

	GAP Principle(s)	Timing (at least by year's quarter/semester)	Responsible Unit	Indicators/Target(s)	Current Status	Remarks
<b>1. Code of Good Scientific Practice (GSP).</b>	1; 2; 3; 5; 8; 23; 32	Annual Review Year 6 (Q24). Year 7 (Q28). Year 8 (Q32).	Estíbaliz López/Pilar Molina/Ana Benavent  <i>Research Strategies and Clinical Trials Area/Legal-HR-Training Area/Quality Area</i>	Approval of the GSP code.  Annual review of the GSP code conducted.  Dissemination of the GSP code to 100% of researchers.	<b>IN PROGRESS</b>	During the past period, FISABIO worked on the development of the GSP code, but it is necessary to approve it. Once approved, it should be regularly reviewed to ensure it is updated with the latest regulations and procedures. This review process will allow for necessary modifications before its periodic dissemination, ensuring that all staff have the most up-to-date information.
<b>2. FISABIO Research Groups and lines definition and categorization.</b>	1; 11; 22; 23	Annual Review Year 6 (Q24-Q27). Year 7 (Q28-Q31). Year 8 (Q32-Q35).	Ana Benavent / Cristina Llorens  <i>Quality Area</i>	Categorization of research staff, groups, and lines completed.  Number of new research groups created and categorized.	<b>IN PROGRESS</b>	In the 2023 period, FISABIO carried out the categorization of all research staff according to the EURAXESS categories (R1 to R4). Furthermore, with the approval and publication of the Collective Agreement in 2024, this classification system is consolidated.  Regarding FISABIO's accredited research groups, there are currently 166 groups, and the incorporation and evaluation system is permanently available on the website, promoting continuous updates.  Thus, in the 2024 period, the Research Portal has been published, providing visibility to these groups.
<b>3. Strategic Plan and Cooperative Scientific Plan.</b>	1; 3; 4	Annual Review Year 6 (Q24). Year 7 (Q28). Year 8 (Q32).	Direction Committee	Annual review of the degree of compliance with the 2020-2024 Strategic Plan.  Design of the new 2025-2029 Strategic Plan.  Review and renewal of the Shared	<b>IN PROGRESS</b>	The implementation of the 2020-2024 Strategic Plan is being finalized according to its corresponding dashboard. Currently, work is being carried out on the new 2025-2029 Strategic Plan. This new plan will be aligned with the HRS4R strategy for the new period.  On the other hand, the Cooperative Scientific

				Scientific Plan.  Dissemination of FISABIO's strategy to 100% of researchers.		Plan, which includes activities such as the intra-area workshop on Primary Care and Quality of Care and an inter-area workshop on the microbiome, is ongoing with the development and dissemination of these workshops.
<b>4. Dissemination of intellectual/industrial property regulation/industrial and of innovation area procedures.</b>	3; 5; 31	Annual Review  Year 6 (Q24). Year 7 (Q28). Year 8 (Q32).	María Prada/Ana Benavent  <i>Innovation Area/Quality Area</i>	Annual reviews of intellectual/industrial property regulations.  Dissemination to 100% of researchers after each review.  Number of training sessions on intellectual/industrial property and innovation.	<b>IN PROGRESS</b>	The Innovation Area, together with the Quality Area at FISABIO, reviews the applicable regulations on industrial and intellectual property, which are then disseminated to all FISABIO research staff for their awareness.  In this regard, FISABIO already conducts training activities on intellectual and industrial property, but it plans to establish a training pathway for R4 researchers.
<b>5. Researcher Welcome Guide.</b>	5; 7; 10; 24; 34; 35; 40	Annual Review  Year 6 (Q24). Year 7 (Q28). Year 8 (Q32).	Kevin Cifuentes/Cristina Llorens/Ana Benavent  <i>Legal-HR-Training Area/Quality Area</i>	Annual review of the Researcher Welcome Guide.  Dissemination of the Welcome Guide to 100% of new researchers.	<b>IN PROGRESS</b>	The Welcome Guide is frequently updated, so it is essential to ensure its continuous dissemination to all newly hired staff.
<b>6. Training Plan implementation and dissemination.</b>	5; 7; 33; 38; 39	Annual Review  Year 6 (Q24). Year 7 (Q28). Year 8 (Q32).	Esther Almenar/ Kevin Cifuentes  <i>Legal-HR-Training Area</i>	Annual review and update of the Training Plan.  Periodic dissemination of the Training Plan to 100% of researchers.  Number of annual training activities.	<b>IN PROGRESS</b>	FISABIO has a Training Plan approved in 2022. It is recommended to update the Plan, although the actions from the 2022 Plan are already being implemented. The training committee meets regularly to review the activities of the Plan and propose new activities for the training of research staff. In 2023, the Training Committee met and decided to keep the 2022 Plan in effect. It will remain in force until a new plan is approved.  The scheduled training activities are disseminated via email. Additionally, the annual training grants are published on FISABIO's website.

<b>7. Control panel implementation.</b>	5; 33; 36; 39	Annual Review  Year 6 (Q24). Year 7 (Q28). Year 8 (Q32).	Ana Benavent/Cristina Llorens  <i>Quality Area</i>	Control panel approved.  Annual review of the indicators from the Control panel.	<b>IN PROGRESS</b>	During the implementation period of HRS4R, FISABIO developed a Control panel with various indicators that allow for tracking and improving the activities of the Action Plan. These indicators are still being used to measure the different activities.
<b>8. Professional career Plan.</b>	5; 22; 26; 30	Year 6 (Q24-Q27). Year 7 (Q28-Q31). Year 8 (Q32-Q35).	Esther Almenar  <i>Legal-HR-Training Area</i>	Number of meetings held regarding the career plan.	<b>IN PROGRESS</b>	In 2023, FISABIO carried out the categorization of all its staff, clearly establishing the classification of the different professional categories and the remuneration conditions for research staff.  In 2024, with the publication of the Collective Agreement for public foundations and health research institutes in the Valencian Community, this categorization of staff (R1, R2, R3, and R4) is consolidated, becoming a key process for managing, promoting, and supporting the professional career of research staff.
<b>9. Activities targeting patients and activity dissemination.</b>	9	Year 6 (Q24-Q27). Year 7 (Q28-Q31). Year 8 (Q32-Q35).	Patricia Martínez/Paula Pastor  <i>Open Science Area</i>	Number of activities conducted with patients.  Percentage of activities disseminated through external channels.	<b>IN PROGRESS</b>	FISABIO is conducting activities with patients, associations, and other key stakeholders in the sector.  The Foundation has developed a Citizen and Participatory Science strategy within the organization, promoting public involvement in all stages of FISABIO's research activities (CITI-SCIENCE project, MENINA project, FISALAB-ELX project).  Additionally, the external dissemination of research activities conducted at the center is being enhanced. FISABIO has a news portal where updates about the Foundation are published, as well as an agenda listing events and conferences. This dissemination of activities is ongoing.

<b>10. Equality Plan.</b>	10; 24; 27	Annual Review  Year 6 (Q24). Year 7 (Q28). Year 8 (Q32).	Kevin Cifuentes/Equality Committee  Legal-HR-Training Area/ Equality Committee	If applicable, review of the Equality Plan, and subsequent dissemination to 100% of researchers.  Gender distribution at FISABIO.  Number of training courses within the framework of the Equality Plan.	<b>IN PROGRESS</b>	In the previous period, FISABIO developed an Equality Plan 2022-2026. Since its creation, FISABIO has disseminated it. Additionally, it is published on the Foundation's website.  The Equality Plan will undergo periodic evaluations to introduce improvements (if necessary), followed by further dissemination.  Based on the classification of research staff, an annual study will be conducted on the evolution of gender distribution across the different existing categories.  As part of FISABIO's Equality Plan, activities are carried out to improve communication and the non-sexist use of language.
<b>11. Scientific Committee.</b>	11	Annual definition of the functions of the Internal Committee. Year 6 (Q24). Year 7 (Q28). Year 8 (Q32).  Establishment of the External Scientific Committee or an equivalent body. Year 6 (Q24-Q27). Year 7 (Q28-Q31).	Estíbaliz López  <i>Research Strategies and Clinical Trials Area</i>	Annual definition of the functions of the Internal Committee.  Establishment of the External Scientific Committee or an equivalent body.	<b>EXTENDED</b>	Currently, the Internal Scientific Committee is undergoing a review and renewal of its members.  In the new period, the establishment of the External Scientific Committee, or an equivalent body, will be enhanced to support FISABIO's scientific strategy.

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<p><b>12. Standard Operation Procedure for recruitment.</b></p>	<p>12; 13; 14; 15; 16; 17; 18; 19; 20; 21; 22; 25; 26; 28; 29</p>	<p>Year 6 (Q24-Q27). Year 7 (Q28-Q31). Year 8 (Q32-Q35).</p>	<p>Esther Almenar / Ana Benavent  Legal-HR-Training Area/ Quality Area</p>	<p>Reviews and evaluations conducted of the standardized procedure for selection and recruitment.</p>	<p><b>IN PROGRESS</b></p>	<p>Since 2021, FISABIO's standardized procedure for selection and recruitment has been modified, introducing improvements in line with the requirements of the HRS4R excellence label and the OTM-R policy. These measures are periodically reviewed, identifying areas for improvement.</p>
<p><b>13. Mentoring Plan.</b></p>	<p>12; 28; 36; 37; 40</p>	<p>Year 6 (Q24-Q27). Year 7 (Q28-Q31). Year 8 (Q32-Q35).</p>	<p>Lucas Donat  <i>Projects Area</i></p>	<p>Dissemination of the Mentoring Plan to research groups accredited as associate or emerging.</p> <p>Number of actions carried out linked to the Mentoring Plan.</p> <p>Satisfaction rate with the implemented Mentoring Plan.</p> <p>Number of mentoring actions and intramural calls held annually.</p>	<p><b>EXTENDED</b></p>	<p>In the previous period, FISABIO developed a comprehensive Mentoring Plan for members of associated and emerging research groups that are accredited according to the procedures established by FISABIO. This Mentoring Plan helps emerging groups overcome initial barriers and become consolidated as competitive, autonomous, and recognized research teams in their area of expertise.</p> <p>In this new period, FISABIO will review the plan in order to implement it, also incorporating a registry and evaluation of the activities carried out.</p>
<p><b>14. Specific plan for monitoring the implementation of the Human Resources Strategy for FISABIO Research Staff.</b></p>	<p>39  OTM-R (1, 5, 10)</p>	<p>Year 6 (Q24-Q27). Year 7 (Q28-Q31). Year 8 (Q32-Q35).</p>	<p>Ana Benavent/Cristina Llorens  <i>Quality Area</i></p>	<p>Annual review of the HRS4R Action Plan.</p> <p>Satisfaction surveys on the progress made in the Action Plan.</p> <p>OTM-R policy reviewed annually.</p>	<p><b>IN PROGRESS</b></p>	<p>FISABIO conducts an annual review of the actions developed in the proposed Action Plan.</p> <p>FISABIO has already started conducting satisfaction surveys to assess the knowledge and satisfaction of the Foundation's staff regarding the progress made in the implementation of the HRS4R Action Plan. These surveys are carried out biennially. The last survey related to the HRS4R strategy took place in 2021. A survey was conducted in 2023 regarding the progress made in relation to the Quality Management System: this includes all management processes, including Human Resources (HR), such as access to the</p>

						<p>selection and recruitment process, information during the process, and training aspects. The next survey is scheduled for 2025.</p> <p>In parallel, the annual review of the OTM-R policy is carried out to make modifications if necessary.</p>
<p><b>15. Improve internal communication and dissemination of FISABIO's strategic and operational documents.</b></p>	8, 11	<p>Year 6 (Q24). Year 7 (Q28). Year 8 (Q32).</p>	<p>Cristina Llorens/Communication Area</p> <p><i>Quality Area/ Communication Area</i></p>	<p>Dissemination of FISABIO's strategic documents to 100% of the researchers.</p>	<p><b>IN PROGRESS</b></p>	<p>Since 2021, FISABIO has been periodically disseminating various strategic and organizational documents.</p> <p>In this new period, the review of these documents will continue, and updates will be made where necessary, for subsequent dissemination, especially those related to:</p> <ul style="list-style-type: none"> <li>• HRS4R Strategy.</li> <li>• Strategic Plan.</li> <li>• Cooperative Scientific Plan.</li> <li>• Researcher Welcome Guide.</li> <li>• Good Scientific Practice Code.</li> <li>• Mentoring Plan.</li> <li>• Training Plan.</li> <li>• Equality Plan.</li> </ul> <p>FISABIO provides information about internal calls for training grants and group categorization, among other matters.</p>
<p><b>16. Development of a standard protocol to manage complaints, appeals, and suggestions from researchers.</b></p>	<p>Principle 34 OTM-R (22).</p>	<p>Year 6 (Q24).</p>	<p>Ana Benavent/Cristina Llorens</p> <p><i>Quality Area</i></p>	<p>Development of a protocol for managing complaints, suggestions, compliments, and information requests.</p> <p>Number of complaints, suggestions, compliments, and information requests annually.</p>	<p><b>NEW</b></p>	<p>In the survey conducted in 2023, certain limitations were identified in the management of complaints and suggestions.</p> <p>FISABIO has a mailbox for complaints, suggestions, compliments, and information requests available to all staff on the Foundation's website.</p>

				Satisfaction surveys.		In this new period, FISABIO will work on the development of a protocol for managing complaints, suggestions, compliments, and information requests, which will be properly communicated to all staff.
<b>17. Implementation of a quality system to ensure compliance with the OTM-R policy.</b>	Principles 12; 13; 14; 15; 16; 17; 18; 19; 20  OTM-R (5, 7, 23)	Year 6 (Q24). Year 7 (Q28). Year 8 (Q32).	Ana Benavent/Cristina Llorens  <i>Quality Area</i>	<p>Audit by the Quality Area of compliance with the OTM-R policy in the selection process:</p> <ol style="list-style-type: none"> <li>1. Ensuring that the job announcement includes all required information (job description, contract conditions, requirements, etc.) and receives final approval from management.</li> <li>2. Publication of the job announcements on the FISABIO website and dissemination to facilitate access to them.</li> <li>3. Evaluation by the Commission executed according to the procedure.</li> <li>4. Publication of the resolution of the selection process in accordance with the procedure.</li> <li>5. Hiring of the selected candidate after the appeal period.</li> </ol> <p>Reviews of the internal recruitment process.</p>	<b>NEW</b>	<p>FISABIO has worked on its standardized recruitment procedure, introducing improvements that have been detailed in its internal regulations—general instructions for the recruitment of research staff. In order to monitor these improvements, FISABIO plans to implement a quality system to ensure compliance with the OTM-R policy.</p> <p>This quality system will allow for a quantitative measurement of the actions that FISABIO implements in relation to the OTM-R policy.</p>

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<p><b>18. Elaboration of a Professional Development Mentoring Plan for researchers.</b></p>	<p>37; 39; 40</p>	<p>Year 6 (Q24-Q27). Year 7 (Q28-Q31).</p>	<p>Ana Benavent/Lucas Donat</p> <p><i>Quality Area/Projects Area</i></p>	<p>Development and approval of the Professional Development Mentoring Plan.</p> <p>Dissemination of the plan to 100% of the researchers.</p> <p>Number of activities linked to the Professional Development Mentoring Plan.</p>	<p><b>NEW</b></p>	<p>FISABIO will develop a Professional Development Mentoring Plan to support the academic and professional growth of researchers, facilitate the production of high-quality work, and foster a culture of collaboration and excellence in the research environment.</p>
<p><b>19. Development and dissemination of actions derived from the Collective Agreement.</b></p>	<p>Principles 22; 24; 25; 26</p> <p>OTM-R (9)</p>	<p>Year 6 (Q24-Q27). Year 7 (Q28-Q31). Year 8 (Q32-Q35).</p>	<p>Esther Almenar</p> <p><i>Legal-HR-Training Area</i></p>	<p>Development of instructions for the correct application of the Collective Agreement provisions regarding work flexibility.</p> <p>Dissemination of the instructions to 100% of the researchers.</p> <p>Percentage of individuals enrolled in measures related to work flexibility.</p>	<p><b>NEW</b></p>	<p>In this new period, following the approval of the Collective Agreement in 2024, FISABIO will develop the instructions, forms, and/or necessary information for the proper dissemination and implementation of the Agreement.</p> <p>These instructions will be disseminated to all Foundation staff.</p>