



Researcher Guide

INSIGHT

Piaget Research Center for Ecological Human Development

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The Researcher's Guide aims to support researchers who collaborate with INSIGHT, the Piaget Institute's (IP) Research Center, including a set of basic guidelines regarding its operation, as well as regulations and procedures arising from the institutional policy for Research.

Any questions should be clarified with INSIGHT's Scientific Coordination, whose contact details are listed at the end of this document.

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1 Why be a member of a Research Center

Research Centers represent a fundamental pillar in the consolidation of a modern and competitive scientific system. They bring together critical mass appropriate to their mission and promote creative environments where new ideas emerge and where researchers find suitable conditions to carry out their scientific projects and develop their careers. At the same time, they bring together interdisciplinary and multidisciplinary resources that enhance the approach to complex problems and new societal challenges.

This ecosystem creates conditions for the funding of research carried out by its members to be carried out in accordance with transparent rules and to clearly encourage quality publications in referenced journals and the raising of funding through projects won in competitive competitions.

Researchers thus have access to funding from the Center to finance their research activities, benefiting from intra and inter-institutional partnership protocols, particularly with institutions to which the Piaget Institute (IP) is networked.

1.1 How should a researcher formalize his/her membership in the Research Center?

Researchers must formalize their membership in the Research Center by sending an email to the INSIGHT Coordination (insight@ipiaget.pt), indicating their *CiênciaID*, ORCID ID and *FCT key*, the type of membership they want (integrated member or collaborating member) and if they collaborate with another Research Center.

For the purposes of the Teaching Staff Performance Assessment (ADPD), only researchers who have formalized their membership by December 31 of the academic year under assessment are considered integrated members or collaborators of the Research Center.

1.2 Who should be an integrated member of the Research Center?

All researchers who collaborate full-time (IT) with the IP, and meet the criteria for integrated members, must assume this status at the IP Research Center¹. Those who do not meet the criteria for integrated membership must be “collaborators”.

Participation in the IP Research Center aims to enhance collaboration between researchers, promoting conditions for everyone to increase their scientific productivity, and thus be able to meet the criteria for integrated membership.

¹If you are a member of another Research Center, Unit or Laboratory, you must formalize the change to collaborator with that entity, and send a copy of the document formalizing the change to INSIGHT.

Teachers who work part-time (TP) with the IP can choose to be integrated members or collaborators at the IP Research Center.

1.3 How is an integrated member defined?

Like that adopted by the Foundation for Science and Technology (FCT), an integrated researcher must meet three minimum criteria:

1. Be a researcher with a doctorate degree and must have a contract with a Portuguese institution;
2. Dedicate a minimum of 30% to research activities;
3. Have produced at least 2 indicators of scientific production (may include the doctoral thesis), if a doctorate was obtained in the last 5 years, or 4 indicators of scientific production in the last 5 years, if a doctorate was obtained more than 5 years ago.

In all cases, it is accepted that only one achievement indicator be registered, provided that it corresponds to a publication in an international peer-reviewed journal that is in the top 10% of the respective scientific area.

1.4 Can a researcher belong to more than one Research Center or Unit?

A researcher can only be an integrated member of one Research Center or Unit. Postdoctoral fellows are the only members who can confirm their integration in two UIs simultaneously, and their total dedication time cannot exceed 100%, in accordance with their work plan. However, they can be an integrated member of a Research Center or Unit and a collaborator in other centers or units.

2 Responsibilities as a Researcher at a Research Center

1. Register in the FCT information systems (here: <https://myfct.fct.pt>);
2. Create *CiênciaID* and *ORCID*;
3. Send your *FCT key*, *CiênciaID* and *ORCID* to the INSIGHT Coordination;
4. Keep *Ciência Vitae* and *ORCID* updated;
5. Be linked to at least one research project approved by INSIGHT;
6. Maintain regular scientific production, in order to meet the criteria for integrated membership;
7. Propose and participate in the preparation of applications for external funding;
8. Participate in INSIGHT meetings and the Research Group to which you are linked;
9. Keep up to date with INSIGHT projects and promote student participation;

10. Participate in events (seminars, conferences, lectures, ...) organized by INSIGHT and the Research Group to which it is linked, and contribute to the dissemination of the work developed;
11. Follow institutional guidelines regarding research policy and strategy.

3 Guidelines for creating and maintaining an updated CV

- How to get FCT key (<https://www.fct.pt>)
- Create *Ciência Vitae* (<https://cienciavitae.pt/>)
- Create ORCID (<https://orcid.org/register>)
- Create Web of Science Researcher ID (<https://www.researcherid.com/#rid-for-researchers>);
- Create SCOPUS ID (<https://www.scopus.com/freelookup/form/author.uri>).

4 The importance of scientific publications

Scientific publications are of fundamental importance for the dissemination of knowledge and the dissemination of research results. They are considered one of the most important metrics for evaluating a professional's career in the field of research. Scientific journals, due to their strict procedures for evaluating submitted articles (usually anonymous peer review), are considered the most valuable publications for a CV. Knowing the best academic journals, submitting your articles and publishing them should be an integral part of any research project.

4.1 How to check the ranking of a scientific journal

The bibliometric information sites for consulting the rankings of scientific journals should be the following:

- The *Journal Citation Reports*, available at *b-on*, are prepared using the Thomson Reuters Citation Indexes. By subdomain, it ranks scientific journals in descending order of their impact factor.
- The *SCImago Journal & Country Rank* is based on *Scopus* by SCImago. By scientific subdomain, it ranks scientific journals in descending order of SJR (*SCImago Journal Rank Indicator*)².

²This ranking is considered in the Teaching Assessment Grid, included in the IP Teaching Staff Performance Assessment process.

4.2 How to mention affiliation in INSIGHT

The affiliation that must appear in all scientific publications is as follows:

INSIGHT – Piaget Research Center for Ecological Human Development

Please note that this affiliation is mandatory for the scientific production to be considered from the Center, as well as for it to be considered in the researcher's performance evaluation grid.

In addition to the reference to INSIGHT, in their affiliation, the researcher may choose to add a reference to the School/Institute to which they are assigned, as well as to another UI where they collaborate.

Posters and slides supporting oral communications at scientific events must include the IP and INSIGHT logos (available [here](#)).

4.3 How to know the effective publication date

An article, although it may be made available in different formats (online and on paper), has only one effective publication date. In the case of online journals, when articles are published, they have a formal release date. On the other hand, paper journals sometimes make their articles available online before their effective publication date, in which case the effective publication date is considered to be the date of their publication in paper format.

4.4 Scientific Journal

The *Germinare Scientific Journal* is a periodical and open access publication, coordinated by the Piaget Institute.

Articles submitted to *Germinare* must contain original data, theoretical or experimental, in the areas of research and training offered by the Piaget Institute, namely in Health, Physical Education and Sports, Education, Psychology, Management and Technologies.

This resource has a strong editorial body in different scientific domains, and promotes conditions for students, teachers and researchers at the Piaget Institute to publish their scientific work, ensuring a double-blind review process carried out by experts external to the IP.

4.5 Acknowledgements in Scientific and other Publications

Acknowledgements to be included in scientific publications must take one of the following forms:

4.5.1 In funded projects:

- *This work is supported by INSIGHT – Piaget Research Center for Ecological Human Development, through FUNDING ENTITY (project XXXXXXXXXX with reference XXXXXX).*
- *Este trabalho é apoiado pelo INSIGHT – Piaget Research Center for Ecological Human Development, através da ENTIDADE FINANCIADORA (projeto XXXXXXXXXX com a referência XXXXXX).*

4.5.2 In unfunded projects:

- *This work is supported by INSIGHT – Piaget Research Center for Ecological, Human Development,*
- *Este trabalho é apoiado pelo INSIGHT – Piaget Research Center for Ecological, Human Development.*

5 Scientific Projects and Applications

5.1 Submission of Research Projects

All research projects carried out at IP, whether as a proposing institution or as a partner institution, must be included in INSIGHT, following the formalization procedures shown in Figure 1, and which are described in more detail in the following points.

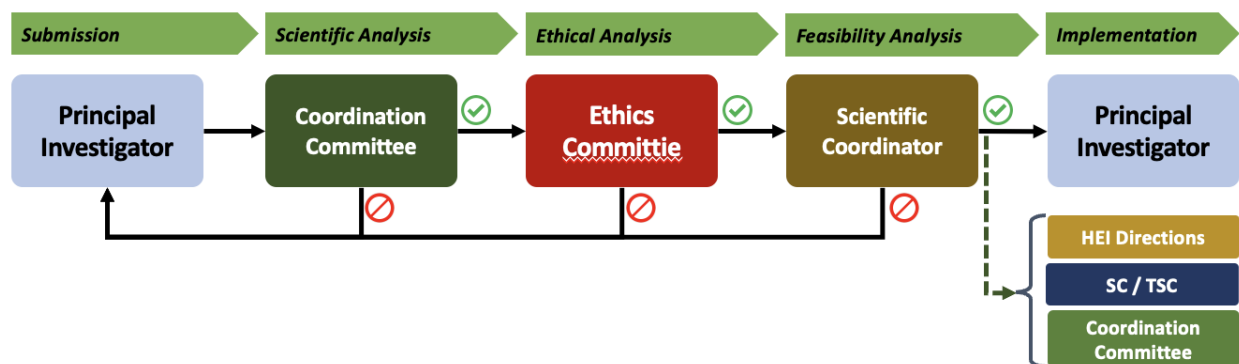


Figure1– Procedures for approval of Research Projects

5.1.1 Phase 1: Submission of the project

The **Principal Investigator** fills in the “[Research Project Submission Form](#)” and sends it to INSIGHT (insight@ipiaget.pt), attaching all the requested documents (e.g. Budget, Informed Consent, Debriefing, Data collection instruments).

5.1.2 Phase 2: Scientific Analysis

The **INSIGHT Coordinating Commission** analyses the scientific issues of the project and must deliver its decision within a maximum of 15 calendar days (considering the date on which the project is submitted, correctly instructed). This review analysis is the responsibility of the Scientific Coordination of the Research Groups, following the “[Model for reviewing research projects](#)”. If the opinion is unfavorable (partial or final), it is sent to the Principal Investigator. If it is favorable, the Coordinating Commission formalizes the opinion, notifies the Principal Investigator (the project can begin in terms of organizational processes) and forwards it to CEIP (if it requires analysis of ethical issues - **Phase 3**) or to INSIGHT's Scientific Coordination (for analysis of the feasibility of the project's financial implementation - **Phase 4**).

5.1.3 Phase 3: Ethical Issues Analysis

The **Piaget Institute Ethics Commission** (CEIP) analyses the ethical issues of the project, in accordance with Article 3.1.c) of Chapter I of the CEIP Regulations (“*To analyze all research projects and their protocols, in their ethical dimension...*”), and must issue its opinion within a maximum of 15 calendar days. If the opinion is unfavorable (partial or final), it is sent to the Principal Investigator, with the knowledge of the Scientific Coordination of the RG. If it is favorable, the CEIP formalizes the opinion and notifies the Principal Investigator and the INSIGHT Coordinating Commission.

5.1.4 Phase 4: Feasibility Analyses

INSIGHT's Scientific Coordination analyses the feasibility of implementing the project, in conjunction with the Institution, and must issue its decision within a maximum of 15 calendar days. If the opinion is unfavorable (partial or final), it is sent to the Principal Investigator, with the INSIGHT Coordinating Commission being informed. If it is favorable, the Scientific Coordination formalizes the opinion and notifies the Principal Investigator, the INSIGHT Coordinating Commission, CEIP, CIERT, and the Directorates and CC/CTC of the higher education institutions to which the project researchers belong. The Directorates and CC/CTC have 15 calendar days to request clarification or object to the implementation of the project.

5.1.5 Phase 5: Project Implementation

The Principal Investigator may effectively start the execution of the project.

5.2 Who can be considered Principal Investigator of a project?

Only one teacher/researcher may be considered Principal Investigator of a project.

In the case of projects carried out within the scope of master's dissertations or final course work, the Principal Investigator must be the dissertation supervisor, the professor responsible for the Curricular Unit (CU coordinator) or the coordinator of the Study Cycle. In all other projects, the Principal Investigator must be the person responsible for the project.

5.3 Submission of Applications to External Entities for Funding

Submission of applications to external entities to obtain financing must be sent, using the respective application form, to [Science Manager](#) and the INSIGHT Coordinating Committee. Applications must be submitted at least 30 days before the submission deadline, so that institutional formalization can be carried out in a timely manner. The procedures to be followed to formalize the application process are set out in this document in the section referring to *Submission of Research Projects*.

5.4 Financial Execution of Projects

The financial execution of the projects is supervised by the INSIGHT Coordination, in conjunction with the project's Principal Investigator.

5.5 General Costs (Overheads) to consider in applications and projects

Almost all R&D funding programs finance administrative costs and the use of scientific infrastructures of the managing and hosting entities, such as water, electricity, gas, security, maintenance of buildings and laboratories, or salaries of technicians involved in management. These costs are referred to as General Expenses or **Overheads**.

The IP has effective administrative costs (Human Resources / Acquisition of Goods and Services / Equipment) arising from the management of all its projects, whatever their nature and source of financing.

The Overhead value stipulated by the IP, to be applied to all R&D projects, must correspond to 25% of the total direct expenses (eligible costs that must be incurred to ensure the execution of a given project), in accordance with the accounting rules and internal standards of the beneficiary carried out and considered eligible.

In cases where these costs are not eligible, an equivalent cost must be considered in items that offset the *general expenses*.

6 Researcher Support

6.1 Support for Publications and Participation in Scientific Events

Support for publications and participation in scientific events must be guaranteed through funding for the projects to which they are assigned or, alternatively, through the Research Center's base funding, coming from the FCT, resulting from a positive evaluation by this entity.

In this sense, all applications for project funding must explicitly provide funding for the dissemination of project results, whether for open access publications or for the participation of researchers in scientific events. These funds will be managed by the researcher responsible for the project, in conjunction with the Scientific Coordination of the Research Centre.

Other specific and exceptional situations may be analyzed on a case-by-case basis and should be presented to the INSIGHT Coordination, which will analyze them, considering the strategic importance of the publication or event for which support is requested. In the case of participation in scientific events, the request must be formalized through the "[Request Form for Support for Participation in Scientific Events](#)". After participating in the event, the researcher must complete the "[Mission Report](#)" and the "[Expense Form](#)".

6.2 Support in submitting applications

When preparing applications, INSIGHT provides administrative support in the regulatory and financial components and logistical support ([Project Manager](#) and [Science Manager](#)). Recourse to these supports is optional, although recommended, and aims to strengthen the project's application.

7 Institutional Communication and Disclosure

7.1 Office Tools

Microsoft services licensed by IP guarantee a level of protection, security and access control that is not guaranteed in other types of services. In this sense, whenever email is used for institutional communication, the institutional email must be used ([...@ipiaget.pt](#)). The construction of forms (e.g. surveys), for administrative and research purposes, must be done using *MS Forms*.

For reasons of organization and traceability of information and documentation, and to promote quality communication among all INSIGHT employees, all communication and documentation related to research activities must be centered in the *MS Teams* environment, which is the official communication channel of the Piaget Institute.

In the case of projects that already have teams created, all communication and document sharing must be done through the channels of these teams, avoiding other means (e.g.: email, WhatsApp, Telegram, Skype, Viber, Messenger...). For this channel to work efficiently and effectively, it is essential that all researchers have MS Teams installed on their PC and mobile phone, so that they can follow notifications in a timely manner.

7.2 Disclosure

The dissemination of research carried out at INSIGHT is becoming increasingly important to funding entities, similar entities, partner entities and civil society. It is therefore important that IP researchers promote their research projects, results, actions or other initiatives on scientific sharing and dissemination platforms, such as *ResearchGate* (<https://www.researchgate.net/>), or on professional networks, such as *LinkedIn*, using the following identifiers: *#insight* and *#institutopiaget*.

8 Resources

8.1 Templates

In the folder [Templates](#) the following exemplary models are available:

- Informed Consent Model;
- Debriefing Model;
- Budget Model.

8.2 Plagiarism Detection

Online platforms and applications that can be used for free, with some limitations:

- Plague: <https://www.plag.pt/>
- Plagiarism Detector: <https://plagiarismdetector.net/>
- Plagiarism: <http://plagiarisma.net/pt/>
- OLATCC: [https://olatcc.com.br/detector de plagio](https://olatcc.com.br/detector_de_plagio)
- Plagiarism Checker: <https://www.plagiarismchecker.net/>
- AntiPlagiarist: <http://www.anticutandpaste.com/download/>
- CopySpider: <https://copyspider.com.br/main/>

9 Contacts

9.1 INSIGHT - Piaget Research Center for Ecological Human Development

Scientific Coordinator: Luís Moreira; luís.moreira@ipiaget.pt

Assistant Coordinator: Helder Pinto; helder.pinto@ipiaget.pt

Science Manager: Joana Paula Silva; joana.paula@ipiaget.pt

Project Manager: Alexandra Sardinha; alexandra.sardinha@ipiaget.pt

General email: insight@ipiaget.pt

9.2 INSIGHT – Research Groups

Health Research Group:

Scientific Coordinator: Joaquim Reis; joaquim.reis@ipiaget.pt

Assistant Coordinator: Hortense Cotrim; hortense.cotrim@ipiaget.pt

Education Research Group:

Scientific Coordinator: Rita Barros; rita.barros@ipiaget.pt

Assistant Coordinator: Ana Rita Leitão; ana.leitao@ipiaget.pt

Human Movement Research Group:

Scientific Coordinator: Priscila Marconcin; priscila.marconcin@ipiaget.pt

Assistant Coordinator: José Luís Sousa; jose.sousa@ipiaget.pt

Technology and Management Research Group:

Scientific Coordinator: Toacy Oliveira; toacy.oliveira@ipiaget.pt

Assistant Coordinator: António Rosinha; antonio.rosinha@ipiaget.pt

9.3 CEIP – Ethics Committee of the Piaget Institute

President: Marlene Silva; marlene.silva@ipiaget.pt

Vice-President: Fernando Vieira; fernando.vieira@ipiaget.pt

Secretary: Valdemar Salselas; valdemar.salselas@ipiaget.pt

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