

# Standard Operating Procedures Manual

Version 2, May 2024



**HEI-Lab - Digital Human-Environmental Interaction Labs**

**Lusófona University**

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**Revised:** HEI-Lab Director Board

# Contacts

**COFAC administration:** Dr. Paulo Lopes ([administracao@ulusofona.pt](mailto:administracao@ulusofona.pt))

**ILIND financial services:** Diana Oliveira ([financeiro.ilind@ulusofona.pt](mailto:financeiro.ilind@ulusofona.pt))

**Human Resources:** Carla Guerreiro ([recursos.humanos@ulusofona.pt](mailto:recursos.humanos@ulusofona.pt))

**Science Manager:** Simão Cunha da Luz ([simao.luz@ulusofona.pt](mailto:simao.luz@ulusofona.pt))

**Data Protection Office:** João Ildefonso ([dpo@ulusofona.pt](mailto:dpo@ulusofona.pt))  
<https://www.ulusofona.pt/politica-de-privacidade>

**Ethics Committee:** ILIND ([ilind@ulusofona.pt](mailto:ilind@ulusofona.pt))  
<https://investigacao.ulusofona.pt/pt/comissao-de-etica;>

- Comissão de Ética e Deontologia para a Investigação Científica (CEDIC). Faculdade de Psicologia, Educação e Desporto, Universidade Lusófona - Centro Universitário do Porto  
Maria José Ferreira ([cedic.cup@ulusofona.pt](mailto:cedic.cup@ulusofona.pt))
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Pedro Joel Rosa ([cedic.epcv@ulusofona.pt](mailto:cedic.epcv@ulusofona.pt))

**Intellectual Property Office:** ILIND ([ilind@ulusofona.pt](mailto:ilind@ulusofona.pt))

**Communication Office:** Eugénia Vicente ([Eugenia.vicente@ulusofona.pt](mailto:Eugenia.vicente@ulusofona.pt))  
Rute Muchacho ([rute.muchacho@ulusofona.pt](mailto:rute.muchacho@ulusofona.pt))

**IT Services:** Luis Mata ([luis.mata@ulusofona.pt](mailto:luis.mata@ulusofona.pt))

**International Relations Support Office:** Raquel Santos ([raquel.sofia.santos@ulusofona.pt](mailto:raquel.sofia.santos@ulusofona.pt))

**Open Science/Open Access:** [repositorio.recil@grupolusofona.pt](mailto:repositorio.recil@grupolusofona.pt)  
<https://recil.ensinolusofona.pt/>

**Logistics:**

- **Centro Universitário de Lisboa** - Posto Único de informação ([pui@ulusofona.pt](mailto:pui@ulusofona.pt))
- **Centro Universitário do Porto** - [contínuos.cup@ulusofona.pt](mailto:contínuos.cup@ulusofona.pt)

# Pre Award

## Applications for Research Projects

1. Send your intention to submit a research proposal to [ilind@ulusofona.pt](mailto:ilind@ulusofona.pt), to the HEI-Lab Board ([direcao.heilab@ulusofona.pt](mailto:direcao.heilab@ulusofona.pt)), and to the science manager ([simao.luz@ulusofona.pt](mailto:simao.luz@ulusofona.pt)) as soon as possible, since some calls only allow one submission per Institution. [Ordem de Serviço 2018/117](#)
2. Send the budget of all funding proposals submitted with HEI-Lab as a coordinator or partner institution to PMO ([financeiro.ilind@ulusofona.pt](mailto:financeiro.ilind@ulusofona.pt)) and science manager ([simao.luz@ulusofona.pt](mailto:simao.luz@ulusofona.pt)) with at least 5 working days in advance to the deadline of the submission. Any support to the budget should be asked to the science manager. Any declaration by the Institution will only be issued and signed after budget approval by ILIND. [Ordem de Serviço 2018/117](#)
3. Register all project proposals submitted with HEI-Lab as a coordinator or partner institution within 5 days after submission [HERE](#) (login required).

## Applications for Individual Grants

1. Register all individual scholarships/grants/contract applications (own or as supervisor) submitted with HEI-Lab as principal or partner institution within 5 days after submission [HERE](#) (login required)
2. When a HEI-Lab declaration is required, please send the proposal to the science manager ([simao.luz@ulusofona.pt](mailto:simao.luz@ulusofona.pt)) at least 5 working days in advance to the deadline of the submission.

# Post Award

## Approved Projects | Individual Grants Registration

### 1. Approved projects

- a. Register all funded Project proposals with HEI-Lab as a coordinator or partner Institution within 15 days after approval [HERE](#).
- b. Sent to the Science Manager the following documents: Grant Agreement; Project proposal. The Science Manager will request to the services the opening of the grant in LabOrders platform (needed for purchasing purposes).

### 2. Individual Grants

- a. Register all funded individual grants (fellowship or contract) with HEI-Lab as a coordinator or partner Institution within 15 days after approval [HERE](#).

# Post Award

## General procedure for purchasing and reimbursement

### In the scope of approved external funding

Purchasing/reimbursement requests are submitted at Laborders Platform (<https://www.laborders.com/index/login>), following the instructions shared in the regular training sessions promoted by the financial services (registration available at [myGIAF](#)). If needed please ask more information to the science manager with cc of the PI of the project.

Instructions for purchasing/reimbursement request procedures explained in the sections "[Expenses Reimbursement](#)", "[Travel/Accommodation Booking](#)", "[Procedures after Research Conference](#)", and "[Procedures after Research Mission](#)".

### In the scope of approved HEI-Lab funding - individual / cross seeding

- Purchasing/reimbursement requests should be sent by email to the Director of the HEI-Lab ([pedro.gamito@ulusofona.pt](mailto:pedro.gamito@ulusofona.pt)) with cc to the executive director ([raquel.costa@ulusofona.pt](mailto:raquel.costa@ulusofona.pt)) and science manager ([simao.luz@ulusofona.pt](mailto:simao.luz@ulusofona.pt)).

Instructions for purchasing/reimbursement request procedures explained in the sections “[Expenses Reimbursement](#)”, “[Travel/Accommodation Booking](#)”, “[Procedures after Research Conference](#)”, and “[Procedures after Research Mission](#)”.

- Researchers will be informed about the decision by the Director with cc to the executive director ([raquel.costa@ulusofona.pt](mailto:raquel.costa@ulusofona.pt)) and to the science manager ([simao.luz@ulusofona.pt](mailto:simao.luz@ulusofona.pt)). In case of approval, the science manager will then forward it to the Financial Service.
- Requirements for Mission/Demonstration, Promotion and Dissemination Activities supported by HEI-LAB funding, at least 5 working days prior to the Mission/Conference Researchers must send to HEI-Lab Director for approval ([pedro.gamito@ulusofona.pt](mailto:pedro.gamito@ulusofona.pt)) with cc to the executive director ([raquel.costa@ulusofona.pt](mailto:raquel.costa@ulusofona.pt)) and to the science manager ([simao.luz@ulusofona.pt](mailto:simao.luz@ulusofona.pt)):
  1. Adequacy of the mission /conference into HEI-Lab Strategy/Mission
  2. Detailed budget requested
  3. Invitation letter (if applicable)
  4. Proof of acceptance of a communication (if applicable)

## Expenses Reimbursement

After the purchase (up to 5 working days) researchers must [send](#):

1. Reimbursement form:

[Excel Despesas a apresentar.xlsx](#)

- a. Copies of the original and digital invoices, addressed to COFAC (name and NIF), must be sent along with the reimbursement form in a single PDF.
- b. Original paper documents must be sent to the science manager by regular/internal mail.

**Note:** Expenses will only be reimbursed with the completed forms and all documentation required, including original documents submitted.

## Travel/Accommodation Booking

1. Procedures for booking travel, accommodation and event registrations in the context of funded projects were established by [Ordem de Serviço no. 116/2018](#) and [Despacho 2/2022](#)
2. Travel arrangements to be paid by COFAC prior to the mission / conference should be sent to the science manager ([simao.luz@ulusofona.pt](mailto:simao.luz@ulusofona.pt)) that will then redirect to the administration. The request should have:
  - a. Travel: Dates of travel, departures and destination (flight number preference)
  - b. Accommodation: Place (with indication of preferable area), period and one or two options of accommodation in the required area (3 star hotels)
2. If all arrangements were performed by the researcher please ensure that all invoices should contain the Institution name and NIF:

COFAC - Cooperativa de Formação e Animação Cultural, C.R.L.

NIF: 501679529

Campo Grande, 376

1749-024 Lisboa,

Portugal

## Procedures after Research Conference

After the Conference (up to 5 working days) researchers must [send](#):

1. Proof of travel (e.g. boarding passes, train tickets):
  - a. Copies of the original and digital documents must be sent in a single PDF to the science manager ([simao.luz@ulusofona.pt](mailto:simao.luz@ulusofona.pt)).
  - b. Original paper documents must be sent to the science manager by regular/internal mail.
2. Copy of the communication (poster / front page of the presentation) with the HEI-Lab mention as described in [Communication/Outreach - Affiliation and Acknowledgements Section](#)
3. Certificate of attendance

If applicable, you may be reimbursed of expenses incurred during the conference by choosing **one** of the following options:

- **In case of expenses reimbursement:** please see [Expenses Reimbursement Section](#)
- **In case of *per diem* request:** please see [Per Diem Section](#)

<b>Putative refundable expenses</b>	
<b>Reimbursement From</b>	<b><i>Per diem</i> From</b>
Accommodation (3* hotel)	Daily allowance
Travel (Train, Bus, road tolls)	Accommodation (3* hotel)
Registration fees	Travel (Train, Bus, road tolls)
Meals	Km
Poster printing	



## Procedures after Research Mission

After the mission (5 working days) researchers must [send](#):

1. Proof of travel (e.g. boarding passes, train tickets):
  - a. Copies of the original and digital documents must be sent in a single PDF to the science manager ([simao.luz@ulusofona.pt](mailto:simao.luz@ulusofona.pt)).
  - b. Original paper documents must be sent to the science manager by regular/internal mail.
  
2. Brief report on the objectives /outcomes of the mission 2 ou 3 sentences (e.g. prepare a grant proposal on..., expected to be submitted...; discussion of results envisioning a paper submission on...; training activity envisioning the increase of expertise on...)

If applicable, you may be reimbursed of expenses incurred during the mission by choosing **one** of the following options:

- **In case of expenses reimbursement:** please see [Expenses Reimbursement Section](#)
- **In case of *per diem* request:** please see [Per Diem Section](#)

Putative refundable expenses	
Expenses Reimbursement From	<i>Per diem</i> From
Accommodation (3* hotel)	Daily allowance
Travel (Train, Bus, road tolls)	Accommodation (3* hotel)
Registration fees	Travel (Train, Bus, road tolls)
Meals	KMs
Poster printing	

## Conference/Mission Expenses Reimbursement:

After the Conference/Mission (up to 5 working days) researchers must [send](#):

1. Reimbursement form (for travel, accommodation, if applicable):

[Excel Despesas a apresentar.xlsx](#)

- a. Copies of the original and digital invoices, addressed to COFAC (name and NIF), must be sent along with the Reimbursement form in a single PDF.
- b. Original paper documents must be sent to the science manager by regular/internal mail.
- c. Putative refundable expenses:
  - Accommodation (3\* hotel)
  - Travel (Train, Bus, road tolls)
  - Registration fees
  - Meals
  - Poster printing

**Note:** Expenses will only be reimbursed with the completed forms and all documentation required, including original documents submitted.

## Conference/Mission *Per Diem* Reimbursement:

After the Conference/Mission (up to 5 working days) researchers must [send](#):

2. *Per diem* Form (*per diem* and Km, if applicable):

[Ajudas Custo.xlsx](#)

- a. Copies of the original and digital invoices, addressed to COFAC (name and NIF), must be sent along with the *per diem* form in a single PDF.
- b. Original paper documents must be sent to the science manager by regular/internal mail.
- c. Putative refundable expenses:
  - Daily allowance
  - Accommodation (3\* hotel)
  - Travel (Train, Bus, road tolls)
  - Km

**Note:** Expenses will only be reimbursed with the completed forms and all documentation required, including original documents submitted.

# Communication / Outreach

## Scientific Outputs

1. Scientific outputs should be registered every three months:
  - a. Journal papers: [HERE](#) (login required)
  - b. Book/ Book Chapters: [HERE](#) (login required)
  - c. Conference proceedings: [HERE](#) (login required)
2. Maintain the curriculum vitae (CV) updated in [Ciência Vitae](#) and [ORCID](#). Updates should be conducted (every three months) and/or whenever requested by the HEI-Lab Board.
3. Check every three months if your [SCOPUS](#) profile is updated and/or whenever requested by the HEI-Lab Board.
4. Ensure that at Ciência Vitae you insert HEI-Lab projects with the correct Reference and DOI.
  - a. Financiamento Base:
    - i. Ref: **UIDB/05380/2020**
    - ii. DOI: <https://doi.org/10.54499/UIDB/05380/2020>
  - b. Financiamento Programático:
    - i. Ref: **UIDP/05380/2020**
    - ii. DOI: <https://doi.org/10.54499/UIDP/05380/2020>

## Dissemination/Outreach Activities

1. Use the HEI-Lab template for communications and posters in scientific and non-scientific events available [HERE](#) whenever considered adequate. If there is a mandatory template specific to the event, the researchers should ensure that the correct affiliation, funding and logos are used (please see [Affiliation and Acknowledgements](#) section).  
[https://docs.google.com/presentation/d/10kwyeXFGs1OtkHekaJX\\_vJBhKHpRX0B/edit?usp=sharing&oid=110040684869157327170&rtpof=true&sd=true](https://docs.google.com/presentation/d/10kwyeXFGs1OtkHekaJX_vJBhKHpRX0B/edit?usp=sharing&oid=110040684869157327170&rtpof=true&sd=true)
2. Relevant news, namely those related to the dissemination of scientific activities should be sent to [carla.madeira@ulusofona.pt](mailto:carla.madeira@ulusofona.pt) and [ana.pinha@ulusofona.pt](mailto:ana.pinha@ulusofona.pt), using the available template ([HERE](#)).

3. Dissemination activities, such as participation in conferences and /or international missions should be registered every three months and/or whenever requested by the HEI-Lab Board.
  - a. Conferences: [HERE](#) (login required)
  - b. Missions: [HERE](#) (login required)

## Affiliation and Acknowledgements

1. Include the HEI-Lab affiliation in all publications and communications in scientific and non-scientific events, in Portuguese or English, as follows:

***Universidade Lusófona, HEI-Lab: Laboratórios Digitais de Ambientes e Interações Humanas, Portugal***

***Lusófona University, HEI-Lab: Digital Human-Environment Interaction Labs, Portugal***

***Lusófona University, HEI-Lab: Digital Human-Environment Interaction Labs, Campo Grande 376, 1749-024 Lisboa, Portugal*** (if address is required by jornal)

2. Include the HEI-Lab funding in all publications and communications in scientific and non-scientific events, as follows:

***«Este trabalho é financiado por fundos nacionais através da FCT - Fundação para a Ciência e a Tecnologia, I.P., no âmbito da Unidade HEI-Lab (UIDB/05380/2020, <https://doi.org/10.54499/UIDB/05380/2020>)»***

***Acknowledgments***

***This work was funded by Fundação para a Ciência e Tecnologia (FCT), under***

<b><i>HEI-Lab</i></b>	<b><i>R&amp;D</i></b>	<b><i>Unit</i></b>	<b><i>(UIDB/05380/2020,</i></b>
<b><i><a href="https://doi.org/10.54499/UIDB/05380/2020">https://doi.org/10.54499/UIDB/05380/2020</a>).</i></b>			

3. Include the reference to any external funding of a specific scientific production whenever applicable.
4. Use the Logos of [HEI-Lab](#) and [Universidade Lusófona](#) whenever adequate.
5. The FCT logo to be used, as well as the graphic rules, are available at <https://www.fct.pt/media/media-e-identidade-de-marca/>.
6. This information does not invalidate the need to consult the Standards for Information and Publicity of Grants for Beneficiaries manual, available [HERE](#).