

EURAXESS

GAP Analysis (Charter and Code Checklist)

Case number

2019ES378036

Name Organisation under review

Fundación Investigación del Cáncer Universidad de Salamanca

Organisation's contact details

Campus Miguel de Unamuno, Salamanca, Salamanca, 37007, Spain

Date endorsement charter and code

11/02/2019

Submission date to the European Commission

22/03/2019

GAP Analysis overview

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. In order to

help the organisation's recruitment strategy, a specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment.

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
- **GAP** : In case of --, -/+, or +/-, please **indicate the actual "gap"** between the principle and the current practice in your organisation.
- **Implementation impediments** : If relevant, please list any national/regional legislation or organisational regulation currently impeding implementation.
- **Initiatives undertaken/new proposals** : If relevant, please list any initiatives that have already been taken to improve the situation and/or new proposals that could remedy the current situation.

Status

Ethical and Professional Aspects

1. Research freedom

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS's researchers benefit of research freedom to approach their research within the framework of recognised ethical principles and practices, being limited only and exclusively by the external circumstances which they carry out their research, such as the supervision of their work, existing limitations in budget infrastructures, protection of intellectual property etc.

Status**2. Ethical principles**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• The draft of the Good Research Practice Code of FICUS describes the ethical principles and professional responsibilities of researchers and defines the ethical and quality criteria that should guide the research at the centre and all its staff. http://cicloud.dep.usal.es/index.php/s/hOwUKmVzYx0MvmS • The USAL has a Committee, whose scope of competence extends to USAL Research Centres and Institutes. As FICUS is part of the institute USAL-CSIC, the authority of this committee is applicable to FICUS researchers. https://investigacion.usal.es/sites/investigacion.usal.es/files/documentation/Reglamento%20Comite%20E

3. Professional responsibility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS has a written draft of the Good Research Practice Code that is pending for approval, and a Manual Conflict of interests. These documents include aspects of leadership, honest cooperation, integration, transparency, dissemination, adequate use of resources, conflict of interests and equal opportunities in the research activity. In addition, the manuals include norms to be considered during the publication phase of research results: authorship of publications, order of authors, principles to be considered in terms of intellectual property, and data ownership when the research is carried out in collaboration with other researchers, etc. http://cicloud.dep.usal.es/index.php/s/hOwUKmVzYx0MvmS http://cicloud.dep.usal.es/index.php/s/akXWVtnOalyHkzP

Status**4. Professional attitude**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS's researchers are notified about the strategic objectives of the institution and the available funding mechanisms. The supervisors of each research group are informed about the delays or problems that may arise by the investigators in charge of the projects, in order to take the appropriate measures for their resolute decision making. • The research project's IP reports the delays in the research progress, according to the requirements defined by each call or funding agency. An official request for justified execution extension which is signed by the project IP and the legal representative of FICUS. Suggestions for improvement. At principle is implemented, the working group decided to perform the following actions that synergise with less-implemented principles. • Publish a summary of the strategic objectives in the welcome manual. • Publish a summarized version of the strategic plan on the web.

5. Contractual and legal obligations

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS's Collective Agreement and recruiting norms are published on the website. Likewise, the working conditions are included in the work contracts. • References to the specific requirements and conditions of sponsoring or financing entities of the contract are included in the job offer if necessary. http://www.cicancer.org/uploads/documentos/0390a-bop-sa-20170728-002.pdf http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf • Regarding intellectual property, there are agreements signed between USAL and CSIC on the protection of intellectual property rights and copyrights of inventions developed at FICUS. http://cicloud.dep.usal.es/index.php/s/lskgoWEqUGgxIMB http://cicloud.dep.usal.es/index.php/s/OIIFXXUOVmv2RRg http://cicloud.dep.usal.es/index.php/s/0JScPL8F6LEvplQ

Status**6. Accountability**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• It is a common practice for the FICUS's researchers to collaborate and participate, when required, in the the funding institutions, funding agencies or public or private entities that finance the FICUS's research pr Researchers must provide the information and documentation necessary for the analysis and evaluation b auditors. • FICUS's Draft of Good Research Practice Code, establishes the appropriate use and managem both the economic resources and the equipment aimed at the research. Researchers of the centre are obl use the resources with responsibility, efficiency, in accordance with safety and health regulations and resp environment. http://cicloud.dep.usal.es/index.php/s/hOwUKmVzYx0MvmS • FICUS's management and th Administrative Department report the financial statements of FICUS http://www.cicancer.org/es/ficus . The are subject to audits and these audits are published on the CIC website http://www.cicancer.org/uploads/documentos/Cuentas_anuales_2017_FICUS.pdf. Finally, if required by th granted research projects could be audited, although these audit reports are not published in the website to the corresponding funding institution.

Status**7. Good practice in research**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS's Draft of Good Research Practice Code establishes the appropriate use and management of both economic resources and the equipment aimed at the research. Researchers of the centre are obliged to use resources with responsibility, efficiency, in accordance with safety and health regulations and respecting the environment. http://cicloud.dep.usal.es/index.php/s/hOwUKmVzYx0MvmS • FICUS, has been awarded with 18001: 2007 certification http://www.cicancer.org/es/ohsas-18001 for most of its research support service certificate ES 044823-1 has been granted by Bureau Veritas acknowledging that the PRL Management System works in accordance with the requirements of this regulation. FICUS assumes the established commitment including the adoption of the necessary precautions in terms of health and safety and recovery of computer accidents, preparing, for example, appropriate backup strategies, which include a data safeguarding system centre. In addition, each laboratory stores its own backup copies. • Likewise, FICUS is aware of the current legal requirements in terms of data protection and confidentiality. Currently, processes are being updated to accomplish the new royal decree of data protection. • FICUS has also been awarded with the ISO 9001: 2015 certification http://www.cicancer.org/es/iso-9001 . This certificate ES 04028-1 has been granted by Bureau Veritas confirming that the Quality Management System works in accordance with the quality requirements of this

Status**8. Dissemination, exploitation of results**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS does not have its own research transfer office. Researchers assigned to the Cancer Research Ce the research transfer office of the USAL or the CSIC based on their affiliation. http://www.usal.es/otri http://www.csic.es/presentaciontc • There are agreements signed between USAL and CSIC on the protec intellectual property rights and copyright of inventions made at FICUS. http://cicloud.dep.usal.es/index.php/s/lskgoWEqUGgxIMB Agreement creation CIC-IBMCC: http://cicloud.dep.usal.es/index.php/s/OIIFXXUOVmv2RRg FICUS Statutes: http://cicloud.dep.usal.es/index.php/s/7UJhVIAscLdItaT Agreement 2011 CSIC-USAL: http://cicloud.dep.usal.es/index.php/s/dsepSsSS8dbdDyn Agreement 2011 CSIC-USAL FICUS: http://cicloud.dep.usal.es/index.php/s/0JScPL8F6LEvpIQ Suggestions for improvement Although the prir implemented, the working group decided to perform the following actions that synergise with other less-implemented principles. • Disseminate information on the protection of intellectual property in the welcom • Disseminate the available resources, OTRI of USAL and CSIC and communication department of FICUS

Status**9. Public engagement**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS has its own website and accounts in different social networks (Facebook, Twitter and LinkedIn) where calls, job offers, etc. are disseminated. www.cicancer.org • A Scientific Report is prepared biannually. http://www.cicancer.org/uploads/archivos/Scientific_Report_2016-2017.pdf • FICUS has a Scientific Culture Innovation Unit, which is an accredited member of the Scientific Culture and Innovation Units (UCC + i) Network coordinated by FECYT since October 2016. http://cicloud.dep.usal.es/index.php/s/4mpuY4cHOTfGrFD • http://www.cicancer.org/es/actualidad/98/la-ficus-forma-parte-de-la-red-de-unidades-de-cultura-cientifica-innovacion-red-ucci http://www.cicancer.org/es/divulgacion-cientifica http://www.cicancer.org/es/actualidad/centro-de-investigacion-del-cancer-a-traves-de-la-ficus-renueva-como-miembro-acreditado-de-la-red-de-unidades-de-cultura-cientifica http://www.cicancer.org/uploads/archivos/Unidad_Cultura_Cientifica_renovacion.jpg https://www.fecyt.es/es/info/que-son • FICUS has a Communication and Marketing Department. http://www.cicancer.org/es/personal-de-apoyo • Participation in scientific outreach activities. http://www.cicancer.org/es/divulgacion-cientifica http://www.cicancer.org/es/notas-de-prensa

10. Non discrimination

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• USAL and CSIC have Equality Plans or Norms that are accomplished by FICUS in all its actions, for excluding discrimination in recruitment based on: sex, age, ethnic, national or social, religion or beliefs, sexual orientation, language, disability, political orientation and social or economic condition. https://igualdadelectivablog.files.wordpress.com/2016/06/plan_igualdad_usal.pdf http://documenta.wi.csic.es/alfresco/downloadpublic/direct/workspace/SpacesStore/ed3bfe16-7c2c-4a45c7c31aa0640/180330_II%2520PIMH%2520-%2520AECSIC.docx.pdf

Status**11. Evaluation/ appraisal systems**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully ...	FICUS does not have evaluation procedures for R2 funded by research projects.	• FICUS's statutes and the collaboration agreement between CSIC-USAL-FICUS consider the existence independent External Scientific Advisory Committee whose functions include the assessment of a regul transparent periodic evaluation of the achievements and professional performance of the researchers of Center for Cancer Research, the emerging researchers and the research groups. Creation agreement CI http://cicloud.dep.usal.es/index.php/s/OIIFXXUOVmv2RRg FICUS Statutes being limited only and exclu the external circumstances in which they carry out their research, such as the supervision of their work, limitations in budget or infrastructures, protection of intellectual property: http://cicloud.dep.usal.es/index.php/s/7UJhVIAscLdItaT Agreement 2011 CSIC-USAL: http://cicloud.dep.usal.es/index.php/s/dsepSsSS8dbdDyn Agreement 2011 CSIC-USAL FICUS: http://cicloud.dep.usal.es/index.php/s/0JScPL8F6LEvplQ • The recruiting institutions have systems for i evaluation of the research activities of the researchers (R4, R3 and R2 funded through competitive calls) researchers are evaluated annually by the USAL's doctorate school. Suggestions for improvement • Defi deliver a certificate of proper execution to the R2 researchers funded by research projects.

Recruitment and Selection - please be aware that the items listed here correspond with the Charter and Code. In addition, your organisation also nee complete the checklist on Open, Transparent and Merit-based Recruitment included in a separate section, which focuses on the operationalization o principles.

Status**12. Recruitment**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully ...	The calls do not guarantee the access of disadvantaged groups.	• FICUS's Recruitment Manual http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf establish the general recruitment procedure guarantees the publicity of the selection process, which will begin with publication of the terms of reference of the job offer on the website of the Cancer Research Centre http://www.cicancer.org/es//convocatorias In order to achieve maximum publicity in these selective procedures and to accomplish the equal opportunities policy, the offer is advertised through other channels such as for example, the publication of the offer in national or regional press. • Suggestions for improvement. • Include measures that favor the access of disadvantaged groups in the selection scales. • Publish all job offers research staff in an international job offer platform including EURAXESS, CSIC and Nature JOBS.

13. Recruitment (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS's Recruitment Manual http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf describes general Recruitment procedure. The recruitment announcement must be published on the website of the Research Centre. http://www.cicancer.org/es//Convocatorias • FICUS's offers of employment describe the positions to be filled, the characteristics / functions of the position, the estimated duration of the contract, of contract, the minimum requirements of the profile and salary. According to the recruitment manual, the reception of applications will be at least 15 calendar days, except in cases where the urgency of the call is justified. In this case, it is possible to establish a reasonably shorter reception time.

Status**14. Selection (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS's Recruitment Manual establishes the existence of a Selection Committee for each job offer and to evaluate the candidates through the analysis of their merits and an interview. The committee is composed of three people: (i) The Head of the Department / Area / Team, or person delegated, (ii) the Human Resources Manager, or person entrusted to, and (iii) a third party to be determined. http://www.cicancer.org/uploads

15. Transparency (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS's Recruitment Manual establishes the procedure for preparing the selection report for each job offer. The report must include the number of applications received, the criteria used for the selection of candidates, quantitative and qualitative assessments of the interviews and the candidate (s) proposed. A selection list is published on the website of the centre and contains at least the first three candidates scoring that are considered suitable for the position offered ordered by their score, for the case of covering only one position. If the centre covers several positions, selection lists will contain at least two more candidates than the number of places to be filled. Candidates are informed, before the selection, about the recruitment process and the selection criteria and the number of available positions. Likewise, after the selection process, they can be informed upon request, of the strengths and weaknesses of their applications. http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf

Status**16. Judging merit (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully ...	There is not a well-defined scale scores guide for the recruitment of researchers.	• FICUS's Recruitment Manual http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf provides recommendations on how the CV of the candidates for each job offer and their professional experience be analysed and evaluated. The selection committees evaluate the merits of the candidates both qualitatively and quantitatively, and the selected candidates are interviewed to be able to infer other important characteristics such as creativity, etc. Suggestions for improvement • Include in the Recruitment Manual scales according to C&C.

17. Variations in the chronological order of CVs (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully ...	Researchers were not familiar with this criterium.	• FICUS's Recruitment Manual http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf provides recommendations on how the CV of the candidates for each job offer and their professional experience be analysed and evaluated. • The selection committees evaluate the professional career of the researchers without penalizing the chronological variations. Suggestions for improvement • Modify the FICUS recruitment manual including C&C and OTM-R recommendations.

Status**18. Recognition of mobility experience (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS's recruiting manual, http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf establishes Selection Committee oversees the analysis and evaluation of the CVs and professional experience of the candidates for each job offer. Each member of the Selection Committee evaluates the merits that are considered essential for the position, including the mobility of the researchers. In general terms mobility is a merit that is considered in the selection process. Suggestions for improvement Although the principle is implemented working group decided to perform the following actions that synergise with other less-implemented principles. Include mobility among the scales for recruitment.

19. Recognition of qualifications (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS's Recruitment Manual http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf • FICUS's Department is notified about all the regulations, procedures and provisions that govern the recognition of qualifications, according to national law or specific existing regulations. In the case of qualifications obtained abroad, the candidate will be asked to present the homologation of the required qualification or show the requirements to obtain it.

Status**20. Seniority (Code)**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• FICUS's job offers http://www.cicancer.org/es//convocatorias follow the procedures described at FICUS recruiting manual http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf . All the job offers include characteristics / functions of the position, (ii) the estimated duration of the contract, (iii) the type of contract, (iv) the minimum requirements of the required profile, (v), functions and (vii) salary. The needed qualification level coincide with the needs of the position. • The Selection Committee appointed for each job offer call, assesses the merits and achievements of each candidate throughout their research career independently, and the most appropriate professional profile for the position offered.

21. Postdoctoral appointments (Code)

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• Job offer calls for postdoctoral contracts funded by USAL, CSIC and other institutions, include clear rules and guidelines, also stating the maximum duration contract and the objectives of the appointments. • FICUS selection and recruitment of postdoctoral personnel is subjected to the Science Law, which establishes a maximum term of 5 years for postdoctoral contracts. • According to the amendment of article 15.5 of the Law of Workers, a temporary contract will become fixed if it exceeds over 24 months for the same position. • The generation of a stabilization policy for postdoctoral staff would require that FICUS should have a source of funding for the maintenance of these staff. Presently, FICUS funding is limited to public subsidies and on many occasions it is difficult to combine research and personal life, a fact that does not allow promoting all postdoctoral appointments.

Working Conditions and Social Security

Status**22. Recognition of the profession**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• Researchers are regarded as professionals as states the Science law. https://www.boe.es/boe/dias/2011/06/02/pdfs/BOE-A-2011-9617.pdf

23. Research environment

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• The Cancer Research Centre has its own building with 20 laboratories and different common areas of research. It has 11 technical units of Sociosanitary services: Genomics, Proteomics, Molecular and cellular diagnosis, Cytometry, Cytogenetics, Bioinformatics, Comparative Molecular Pathology-Tumour Bank, Translational Cancer pharmacology, Microscopy, Structural Biology and Hereditary Cancer Unit and Genetic Counsel and 8 units of support to the Research: Information Technologies, Administration, Washing and Sterilization, Maintenance Warehouse, Communication and Marketing, Quality Control and Prevention of Occupational Risks and Research Protection. • The centre has the ISO 9001: 2008 and OHSAS 18001: 2007 certifications for Research Support Services and is recognised as a centre for health and social services by the Ministry of Health of the Castile and León Regional government. http://www.cicancer.org/en/ohsas-18001 http://www.cicancer.org/es/iso-9001 • The centre has an infrastructure maintenance plan, dependent on the Quality Department. http://cicloud.dep.usal.es/index.php/s/d7hOQ9J95M4AJVJ

Status**24. Working conditions**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	On many occasions is difficult to combine research and personal life. There is no general provision for regulating teleworking FICUS has NOT approved a of Good Research Practice Code.	• FICUS has a policy for the prevention of occupational risks. http://www.cicancer.org/uploads/paginas/bc385440785602d29537cc0e18bf4938.pdf • There is an occupational risk prevention department http://www.cicancer.org/es/personal-de-apoyo • FICUS complies with the existing national legislation, and with national or sectorial or collective company agreements, what that the working conditions of its researchers have enough flexibility. • The draft of FICUS's Good Research Practice Code establishes the criteria, ethics, and quality, that will guide the research activity of the centre demanding to its staff the fulfilment of the ethical principles and professional responsibilities related to research activity. http://cicloud.dep.usal.es/index.php/s/hOwUKmVzYx0MvmS • Disseminate among the researchers of the Cancer Research Centre the regulations and procedures for prevention of occupational risks, especially among researchers who join the institute. • Disseminate to incorporated researchers the labour regulations and FICUS's guidelines on work-life balance. • Approve Good Research Practice Code.

25. Stability and permanence of employment

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	R1 and R2 researchers are always recruited temporary.	• FICUS does not have neither a stable financial resource to stabilize to the researchers hired by the institute nor elements to plan the development of a research career in the Institute. • Contracts cannot be extended indefinitely and linking between different contracts is not allowed. https://www.boe.es/buscar/pdf/2015-11430-consolidado.pdf • Suggestions for improvement • In the case of changing the current legislation of the Institute, FICUS is committed to undertake the creation of stabilization mechanisms for its new researchers.

Status**26. Funding and salaries**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	FICUS's salary scales for its researchers is based on their professional category, with adequate and eq social security provisions (including sickness and paternity benefits, pension rights and unemployment b in accordance with current national legislation and Collective Agreement http://www.cicancer.org/uploads/documentos/0390a-bop-sa-20170728-002.pdf . For the calls funded b agencies or institutions, the salary of the researchers recruited by FICUS is specified at the provisions o corresponding job offer.

27. Gender balance

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	There is not gender balance in R3 and R4 researchers In many circumstances, section committees are not gender balanced. FICUS does not have an equality plan.	The Cancer Research Centre has a proportion of female researchers of 54%. However, for demograpl reasons, this condition is not reproduced in positions of responsibility. The recruitment of senior resear above FICUS's prerogatives. • The USAL and the CSIC have equality plans to which the FICUS is ascril https://igualdadeactivablog.files.wordpress.com/2016/06/plan_igualdad_usal.pdf http://documenta.wi.csic.es/alfresco/downloadpublic/direct/workspace/SpacesStore/ed3bfe16-7c2c-49022-5c7c31aa0640/180330_II%2520PIMH%2520-%2520AECSIC.docx.pdf Suggestions for improver Make a formal affiliation of the FICUS to the equality plan of the USAL or CSIC. • Include in the recruitn regulations that the selection committees must be gender balance

Status**28. Career development**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implem...	FICUS does not have professional career procedures that allow planning the development of a career in the Institute. FICUS does not provide direct information, workshops, courses about development of professional career, nor has delegated this responsibility to other outside institutions or inner committees. Mentoring is not implemented in FICUS Researchers are not familiar with this principle.	• FICUS's Strategic Plan contemplates the creation of a Training Committee that will have among its responsibilities to advise and guide Master and Doctorate students. http://cicloud.dep.usal.es/index.php/s/8D31aV8i0ijQnLb • In the case of R2 (and R3), professional development strategy is supervised by the director of the Institute, the head of the research group, or the principal investigator of the project to which R2 is assigned. Strategy for improvement • Design of a mentorship pilot program for R1 and R2 contracted by the Institute • Implement the creation of the Training Committee foreseen in the strategic plan and assign competences to advise R2 researchers in career development. • Make a professional map and include it in FICUS's website and in the welcome manual.

29. Value of mobility

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	Researchers are not familiar with this principle.	• Mobility experiences are evaluated positively by the selection committees. Nevertheless, FICUS does not have its own mechanism to promote the mobility of the recruited researchers, although it promotes mobility experiences among young researchers. • Both the USAL and CSIC provide calls to promote mobility to their recruited researchers. • FICUS is involved in virtual mobility networks, participating in different platforms and networks and cooperative research centres such as CIBERONC, TERCEL, Proteomics, Genotyping, and ISCIII cell lines or BIOBANKS

Status**30. Access to career advice**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implem...	No activity is provided for career counseling at FICUS.	• The Doctoral School and the Ph.D.'s tutor are responsible for the professional orientation of the R1 rese: http://secretaria.usal.es/boletines/consulta/files/7406-P07_CG_Modif._Rgto_Comision_Doctorado_y_Postgrado_20150129.pdf • The director of the institute, th the research group or the principal investigator of the project to which R2 is assigned, is responsible for th professional orientation of the R2 (and R3) researchers. • There is an established Cooperation in training p for research personnel and a technical cooperation framework agreement between the USAL and CSIC 2 USAL Agreement: http://cicloud.dep.usal.es/index.php/s/dsepSsSSh8bdDyn • Agreement 2011 CSIC-US http://cicloud.dep.usal.es/index.php/s/0JScPL8F6LEvplQ • Suggestions for improvement. • Design of a me pilot program for R1 and R2 contracted by FICUS. • Implement the creation of the Training Committee for the strategic plan and add competences to advise R2 researchers in career development. • Make a profes career map and include it in FICUS's website and in the welcome manual. • Define a procedure for receivi mentoring and evaluating the performance and progression of R1 and R2 researchers. • Create a section employment opportunities on the centre's website, with links to specific employment platforms in Cancer, EURAXESS and others. • Perform annually at least one specific training workshop on career options for researchers, mainly focus onleading researchers in order to improve the professional advice that they can the researchers they are supervising.

Status**31. Intellectual Property Rights**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully ...	Researchers are not familiar with this principle. FICUS does not have an IP and technology transfer office.	• FICUS does not have its own Technology transfer office. Researchers assigned to the Cancer Research use the OTRIs of the USAL or the CSIC based on their affiliation. http://www.usal.es/otri http://www.csic.es/presentaciontc • There are agreements signed between both institutions on the protection of intellectual property rights and copyright of inventions made at FICUS. http://cicloud.dep.usal.es/index.php/s/lskgoWEqUGgxIMB • Creation agreement CIC-IBMCC: http://cicloud.dep.usal.es/index.php/s/OIIFXXUOVmv2RRg • FICUS's Statutes: http://cicloud.dep.usal.es/index.php/s/7UJhVIAscLdItaT • Agreement 2011 CSIC-USAL: http://cicloud.dep.usal.es/index.php/s/dsepSsSS8dbdDyn • Agreement 2011 CSIC-USAL FICUS: http://cicloud.dep.usal.es/index.php/s/0JScPL8F6LEvplQ • Suggestions for improvement • Disseminate information on the protection of intellectual property in the welcome manual. • Disseminate information to researchers about the available resources, OTRI of USAL and CSIC and the communication department FICUS.

32. Co-authorship

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully ...	Researchers are not familiar with this principle	• The draft of FICUS's Good Research Practice Code establishes clear rules on co-authorship, and this matches with the standards followed by the USAL and the CSIC. http://cicloud.dep.usal.es/index.php/s/hOwUKmVzYx0MvmS • Suggestions for improvement. • Approve Good Research Practice Code. • Integrate information on co-authorship in the welcome manual.

Status**33. Teaching**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap RESEARCHERS are not familiar with this principle.	FICUS fosters the involvement of its researchers in teaching activities, within their knowledge area with the approval of the regulations of the studies that accredit the degrees. • FICUS does not organize proper teaching activities. • The teaching of those researchers hired by the USAL or by the CSIC is FICUS's responsibility. • Teaching activities are not included in the contract of the R1 and R2 researchers recruited by FICUS.

34. Complaints/ appeals

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-- insufficiently implemented	FICUS does not have an Ombudsman. Researchers are not familiar with this principle.	• Predoctoral researchers are USAL's alumni and, according to the norms of the doctoral school, can address complaints and claims to the University Ombudsman. http://www.usal.es/defensor-universitario • The Doctoral Regulations of the USAL. http://secretaria.usal.es/boletines/consulta/files/7406-P07_CG_Modif._Rgto_Comision_Doctorado_y_Postgrado_20150129.pdf • The university ombudsman and the Vice-Rector for Research and Transfer are authorized to study the complaints of the USAL's researchers. http://www.usal.es/defensor-universitario • Conflicts between senior researchers (R3 or R4) are mediated and established by the framework agreement of collaboration between the USAL and the CSIC. Agreement 2011 between CSIC-USAL: http://cicloud.dep.usal.es/index.php/s/dsepSsSS8dbdDyn - Collaboration Agreement 2011 between CSIC-USAL FICUS: http://cicloud.dep.usal.es/index.php/s/0JScPL8F6LEvplQ - Suggestions for improvement: Create a figure with the attributions of an Ombudsman for the FICUS's researchers, by appointing a person or a committee to mediate in the complaints of the R2 researchers contracted by FICUS. • Dissemination among the predoctoral students R1 of the institute the USAL's doctoral school norms and of the University Ombudsman norms.

Status**35. Participation in decision-making bodies**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• According to the collaboration agreement for the creation of the institute, among the management bodies of the Cancer Research Centre is the Board of the Institute, integrated by the Director of the CIC-IBMCC, who acts as President, the Deputy Director, the Heads of the Research Units, the Manager and a number of representatives of the Institute staff with permanent links. • http://cicloud.dep.usal.es/index.php/s/OlIFXXUOVmv2RRg (updated: 2011) • 2011 CSIC-USAL Agreement: http://cicloud.dep.usal.es/index.php/s/dsepSsSSh8bdDyn • Agreement CSIC-USAL FICUS: http://cicloud.dep.usal.es/index.php/s/0JScPL8F6LEvplQ and its internal regime regulated in http://cicloud.dep.usal.es/index.php/s/lskgoWEqUGgxIMB • In addition, there is a scientific Senate chaired by the director of the institute, that is constituted by PH.D. scientific research staff of the CSIC and the USAL hired for a minimum period of five years. • Finally, researchers participate in different institute committees set up for different functions within the centre.

Training and Development**36. Relation with supervisors**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• All R1 researchers were governed by the norms established by the USAL's Doctorate school norms inside of the entity that funds them. • Tutors' responsibilities and thesis directors are listed in the Ph.D. norm. http://posgrado.usal.es/NORMATIVA/Modif_Reglamento_Doctorado20150129.pdf • There is a doctorate supervision commitment. http://posgrado.usal.es/DOCTORADO%2099/GuiaBuenasPracticas.pdf • The R2 contractees are supervised by the IP of the project.

Status**37. Supervision and managerial duties**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• All R1 researchers were governed by the norms established by the USAL's Doctorate school norms inside of the entity that funds them. • The responsibilities of the tutors and thesis directors are listed in the Ph.D http://posgrado.usal.es/NORMATIVA/Modif_Reglamento_Doctorado20150129.pdf • There doctorate supervision commitment. http://posgrado.usal.es/DOCTORADO%2099/GuiaBuenasPracticas.pdf • The R2 contract FICUS are supervised by the IP of the project.

38. Continuing Professional Development

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
++ fully implemented	No gap	• Researchers recruited by the CSIC and USAL can participate in the training activities offered by their co-institutions. • FICUS has a free weekly Scientific Seminars Program for all researchers regardless of their professional category and also organizes an annual scientific conference and symposium. http://www.cicancer.org/es/eventos-antiguos • The IBSAL allows the enrolment of researchers hired by FI courses: bioethics, biostatistics, etc. https://ibsal.es/es/formacion/cursos • The works council has agreed designing a continuous training plan. http://www.cicancer.org/uploads/documentos/0390a-bop-sa-2017002.pdf • Suggestions for improvement Although the principle is implemented, the working group decided the following actions that synergise with other less-implemented principles. • The training offer will be expanded to technical aspects and soft skills, in collaboration with nearby institutions within a global training system.

Status**39. Access to research training and continuous development**

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
+/- almost but not fully ...	FICUS does not have a training department.	• Researchers recruited by the CSIC and USAL can participate in the training activities offered by their co-institutions. • FICUS has a free weekly Scientific Seminars Program for all researchers regardless of their professional category and organizes an annual scientific conference and symposium. http://www.cicancer.org/es/eventos-antiguos • The IBSAL allows the enrolment of researchers hired by FICUS courses: bioethics, biostatistics, etc. https://ibsal.es/es/formacion/cursos • The works council has agreed designing a continuous training plan. http://www.cicancer.org/uploads/documentos/0390a-bop-sa-2017002.pdf • Suggestions for improvement • The training offer will be expanded in technical aspects and soft collaboration with nearby institutions within a global training system.

40. Supervision

Implementation	GAP / Implementation impediments	Initiatives undertaken/new proposals
-/+ partially implemented	Researchers are not familiar with this principle.	• All R1 researchers were governed by the norms established by the USAL's Doctorate school norms inside of the entity that funds them. • The responsibilities of the tutors and thesis directors are listed in the Ph.D. http://posgrado.usal.es/NORMATIVA/Modif_Reglamento_Doctorado20150129.pdf • The doctorate supervisor commitment. http://posgrado.usal.es/DOCTORADO%2099/GuiaBuenasPracticas.pdf • The R2 contracters FICUS are supervised by the IP of the project. • USAL provide courses for the management of Master and final projects. • The norms contained in the regulation that approves the USAL's statute of research personnel training establishes the maximum number of teaching hours assigned for the trainees. • The university and the Vice-Rector's Office are authorized to study the claims of the investigators. http://secretaria.usal.es/boletines/consulta/files/6502-P08_Propuesta_Reglamento_Estatuto_PIF_USAL.pdf • Suggestions for improvement • Disseminate the obligations and duties of supervisors and supervisees in a workshop for new researchers. • Publicise and remember the rights and obligations of the supervisor and doctoral student in the welcome manual. • Define and deliver a certificate of good execution to the R2 funded research projects in FICUS.

