

Standard Operating Procedures Manual

Version 4, October 2025



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Revised: HEI-Lab Director Board

Contacts

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ILIND financial services: GIPO (gipo@ulusofona.pt)

Human Resources: Carla Guerreiro (recursos.humanos@ulusofona.pt)

Science Manager: Pedro Moreira (pedro.nuno.moreira@ulusofona.pt)

Project Manager: Bruna António (bruna.antonio@ulusofona.pt)

Data Protection Office: Diogo Mateus (dpo@ulusofona.pt)

<https://www.ulusofona.pt/politica-de-privacidade>

Ethics Committee: ILIND (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)
- Comissão de Ética e Deontologia para a Investigação Científica (CEDIC). Escola de Psicologia e Ciências da Vida, Universidade Lusófona - Centro Universitário de Lisboa
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Intellectual Property Office: ILIND (ilind@ulusofona.pt)

Communication Office: Eugénia Vicente (Eugenia.vicente@ulusofona.pt)

Email Geral do Departamento (comunicacao@ulusofona.pt)

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LIO - Lusófona International Office: Sandra Rocha (sandra.rocha@ulusofona.pt)

Local Centres of Migrants' Integration Support (CLAIM): claim@ulusofona.pt

Open Science/Open Access: repositorio.recil@grupolusofona.pt

<https://recil.ensinulusofona.pt/>

Logistics:

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

Pre Award

Applications for Research Projects

1. Send your intention to submit a research proposal to ilind@ulusofona.pt, to the HEI-Lab Board (direcao.hei-lab@ulusofona.pt), the Science Manager (pedro.nuno.moreira@ulusofona.pt) and Project Manager (bruna.antonio@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 proposals submitted with HEI-Lab as a coordinator or partner institution to Gestão Integrada de Projectos e Orçamento - GIPO (gipo@ulusofona.pt), pedro.nuno.moreira@ulusofona.pt and bruna.antonio@ulusofona.pt with at least 5 working days in advance to the deadline of the submission. Any support to the budget should be requested to the science manager. Any declaration by the Institution will only be issued and signed after budget approval by GIPO. [Ordem de Serviço 2018/117](#). Budget approval is mandatory before submission.
3. Register all project proposals submitted with HEI-Lab as a coordinator or partner institution within 5 days after submission [HERE](#) (login required). The science manager and/or project manager will include this information in PURE.

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). Applications will be included in PURE by Science Manager.
2. When a HEI-Lab declaration is required, please send the proposal to the science manager (pedro.nuno.moreira@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. Schedule a meeting with the science manager (pedro.nuno.moreira@ulusofona.pt) to register funded projects in “portal do collaborator” with HEI-Lab as a coordinator or partner Institution within 15 days after approval.
- b. Sent to the Science Manager the following documents: Grant Agreement; Project proposal; Budget. The Science Manager will request the services for the opening of the grant in the 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](#).
- b. Schedule a meeting with the science manager (pedro.nuno.moreira@ulusofona.pt) within 15 days after approval.

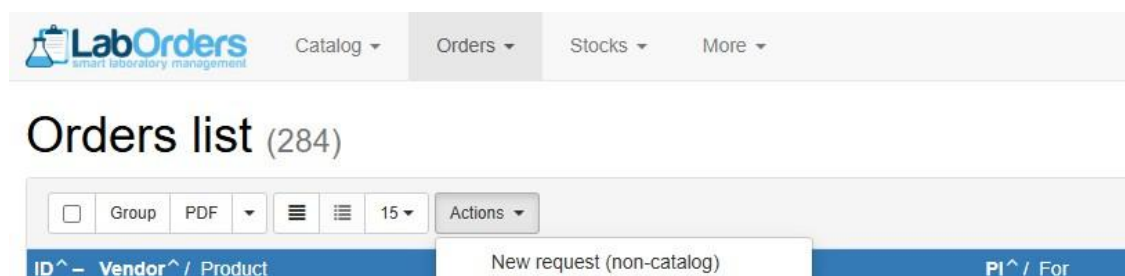
All approved projects will be included in PURE by Science Manager.

Post Award

General procedure for purchasing and reimbursement (individual grants)

All purchasing/reimbursement requests are submitted at Laborders Platform (<https://www.laborders.com/index/login>).

1. For *orders* the researcher must initiate a “Order” on the “Orders” section of LabOrders and start a “New request (non-catalog)” under the “Actions” menu.

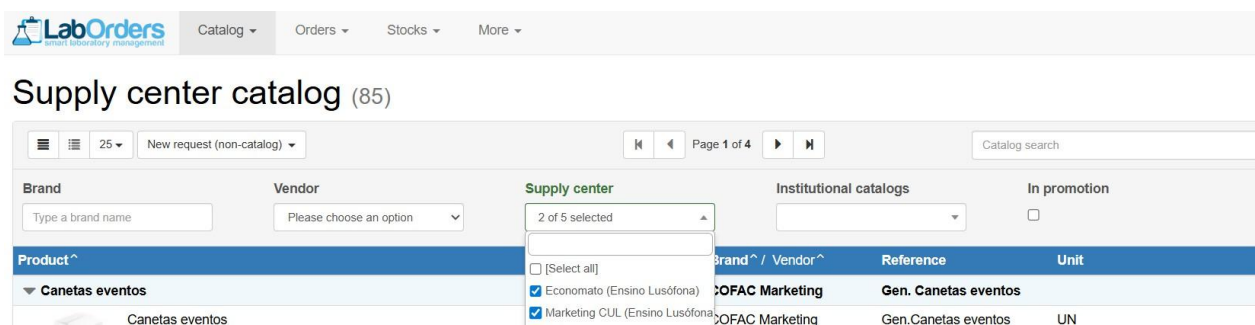


The screenshot shows the LabOrders platform interface. At the top, there is a navigation bar with the LabOrders logo and menu items: Catalog, Orders, Stocks, and More. Below the navigation bar, the page title is 'Orders list (284)'. Underneath the title, there is a toolbar with a search icon, a 'Group' dropdown, a 'PDF' dropdown, a list view icon, a '15' dropdown, and an 'Actions' dropdown. The 'Actions' dropdown is open, showing a button labeled 'New request (non-catalog)'. Below the toolbar, there is a blue header bar with the text 'ID ^ - Vendor ^ / Product' on the left and 'PI ^ / For' on the right.

2. You are required to complete the following fields:

- **Description:** Please enter a brief description, such as “Copies for Congress” or “Material for Laboratory” or alike.
- **Catalog nr and Brand:** Not applicable (N/A).
- **Vendor:** Enter the name of the place you’re trying to buy it from (e.g Worten).
- **Price per unit:** Please indicate the amount for the service you are requesting.
- **Tax:** Should always be **ZERO (0)**
- **Funding Grant:** If the expenses are covered in the scope of approved external funding select the relevant project from the drop-down list. If the expenses are covered the research unit please select “Hei-Lab – UIDB”. If your project does not appear in the Funding Grant options, please contact Bruna António (bruna.antonio@ulusofona.pt) for assistance.
- **Department:** Select “Central de Compras”.
- **Purchasing notes:** Use this field to provide specific details related to what you’re requesting. If a specific material, please add a link to where our services can buy it from.

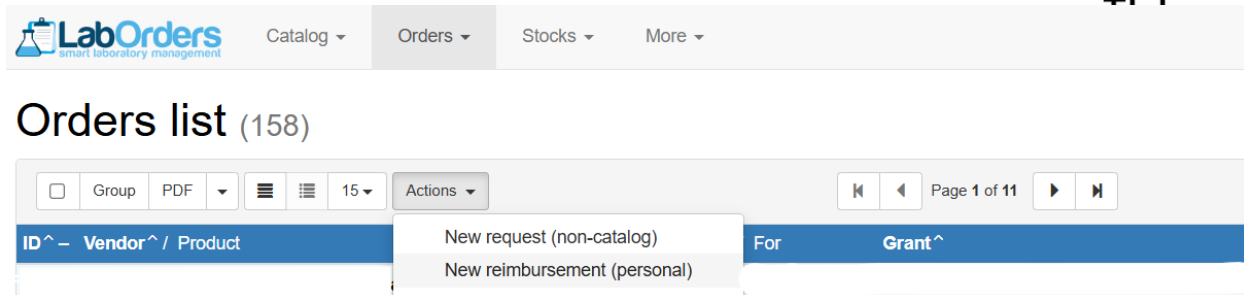
3. For specific requests, related to Marketing materials or stationery, please make your orders through: “Catalog” > “Supply center catalog” > “Supply center”.



Supply center catalog (85)

Product	Brand / Vendor	Reference	Unit
Canetas eventos	OFAC Marketing	Gen. Canetas eventos	
Canetas eventos	OFAC Marketing	Gen.Canetas eventos	UN

4. For *reimbursement* the researcher must initiate a “Reimbursement” (**up to 5 working days after the purchase**) on the “Orders” section of LabOrders and start a “New reimbursement (personal)” under the “Actions” menu.



- **Description:** Please enter a brief description, such as *“Copies for Congress”* or *“Material for Laboratory”* or alike.
- **Catalog nr and Brand:** Not applicable (N/A).
- **Vendor:** Enter your name. If you are not listed, you need to register including your NIF number.
- **Price per unit:** Please indicate the amount for the service you are requesting.
- **Tax:** Should always be **ZERO (0)**
- **Funding Grant:** If the expenses are covered in the scope of approved external funding select the relevant project from the drop-down list. If the expenses are covered the research unit please select *“Hei-Lab – UIDB”*. If your project does not appear in the Funding Grant options, please contact Bruna António (bruna.antonio@ulusofona.pt) for assistance.
- **Department:** Select *“Central de Compras”*.
- **Purchasing notes:** Use this field to provide specific details related to the reimbursement. If a specific material, please add a link to where you purchased.

The Science Manager will approve all the orders regarding external funding. If needed please ask more information to the science manager with cc of the PI of the project.

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

Purchasing procedures in the scope of approved HEI-Lab funding - individual / internal funding

Individual funding is eligible for integrated researchers and PhD students based of the researcher’s annual assessment criteria. Eligible expenses include 1) missions, 2) visiting

researchers or consultants, 3) patents registration and maintenance and 4) product procurement and acquisition. Expenses in these items are eligible exclusively if aligned with HEI-Lab societal challenges: 1) vulnerable populations and contexts of vulnerability, 2) mental health, wellbeing, and healthcare and 3) digital transition and emerging technologies.

All purchasing/reimbursement requests should be sent by email to the Director of the HEI-Lab (pedro.gamito@ulusofona.pt) with cc to the executive director (raquel.costa@ulusofona.pt) and science manager (pedro.nuno.moreira@ulusofona.pt). For the purchase of a *Prolific* subscription, please provide by email with: 1) a brief description of the study's scope aligned with one of the three HEI-Lab societal challenges (maximum 100 words); 2) a tentative study title; 3) target journals for submission; 4) an estimated publication date and 5) participating institutions.

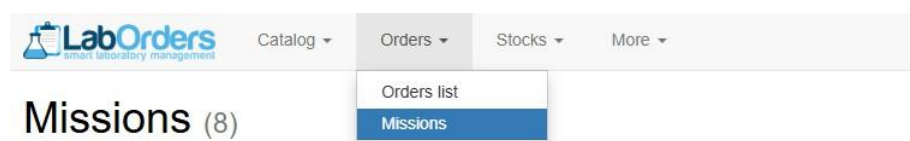
Researchers will be informed about the decision by the Director with cc to the executive director (raquel.costa@ulusofona.pt) and to the science manager (pedro.nuno.moreira@ulusofona.pt).

Conference/Mission Request:

Before the Conference/Mission researchers must request their flights, accommodation and alike on LabOrders.

Please note: Before proceeding with this request on LabOrders, you may contact viagens@ulusofona.pt especially if you would like a detailed overview of the costs involved. You will need to provide the same information: departure and return dates, times, destination country, hotel preferences, and any other relevant details. However, submitting the request through LabOrders remains **mandatory**.

1. The researcher must initiate a “Mission” on the “Missions” section of LabOrders and start a “New mission” under the “Actions” menu.

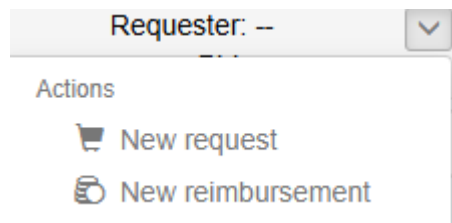


2. Once on the “New Mission” section, the research must fill all the fields required. The title should always be: “Participation on [name of the conference]”.

3. Upon its creation, it is necessary to create a line for each expense that will result:

- Accommodation
- Travel (Train, Bus, Road tolls)
- Registration fees
- Meals
- Poster printing.

4. **To request the flights and/or accommodation:** Click the expense line, then the green exclamation mark (!), and choose “New Request.”



5. You will be redirected to the **Orders** page, where you are required to complete the following fields:

- **Description:** Please enter a brief description, such as “Accommodation for [name of conference]” or “Flight to [country] – [dates]”.
- **Catalog nr and Brand:** Not applicable (N/A).
- **Vendor:** Enter “COFAC Central de Viagens”.
- **Price per unit:** Please indicate an estimated amount for the service you are requesting. *Central de Viagens* will later adjust the final value accordingly.
- **Tax:** Should always be **ZERO (0)**

New request (non-catalog)

Description *	<input type="text" value="Alojamento MOOV Porto"/>
Catalog nr. ⓘ *	<input type="text" value="n/a"/>
Brand ⓘ *	<input type="text" value="n/a"/>
Vendor ⓘ *	<input type="text" value="COFAC Central de Viagens"/> View vendor information
Quantity *	<input type="text" value="1"/>
Commercial unit ⓘ *	<input type="text" value="each"/> <small>Eg: "box of 100", "pack of 6", etc.</small>
Price per unit *	<input type="text" value="100"/>
Tax *	<input type="text" value="0 %"/>
Total	100,00 € (100,00 € w/ tax)

- **Funding Grant:** If the expenses are covered by your researcher funding, select “*Hei-Lab – UIDB*”. If funded through a project, select the relevant project from the list. If your project does not appear in the Funding Grant options, please contact Helga Miguel for assistance.
 - **Department:** Select “*Central de Viagens*”.
6. **Purchasing notes:** Use this field to provide specific details related to your travel or accommodation, such as: For flights: dates of departure and return, destination, preferred flight times. For accommodation: number of nights, check-in and check-out dates, and preferred hotel (if any).

Currency* EUR

Funding grant* 003330 HEI-LAB - UIDB/05380/2025

Department* Central de Viagens

Tags ⓘ

PI tags are only visible by the lab, Institutional tags are visible by everyone.

Estimated delivery

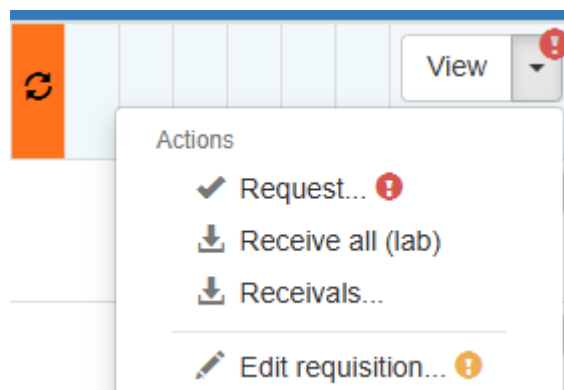
Lab notes ⓘ

Purchasing notes ⓘ Alojamento no MOOV Porto - de dia 01/09 a 09/09.

Vendor notes ⓘ

Request

7. Once you click “**Request**”, the order will appear on the main page. You will notice a red exclamation mark next to the **View** option. Click the arrow beside it and select “**Edit Requisition**”. Please ensure all fields highlighted in **orange** are completed.

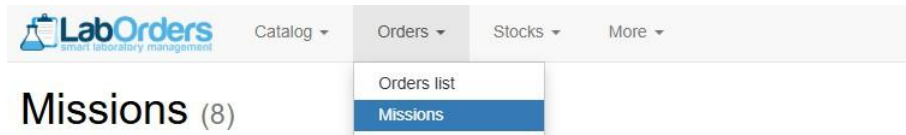


8. After entering any missing information, click the same arrow again and select **“Request”**, which should now appear in **green**.

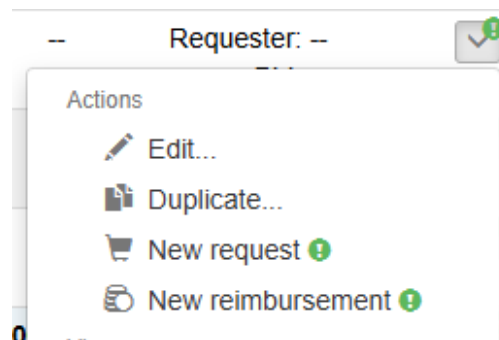
Conference/Mission Expenses Reimbursement:

After the Conference/Mission researchers must upload their documents, for reimbursement, on LabOrders.

1. The researcher must initiate a “Mission” on the “Missions” section of LabOrders and start a “New mission” under the “Actions” menu.



2. Once on the “New Mission” section, the research must fill all the fields required. The title should always be: “Participation on [name of the conference]”.
3. Upon its creation, it is necessary to create a line for each expense that shall be reimbursed:
 - Accommodation
 - Travel (Train, Bus, Road tolls)
 - Registration fees
 - Meals
 - Poster printing.
4. Attach all relevant files under the “Files” section of each expense line. **Tip:** Whenever possible, invoices should be addressed to COFAC (name and NIF).
5. To request the reimbursement: Click the expense line, then the green exclamation mark (!), and choose “New reimbursement.”



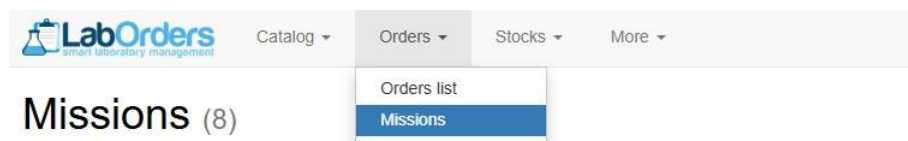
6. You’ll be taken to the “Orders” page. If everything is filled out, you only need to add: Department: Central de Compras.

- The reimbursement request will then be on the “Orders” side. **Note:** researchers should double check if the documents are all uploaded. Exclamation points in red mean something is missing and should be edited.

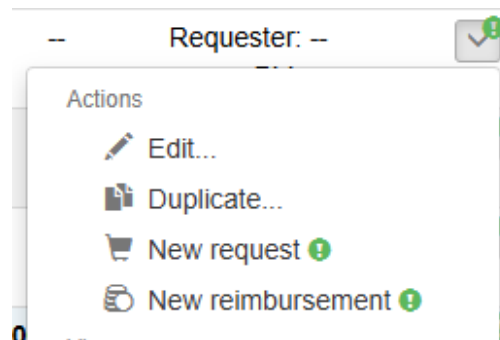
Note: Expenses will only be reimbursed with all documentation required.

Conference/Mission *Per Diem* Reimbursement:

- The researcher must initiate a “Mission” on the “Missions” section of LabOrders and start a “New mission” under the “Actions” menu.



- Once on the “New Mission” section, the research must fill all the fields required. The title should always be: “Participation on [name of the conference]”.
- A new line should be created, selecting the “Per Diem Allowance” option. Researchers should fill the necessary information, including time of departure and arrival and the total of working days.
- To request the reimbursement: Click the expense line, then the green exclamation mark (!), and choose “New reimbursement.”



- You’ll be taken to the “Orders” page. If everything is filled out, you only need to add: Department: Central de Compras.
- The reimbursement request will then be on the “Orders” side. **Note:** researchers should double check if the documents are all uploaded. Exclamation points in red mean something is missing and should be edited.

Communication / Outreach

Scientific Outputs

1. Scientific outputs should be registered every three months in PURE ([login required](#)). This is mandatory for integrated researchers and phd students.
 - a. Journal papers /Book/ Book Chapters/ Conference proceedings should included under *Research Outputs*.
 - b. Research & Development and/or intervention proposals, and/or papers submitted to journals with a multidisciplinary character (involving two of the three scientific areas of R&D) should be included under *Research Outputs*;
 - c. Social Impact activities should be included under *Impacts*.
 - d. Scientific Activities like membership in scientific committees of international scientific societies, member of editorial boards, (etc) should be included under *Activities*.
 - e. National and international projects should be submitted [here](#). Science Manager will upload it in PURE as you don't have access to this field.
 - f. Mobility should be submitted [here](#).
 - g. Information on visiting researchers should be submitted [here](#).

Scientific outputs will be used for researcher productivity evaluation and allocation of individual funds for every Academic Year. For a detailed description of the evaluation procedure please see [here](#). It is the researcher responsibility to include and submit information in PURE. Failure to provide updated information will result in individual funds being withheld. Supervisors should encourage PhD students to keep their PURE account up to date.

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:
 - i. Ref: **UID/05380/2025**
 - ii. DOI: <https://doi.org/10.54499/UID/05380/2025>

b) Financiamento:

i. Ref: **UID/PRR/05380/2025**ii. DOI: <https://doi.org/10.54499/UID/PRR/05380/2025>

c) Financiamento:

iii. Ref: **UID/PRR2/05380/2025**iv. DOI: <https://doi.org/10.54499/UID/PRR2/05380/2025>

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/edt?usp=sharing&oid=110040684869157327170&rtpof=true&sd=true
2. Relevant news, namely those related to the dissemination of scientific activities should be sent to isabel.dantas@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, in [PURE](#).

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 (UID/05380/2025, UID/PRR/05380/2025 and UID/PRR2/05380/2025; <https://doi.org/10.54499/UID/05380/2025>, <https://doi.org/10.54499/UID/PRR/05380/2025> and <https://doi.org/10.54499/UID/PRR2/05380/2025>)»

Acknowledgments

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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](#).