

INFORMATION ON VISITS BY EXTERNAL RESEARCHERS TO THE BIOMEDICAL RESEARCH FOUNDATION

1. Purpose

This report outlines the documentary requirements and responsibilities associated with the temporary incorporation of external researchers into our Foundation, for the purpose of carrying out stays within the framework of biomedical research projects or collaborations.

2. Type of Visit

It is necessary to distinguish whether the planned visit is funded through a public or private call, or whether it is an initiative promoted directly by a company, foundation, or research institute as part of scientific project collaboration.

In the case of visits linked to official calls, it is essential to have access to the regulatory terms of the call, especially regarding the requirements established for the host institution.

3. Common required documentation (regardless of origin)

- Authorization letter from the researcher's home institution, which must be signed and stamped by the designated officer responsible for such processes. This letter must include:
 - Researcher's personal details.
 - Exact dates of the visit to our Foundation.
 - A commitment from the home institution explicitly stating that, during the period of the stay, the researcher's employer guarantees insurance coverage for any type of incident, and that the home institution will assume any expenses derived from the visit.
- Invitation letter from the research group where the researcher will be hosted, signed by the Group Leader and Principal Investigator who will take responsibility for the external researcher.
- Confidentiality and regulatory compliance declaration.
- Copy of ID/passport and, if applicable, NIE or visa.

4. Documentation Based on the Researcher's country of origin

The documentation and obligations vary depending on the researcher's country of origin.

a. Researchers from Spain

- **Accident insurance:** Submit a certificate of coverage from their home institution or subscribe to a private policy that covers research activities.
- **Civil liability (CL) insurance:** Proof of valid CL insurance covering potential damages to third parties.
- **Health coverage:** Proof of affiliation with the National Health System or private health insurance.
- **Occupational Risk Prevention (ORP):**
 - Responsible declaration from the home institution regarding received ORP training.
 - Coordination of business activities (Royal Decree 171/2004).



- Specific information and training regarding the risks associated with the host lab/unit.

b. Researchers from European Union countries

- **Accident and CL insurance:** Same requirements as for national researchers. If affiliated with a public body, institutional coverage may be accepted.
- **Health coverage:** Valid European Health Insurance Card (EHIC) or equivalent private insurance.
- **Occupational Risk Prevention (ORP):**
 - Responsible declaration regarding ORP training received.
 - Supplementary training if required by the activity.
 - Inclusion in the host institution's emergency plans.

c. Researchers from Third Countries (Non-EU)

Visa and permits: Submission of a visa or residence and stay permit for studies, internships, or research.

- **Accident and CL insurance:** Mandatory submission of specific policies contracted individually or through the home institution.
- **Health coverage:** Mandatory international health insurance with full coverage in Spain, including hospitalization.
- **Occupational Risk Prevention (ORP):**
 - Specific risk assessment.
 - Mandatory ORP training in Spain if performing laboratory work.

5. Additional observations

- The Foundation does not assume any responsibility for contingencies not covered by the insurance provided by the researcher.
- No employment relationship is established between the Foundation and the researcher during the visit.
- Specific conditions must be set out in a collaboration agreement or hosting agreement if the stay exceeds one month.

