



RESEARCHER GUIDE

GUIDELINES AND PROCEDURES



**RESEARCH
GUIDE**
GUIDELINES AND PROCEDURES

SUMMARY

**I
OBJECT AND SCOPE 7**

**II
FUNDAMENTAL DUTIES OF CI&DEI
RESEARCHERS 7**

**III
PROCEDURES FOR PRESERVING
AND CLASSIFYING TEAM
PRODUCTIVITY DATA 7**

**IV
INDICATORS OF SCIENTIFIC
PRODUCTION 8**

**V
CRITERIA FOR OBTAINING AND
MAINTAIN THE CONDITION OF
Ci&DEI INTEGRATED RESEARCHER
AND Ci&DEI COLLABORATOR 10**

**VI
PROCEDURES FOR INDICATION OF
THE AFFILIATION 11**

**VII
AGRADECIMENTOS E
FINANCIAMENTO 11**

**VIII
FINANCIAL SUPPORT RULES
FOR CI&DEI INTEGRATED
RESEARCHERS 12**

- I object and scope
- II fundamental duties of Ci&DEI researchers
- III procedures for preserving and classifying team productivity data
- IV indicators of scientific production
- V criteria to obtain and maintain the status of Ci&DEI integrated researcher and Ci&DEI collaborator
- VI procedures for the indication of the affiliation
- VII acknowledgments and funding
- VIII rules for financial support to Ci&DEI integrated researchers

I OBJECT AND SCOPE

The Investigator's Guide applies to all integrated researchers and collaborators of the Ci&DEI (Center for Studies in Education and Innovation).

It aims to define the rights and duties of researchers, as well as the conditions for access and allocation of funding to research, dissemination and initiatives activities related to R&D Projects.

The scope of the activities to be supported should fit into the mission and objectives of Ci&DEI, and cannot be dissociated from the strategic objectives of this Research Unit.

II FUNDAMENTAL DUTIES OF CI&DEI RESEARCHERS

1. To know the [General Regulation of the Ci&DEI](#);
2. To keep CIÊNCIAVITAE and ORCID ID up to date;
3. Always reference the Ci&DEI in the affiliation, as referred to in [section VI](#) of this Guide;
4. Be available for interdisciplinary collaborative activities in the fundraising through applications for funded projects;
5. Comply with the minimum productivity criteria that allow the evaluation of merit and guarantee the condition of integrated researcher or collaborator;
6. To make productivity data available annually to integrate the Ci&DEI database for the preparation of scientific reports at the beginning of each year;
7. To deposit the scientific production in the institutions' repositories that are part of Ci&DEI;
8. Know and apply the procedures described in this guide and those that the Coordination may request or by the FCT;
9. Produce, synthesise, disseminate, apply and evaluate evidence, acting under the highest standards ethical scientific investigation.

III PROCEDURES FOR PRESERVING AND CLASSIFYING TEAM PRODUCTIVITY DATA

The researchers' data are processed, preserved, and disclosed to fulfil Ci&DEI's objectives, always with their consent and in compliance with the data protection law in force.

In the spirit of Open Science, researchers should organise and preserve the data processed in the context of their research projects.

Productivity data, taken from **CIÊNCIAVITAE**, are verified by Ci&DEI, checked by researchers, and entered into the database to be processed,

disseminated, and used in scientific reports.

The productivity profile of researchers is defined based on the curriculum data presented by researchers in **CIÊNCIAVITAE**.

IV INDICATORS OF SCIENTIFIC PRODUCTION

For the inclusion or maintenance in the team of integrated or collaborating PhD researchers, Ci&DEI considers the following priority indicators:

- I object and scope
- II fundamental duties of Ci&DEI researchers
- III procedures for preserving and classifying team productivity data
- IV indicators of scientific production
- V criteria to obtain and maintain the status of Ci&DEI integrated researcher and Ci&DEI collaborator
- VI procedures for the indication of the affiliation
- VII acknowledgments and funding
- VIII rules for financial support to Ci&DEI integrated researchers

- A. Scientific articles in journals indexed in the Web of Science (WoS) ou na Scopus;
- B. Technical-Scientific book by International Edition, in a publisher of recognised merit;
- C. Technical-Scientific Book of National Edition, in a publisher of recognised merit;
- D. Chapter of a Technical Book-Scientific of International Publishing, in a publisher of recognised merit, with peer review;
- E. Chapter of a book of a Technical Nature-Scientific of National Edition, in a publisher of recognised merit, with peer review;
- F. Article in Journals with other indexations.

The following indicators are also considered:

- G. Article in Proceedings Books, published in JCR/SJR;
- H. International R&D project approved and financed by an external entity;
- I. National R&D project approved and financed by an external entity;
- J. R&D project approved and funded by non-external entity (e.g. IPV, CI&DEI);
- K. Orientation/co-supervision of a doctorate student;
- L. Orientation/co-supervision of a master student;
- M. Participation in the organising of committees and scientific conferences;
- N. Reviewers of journals indexed in the Web of Science (WoS) or at Scopus.

The score assigned to each indicator is shown in the following table.

Individual productivity	punctuation
A. Article in indexed journals (WoS or Scopus)	Q1 65
	Q2 60
	Q3 55
	Q4 50
B. Book in an international publisher	50
C. Book in a national publisher	40
D. International book chapter, with peer review	30
E. National book chapter, with peer review	15
F. Article in journals with other indexations	20
G. Article in minute books/proceedings, published in JCR/SJR	15
	COORDINATOR 40
H. International project approved and funded by an external entity*	LOCAL COORDINATOR 30
	TEAM MEMBER 20
	COORDINATOR 30
I. National project approved and financed by an external entity*	TEAM MEMBER 15
	COORDINATOR 10
J. Project approved and funded by a non-external entity*	TEAM MEMBER 5
	ADVISOR 40
K. Supervision/co-supervision of a PhD student (completed)	CO-COUNSELOR 30
	ADVISOR 15 (up to the limit of 60 points)
L. Supervision/co-supervision of a master's student (concluded)	CO-COUNSELOR 10 (up to the limit of 50 points)
	M. Participation in the organising of committees and scientific congresses/conferences of a scientific nature type 2 (up to the limit of 12 points)
N. Journal reviewers indexed on the Web of Science (WoS) or the Scopus	2 for each revision (up to the limit of 6 points)

*The year of the start of the project will be counted for the score

Table 1 – Score of each productivity item

- I object and scope
- II fundamental duties of Ci&DEI researchers
- III procedures for preserving and classifying team productivity data
- IV indicators of scientific production
- V criteria to obtain and maintain the status of Ci&DEI integrated researcher and Ci&DEI collaborator
- VI procedures for the indication of the affiliation
- VII acknowledgments and funding
- VIII rules for financial support to Ci&DEI integrated researchers

V CRITERIA FOR OBTAINING AND MAINTAIN THE CONDITION OF Ci&DEI INTEGRATED RESEARCHER AND Ci&DEI COLLABORATOR

1. To join or maintain the condition of an integrated member of Ci&DEI, the researcher must present, in the two years immediately preceding and appearing in *Ciência Vitae*, at least one hundred points obtained under items A, B, C, D, E, F, G, H, I. For funding purposes, the points obtained in all items (from A to N) count. Publications made must present the reference to Ci&DEI.

2. Concerning the conditions of the previous point, regarding the maintenance of the integrated member status, exceptional cases that, although not meeting the criteria, contribute significantly to the objectives of Ci&DEI may be analysed individually.

3. Integrated members who do not meet the criteria indicated in point 1 will no longer be part of the team of Ci&DEI integrated researchers and may become Ci&DEI collaborating members.

4. The Ci&DEI collaborating members must present, in the two immediately preceding years, in co-authorship with at least one integrated member of the Ci&DEI, 35 points obtained within the scope of items A, B, C, D, E, F, G. These publications must contain the reference to the Ci&DEI.

VI PROCEDURES FOR INDICATION OF THE AFFILIATION

All Researchers of the Research Unit must indicate their affiliation with the Ci&DEI. To do so, they must always indicate the following elements:

Designation of the Higher Education School to which it belongs
Acronym of the Research Unit (Ci&DEI)
Name of the respective Polytechnic, Portugal

Example:

Portuguese

School of Technology and Management of Viseu, Ci&DEI, Polytechnic Institute of Viseu, Portugal

English

Higher School of Management and Technology of Viseu, Ci&DEI, Polytechnic Institute of Viseu, Portugal

VII AGRADECIMENTOS E FINANCIAMENTO

All Researchers of the Research Unit are obliged to mention FCT's support to Ci&DEI in any publication, communication or event following the Information and *Standards of Communication and Publicity of Support for Beneficiaries*. To do so, they must place the logo available

on the website of the Ci&DEI (when the medium of information permits) and make the following reference, written in the appropriate language:

Portuguese

Este trabalho é financiado por Fundos Nacionais através da FCT – Fundação para a Ciência e a Tecnologia, I.P., no âmbito do projeto Refª UIDB/05507/2020 com o identificador DOI <https://doi.org/10.54499/UIDB/05507/2020>. Agradecemos adicionalmente ao Centro de Estudos em Educação e Inovação (Ci&DEI) e ao Politécnico de XXX pelo apoio prestado.

English

This work is funded by National Funds through the FCT- Foundation for Science and Technology, I.P., within the scope of the project Refª UIDB/05507/2020 and DOI identifier <https://doi.org/10.54499/UIDB/05507/2020>. Furthermore, we would like to thank the Centre for Studies in Education and Innovation (Ci&DEI) and the Polytechnic of XXX for their support.

Spanish

This work is financed with National Funds through the FCT- Foundation for Science and Technology, I.P., within the framework of the project Refª UIDB/05507/2020 and the DOI identifier <https://doi.org/10.54499/UIDB/05507/2020>. We would also like to thank the Center for Studies in Education and Innovation (Ci&DEI) and the Polytechnic of XXX for their support

- I object and scope
- II fundamental duties of Ci&DEI researchers
- III procedures for preserving and classifying team productivity data
- IV indicators of scientific production
- V criteria to obtain and maintain the status of Ci&DEI integrated researcher and Ci&DEI collaborator
- VI procedures for the indication of the affiliation
- VII acknowledgments and funding
- VIII rules for financial support to Ci&DEI integrated researchers

Compliance with the Information and Publicity Standards for Support for Beneficiaries is an obligation and responsibility of researchers. Failure to comply with them may result in the repayment of the support funds granted.

VIII FINANCIAL SUPPORT RULES FOR CI&DEI INTEGRATED RESEARCHERS

1. Any expense provided for in these rules requires a request that must be received at the Central Services of the Management Unit to which it belongs up to four weeks before the payment deadline (or up to five days after the acceptance of the work, when applicable).

2. Funding for a given year is awarded based on the points obtained by the researcher in the two immediately preceding years. The individual score is calculated using the table in [Section IV](#).

The integrated researcher must update his/her **CIÊNCIAVITAE** for funding purposes by the 31st day of December of the immediately preceding year to which the funding refers.

3. All integrated researchers shall be entitled to the core funding of €1,500.00 (depending on the financial availability existing in the management unit), provided that they meet the minimum production criteria established under the terms of point 1 of section V, with the annual reference funding for each integrated researcher being 15.00 € for each point obtained. For the next few years (2025 and 2026), the funding will be as follows: in January 2025 (alluding to 2024), the researchers will have the funding of 1500€. In January 2026, the scientific productivity criteria in force will be applied, and the years 2024 and 2025 will be evaluated.

- 4. The funding limit per integrated researcher is €3,000.00 (depending on the management unit's financial availability), even if the score exceeds 200 points.
- 5. In addition to the 200 points, the integrated researcher who obtains the highest score will receive an additional prize of €1,000.00 (depending on the management unit's financial availability).
- 6. All expenses eligible for funding are those defined by FCT in the [Financial Execution Rules 2020-2023](#).
- 7. Any integrated researcher may request funding for the submission of a scientific article of which he/she is the author, even if it has exceeded its annual limit, as long as it is published in a journal indexed to SCOPUS and/or Web of Science, positioned in the 1st or 2nd Quartile (Q1 or Q2).
- 8. The integrated researcher is obliged to refer to his/her affiliation with Ci&DEI in all works and mention the acknowledgements to FCT, in accordance with the rules established in [sections VI](#) and [VII](#), under penalty of not being awarded funding or having to repay the allocated funding.
- 9. In compliance with the rules on financial implementation, support applications shall be made by 15 November of each calendar year.
- 10. The request for financial support must comply with the provisions of the respective management units' Internal Quality Assurance Systems.
- 11. All financial support granted is subject to financial availability and the order in which the services receive applications.
- 12. In July, the budget execution will be evaluated, and the funds may be reallocated.

