to the productive sector, thereby contributing to an improvement in patients' quality of life, more effective healthcare, and the economic and social progress of their communities.

VISION: To establish itself as a leading interdisciplinary centre with an international reputation which, with patients and society at large as key stakeholders, focuses on research as an end in itself, enabling the generation of innovative outcomes aimed at improving clinical care and, consequently, the health and quality of life of the population.

VALUES:

- Focus on innovation and translation.
- Excellence.
- Focus on society.
- Integration.
- Training capacity.
- Internationalisation.
- Cooperation.

3.4. Strategic objectives

INIBIC has set out its strategic objectives in order to fulfil its mission, vision and values.

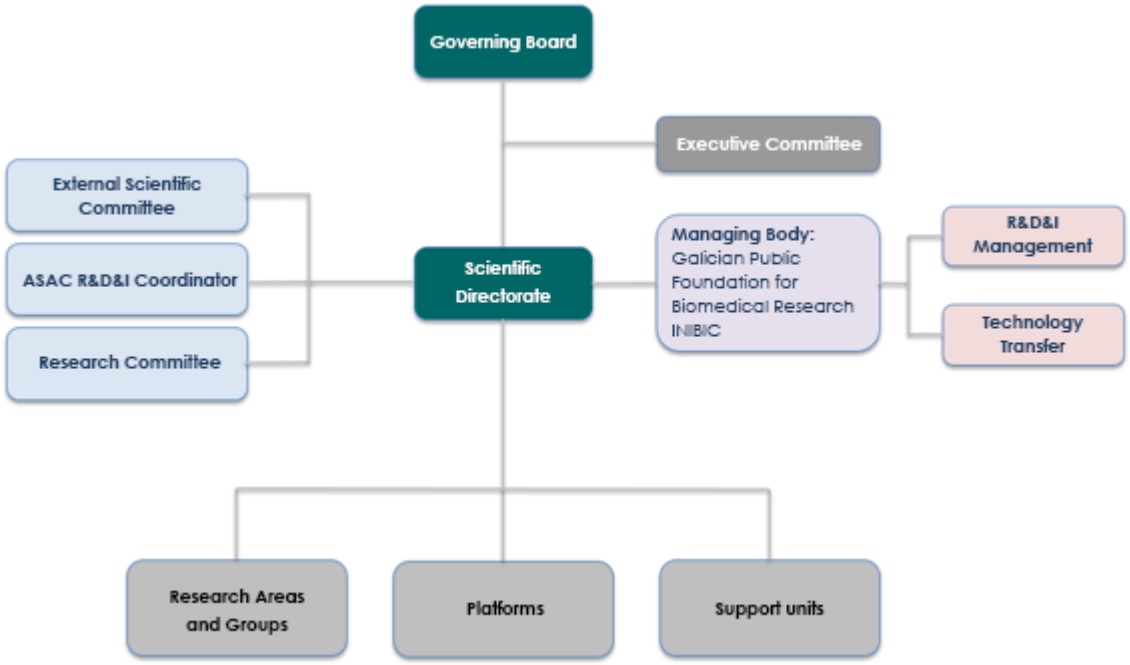
✓ To optimise and promote all the research support platforms and units available at INIBIC, with a particular focus on developing innovative activities through the use of Artificial Intelligence.

✓ To adapt procedures at all levels, both scientific and managerial, with a view to improving the flow of information between all parties.

- ✓ To make full use of all the tools available to enhance professionals' skills and foster synergies and collaboration amongst them, whilst promoting the development of new talent.
- ✓ To increase fundraising from external sources, both international and private, through partnerships and synergies with other organisations aligned with INIBIC's objectives and interests.

3.5. Organisational structure

With the aim of structuring its activities and establishing a clear strategy focused on translational research, an organisational structure and a scientific structure have been defined, comprising basic and clinical research groups, which will enable the optimisation of collaboration and resources amongst the Institute's groups.



The organisational structure consists of a Governing Board chaired by the Regional Minister for Health and a deputy chair, represented by the Vice-Chancellor of the University of A Coruña, along with a further 11 members.

The **INIBIC** has a **Scientific Directorate,** which is advised in its duties by an **External Scientific Committee** comprising **6 professionals from the field of biomedical research** with extensive experience and distinguished scientific reputations.

There is also an **internal Research Committee**, made up of representatives from the medical departments or specialties most closely involved in research activities. Specifically, this **includes one representative from each scientific area of the Institute, from the Research Ethics Committee, the Animal Experimentation Committee and the research support platforms, as well as one post-doctoral researcher, one pre-doctoral researcher and one laboratory technician**, alongside a **representative from nursing and primary care**, amongst others.

3.6. Groups and areas of knowledge

INIBIC's research groups are made up of research professionals from the Galician Health Service (Sergas), which includes staff from healthcare centres in the A Coruña area, the University of A Coruña (UDC) and the Foundation. INIBIC currently employs some 585 professionals engaged in research activities, distributed amongst the support platforms or units and the research groups that comprise the Institute. These professionals make up the 21 established research groups and 13 emerging research groups, which are currently organised into six areas of expertise, each led by an Area Coordinator.

Scientific Directorate	María del Mar Castellanos Rodrigo maria.del.mar.castellanos.rodrigo@sergas.es

You can learn more about the research groups and areas that form part of INIBIC on the Institute's website (www.inibic.es).

3.7 Support platforms

INIBIC's research support services are currently organised into eight main platforms or units:

1. Biobank.

2. Experimental surgery and animal research facility.
3. Research Support Unit.
4. Proteomics.
5. Genomics.
6. 3D printing.
7. Histomorphology.
8. Healthcare IT.

Additionally, INIBIC has dedicated facilities equipped with the apparatus necessary for carrying out activities relating to cell culture and cytometry, as well as support from the A Coruña and Cee Health Area's IT Service.

Further information is available on the Institute's website (www.inibic.es).

4. INSTITUTIONAL FRAMEWORK

INIBIC has a series of plans resulting from an assessment of the organisation's current situation, giving rise to a strategic framework, structured around key areas, that define the fields of action on which the institution's activities will focus in the coming years. All these institutional plans are available to you via FIGAL and the INIBIC website.

4.1. Institutional plans

The institutional plans available for consultation are listed below:

- The Institute's Strategic Plan.
- Quality and Improvement Plan.
- Communication Plan.
- Training Plan.
- Integration Plan.
- Translational and Technology Transfer Plan.
- Support Plan for Emerging Groups.
- Cooperative Scientific Plan.
- Equality Plan.

4.2. HRS4R Strategy

On 23 June 2021, INIBIC received from Euraxess, through its managing body, the Galician Public Foundation for Biomedical Research (INIBIC), the **"HR Excellence in Research Award"** for the implementation of the **Human Resources Strategy for Research Staff**

(HRS4R). With this strategy, the centre demonstrates its commitment to the continuous improvement of human resources policies and to attracting research talent, in line with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

The core objectives of this initiative are to attract and retain scientific talent in Europe, promote the mobility of researchers, ensure a good working environment, and support career development.

To ensure its successful implementation, INIBIC has set up a dedicated working group responsible for monitoring and implementing the proposed action plan and for coordinating the various initiatives carried out under the HRS4R Strategy. The relevant information is available on the Foundation and INIBIC websites, as well as in FIGAL (https://www.inibic.es/hrs4r/). There is an ongoing commitment to maintaining this distinction of excellence and increasing the recruitment and retention of talent in line with the guidelines provided by the European Union.

In this regard, two years after being awarded the accreditation, INIBIC successfully passed the interim assessment in July 2023. Furthermore, as part of its commitment to continuous improvement, and in response to the entry into force of the new European Charter for Researchers, in 2024 INIBIC updated its GAP analysis and Action Plan, which will guide the organisation's next steps in implementing the HRS4R Strategy.

4.3. Other relevant documentation

All staff members of the Foundation and the Research Institute must be conversant and comply with the following documentation. You can consult the full, up-to-date documents via FIGAL and on the INIBIC website.

OPEN SCIENCE POLICY

The Open Science policy is defined with the aim of **conducting scientific activity with and for society, in an open and collaborative manner**.

AFFILIATION POLICY

This is a mandatory requirement stipulated by the ISCIII that all publications and communications must include INIBIC's official affiliation.

GUIDELINES ON GOOD SCIENTIFIC PRACTICE

Guidelines on Good Scientific Practice is a document drawn up in the field of research and intended for scientific staff, scientific institutions, research funding bodies and other organisations involved in this field of knowledge. The INIBIC Guidelines set out the **rules, recommendations and commitments that promote the quality and integrity of the research carried out by professionals**.

DATA PROTECTION MANUAL

The Data Protection Manual sets out the policy, procedures and measures necessary to comply with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR), as well as Organic Law 3/2018, of 5 December, on the Protection of Personal Data and the Guarantee of Digital Rights (LOPDGDD), and Sergas Instruction 2/2020, as the applicable regulations governing data processing for the purposes of biomedical research studies.

The measures set out in the Data Protection Manual have been adopted and implemented by the INIBIC Foundation, in its capacity as data controller or data processor.

The manual is kept up to date at all times, with regular reviews conducted in relation to the processing actually carried out.

4.4. Spaces for participation

The Suggestions Box is a forum for participation that is accessible to everyone involved with INIBIC. Its aim is to encourage the sharing of suggestions for improvement, and the information provided on the form is treated as confidential.

The Suggestions Box can be accessed via the following link: https://www.inibic.es/buzon-de-sugerencias/

Additionally, the INIBIC Foundation has set up an internal reporting channel by creating an email address through which anyone wishing to report an incident that may constitute fraud or an irregularity can do so. The email address is: antifraude.fpns@sergas.es. When making a report, the specific case file in which the incident was identified must be specified, along with details of the various items of evidence available.

4.5. Scientific dissemination

INIBIC has a Scientific Culture and Innovation Unit (UCC+i) whose remit is to promote science and technology, with the aim of fostering initiatives in scientific culture, outreach, dissemination and science education conducive to the transfer of knowledge and bringing the research and scientific work carried out at its centres closer to the general public.

The UCC+i is part of the Network of Scientific Culture and Innovation Units, as a member accredited by the Spanish Foundation for Science and Technology (FECYT).

Notable among the most significant activities carried out are public science events, training activities related to science communication, and workshops aimed at younger age groups.

Finally, we also work alongside the organisation's staff to help disseminate information about ongoing projects.

WE ARE HERE TO HELP WITH ANY QUESTIONS, ENQUIRIES OR FURTHER CLARIFICATION YOU MAY HAVE. WELCOME!