HEI-Lab
Digital Human-Environment Interaction Labs

Standard Operating Procedures (SOP) Manual

Version 6, November 2026



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)

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

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

Science Manager: Esther Marín-González (esther.marin@ulusofona.pt)

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

Operations Manager: Maria Costa (maria.gomes.costa@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: Célia 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: Jorge Oliveira (cedic.epcv@ulusofona.pt)

Intellectual Property Office: ILIND (ilind@ulusofona.pt)

Communication Office: Eugénia Vicente (Eugenia.vicente@ulusofona.pt)
Email Geral do Departamento (comunicacao@ulusofona.pt)

IT Services: Luis Mata (luis.mata@ulusofona.pt)

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

Logistics:

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

1. Pre-Award

1.1 Applications for Research Projects & Individual Grants

At the proposal stage – check requirements and eligibility

Before accepting and/or advancing with a proposal, researchers **must notify the institution of their intention to submit**. An internal check must be carried out to ensure that no other proposal is being prepared or submitted for the same funding call. This is an ESSENTIAL first step since **some calls permit only one submission per institution**.

✔ **WHAT TO DO:**

Researchers must inform the HEI-Lab Board (direcao.hei-lab@ulusofona.pt), the Science Manager (esther.marin@ulusofona.pt), and copying in cc/ ILIND (ilind@ulusofona.pt) and the Project Manager (bruna.antonio@ulusofona.pt) as early as possible, in order to comply with the rules defined in *Ordem de Serviço 2018/117*. That email should include the following information about the call: funding agency and call name, your role in the project (coordinator or partner) and the deadline. Once eligibility has been confirmed, the Science Manager will contact you again to request further information.

Before submitting your proposal

Where to find relevant administrative documents

During proposal preparation, you may require administrative documents from COFAC. Please collect all necessary documentation as soon as possible.

✔ **WHAT TO DO:**

Relevant documentation is available on the "Innovation and Science" page - Pre-Award folder.

Path: Intranet > Intervention Areas > Innovation and Science > Pre-Award

Please access the Intranet using your institutional credentials (pxxx@ulht.pt or fxxx@ulht.pt). If you have trouble accessing the Intranet, please contact (suporte.aplicacional@ulusofona.pt). Please note that connecting via the *Eduroam* network facilitates access.

The **Pre-Award** folder contain documents and resources to support the preparation and submission of applications, including **administrative documentation** (for example, statutes, certification certificates and declarations), **institutional documents** (such as the Gender Equality and Diversity Plan and the Project Identification Form, PIF, of Lusófona University) and **information supporting budget** preparation (namely, human resources costs and depreciation/amortisation rates), among other elements necessary for application preparation.

For **documents that directly relate to the HEI-Lab unite**, e.g., a declaration from the Director is required, please request it to the Project Manager (bruna.antonio@ulusofona.pt) at least 5 working days in advance to the deadline of the submission.

How to validate your budget

Once your budget is ready, it must be validated internally by the university's financial service, GIPO (Gestão Integrada de Projetos e Orçamento).

✔ **WHAT TO DO:**

Send the COFAC's budget portion (if you are participating as a partner) or the entire proposal budget (if you are coordinating a proposal) for internal validation to GIPO (gipo@ulusofona.pt), with cc/ ILIND (ilind@ulusofona.pt), the Science Manager (esther.marin@ulusofona.pt) and the Project Manager (bruna.antonio@ulusofona.pt) with at least 5 working days in advance to the deadline of the submission. Budget-related support can be requested to the Science Manager. Institutional declarations will only be issued and signed after GIPO approves the budget. Budget approval is mandatory before submission to comply with Ordem de Serviço 2018/117.

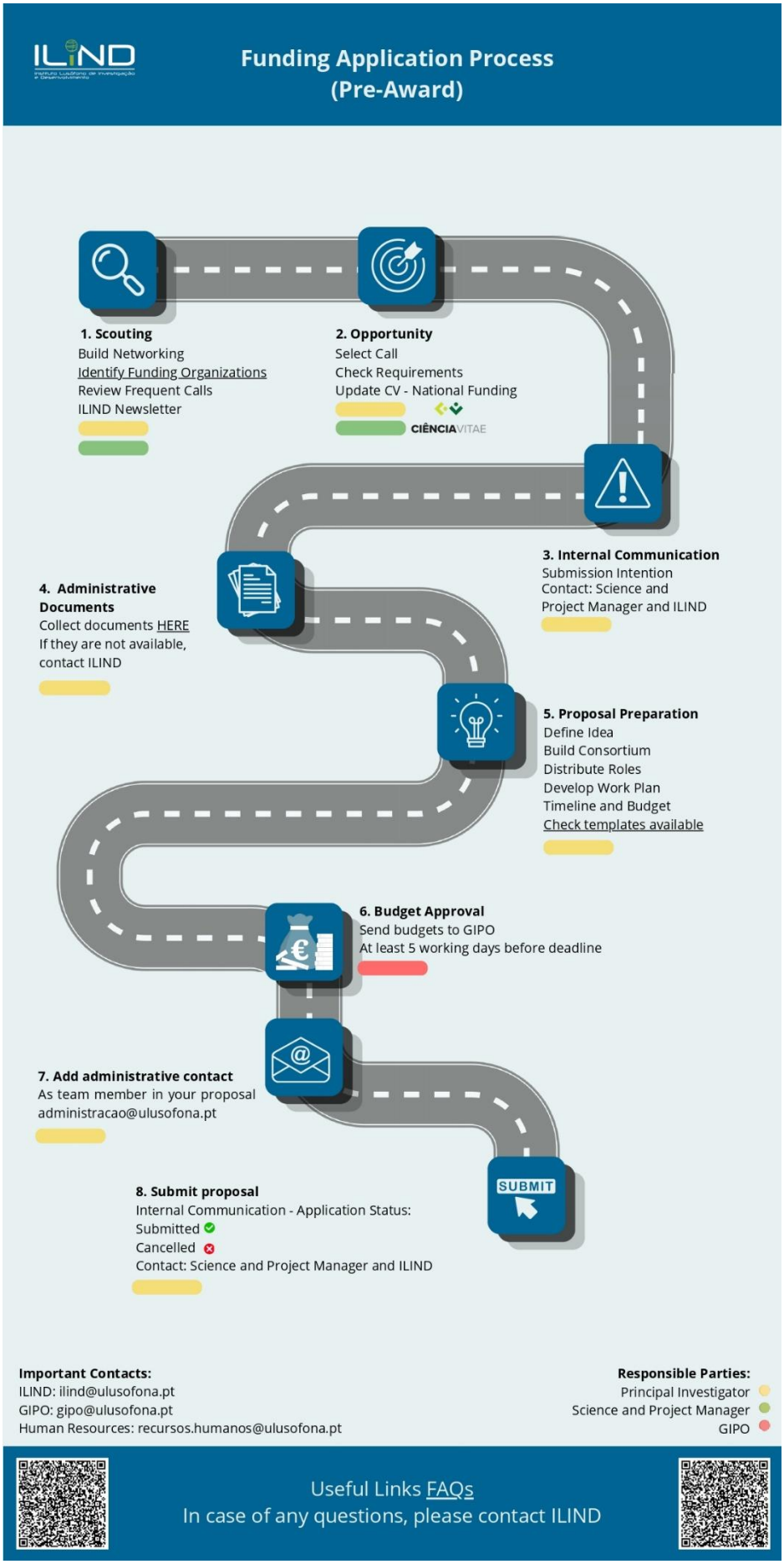
After submitting your proposal

Once you have submitted your project proposal, individual scholarship, grant, or contract applications please notify the Science Manager (esther.marin@ulusofona.pt) and the Project Manager (bruna.antonio@ulusofona.pt) to confirm submission. Additionally, register your submitted proposal in the HEI-Lab/Lusófona University databases within 5 working days after submission. For projects, please indicate your role, as coordinator or partner institution.

✔ **WHAT TO DO:**

- **HEI-Lab internal repository**: Include your project proposal details on the HEI-Lab internal repository. Login is required.
- **PURE Database**: Send the same information to the Project Manager (bruna.antonio@ulusofona.pt) to be included in PURE (submissions will not be publicly visible until funding is confirmed).

A step-by-step guide covering the entire pre-award process, prepared by ILIND, follows below.


ILIND
Funding Application Process
(Pre-Award)
1. Scouting
Build Networking
Identify Funding Organizations
Review Frequent Calls
ILIND Newsletter
2. Opportunity
Select Call
Check Requirements
Update CV - National Funding
CIÊNCIAVITAE
3. Internal Communication
Submission Intention
Contact: Science and
Project Manager and ILIND
4. Administrative Documents
Collect documents HERE
If they are not available,
contact ILIND
5. Proposal Preparation
Define Idea
Build Consortium
Distribute Roles
Develop Work Plan
Timeline and Budget
Check templates available
6. Budget Approval
Send budgets to GIPO
At least 5 working days before deadline
7. Add administrative contact
As team member in your proposal
administracao@ulusofona.pt
8. Submit proposal
Internal Communication - Application Status:
Submitted
Cancelled
Contact: Science and Project Manager and ILIND
SUBMIT
Important Contacts:
ILIND: ilind@ulusofona.pt
GIPO: gipo@ulusofona.pt
Human Resources: recursos.humanos@ulusofona.pt
Responsible Parties:
Principal Investigator
Science and Project Manager
GIPO
Useful Links FAQs
In case of any questions, please contact ILIND

2. Post Award

2.1 Registration of Approved Projects & Individual Grants

Approved projects and individual grants – communication and register

Once your project, grant or fellowship has been formally approved for funding (with HEI-Lab as a coordinator or partner Institution), notify it to the HEI-Lab Board (direcao.hei-lab@ulusofona.pt), the Science Manager (esther.marin@ulusofona.pt) and the Project Manager (bruna.antonio@ulusofona.pt), and cc/ ILIND (ilind@ulusofona.pt) and GIPO (gipo@ulusonfona.pt). Next, register your funded project, grant, or fellowship in three mandatory databases within 15 days after approval.

✔ **WHAT TO DO:**

- **HEI-Lab internal repository**: Include your project proposal details on the HEI-Lab internal repository. Login is required. This is essential for internal procedures.
- **PURE Database**: Send the following documents to the Project Manager (bruna.antonio@ulusofona.pt): a) Grant Agreement, b) Project proposal, and c) Budget, to be included in PURE (submissions will not be publicly visible until funding is confirmed). This is essential for external communication.
- **Portal do Colaborador (MyGIAF):** Schedule a meeting with the Science Manager (esther.marin@ulusofona.pt) to register the project. Send the following documents in advance: a) Grant Agreement, b) Project proposal, and c) Budget. This is essential for effective management of your project, grant or fellowship (administrative and financial procedures).
- **Note:** If your application was not successful, please also notify it to HEI-Lab Board (direcao.hei-lab@ulusofona.pt), the Science Manager (esther.marin@ulusofona.pt) and the Project Manager (bruna.antonio@ulusofona.pt).

2.2 Relevant documentation for your approved project/grant

Where to find relevant administrative documents

✔ **WHAT TO DO:**

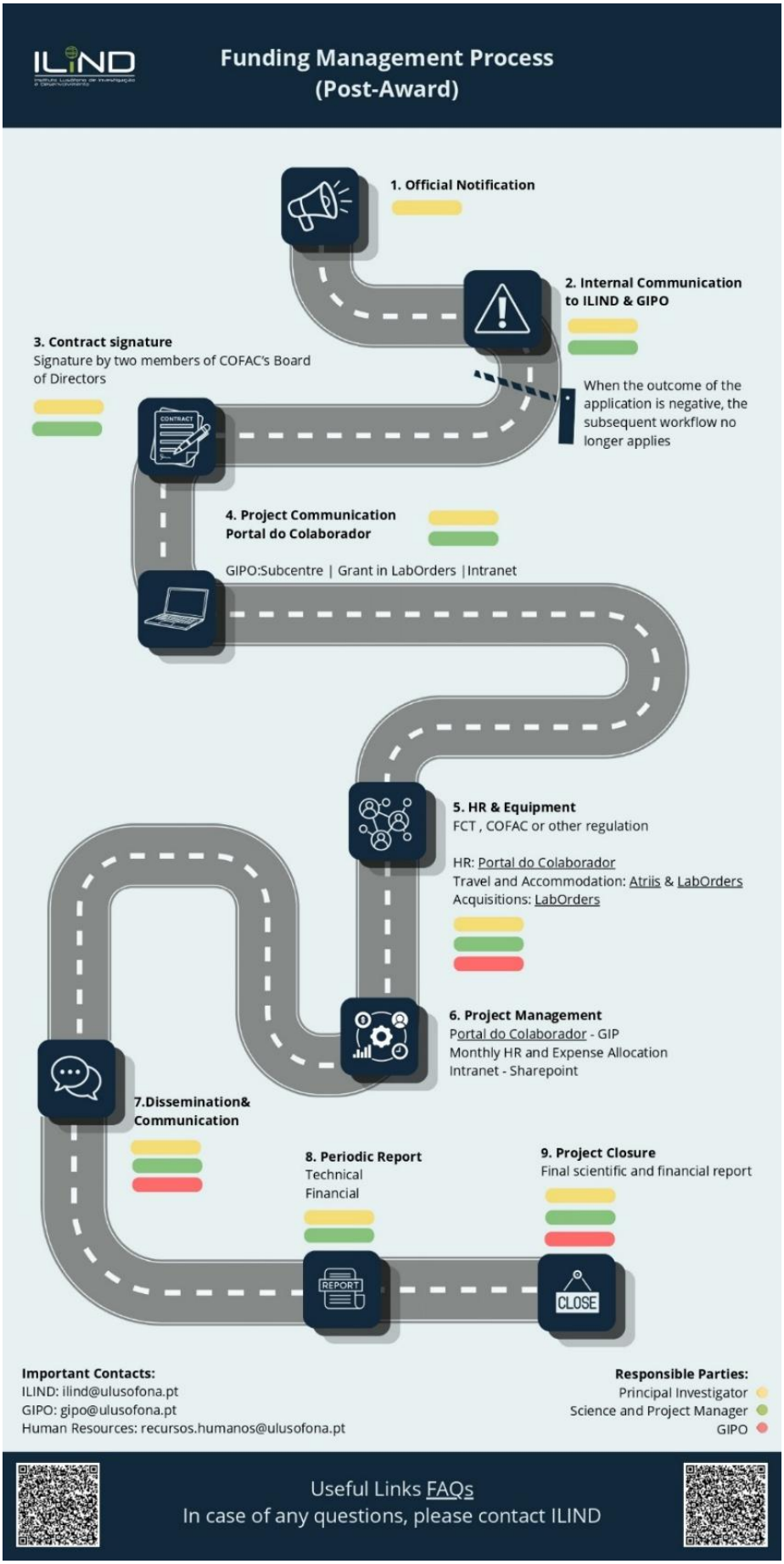
Relevant document for this phase are available on the "Innovation and Science" page, Post-Award folder, on SharePoint.

Path: Intranet > Intervention Areas > Innovation and Science > Post-Award

Please access the Intranet using your institutional credentials (pxxx@ulht.pt or fxxx@ulht.pt).

The **Post-Award** folder provides documents and templates supporting project execution and monitoring, covering administrative, financial and scientific management, compliance with contractual obligations, communication and dissemination of results, report preparation and project closure. It includes, for example, minutes templates, calls for proposals/announcements, contracts, payment declarations and participant lists.

A step-by-step guide covering the entire post-award process, prepared by ILIND, follows below.


ILIND
Funding Management Process
(Post-Award)
1. Official Notification
2. Internal Communication to ILIND & GIPO
3. Contract signature
Signature by two members of COFAC's Board of Directors
When the outcome of the application is negative, the subsequent workflow no longer applies
CONTRACT
4. Project Communication
Portal do Colaborador
GIPO:Subcentre | Grant in LabOrders |Intranet
5. HR & Equipment
FCT , COFAC or other regulation
HR: Portal do Colaborador
Travel and Accommodation: Atriis & LabOrders
Acquisitions: LabOrders
6. Project Management
Portal do Colaborador - GIP
Monthly HR and Expense Allocation
Intranet - Sharepoint
7.Dissemination& Communication
8. Periodic Report
Technical
Financial
9. Project Closure
Final scientific and financial report
REPORT
CLOSE
Important Contacts:
ILIND: ilind@ulusofona.pt
GIPO: gipo@ulusofona.pt
Human Resources: recursos.humanos@ulusofona.pt
Responsible Parties:
Principal Investigator
Science and Project Manager
GIPO
Useful Links FAQs
In case of any questions, please contact ILIND

2.3 Requisitions for approved projects & individual grants

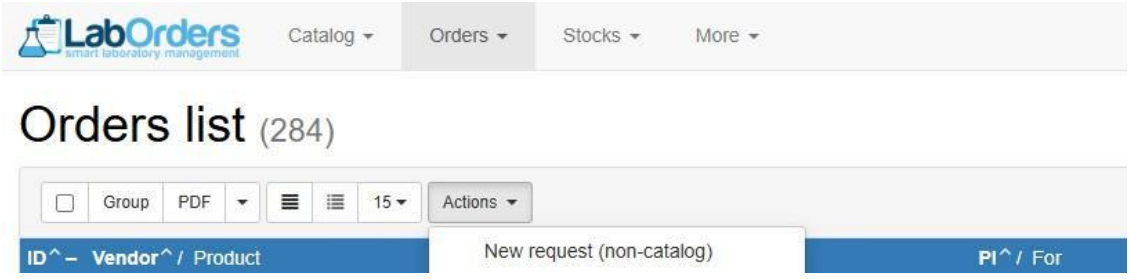
2.3.1 Orders

General procedure for purchasing and reimbursement

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

For purchasing (except marketing materials)

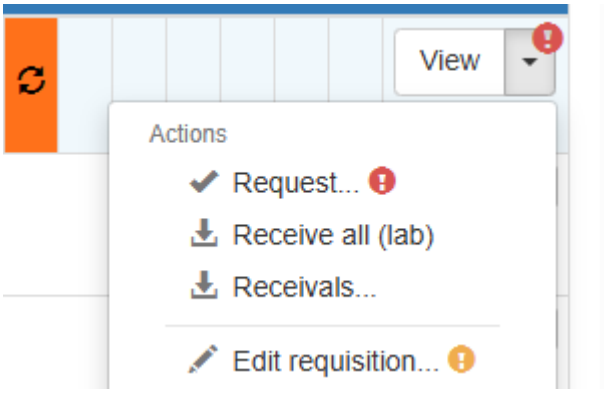
1. Initiate an "Order" on the "Orders" section of LabOrders and start a "New request (non-catalog)" under the "Actions" menu.



2. You are required to complete the following fields:

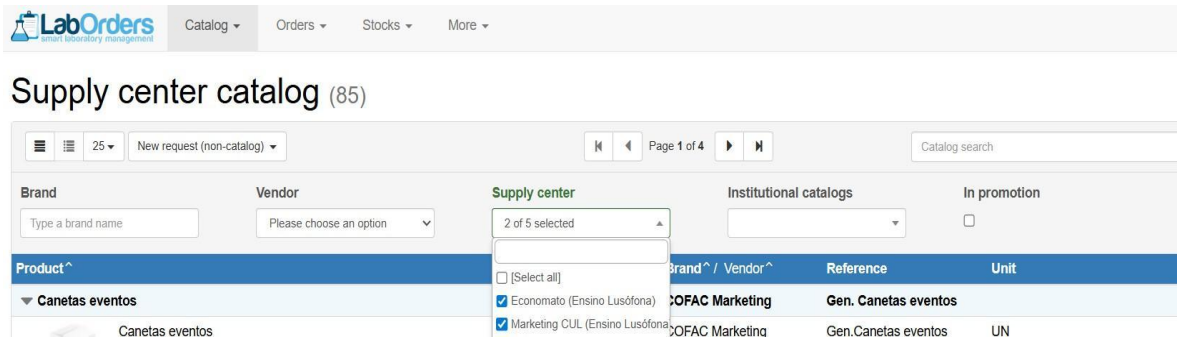
- **Description:** Please enter a brief description, such as *"Copies for Congress"* or *"Material for Laboratory*" or alike.
- **Catalog nr and Brand:** Not applicable (N/A).
- **Vendor:** Enter the name of the place you're trying to buy it from (e.g worten).
- **Price per unit:** Please indicate the 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 the project manager, Bruna António (bruna.antonio@ulusofona.pt), for assistance.
- **Department:** Select *"Central de Compras*".
- **Vendor 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. 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.



For purchasing specific marketing/merchandising items

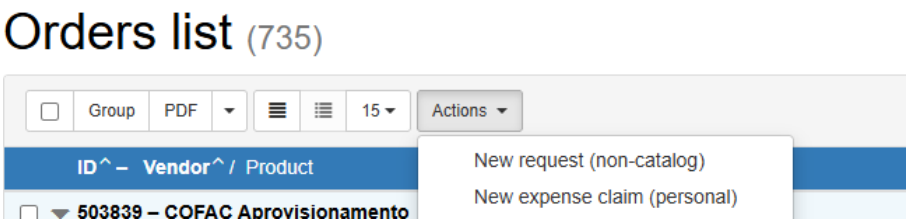
For specific requests, related to Marketing materials or stationery (e.g., website requests, tote bags, t-shirts, pens, graphic materials, etc.) please make your orders through: "Catalog" > "Supply center catalog" > "Supply center".



For reimbursements

Initiate a "Reimbursement" (**up to 5 working days after the purchase**) on the "Orders" section of LabOrders by starting a "New expense claim (personal)" under the "Actions" menu.

1. 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 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 Project Manager (bruna.antonio@ulusofona.pt) is responsible for approving all orders related to external funding.

If you require additional information, please contact the Project Manager (bruna.antonio@ulusofona.pt) and copy the Principal Investigator (PI) of the project.

Purchasing procedures in the scope of approved HEI-Lab funding

Individual and internal funding is eligible for **integrated researchers and PhD students**, subject to the researcher's annual assessment criteria. Eligible expenses include:

a) Missions (incl. mobility and conferences),
b) visiting researchers or consultants,
c) patents registration and maintenance,
d) product procurement and acquisition.

Expenses in these categories are **eligible exclusively if aligned with HEI-Lab's societal challenges**:
1) vulnerable populations and contexts of vulnerability, 2) mental health, wellbeing, and healthcare and 3) digital transition and emerging technologies

Authorisation Request: Researchers must email the HEI-Lab Director (pedro.gamito@ulusofona.pt), copying the Executive Director (raquel.costa@ulusofona.pt) and the Project Manager (bruna.antonio@ulusofona.pt).

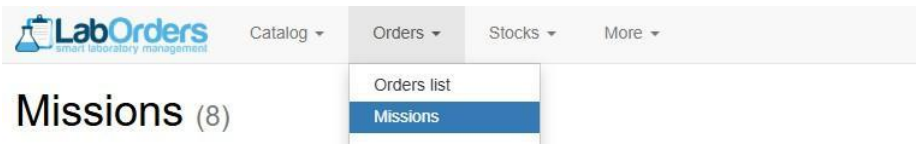
2.3.2 Missions

For purchasing via COFAC/Travel Agency

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 following information: departure and return dates and times, destination country, hotel preferences, and any other relevant details.

For missions (e.g., conferences, fieldwork, visits), if you would like your flights, accommodation, or other travel arrangements to be booked through the University's travel agency, submitting a LabOrders request is mandatory before the trip.

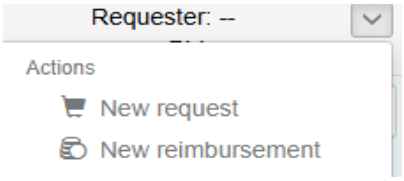
1. The researcher must initiate a "Mission" on the "Missions" section of LabOrders and start a "New mission" under the "Actions" menu.



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]”. Upon its creation, the system will automatically create a line for each expense you want to request:

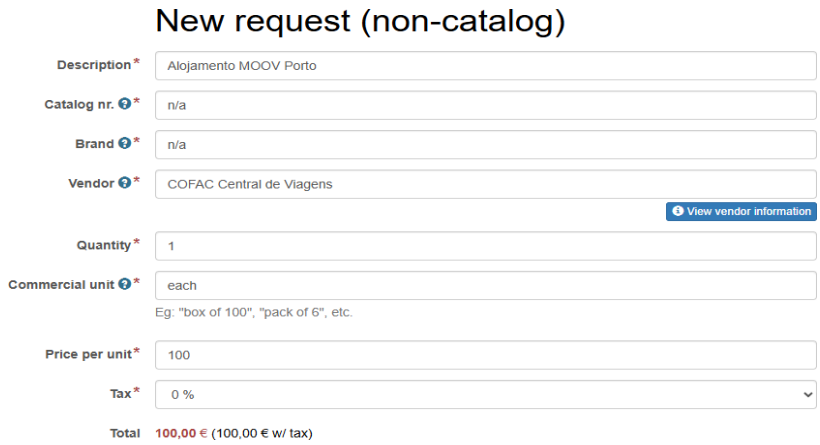
    a. Accommodation (hotel name, address, dates for check-in and check-out)
    b. Travel (Train, Bus, Road tolls, flights, add origin and destination)
    c. Registration fees (name of the conference and fee)
    d. Meals
    e. Poster printing.

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



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

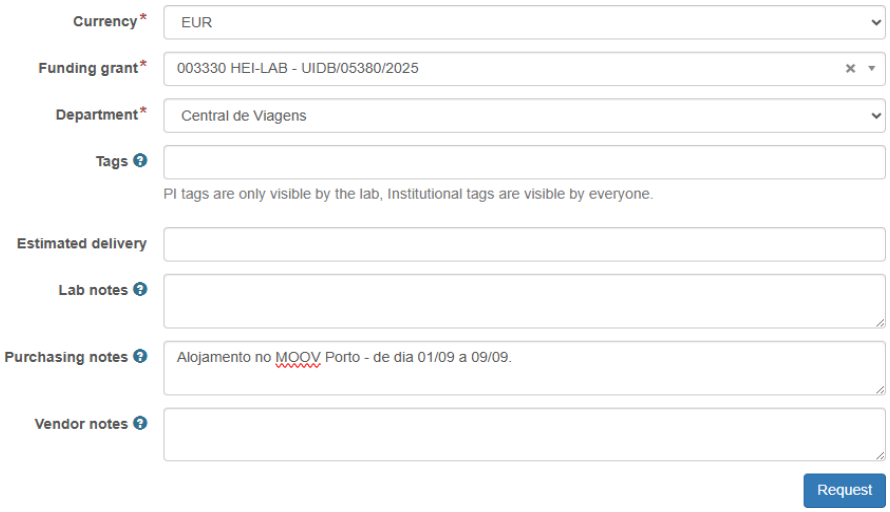
    a. **Description:** Please enter a brief description, such as *“Accommodation for [name of conference]”* or *“Flight to [country] – [dates]”*.
    b. **Catalog nr and Brand:** Not applicable (N/A).
    c. **Vendor:** Enter *“COFAC Central de Viagens”*.
    d. **Price per unit:** Please indicate an estimated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



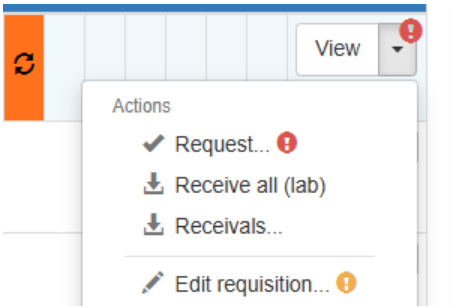
f. **Funding Grant:** If the expenses are covered by your researcher funding, select *"Hei- Lab – UIDB"*. If funded through a project, select the relevant project from the list. If your project does not appear in the Funding Grant options, please contact Bruna António for assistance.

g. **Department:** Select *"Central de Viagens"*.

5. **Vendor 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).



6. 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.

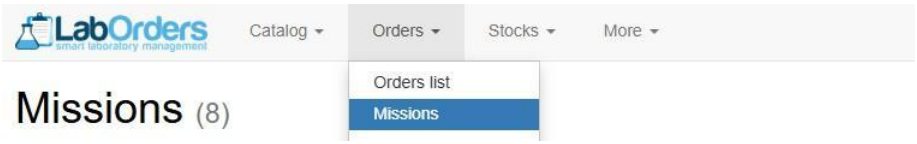


7. After entering any missing information, click the same arrow again and select **"Request"**, which should now appear in **green**.

For Expenses Reimbursement:

After the mission researchers must upload their documents on LabOrders.

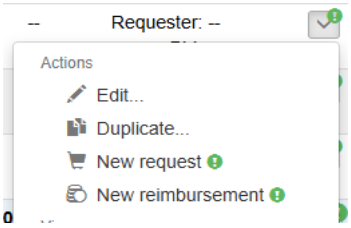
1. The researcher must initiate a “Mission” on the “Missions” section of LabOrders and start a “New mission” under the “Actions” menu.



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, for example:

a) Accommodation (hotel name, address, dates for check-in and check-out)
b) Travel (Train, Bus, Road tolls, flights, add origin and destination)
c) Registration fees (name of the conference and fee)
d) Meals
e) Poster printing.

4. Attach all relevant files under the “Files” section of each expense line, i.e., certificate of attendance, boarding passes (original-scanned or eboarding pass).
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.
7. 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.

IMPORTANT NOTE:

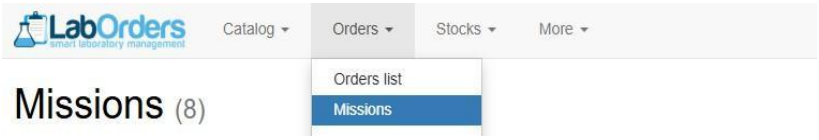
National invoices must be issued in the name of COFAC and include the Tax Identification Number [NIF: 501679529]). This requirement **is mandatory for all expenses** (incl. accommodation, conference fees, flights, and meals).

International invoices must be issued in the name of COFAC and include the Tax Identification Number [NIF: 501679529]). This requirement **is mandatory for** accommodation, conference fees, and flights).

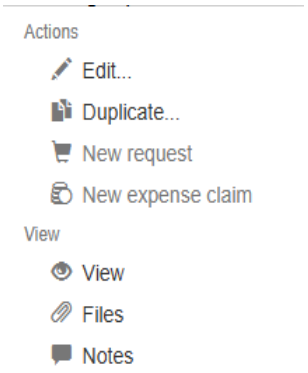
Expenses will only be reimbursed with all documentation required.

Per Diem Reimbursement:

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. A new line should be created, selecting the "Per Diem Allowance" option. Researchers should fill in the necessary information, including time of departure and arrival and the total of working days.
4. To request the reimbursement: Click the expense line, then the green exclamation mark (!), and choose "New expense claim."



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

3. Dissemination & Communication

3.1 Dissemination of research outputs and impacts

Researchers must **maintain up-to-date records of their scientific outputs and HEI-Lab affiliation**. All publications, presentations, and other research outputs should be registered **every three months**, or whenever requested by the HEI-Lab Board, across the following platforms:

- ✔ PURE - Institutional repository for Lusófona University research outputs
- ✔ Ciência Vitae - National researcher CV profile managed by FCT
- ✔ ORCID - Unique researcher identifier linking outputs to your academic profile

PURE: Research Outputs, Activities, Impacts, and Press/media presence

Scientific outputs must be registered **every three months** in PURE (login required). This requirement is mandatory **for all integrated researchers and PhD students**.

✔ **WHAT TO DO:**

Update the following categories in PURE:

a) **Research outputs**: document all peer-reviewed publications and other scholarly outputs, including: peer-reviewed publications, books, book chapters, conference proceedings, and multidisciplinary research proposals and any other research output not covered above.

b) **Activities**: document scientific activities such as memberships in scientific committees of international scientific societies, editorial board participation, other relevant scholarly services.

c) **Impact**: document social impact activities with sufficient detail, when possible, include links to activities, materials, supporting documentation, etc.

d) **Press/media**: document interviews, podcasts, press releases, news articles, and other media coverage involving your research or HEI-Lab.

For national and international projects, please see section 2.1.

Updates related to mobility records and visiting researchers must be submitted to the internal database: **HEI-Lab internal repository**: Include your project proposal details on the HEI-Lab internal repository. Login is required.

Scientific outputs recorded in PURE are used to evaluate researcher productivity and to determine the allocation of individual funds each academic year. For a detailed description of the evaluation procedure, please read this document.

It is each **researcher's responsibility** to enter and submit their information in PURE. Failure to keep this information updated will result in individual funds being withheld. Supervisors should encourage their PhD students to keep their PURE accounts up to date.

3.2 Communication and Outreach Activities

3.2.1 Conferences

Communications for scientific and non-scientific events can use the HEI-Lab template.

If the event has a mandatory template specific to its requirements, researchers must ensure the following are correctly displayed:

- Affiliation (HEI-Lab/Lusófona University) – see section 3.3
- Funding acknowledgements
- Required logos

3.2.2 News (HEI-Lab website)

Relevant news, particularly those related to the dissemination and communication of scientific activities, should be sent to the Project Manager**,** Bruna António **(**bruna.antonio@ulusofona.pt), using the **available template**: HERE.

3.3 Affiliation and Acknowledgements (Funding)

Include HEI-Lab's affiliation and funding information in **ALL PUBLICATIONS AND COMMUNICATIONS** at scientific and non-scientific events, whether in Portuguese or English.

A. Affiliation statement

Portuguese:

Universidade Lusófona, HEI-Lab: Laboratórios Digitais de Ambientes e Interações Humanas, Portugal
Campo Grande 376, 1749-024 Lisboa, Portugal (if address is required by journal)

English:

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

B. Funding statement

Include appropriate funding acknowledgements according to the project type, and, whenever

applicable, any reference to external funding supporting the specific scientific production. Ensure you insert the correct Reference number and DOI.

Portuguese:

Este trabalho é financiado pela Fundação para a Ciência e a Tecnologia (FCT), no âmbito dos projetos de referência 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)*, e pela COFAC – Cooperativa de Formação e Animação Cultural, C.R.L., no âmbito do projeto "COFAC/HEI-LAB/2026-27"* https://doi.org/10.62658/COFAC/HEI-LAB/2026-27.

English:

This work was funded by the Fundação para a Ciência e a Tecnologia (FCT), under project references 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) *and by COFAC – Cooperativa de Formação e Animação Cultural, C.R.L., under the project "COFAC/HEI-LAB/2026-27"* https://doi.org/10.62658/COFAC/HEI-LAB/2026-27.

3.4 Logos

Use the HEI-Lab logos (that are in our internal repository) and the Universidade Lusófona logos (university website) whenever adequate.

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/. This information does not invalidate the need to consult the Standards for Information and Publicity of Grants for Beneficiaries manual, available HERE.

4. Ethics

All projects must be reviewed and approved by the Ethics Committee before their implementation begins.

Centro Universitário do Porto (CUP) projects must comply with the following guidelines:

All new project submissions must be made exclusively through the online form, available at the following link: https://redcap.ulusofona.pt/redcap/surveys/?s=34DE8CEKMWFKRFD9

The online submission form will remain permanently available, allowing new projects and resubmissions to be submitted at any time.

Centro Universitário de Lisboa (CUL) projects must comply with the following guidelines:

1. Expression of intention to submit

Send an email to cedic.epcv@ulusofona.pt expressing your intention to submit a project for ethical review. In response, the CEDIC application form will be provided, together with information on submission deadlines and the dates of CEDIC meetings. This step is optional. If the researcher has all the information required to submit the project for ethical review, they may proceed directly to Step 2.

2. Preparation and submission of the application

The application must be submitted using the CEDIC application form, completed and accompanied by all the documentation required for the assessment of the project. The form and any additional documents should be sent by email to cedic.epcv@ulusofona.pt.

3. Project assessment and issuance of the ethical opinion

CEDIC meetings are held once a month. The project will be assigned to at least two Committee members for independent assessment and will subsequently be considered at a Committee meeting. The expected timeframe for issuing the ethical opinion is 30 days from receipt of all the required documentation.

4. Amendments and addenda to previously approved projects

Any amendment to a previously reviewed project must be communicated to CEDIC, identifying the original project and referring to the ethical opinion previously issued.