



TEACHING PROGRAMME OF THE CIBERehd

❖ KNOWLEDGE COVERED BY THE TRAINING ACTIVITIES CARRIED OUT

The persons forming part of the groups constituting the CIBER de Enfermedades Hepáticas y Digestivas (CIBERehd) may apply for funds only for financing training activities facilitating research (basic, clinical, epidemiological and at health services) connected with the research lines of the six Programmes forming the CIBERehd.

❖ JUSTIFIABLE CONCEPTS OR GROUNDS FOR EXPENDITURE

The expenses covered by the CIBERehd Teaching Programme are as follows:

- Enrolment expenses
- Travel to/from the Institution where the training activity will be given
- Accommodation and/or per diems required for carrying out the training activity
- Others, with the prior consent of the Teaching Coordinator

EXPLANATORY NOTE → The funds for taking part in Congresses will be charged to the budget items of each Group.

Currently effective legislation on travel, board and lodging expenses incurred by public bodies will apply.

❖ TYPE OF TRAINING:

The Teaching/Training Plan of the CIBER de Enfermedades Hepáticas y Digestivas is implemented in the following measures:

- a) Training stays at CIBERehd centres
- b) Short training stays abroad (at most 6 weeks and exceptionally up to 3 months)
- c) Programmes for visiting intramural teachers
- d) Carrying out training Courses or Activities considered to be of interest for the CIBERehd

❖ **PERSONS BENEFITTING FROM THESE:** Both **contracted** staff and **personnel attached** to the CIBERehd may apply for financing their participation in Training activities.

❖ **SENDING IN APPLICATIONS:** addressed to the Teaching Coordinator of the CIBERehd, Dr. JOAN CABALLERIA (caballer@clinic.ub.es), with a copy to DOCENCIA (docencia@ciberehd.org). The different Application Forms can be found on the CIBER Intranet, (<https://intranet.cientifis.com>), specifically in the section on “GESTOR DOCUMENTAL-Documentación CIBER-Solicitud de Formación”.



- ❖ **RESOLUTION:** The applicants will be informed of the resolutions passed at most 10 days after being examined by the Scientific Management of the CIBERehd.

- ❖ **SUPPORTING DOCUMENTS:**

- **For Courses:** After completing the training activity the participant must send a **copy of the diploma or document accrediting their participation** at this by postal mail to the Technical Unit in Madrid.
- **For Training Stays:** the participant must draft and send a short **final report** to the Technical Unit, describing and valuing their stay, as well as the knowledge obtained: the Chief Researcher (IP) of the destination institution must also write, sign and send a short **evaluation** of the stay performed (including the dates) to the Technical Unit.

- ❖ **MANAGEMENT AND REIMBURSEMENT**

1.- All **purchases** of transport and hotel/accommodation must be made through the CIBER Intranet <https://intranet.cientifis.com>, in the purchasing section, and shall compulsorily be processed through the **Travel Agency of the CIBERehd**, which is now registered on the Intranet, so this supplier should be selected when making the purchase order.

2.- Application for **Refunds:**

Go to the Expenses section on the Intranet of the CIBER and choose one of the three following possibilities in projects:

- National Training, International Training or Intra-Ciber Training

The **supporting documents for the expense** (receipts/original invoices) as well as the **evidence for attending courses/stays** must be sent by ordinary mail to the following postal address:

Centro de Investigación Biomédica en Red (CIBER)
A la Att. Begoña Saenz de Tejada
C/ Monforte de Lemos 3-5, Instituto de Salud Carlos III.
Pabellón 11, Planta Baja
28029, Madrid

After the application has been approved the Technical Unit will inform of the total amount of the authorised refund, which will be paid to the participant by bank transfer.