

RESEARCHER'S GUIDE

ORGANIZATION,
REGULATIONS
AND PROCEDURES



HEALTH SCIENCES RESEARCH UNIT
NURSING

UNIDADE DE INVESTIGAÇÃO
EM CIÊNCIAS DA SAÚDE
ENFERMAGEM

UICISA:E

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UICISA:E

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INTRODUCTION

The Health Sciences Research Unit: Nursing (UICISA: E), hosted by the Nursing School of Coimbra (ESENfC), is evaluated and funded by the Portuguese Foundation for Science and Technology (FCT).

This document contains a set of criteria and procedures duly validated by the Scientific Committee with the purpose of ensuring the consistency and excellence of research activities to be developed by the UICISA: E. The quality assurance of these processes, which aims at excellence, is also ensured by the Regulation Process and Quality Control.

The team of researchers aims to guide its action in accordance with the principles and procedures of this guide, in strict compliance with the Statutes of UICISA: E and other FCT regulations, agreements, approved regulations and institutional orders.

UICISA: E

1 | UICISA: E - DESCRIPTION AND NATURE

The Health Sciences Research Unit: Nursing (UICISA: E) is hosted by the Nursing School of Coimbra (ESENfC), described in the statutes of the school, as a differentiated unit (Decree no. 50/2008), evaluated and funded by the Portuguese Foundation for Science and Technology (FCT) since 2004.

The structure and functioning of UICISA: E is regulated in compliance with: its development model - Cross-Cutting Model (CCM); the criteria of the FCT, an entity for assessment and accreditation; the Statutes of the Host Institution (ESENfC); and the solidarity action with the involved institutions.

2 | MISSION, VISION, MANAGEMENT

Mission

To develop Research and Development (R&D) activities at an international and interdisciplinary level, with the purpose of providing a sustainable and socially responsible response to complex problems related to health promotion, disease prevention, and care delivery to sick, disabled and end-of-life patients.

Vision

Leading centre on the path of a modern nursing research:

- Reference mark in nursing research at a national and international level;
- Ideal environment for interdisciplinary and collaborative research;
- Excellence in science synthesis and implementation for the promotion of evidence-informed healthcare;

- Merit on building value healthcare technologies aligned with patients' and health professionals' needs.

To know the fundamental principles in which the nature, organization, and management of the UICISA: E are based, check its Statute, accessible online at

<https://www.esenfc.pt/pt/page/100004072?idMenu=302>

3 | IMAGE

The UICISA: E extends its brand through the internationalization activities, technical resources of dissemination, participation in science areas, exhibitions and free-access webpage at

<http://www.esenfc.pt/pt/uicisa/>

4 | TEAM AND INVOLVED INSTITUTIONS

In accordance with the criteria of the FCT, Research Units' teams are annually updated based on the previous year activity, thus making the researcher status a dynamic process. For information on the latest update of the UICISA: E team, check

<https://www.esenfc.pt/pt/page/100004072?idMenu=302>

5 | FUNDAMENTAL OBLIGATIONS OF UICISA: E RESEARCHERS

- 1) To know the Statutes of UICISA: E, the form of organization and management, mission, vision, and plan of action for the 2018-2022 horizon;
- 2) To know the UICISA: E Cross-cutting Model (CCM) for the development of R&D and R&I activities;
- 3) To update regularly the CIÊNCIAVIVA *curriculum vitae* and ORCID iD;
- 4) To be available for interdisciplinary collaborative activities in raising funds through application to funded projects;
- 5) To fulfil the minimum productivity criteria which allow the assessment of merit and ensure the integrated researcher status;
- 6) To provide annually the productivity data to integrate the UICISA: E database, for the elaboration of scientific reports at the beginning of each year;

- 7) To know and apply the procedures described in this guide and those that may be requested by the Scientific Coordinator of the Unit or by the FCT;
- 8) To generate, synthesize, disseminate, implement and evaluate evidence, acting in accordance with the highest ethical standards and scientific dignity.

6 | PROCEDURE FOR APPLICATION AS AN UICISA: E RESEARCHER

In accordance with the guidelines of the FCT within the scope of 2017/2018 external evaluation, the team is comprised of integrated PhDs, integrated non-PhDs and collaborators.

The integrated researcher devotes at least 30% for research and cannot be registered as an integrated researcher in another unit.

To submit an application as an UICISA: E Researcher, you must:

- 1) make a formal request to the Scientific Coordinator of UICISA: E by email to investiga@esenfc.pt, stating your interest and motivation to integrate the Unit and indicating the Research Group and the Structuring Project, whose team you intend to integrate (attach the written agreement of the Principal Researcher - IP of the Structuring Project, and summarized *curriculum vitae*);
- 2) register in the FCT at <https://www.fct.pt/registo/> and send the FCT elements to UICISA: E.

After the application has been analysed, the researcher is informed of the decision. If the researcher is accepted, he/she becomes a UICISA: E researcher, therefore, he/she must comply with and respect the fundamental obligations set out in section 5.

7 | PROCEDURE FOR PRESERVATION AND CLASSIFICATION OF TEAM PRODUCTIVITY DATA

The data of researchers are treated, preserved and disseminated with the purpose of fulfilling the objectives of UICISA: E, always with the researchers' consent and in compliance with the data protection legislation. In the spirit of Open Science, researchers should organize and preserve the data treated within the context of their research projects.

The productivity data, collected by the UICISA: E from the *curriculum vitae*, indicated by the FCT, are examined by the UICISA: E researchers and inserted in the database, for treatment and, subsequently, dissemination, and use in scientific reports.

The researchers' productivity profile is defined based on the curricular data presented by researchers in their CV, indicated by the FCT.

In addition to electronic records, the UICISA: E archives physical documents (articles, books, and such).

8 | CLASSIFICATION OF BIBLIOMETRIC INDICATORS

For the inclusion or maintenance in the integrated Ph.D. researchers' team, the UICISA: E considers the following priority indicators:

Priority Indicator A - Scientific articles in JCR (Journal Citation Reports) or SJR (SCImago Journal Rank journals);

Priority Indicator B - Articles in Journals Indexed in Scielo Citation Index, Thompson Reuters;

Priority Indicator C - Articles in indexed journals;

Priority Indicator D - Books of International Edition;

Priority Indicator E - Books of National Edition;

Priority Indicator F - Chapter in a book of International Edition;

Priority Indicator G - Chapter in a book of National Edition;

Priority Indicator H - Full-text of a scientific communication published in JCR/SJR;

Priority Indicator I - Full-text of a scientific communication published per invitation in JCR/SJR;

Priority Indicator J - Published report on networks activities; or projects funded with impact on regional wealth);

Priority Indicator K - Full-text presented at annual Meetings of Science, FCT.

NB: Published abstracts are not considered priority indicators, although they have curricular interest especially if published in JCR/SJR.

9 | CRITERIA AND PROCEDURES

9.1. To obtain and maintain the condition of the integrated UICISA: E researcher

To obtain the integrated researcher status, the researcher should provide, in each of the two calendar years preceding the application, at least one of the 5 first priority indicators described in section 8 (A, B, C, D, and E).

To maintain the condition of integrated researcher, he/she should provide, in each of the two previous calendar years, at least one of the 11 priority indicators described in section 8.

All the researchers who collaborate in research projects, but who in more than 2 years do not present any productivity will be implying they do not intend to continue being connected to UICISA: E.

9.2. To create or integrate a Structuring Project or Associated Study

The research activities are organized in solidarity network (Research Groups/Structuring Projects (PEs)/Network of Associated Studies). The 3 groups, each under the supervision of a coordinator, have specialized foci of interest (Education/Care/Management). By decision of the Scientific Committee and based on the recommendation of the 2013 panel, it was determined that all the research action of the groups is managed collectively and, thus, the team acts as a coherent unit by sharing their skill mix. Moreover, the PEs registered in the UICISA: E should tend to focus on R&D activities in the following priority health topics (defined in accordance with the research priorities of the European Agenda, the societal challenges, and the evidence of health gain resulting from nursing care research): *Violence in Society and Institutions; Health Education and Literacy; Pain Management; Innovation in Nursing Care Technology; Active Aging; Health Professionals' Development and Training; Wound Care; Methodologies of Differentiated (Complex) Nursing Care; Patient Safety and Care Effectiveness; and Health Transitions and Self-care.*

- 1) The IP designs the PE according to the guide provided by the UICISA: E.
- 2) The Studies Associated with the PE (funded projects; Ph.D. theses, master's dissertations, short-term studies, implementation programs, extension projects) shall be designed in accordance with the objectives of the EP and of its tasks and results.

- 3) The Structuring Projects and the Associated Studies, focused on priority topics, properly designed and founded, shall be submitted to the Scientific Coordinator of UICISA: E by email to investiga@esenfc.pt. For the former, proposals must include the written opinion of agreement of the Group Coordinator. For the latter, the proposal includes the written agreement of the IP responsible for the PE.
- 4) The Scientific Coordinator of UICISA: E presents to the Scientific Committee of UICISA: E the proposals for Structuring Projects and associated Studies, awaiting the Committee's declarations. After the application has been analysed, the researcher is informed of the decision. If the opinion is favourable, the Structuring Projects and the associated Studies are registered in all the administrative system of the Unit and on the webpage.
- 5) The Scientific Committee defines the criteria to provide harmony to the solidary network of the Structuring Projects (validity, solidarity, consistency, and productivity).

NB: Any alteration in form or content of the Structuring Projects and/or Associated Studies registered in the UICISA: E requires to be previously communicated to the Scientific Coordinator of UICISA: E, so that the new elements are updated in all the administrative system of the Unit and on the webpage.

9.3. To publish in UICISA: E editions

The UICISA: E edits the Journal of Nursing Referência (quarterly), supplements with congresses' proceedings and annual monographs.

The numbers of the Monographic Series Health Sciences Education and research are comprised of contributions, resulting from the productivity of Structuring Projects registered in the UICISA: E.

To publish in the Monographic Series, the researchers should comply with the following procedure:

- 1) The IP submits to the Scientific Coordinator of UICISA: E the proposal for publishing a monograph (with the Word document of the work already attached), until no later than January of the year before the year intended for publication, which will be integrated into the Publishing Plan of the following year;

- 2) The UICISA: E communicates to the IP the availability of vacancy for publishing:
 - a) If there is a vacancy for publishing, the IP submits to the President of the ESEnFC the request for publishing, asking for the necessary support (technical-documental support resources, final review, layout, and printing);
 - b) If the number of publications to the desired year is exhausted, the IP may be (if the IP is interested) in the waiting list for the following year.
- 3) The scientific content is the responsibility of the IP who organizes the work and who should seek to ensure the best standards of rigor and ethics, to ensure the **absolute** compliance with the edition standards of UICISA: E, and to supervise all the review process;
- 4) The UICISA: E oversees the compliance with the standards; carries out the pre-analysis of similarity test; and supervises the whole process of review between the final reviewers, the IP, the authors, the documental technicians, the layout technician, the printing company, and the dissemination system;
- 5) The Coordination of UICISA: E has the right to not publishing the work, whenever the assumptions indicated above are not obeyed.

To publish books of proceedings in a supplement of the Journal of Nursing Referência, the researchers should carry out the following procedure:

- 1) The Organizing Committee of the event shall submit to the Scientific Coordinator of UICISA: E the publishing proposal for a book of proceedings in a supplement of the Journal of Nursing Referência, until the end of the year prior to the event.
- 2) The UICISA: E communicates to the Organizing Committee the availability of vacancy for publishing. If there is a vacancy for publishing, the Organizing Committee shall submit to the President of the ESEnFC the request for publishing, asking for the necessary support (technical-documental support resources, final review, layout, and printing).
- 3) The scientific content is the responsibility of the Organizing Committee who should seek to ensure the best standards of rigor and ethics, to ensure the **absolute** compliance with the edition standards of UICISA: E, and to supervise all the review process.
- 4) The UICISA: E oversees the compliance with the standards and supervises the whole process of review between the final reviewers and the Organizing Committee, the documental technicians, the layout technician, and the dissemination system.
- 5) The Coordination of UICISA: E has the right to not publishing the work, whenever the assumptions indicated above are not obeyed.
- 6) Only abstracts (not full text) of scientific communications are published.

9.4. To integrate the Annual Plan of UICISA: E Missions

The base funding of research units is limited, diminishing the possibility of financing researchers' missions. It is important that researchers organize themselves proactively on funded projects and seek to diversify their funding sources. Each involved institution must also invest in the necessary support for its researchers.

Financial support (registration in an international scientific meeting) is allocated for the integrated Ph.D. researchers who meet the criteria described below. Researchers from other management institutions are excluded from this possibility.

The integrated Ph.D. researcher of UICISA: E should carry out the following procedure:

- 1) To receive the support, the researcher should reveal, during the three calendar years preceding the mission, productivity that includes at least one of the priority indicators (see section 8) per year and have published at least one article in an Scientific Journal Indexed in JCR/SJR in the current year or in the two calendar years preceding the mission. This support may also benefit the integrated Ph.D. researchers who published regularly at least one of the first five priority indicators (A, B, C, D or E) in each of the 3 preceding calendar years.
- 2) The integrated Ph.D. researcher Professor of ESEnFC should also check the annual Order of the President of the ESEnFC in force and act accordingly.
- 3) The Scientific Coordinator of UICISA: E must check and state if the researcher meets the mission criteria.

Guidelines:

- 1) The presentations should be consistent with the priority areas defined in the UICISA: E and be a result of research activities under the plan of activities;
- 2) The same presentation should not be presented in more than a scientific event, whether in poster or in oral communication;
- 3) The presentations in scientific events should not replace the publication of a full article in a scientific journal or book;
- 4) When the researcher submits an abstract for a scientific event, they should safeguard the clear indication of affiliation in accordance with section 9.10;
- 5) To include in the presentation materials the identifying bar with logos.

9.5. To access any other support

The integrated researchers can still access the following support. However, the applications will be handled on a case by case basis and always involve authorization and order of the Board of Directors of ESEnC, employing the principle of “equal sharing”.

- 1) Discount on registration in the research Biennale of the UICISA: E “Congress on Nursing Research of Ibero-American and Portuguese-speaking Countries”;
- 2) Discount on completion of *Comprehensive Systematic Review Training Program* (CSRTP), within the context of the Development Strategic Axis for Science Synthesis and Implementation.

NB: In all cases, the support can only be granted to researchers whose productivity, in the course of the three calendar years preceding the activity, includes at least one of the priority indicators (see section 8) per year and the publication of at least one article in a Scientific Journal Indexed in JCR/SJR in the current year or in the two calendar years preceding the activity. When necessary, the ordering of relevance of the indicators listed in section 8 shall be applied.

NB: A researcher cannot accumulate benefits in the same year.

9.6. To attend the Research Initiation Rotations (RIR)

RESEARCH INITIATION ROTATIONS – RIR are an initiative of UICISA: E, as a result of the action of the Young Researcher Window, within the context of the Development Strategic axis for Researchers’ Training in the Link of Research Initiation.

Objective: To involve undergraduate students in activities of research initiation, integrated into Structuring Projects and guided by a researcher.

RIR Type: The Rotations can have different durations: 25h/35h/45h.

Commitment: Each student must be present in the Research Unit during at least 60% of the total rotation. At the end of the rotation, the student delivers a report (objectives, activities, observed results, time, location), duly validated by the supervisor, to the Scientific Coordinator of the Research Unit.

The final report shall be signed by the Scientific Coordinator of UICISA: E, the Supervisor, and the Student.

RIR activities are recorded in the diploma supplement.

PROCEDURE:

- a) Through the Young Research Window (JJI), the student checks in the area of RIR projects which are available to accommodate students.
- b) Each listed project indicates: Title of Structuring Project, Name of Principal Researcher, Number of Students it can accommodate, Period (beginning and end), Execution Time.
- c) The Student selects the project in which they would like to make RIR and sends an email to janelajoveminvestigador@esenfc.pt with the following information: Name, contact number, attendance year, student number, availability declaration for the RIR, time available to make integration to the Rotation in the Research Unit.
- d) Each student can apply to only 1 project.
- e) The Project is available for application as long as there are vacancies.
- f) The vacancies are filled by order of arrival of applications.
- g) Students may be indicated by the IP of the PE.

NB: The Rotations have their official start after the initial meeting of integration with trainees, supervisors and the researcher responsible for the RIRs; and take place from October to April of each academic year.

9.7. For Master's (sandwich Master), Ph.D. (sandwich Ph.D.) and Post-Doc training

The advanced research and the researchers' training in a Master's (sandwich Master), a Ph.D. (sandwich Ph.D.) and a post-doctorate in the UICISA: E are developed in cooperation with international institutions.

To request the necessary guidelines on the application process to the Office of National and International Relations, contact via erasmus@esenfc.pt

Regulation process of the Advanced Research training in the Unit:

- a) Initial meeting with the SC of the unit marks the beginning of the training;

- b) Meeting of assessment and supervision of the plan of activities to be defined between SC and Supervisors;
- c) At the end of the advanced research training, a commitment must be made of publishing at least one article in an Indexed Journal with Impact Factor. This commitment is established during the Meeting of Integration in the training with the signing of the "AGREEMENT OF SPECIFIC COMMITMENTS FOR ADVANCED RESEARCH TRAINING" by the graduate and the supervisor.

The Supervisor Research of a Post-Doc training nominated by the Scientific Coordinator must meet the following criteria:

- a) To manage a structuring research project, with productivity, registered on UICISA: E, capable of accepting a Post-Doc research;
- b) To have completed a Ph.D. at least 3 years before;
- c) To have several articles published in Indexed Journals and at least one in JCR/SJR impact journal in the last 3 years.

NB: If possible, the research supervisor indicated by the Scientific Coordinator should have already conducted a Post-Doc research plan in a national or international centre, preferably with a FCT Post-Doc grant.

9.8. For support to missions of the PCEBP team members

Financial support (registration in international scientific meeting, held by the European Collaborating Centres - JBC) is provided to researchers of the Development Strategic Axis for Science Synthesis and Implementation of UICISA: E, Portugal Centre for Evidence based Practice: A JBI Centre of Excellence (PCEBP/JBI), in order to present productivity data of the mentioned development strategic axis.

Criteria:

- a) To have signed the agreement with the UICISA: E/PCEBP after completion of *CS RTP* conducted at our centre;
- b) To have a Systematic Review accepted for publication or already published in the past 2 calendar years, in the JBIDSRIIR Journal;
- c) To have conducted at least one review as JBI peer reviewer for the JBIDSRIIR, during the 2 calendar years preceding the mission;

- d) To participate regularly in mentoring meetings organized by the UICISA: E;
- e) To deliver the mission request in advance so that the application and the respective payment are effected in the period corresponding to the 1st phase (early bird).

9.9. For collaboration request for registration of systematic review through the PCEBP

The researchers interested in conducting a systematic review in compliance with the JBI methodology to be published in the JBI Database of Systematic Reviews and Implementation Reports (JBISRI) should send e-mail (to jbiportugal@esenfc.pt) to the care of the Scientific Coordinator of UICISA: E with the request for collaboration of PCEBP (attach systematic review proposal).

9.10. For the indication of Affiliation, Acknowledgments, and Funding

All researchers of the UICISA: E shall take into consideration the following forms of indication of affiliation, acknowledgments, and funding in all their productivity actions.

9.10.1. AFFILIATION

Example:

UICISA: E researcher and ESEnC professor → Author¹

UICISA: E researcher and professor at the School of Nursing of the UMinho → Author^{1,2}

UICISA: E researcher and professor at the School of Health of the IPB → Author^{1,3}

UICISA: E researcher and professor at the School of Health of the IPV → Author^{1,4}

UICISA: E researcher and professor at the Health School of the IPV → Author^{1,5}

UICISA: E researcher and nurse in CHUC → Author^{1,6}

1. Health Sciences Research Unit: Nursing (UICISA: E), Nursing School of Coimbra (ESEnC), Portugal

2. School of Nursing of the University of Minho, Portugal

3. School of Health of the Polytechnic Institute of Bragança, Portugal
4. School of Health of the Polytechnic Institute of Viana do Castelo, Portugal
5. Health School of the Polytechnic Institute of Viseu, Portugal
6. Centro Hospitalar e Universitário de Coimbra, Portugal

NB: Point 1 - This point should be considered by **all researchers of UICISA: E in their affiliations.**

Points 2, 3, 4, 5, and 6 - These are just some examples of how one should place the affiliation of each of the institutions to which the researchers belong. If these institutions have affiliation rules, they must be obeyed.

9.10.2. ACKNOWLEDGMENTS AND FUNDING

When working on a product of scientific dissemination, the UICISA: E researcher should take into consideration the placement of “acknowledgments”. Check the following 2 formats:

When there is **a direct payment of expenses** related to the product of scientific dissemination (e.g., payment of translation, submission/publication fee, mission, etc.), the researcher should write the acknowledgments in the following format:

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 UID/DTP/00742/2013.

English

This work is funded by National Funds through the FCT - Foundation for Science and Technology, I.P., within the scope of the project Ref. UID/DTP/00742/2013.

When **there is no direct payment**, the acknowledgments must be written in the following format:

Portuguese

Os autores agradecem o apoio da Unidade de Investigação em Ciências da Saúde: Enfermagem (UICISA: E), acolhida pela Escola Superior de Enfermagem de Coimbra (ESENfC) e financiada pela Fundação para a Ciência e a Tecnologia (FCT).

English

The authors gratefully acknowledge the support of the Health Sciences Research Unit: Nursing (UICISA: E), hosted by the Nursing School of Coimbra (ESENfC) and funded by the Foundation for Science and Technology (FCT).

NB: Place bar of institutions' and funding sources' logos.

10 | ENGAGEMENT OF UICISA: E RESEARCHERS IN THE ACTIONS OF THE DEVELOPMENT STRATEGIC AXES (EED)

The sustained development of projects is reinforced by a combination of specific measures and specialized resources and techniques, which we call Development Strategic Axes (EED): Researchers' Training; Science Synthesis and Implementation; Experimental and Applied Research in Health Care Technologies; Edition and Dissemination of Scientific Knowledge; Ethics; Extension and Society Engagement; International Collaboration; and Optimization of UICISA: E CCM.

Therefore, UICISA: E researchers should participate in the actions of the Strategic Axes in order to not only take advantage of the specific measures and specialized resources and techniques but also to contribute to the development of strategic axes.

10.1. Researchers' Training

The strength of a team depends on the training effort of its researchers.

- A. The coordinators of UICISA: E clusters are persuaded to replicate the Research Initiation Program of undergraduate students (Research Initiation Rotations - RIRs) in their institutions following the model described in subsection 9.6.
- B. The UICISA: E researchers can develop of Advanced Research training, within the context of the defined criteria, following the model described in subsection 9.7. NB: It is recommended that the training supervision is shared with foreign universities.
- C. The researchers can register in International Researchers' Training Seminar, regularly open and accessible at a distance (<https://www.esenfc.pt/pt/page/100004071/298>).
- D. The researchers are persuaded to infuse research of their authorship in their teaching activities and engage students and health professionals in research activities.

10.2. Science Synthesis and Implementation

The Portugal Centre for Evidence Based Practice: A Joanna Briggs Institute (JBI) Centre of Excellence (PCEBP) is a JBI Centre of Excellence for Evidence Synthesis and Implementation.

- A. Researchers can apply to the CS RTP, in order to acquire skills in evidence synthesis, held by the PCEBP and accredited by the JBI (University of Australia), in the regulated conditions (price, operation, and commitment).
- B. Researchers can apply to the Evidence-based Clinical Fellowship Program (EBCFP), in order to acquire skills in evidence implementation, held by the PCEBP and accredited by the JBI (University of Australia), in the regulated conditions (price, operation, and commitment).
- C. The researchers are informed of the PCEBP regular activities.

10.3. Experimental and Applied Research in Health Care Technologies (TecCare)

The TecCare (Experimental and Applied Research in Health Care Technologies) has its own regulation, approved by the President of the ESEnC, accessible at:

<https://www.esenc.pt/pt/page/100004082/301>

- A. Researchers may participate in training activities provided within the context of TecCare activities in the regulated conditions (price, operation, and commitment).
- B. Researchers may integrate teams with the purpose of developing projects of experimental and applied research with a link to business and industry and also make funding applications.
- C. The UICISA: E encourages the registration of patents.

10.4. Edition and Dissemination of Scientific Knowledge

The UICISA: E edits an indexed journal, monographs, and proceedings.

- A. Researchers are encouraged to submit their articles to the Journal of Nursing Referência.
- B. Researchers can create synergies to enjoy all edition means of the UICISA: E.
- C. Researchers are encouraged to publish in journals of nursing or allied health sciences which accept studies of the priority topics of the UICISA: E and have a significant impact.

- D. Researchers should share synergies for the dissemination of research results in events of international relevance.
- E. Researchers are encouraged to provide open-access in accordance with the guidelines of open science.
- F. Following the policies of open science, researchers should preserve their research data.

10.5. Ethics

The UICISA: E is guided by the highest ethical and scientific dignity standards.

- A. Researchers can take advantage of the opportunity to submit their studies to the UICISA: E Ethics Committee, guidelines available at:
<https://www.esenfc.pt/pt/page/100004004/245>
- B. The UICISA: E researchers are encouraged to cultivate scientific dignity, to participate in discussion forums on ethical issues, and to train on scientific writing, science communication, and data protection.

10.6. Extension and Society Engagement

The link of research to society is a current challenge for researchers.

- A. Researchers are encouraged towards the citizen's engagement in research and the contribution to literacy in health.
- B. Researchers may take advantage of the opportunities for funding tenders which aim to contribute to the regional wealth.
- C. Researchers are persuaded to inform the society of the results of research, contributing to scientific literacy and culture.
- D. To participate in the FCT Science meetings.

10.7. International Collaboration

Internationalization is an indicator of excellence of a research unit.

Researchers are encouraged to guide their activities in accordance with the internationalization indicators of the UICISA: E:

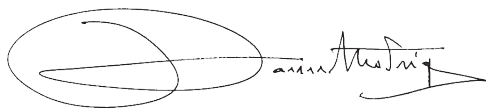
- A. Integrating international research networks with the purpose of leading, influencing policies, performing expertise, and collaborating in funded projects.
- B. Making technical visits to international research centres.
- C. Welcoming foreign researchers in research projects to develop activities for researchers' training.
- D. Participating in international events, particularly on technology and innovation.

10.8. Optimization of the UICISA: E CCM

The UICISA: E researchers must know the indicators (described below) that allow monitoring the management and development model of the UICISA: E (UICISA: E CCM).

Indicators for monitoring the UICISA: E CCM:

1. The UICISA: E database thoroughly includes all the productivity data of the researchers' team, and these data were properly examined and validated.
2. The researcher's guide is properly updated and approved and the researchers know and proceed according to the regulations.
3. The management bodies fulfil the functions described in the Statute.
4. The Structuring Projects are active and focused on the defined priority topics.
5. The funded projects have a correct scientific and financial execution and strengthen their trajectory by intersecting resources provided by the Strategic Axes.
6. The clusters develop their activity in consistency with the UICISA: E Statute and replicate the UICISA: E organization model in their contexts and networks.
7. The team has an annual productivity equivalent to the number of researchers and develops R&D activities with quality and merit, assessed by international standards in originality, consistency, and rigor, as well as the relevance of contributions to the advancement and employment of knowledge, and other contributions relevant to society.
8. The UICISA: E complies proficiently with all commitments made to the FCT and shows responsibility in the correct implementation of its plans and reports.



Scientific Coordinator of the UICISA: E

Manuel Alves Rodrigues





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