

TEMPLATE 2 – GAP ANALYSIS - OVERVIEW

Case number: 2021ES699754

Name Organisation under review: **Fundación para la Formación e Investigación Sanitarias de la Región de Murcia. Instituto Murciano de Investigación Biosanitaria (IMIB).**

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SUBMISSION DATE: **04/07/2022**

DATE ENDORSEMENT CHARTER AND CODE: **25/10/2021**

GAP ANALYSIS

The Charter and Code provides the basis for the Gap analysis. In order to aid cohesion, the 40 articles have been renumbered under the following headings. Please provide the outcome of your organisation's GAP analysis below. If your organisation currently does not fully meet the criteria, please list whether national or organisational legislation may be limiting the Charter's implementation, initiatives that have already been taken to improve the situation or new proposals that could remedy the current situation.

European Charter for Researchers and Code of Conduct for the Recruitment of Researchers: GAP analysis overview			
Status: to what extent does this organisation meet the following principles?	Implementation: ++ = fully implemented +/- = almost but not fully implemented -/+ = partially implemented -- = insufficiently implemented	In case of --, -/+, or +/-, please indicate the actual "gap" between the principle and the current practice in your organisation. If relevant, list any national/regional legislation or organisational regulation currently impeding implementation	Initiatives undertaken and/or suggestions for improvement:
Ethical and Professional Aspects			
1. Research freedom	+/-	<p>IMIB research staff has the freedom to propose and carry out their own research projects, as well as to select the different procedures to carry them out, within the framework of the guidelines established in the Shared Scientific Project, in the Strategic Plan and in the budget of the Institute. The dissemination of both the Shared Scientific Project and the Strategic Plan must be promoted so that it is known by all the institute's researchers.</p> <p>Research activities have the prior approval and subsequent supervision of the ethics committees, when necessary, and of the work commissions of the Institute. IMIB has an Internal Scientific Committee, an External Scientific Committee, the Clinical Research Ethics Committees (CEIm) and the Animal Experimentation Ethics Committee (CEEA) of the University of Murcia. In addition, there are several work commissions: Quality Commission, Training Commission, Communication Commission, and Innovation Commission.</p>	<ul style="list-style-type: none"> • Updating of the manual "Important information for new recruits of FFIS/IMIB personnel". Currently, this manual includes information on email and certain labor procedures (registration, cancellation, payroll, certificates). References to the good practice guide documents, training plan, strategic plan, shared scientific project and quality plan will be included. • An informative audio will also be made by IMIB that will contain a general description of the Institute. • A digital leaflet will also be produced to indicate the different facilities and infrastructures available at the IMIB. • Participation in research projects of the platform staff and support units will be promoted.

		<p>There is room for improvement in the participation of managers and technicians from the different platforms and research support units in the research projects.</p> <p>The External Scientific Committee oversees examining and evaluating the scientific activity carried out by the research groups.</p> <p>Research projects must comply with current legal regulations, both nationally and regionally, and must have the necessary administrative authorizations when appropriate.</p> <p>IMIB has a Guide to Ethics and Good Practices in Research, which contains the main rules of conduct and ethical principles related to the research activity carried out at the Institute, including the planning, development, registration and communication of the research activity.</p> <p>The dissemination of the Ethics and Good Practices Guide to all research staff should be encouraged</p>	
<p>2. Ethical principles</p>	<p>+/+</p>	<p>In human research projects, compliance with ethical principles is supervised through the Research Ethics Committee (CEI) and the Medicines Research Ethics Committees (CEIm) of the Region of Murcia.</p> <p>IMIB has, among others, the support of the Drug Research Ethics Committees (CEIm) of the Virgen de la Arrixaca and Morales Messeguer Hospitals, both accredited according to current regulations.</p>	

		<p>IMIB also has the advice of the Animal Experimentation Ethics Committee of the University of Murcia (CEEA).</p> <p>As previously mentioned, IMIB has a Guide to Ethics and Good Practices in Research, which includes the main rules of action and ethical principles related to the research activity carried out at the Institute and indicates the main Regional Committees for advice on this area.</p>	
3. Professional responsibility	+/+	<p>IMIB periodically reviews the origin of the prioritized lines of research through the update of the Shared Scientific Project (PCC). This document includes the main research areas of the center and the different research groups that make them up, with the aim of making research activity relevant to society and the environment.</p> <p>IMIB has the Ethics and Good Scientific Practices Guide, which indicates aspects related to the authorship of the publications and the intellectual property of the results.</p> <p>On the other hand, it should be noted that within the framework of the research projects that are conducted in the different areas and groups of the IMIB, the doctoral theses that are published go through the "Turnitin" anti-plagiarism system available at the University of Murcia.</p>	

<p>4. Professional attitude</p>	<p>+/-</p>	<p>IMIB has a Strategic Plan that describes the strategic objectives and the activities to be carried out in the short and medium term.</p> <p>It also has a Shared Scientific Project in which the main lines of research to be developed by the Institute in the coming years are described. Both documents are known by the research staff.</p> <p>IMIB continuously searches for calls for competitive funding, both public and private, which are disseminated to researchers and offers support in the management/application of public/private funding for research projects. Project monitoring reports are also carried out, where the actions carried out and their status are justified. In the IMIB project management application where the registration and monitoring of the different research projects is carried out, the times and justifications (scientific and economic) that each project will have are defined, with which it is a system that allows carrying out notifications to both the principal investigator and management staff if there are delays in any of these project milestones.</p> <p>A better dissemination of the operation of the internal project management application should be carried out, including informative talks among other actions.</p> <p>IMIB has a news manager through which the staff will regularly receive information on grants, events, training activities, news, offers and announcements.</p>	<ul style="list-style-type: none"> • Updating of the manual “Important information for new recruits of FFIS/IMIB personnel”. Currently, this manual includes information on email and certain labor procedures (registration, cancellation, payroll, certificates). A link to the document of the Shared Scientific Project will be included so that it is known by all the members of the Institute. • Internal communication actions will be carried out to disseminate the shared scientific project. • IMIB will implement a weekly bulletin that includes the different news of interest to the Institute, as well as calls for public and private financing, planned training activities and also information on the different plans of the Institute. • Training actions will be carried out for research staff on the application of project management
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<p>5. Contractual and legal obligations</p>	<p>+/-</p>	<p>The contractual and legal obligations of the employees are regulated in the Workers' Statute and in the Law on Science, Technology and Innovation (state regulations) and also by the Law on updating measures in the field of Research Activity, scientific, technical and innovative in the Public Sector of the Region of Murcia of the Year 2015 (autonomous regulations), as specified in the employment contract provided to each professional when they join the Institute.</p> <p>The Institute has a Works Council, which has internal operating regulations.</p> <p>IMIB has a training plan that includes the training offer in research for the different professionals of the Institute. The dissemination of the content of the Training Plan and the training actions must be promoted.</p> <p>On the other hand, in the Innovation department, there is a results transfer procedure which specifies aspects of industrial and intellectual property and the portfolio of services offered by the Innovation Area to researchers.</p>	<ul style="list-style-type: none"> • Participation in the negotiation of a collective agreement together with the Company Committee for all the professionals of the Institute.. • Increasing the dissemination of the procedures of the Innovation Area to the research staff of the Institute. • Improving the dissemination of the Training Plan and the training actions carried out by IMIB.
<p>6. Accountability</p>	<p>+/+</p>	<p>IMIB has a research project management system, through which researchers can consult the status of the different research projects from the management point of view. The researchers access through personal credentials and can manage the different aspects of the project.</p>	

		<p>The system offers general information about the project, a spreadsheet on the statement of accounts of the project and information on the invoices associated with it, so that they can keep an economic control of it. The researchers have a project management manual.</p> <p>The managing body of the Institute is subject to an annual external economic audit, the result of which is presented to the governing bodies of the IMIB and approved by the Foundation's board of trustees.</p>	
7. Good practice in research	+/-	<p>IMIB complies with aspects related to the protection and security of research data, contained in European legislation (European Parliament Regulations on data protection) and national legislation (Organic Law on Data Protection).</p> <p>IMIB complies with the ethical and confidentiality commitments in the development of the different investigations carried out, evaluating the different research studies through the corresponding CEI and CEIm.</p>	<ul style="list-style-type: none"> • Including in the update of the Information Manual for new recruits of FFIS/IMIB staff, a specific section with links to the different documents and plans of the Institute, highlighting in this case, a reference to the Ethics and Good Practices Guide
8. Dissemination, exploitation of results	+/-	<p>IMIB is proactive in the dissemination and transfer of the research results of its professionals. It has procedures that guarantee compliance with the principle of dissemination and exploitation of results, as well as the publication of scientific articles and research results in the annual report carried out by the Institute.</p>	<ul style="list-style-type: none"> • Improving the dissemination of the agreements of the Innovation Commission. Preparing an innovation bulletin with the main news and agreements discussed in said Commission.

		<p>The IMIB Scientific Conferences are held annually, in which scientific presentations are made and the results of the research projects carried out at the Institute are presented.</p> <p>IMIB participates in the Open Science Working Group of the Network of Clinical Research Management Entities (REGIC).</p> <p>The Innovation Area disseminates the main funding opportunities, visits are made to the Institute's services and professionals, and meetings are organized with groups for specific advisory work on their projects. There is significant room for improvement in the area of transfer of research results.</p> <p>IMIB annually disseminates the scientific report where the main activity indicators of the Institute are collected.</p>	<ul style="list-style-type: none"> • Actions for promoting the transfer of IMIB research results will be carried out: conferences with companies to disseminate the portfolio of research results, meetings between researchers and companies to explore collaboration agreements, etc.
9. Public engagement	+/-	<p>IMIB has drawn up a Communication Plan, pending approval, which reflects the main actions to be carried out and the communication channels through which it interacts.</p> <p>Different activities are carried out to bring scientific activity and the results obtained by the Institute's researchers closer to society. Among these activities, the following stand out:</p> <ul style="list-style-type: none"> ✓ Organization of the Institute's Annual Scientific Sessions. ✓ Participation in the Week of Science and Technology of the Region of Murcia, with 	<ul style="list-style-type: none"> • Approval of the Communication Plan by the governing bodies of the IMIB. • Increasing contacts with patient associations to develop meeting forums in which patients express their needs and priorities and other key agents involved in the development of R+D+i projects in the biomedical field. • Establishing internal procedures to facilitate the dissemination of news aimed at the general population (translation of research results into common language).

		<p>information stands, in which the main projects and scientific equipment available at the Institute are disclosed.</p> <ul style="list-style-type: none"> ✓ Participation in the Manga Show of the Region of Murcia. In 2021, the IMIB participated with an information stand and presentations and talks focused on advice on healthy habits in young people were carried out. ✓ Carrying out scientific dissemination initiatives with the participation of educational centers such as “Learn with Danio”. This initiative culminated in 2021 with the holding of a scientific congress in which the results of the project were shown and which had the collaboration of different educational centers in the Region of Murcia, bringing scientific activity closer to these centers and encouraging scientific vocations among the youngest. <p>Through social networks such as Twitter, the main news of interest about the Institute is disseminated, making the main innovations and projects developed by IMIB known to the general public.</p> <p>Dissemination activities are also carried out in the written press and conferences on the popularization of science, among other communication activities.</p> <p>There is room for improvement in the dissemination activities that are currently being carried out.</p>	<ul style="list-style-type: none"> • Carrying out an annual planning of the different participations of the IMIB in the conferences and meetings for the dissemination of science, such as the Week of Science and Technology, so that the participation of a greater number of research areas and groups can be promoted. • Promoting and develop conferences in schools and other training centers where IMIB researchers participate. • Designing and implementing a repository at the institutional level in which the different actions carried out by the IMIB research staff with patient associations and other key agents are included, so that there is an annual report of all the activities carried out in this field.
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10. Non discrimination	+/-	<p>IMIB complies with the criteria of non-discrimination at all levels, applying equal treatment and opportunities between women and men, without discriminating on the basis of sex.</p> <p>IMIB has an Equal Opportunities Plan for women and men that was carried out based on the guidelines set by the current applicable legislation.</p>	<ul style="list-style-type: none"> The current Equality Plan will be updated to the new requirements established by the European Commission for the new Horizon Europe framework programme.
11. Evaluation/ appraisal systems	+/-	<p>IMIB carries out a global evaluation of all research groups through the External Scientific Committee. There is room for improvement in the functioning of the CCE, so that the functions of said Committee can be expanded, participating in more scientific evaluation and coordination activities of the IMIB.</p> <p>In this evaluation, an assessment of the scientific production of the group (publications and fundraising) is made, the opinion of the Committee on the viability of the group is indicated, some recommendations for improvement are established that will serve to mark the actions to be carried out by the group. of research over the next few years and a classification proposal for the group is indicated based on the categories available in the IMIB (clinical associate, emerging and consolidated).</p> <p>There is room for improvement in this evaluation process, in the sense of offering greater feedback for the continuous improvement of the research groups.</p>	<ul style="list-style-type: none"> Work will be done to improve the functioning of the CCE, expanding its functions: holding more meetings per year, participation of the CCE in the meetings of the research areas, evaluation by the CCE of internal calls that require its own funds, etc. Work will be done to improve the evaluation system of the current research groups, offering more information to the research groups so that they can improve and move up in category. It is proposed to improve the IMIB research staff evaluation system. For this, it is necessary to establish evaluation indicators of the activity of the research staff and not only of the research groups. Work will be done to disseminate the classification of research staff. Assessing and implementing a professional performance evaluation system for the Institute's management and platform staff, to the extent possible.

		<p>IMIB has a classification of research staff according to the categories established by EURAXESS (R1, R2, R3 and R4). The dissemination of this classification to all Institute staff should be encouraged.</p> <p>Regarding the evaluation of the research staff individually, work must be done on defining indicators that serve to measure the scientific activity carried out: publications, research projects, outreach activities, etc.</p> <p>There is room for improvement in the implementation of calls for proposals aimed at promoting the intensification of professionals with healthcare tasks for the development of research projects.</p> <p>On the other hand, work must also be done on the implementation of an evaluation system for the management and technical staff of the Institute's scientific platforms, to the extent possible.</p>	<ul style="list-style-type: none"> • Evaluate the development of joint actions aimed at improving the available employment exchanges and attracting healthcare professionals from other geographical areas, to be able to carry out calls for intensification for personnel with healthcare tasks.
Recruitment and Selection			
12. Recruitment	+/-	IMIB carries out personnel selection processes through the publication of job offers by the Foundation, which acts as the Institute's	

		<p>managing entity. Standardized templates are available for the preparation of these offers. Other information includes the following aspects: work center, purpose of the contract, tasks to be performed, essential requirements, valuable merits, type of contract, remuneration and evaluation commission for the position. In the section on merits to be assessed, the scores are specified for each of the criteria that will be assessed by the evaluation committee.</p> <p>IMIB does not currently publish job offers on the EURAXESS portal.</p>	<ul style="list-style-type: none"> • Preparation of a standardized template for the publication of job offers in English, through the EURAXESS portal. • Modification of the current standard templates for preparing offers, promoting the application of OTM-R criteria (positive assessment of stays in private entities, international centres, mobility, etc.).
13. Recruitment (Code)	+/-	<p>IMIB carries out the recruitment of research and management personnel through public and transparent selection processes, based on the evaluation of a series of requirements established in each of the calls that are published. The bases of the call are established and after the deadline for submitting applications has elapsed, these are assessed by the Evaluation Commission, which issues the proposal for a provisional resolution and finally the final resolution is published.</p> <p>The timeframes for preparing and resolving published job offers should be improved as far as possible.</p> <p>The published job offers do not include specific sections on the possibilities of professional development in the institution.</p>	<ul style="list-style-type: none"> • Work will be done to implement actions to optimize the recruitment process and reduce the time needed to hire the necessary personnel. • Including, whenever possible, information regarding the possibilities of professional development in the offers that are published.
14. Selection (Code)	+/-	<p>In the selection processes that are currently carried out, an ad-hoc evaluation commission is established for each call, which is made up of</p>	<ul style="list-style-type: none"> • Incorporate when possible and applicable, external and international evaluators who

		<p>one part by the person in charge of the contract and by two other people who are chosen based on the position that is published.</p> <p>Members from outside the Institute do not participate in the evaluation of candidates.</p>	<p>contribute their vision and opinion in the selection process.</p> <ul style="list-style-type: none"> • Draw up instructions to provide to the evaluation committee indicating that they must assess qualitative criteria such as teaching, staff supervision, dissemination of R&D&i, management, etc., in the different candidates that are presented.
15. Transparency (Code)	+/+	<p>IMIB publishes the provisional resolution after the assessment of the evaluation commission of the applications presented, where the total score of each of the candidates is indicated. Subsequently, the final resolution is published in which the selected person is indicated and, if applicable, the people who remain in reserve are indicated.</p>	
16. Judging merit (Code)	+/-	<p>IMIB includes in the job offers the assessment of merits and professional skills. Among the valuable merits, the candidate's accredited work experience with respect to the job offered, the research stays carried out, the training experience, the participation in research projects, as well as the publication of scientific articles are taken into account.</p> <p>Other more transversal skills such as teamwork, scientific dissemination to society, and other more general criteria are not currently included among the valuable merits.</p>	<ul style="list-style-type: none"> • Drawing up instructions so that the evaluation of the candidates, regardless of the profile and experience of the position, take into account their global trajectory.

17. Variations in the chronological order of CVs (Code)	+/-	The job offers published by IMIB include the different requirements to be met by the candidates and the merits that can be assessed by the Evaluation Committee during the selection process.	<ul style="list-style-type: none"> Preparing instructions so that the evaluation of the candidates, in line with the OTM-R principles, regardless of the profile and experience of the position, take into account their global trajectory.
18. Recognition of mobility experience (Code)	+/-	The job offers published by IMIB establish the requirements that must be met and, on the other hand, the merits that can be assessed during the selection process. In some cases, the completion of stays in research centers is included as an aspect to be assessed.	<ul style="list-style-type: none"> It will be proposed to include in the selection processes as valuable merits in any case the completion of stays in other centers and changes in sector, as enriching indicators of the candidates' experience
19. Recognition of qualifications (Code)	+/-	<p>In the recruitment processes carried out by IMIB, there are no biases with candidates who have obtained their degree in other countries and are valued in the same way.</p> <p>The candidate must be in possession of the credential that proves his/her homologation or validation.</p>	<ul style="list-style-type: none"> It will be proposed to value in the selection processes, the qualifications of European institutions provided they have the European supplement to the degree.
20. Seniority (Code)	+/-	In the offers published by IMIB, no limits are established regarding the date of obtaining the qualifications required for the position offered. Limits to this date are only established when it comes to calls from funding agencies that establish it in their bases.	<ul style="list-style-type: none"> Work will be done on the development of a standardized work procedure that will include the evaluation process that must be followed in any job offer, where the different evaluable criteria will be standardized, assessing the global trajectory as researchers of the different candidates.
21. Postdoctoral appointments (Code)	+/-	IMIB indicates in the selection processes that it carries out the duration of the employment contracts as well as their characteristics. Information is also provided on the remuneration of the position, the tasks to be carried out, the purpose of the contract and the	<ul style="list-style-type: none"> In the case of postdoctoral researchers, the previous experience acquired by the candidate after obtaining the degree will be included as valuable merits.

		<p>essential requirements and valuable merits in the selection process. Information is also provided on the composition of the Assessment Committee and the decision process for the call.</p>	<ul style="list-style-type: none"> The possibilities of promotion and professional career development will also be included in the job offers when possible and applicable.
Working Conditions and Social Security			
22. Recognition of the profession	+/+	<p>IMIB recognizes as researchers all professionals who carry out their activity within the scope of the Institute and develop their professional career, regardless of the professional category of each of them at the internal organization level.</p>	
23. Research environment	+/-	<p>IMIB is structured in 7 research areas where the research groups in which the researchers carry out their scientific activity are integrated. The Institute has different research support platforms for researchers, as well as different spaces for the development of research activities. IMIB carries out tutoring actions for groups with less experience (emerging).</p> <p>On the other hand, the Institute also encourages the participation of research staff and platforms in both national and international networks, offering support in the management of grants and promoting their integration into research networks.</p> <p>There is room for improvement in promoting emerging groups and participation in research networks.</p>	<ul style="list-style-type: none"> Prepare a Tutoring Plan, validated by the Scientific Director, which includes information on the evaluation process of the Institute's research staff as well as indications on the development of the professional career and where it is indicated how to record the tutoring activity carried out with the researchers. in training period. Work will be done to develop actions that foster the development of emerging groups and the participation of IMIB research groups in research networks.
24. Working conditions	+/+	<p>IMIB has the appropriate actions to promote work and family reconciliation of staff, including telecommuting and work flexibility</p>	

		<p>policies that allow reconciling work and family life and that have been promoted during the pandemic caused by COVID-19.</p>	
<p>25. Stability and permanence of employment</p>	-/+	<p>IMIB is governed by the legal regulations and by the legal framework of any entity belonging to the public sector.</p> <p>Different alternatives are being explored to prepare a professional development plan within the framework of the promotion of R&D&i by the Regional Government that favors the stable incorporation and promotion of professionals, as one of the lines of action of the Strategic Plan.</p> <p>The stabilization of IMIB researchers in any case depends on the guidelines established by the Regional Government.</p>	<ul style="list-style-type: none"> • Collaborating with the Regional Government in the culmination of the professional development plan and promote measures for the stabilization of the Institute's research staff.
<p>26. Funding and salaries</p>	+/-	<p>In general, IMIB considers as a reference the salary tables of the main funding agency for biomedical research at the national level, the Carlos III Health Institute (ISCIII).</p> <p>IMIB currently has salary tables approved by the General Director of Public Function. There is room for improvement in the adaptation of these salary tables so that they are more representative of the different professional categories of the Institute.</p> <p>The Institute's Management Procedures Manual indicates the current salary tables for the different profiles: PhD researcher; research support technician; Technician with a master's degree in research support, research support</p>	<ul style="list-style-type: none"> • Work must be done on drawing up salary tables for the Institute's different research profiles, specifying the different categories indicated by Euraxess and for research technicians, in collaboration with the Works Council. • Work will be done on greater dissemination of the Management Procedures Manual.

		<p>technician with a graduate degree and higher vocational training. Under these four categories, the salaries that researchers in these categories will receive are established. The dissemination of this management manual to all Institute staff should be improved.</p>	
27. Gender balance	+/-	<p>IMIB has an equality plan with actions that guarantee equal opportunities as a strategic principle of the entity's human resources policy.</p> <p>In the different job offers, criteria of equality are followed for all professionals, without discriminating against any candidate due to their condition (gender, race, age, etc.)</p>	<ul style="list-style-type: none"> The current Equality Plan will be updated to the new requirements established by the European Commission for the new Horizon Europe framework programme.
28. Career development	-/+	<p>IMIB is currently developing actions aimed at developing the professional career of its researchers and attracting talent.</p> <p>On the other hand, there is a training plan where the training needs of the research staff are collected and different courses are established to cover them.</p> <p>Finally, IMIB has evaluation systems for research groups and professionals, whose main objective is to guide and tutor researchers in the development of their scientific activity.</p>	<ul style="list-style-type: none"> Collaborating with the Regional Government in the development of elements that guarantee the professional career and continuous improvement of the professionals who form part of the Institute.
29. Value of mobility	+/-	<p>IMIB positively values the mobility of professionals and annually disseminates the calls for mobility grants for research staff that are published by funding agencies.</p>	<ul style="list-style-type: none"> Generalize in published job offers the assessment of mobility and the application of the OTM-R principles (do not penalize stays in the private sector, obligation to positively

		In addition, in the recruitment processes, within the valued merits, stays in foreign centers are sometimes established as a positive aspect to be valued.	assess stays in other countries, do not penalize changes scientific discipline or area of work).
30. Access to career advice	-/+	<p>IMIB carries out professional advice to researchers through the different group leaders, area coordinators and through the Scientific Director itself and the Scientific Subdirectors.</p> <p>Researchers have professional advice from the Human Resources area, from the Training area, from the national and regional projects department and from the International Biosanitary Projects office (IBIPO).</p>	<ul style="list-style-type: none"> • A procedure will be drawn up for the documentation and registration of the tutoring carried out on researchers.
31. Intellectual Property Rights	+/-	<p>IMIB has a procedure for the transfer of results, which establishes the procedures to be carried out for the protection of industrial and intellectual property and indicates the main aspects regarding the monitoring and disclosure of the transfer of results.</p> <p>IMIB carries out actions for promoting innovation, protection, exploitation of research results and dissemination of the different internal documents.</p>	<ul style="list-style-type: none"> • Increasing the activity of the Innovation Area, with greater proactivity in order to to attracting companies and disseminating the technological portfolio by those responsible for innovation. • Work will be done to disseminate internal procedures in this area.
32. Co-authorship	+/-	<p>IMIB collects in its Guide to Ethics and Good Practices in Research, that the co-authors of the publication are responsible for ensuring that the ethical requirements on authorship are met and preventing someone from appropriating the status of author without having been or that others are excluded from it.</p>	<ul style="list-style-type: none"> • A dissemination will be made through the internal communication channels of the Institute of the affiliation regulations.

33. Teaching	+/+	<p>IMIB has professors from the University of Murcia integrated into research groups of the Institute. These professionals are therefore evaluated in their teaching tasks.</p> <p>The Institute has a training plan that is implemented annually through a program of training actions, through which actions are carried out aimed at all profiles and through different formats: conferences, workshops, seminars, etc.</p>	
34. Complains/ appeals	+/-	<p>IMIB has a suggestion box managed by the Quality Commission. Through this mailbox you can make complaints, suggestions and congratulations on any subject of interest to the Institute. This mailbox also establishes the option to carry out an anonymous follow-up of the complaint raised.</p> <p>There is currently no specific dispute resolution procedure for IMIB staff.</p>	<ul style="list-style-type: none"> Establishing a procedure for conflict resolution of IMIB staff and improve the dissemination of the IMIB suggestion box.
35. Participation in decision-making bodies	+/-	<p>IMIB researchers are represented in the IMIB bodies and committees. The different research areas are represented in the Internal Scientific Committee through their managers.</p>	<ul style="list-style-type: none"> Improving the dissemination of relevant decisions made by IMIB's advisory bodies, under the supervision of the Scientific Director, especially the Internal Scientific Committee and the External Scientific Committee.
Training and Development			
36. Relation with supervisors	-/+	<p>IMIB has a training plan that includes actions for the Institute's research staff.</p>	<ul style="list-style-type: none"> Preparing a Tutoring Plan, validated by the Scientific Director, which includes information on the evaluation process of the Institute's research staff as well as indications and suggestions on the development of the

		<p>Trainee researchers have a close relationship with their tutors and group leaders during the training process.</p> <p>Normally, researchers who are in training and following the requirement of funding agencies in the area of biomedical research must submit a progress report periodically, so they are evaluated by their tutors.</p>	<p>professional career and where it is indicated how to record the mentoring activity carried out with researchers in training period.</p>
37. Supervision and managerial duties	+/-	<p>IMIB carries out mentoring actions for emerging groups, as reflected in the Institute's strategic planning.</p> <p>Researchers with more scientific experience are in charge of leading the research groups and holding positions as coordinators of the scientific areas of the IMIB.</p>	<ul style="list-style-type: none"> • Preparing a Tutoring Plan, validated by the Scientific Director, which includes information on the evaluation process of the Institute's research staff as well as indications and suggestions on the development of the professional career and where it is indicated how to record the tutoring activity carried out with researchers in training.
38. Continuing Professional Development	+/-	<p>IMIB has a Training Plan that includes the main training actions for research staff.</p> <p>There is also a Training Commission in charge of ensuring training in the different levels of the IMIB structure.</p> <p>Work must be done to carry out periodic reviews of the Training Plan and to increase its dissemination to all the professional profiles of the Institute.</p>	<ul style="list-style-type: none"> • Carrying out periodic annual reviews of the Institute's training program, where the training actions to be carried out on an annual basis are collected and a schedule of the same is indicated on a semi-annual or quarterly basis. • Improving the training activities carried out, paying special attention to the needs of the different researchers and technicians of the support platforms.
39. Access to research training and continuous development	+/+	<p>IMIB has a Training Plan whose main objective is to guarantee a permanent learning system in research and postgraduate studies for the staff assigned to the Institute and its environment.</p>	

		<p>This Training Plan contemplates an online questionnaire to be sent on an annual basis, during the second half of each year in order to identify the training needs and thus prepare the training activity for the following year.</p> <p>On the other hand, through the different scientific areas of the Institute, the training needs transmitted by the research groups are collected, so that they are taken into account for the preparation of the annual Training Program.</p>	
40. Supervision	+/-	<p>IMIB has different prioritized research areas in which the research groups that develop their scientific activity in different topics related to biomedical research are integrated.</p> <p>Each of the areas and research groups have a coordinator who is in charge of directing and monitoring the scientific activity carried out.</p> <p>Meetings of the scientific areas are held to coordinate the scientific activity of the different groups included in the area and to deal with the different aspects to be carried out throughout the year.</p> <p>Researchers can consult their respective group leaders and coordinators with any questions and obtain advice and support in professional development.</p>	<ul style="list-style-type: none"> • Preparing a Tutoring Plan, validated by the Scientific Director, including information on the evaluation process of the Institute's research staff as well as indications and suggestions on the development of the professional career and where it is indicated how to record the tutoring activity carried out with researchers in training period. • Implementing improvements in the evaluation of research groups by the External Scientific Committee.