

HEALTH IN PORTUGAL: SCIENCE AND TECHNOLOGY RESOURCES DATABASE

INSTRUCTIONS FOR USERS

WHO CAN ENTER INFORMATION IN THE DATABASE?

This database is intended to be a dynamic, fully-searchable repository of information concerning R&D projects and technical services offered in Portugal in the domain of Health. Being so, the potential candidates for entering information in the database are organizations within the health value chain, such as academic and research institutions, hospitals, companies (pharma, biotech, medtech, ...), Contract Research Organizations, etc.

If you think that your organization fits into this profile, you may consider registering it in the database.

Please note that all registrations are ultimately dependent on HCP's approval.

The task of entering information about the organization, its projects, and its service centres is of the sole responsibility of the organization itself. To do so, one or more Users have to be identified, as follows:

- The **Main User**, who is the main contact with HCP, is responsible for entering general information about the organization and for designating the persons who will be entering other data in the database, such as the RD User and the Tech User (see below). Typically, a Main User is a Director, a CEO, or a responsible for a given Institution or Department.
- The **RD User(s)**, one per scientific area in the Institution, who is/are responsible for entering data for each on-going R&D Project in the respective scientific area.
- **The Tech User(s)**, one per service centre in the Institution, who is/are responsible for entering data about the services and the technical equipment available in his or her Service Centre, and whether it is available for use for third parties.

HOW CAN I ENTER INFORMATION IN THE DATABASE?

The first thing to do is to register your organization.

HCP will endeavour to send registration invitations to as many organizations as possible. If you do not get an invitation but feel you have information to enter, please click "**New member request**" on the Homepage (www.scienceportugal.com) and you will be directed to the Main User registration page.

Please note that in order to request for a registration you have to be somehow responsible for your organization, which will allow you to be named the organization's Main User (see above). If you are not the responsible person, please contact him or her in order to find how to proceed.

In any case, before making a request, please confirm that your organization is not registered yet.

Again, all registrations are ultimately dependent on HCP's approval.

HOW DO I FILL IN THE "NEW MEMBER REQUEST" FORM? (INSTRUCTIONS FOR CANDIDATE MAIN USERS)

First of all, this form is to be filled in exclusively by the candidate Main User (see above).

Please read carefully the text of "Terms & Conditions". Full acceptance is mandatory for submitting a registration request.

Please note that, as the rest of the database, **this form has to be filled in entirely in English.**

This form comprises two parts:

- Main User Information – this includes information about the Main User that will be accessible exclusively for the Main User himself/herself and for HCP services.
- Institution Information – this includes general information about the organization, all of which will be **fully available to the site's visitors.**

Details on how to fill in the form are given below.

Main User Information (Information about you)

Name	Your name. You don't need to write your full name.
Job Title	Your job title (e.g., Director).
Department	The organization's department that you belong to.
Office phone	Your office phone, including country/regional codes and extension, if applicable.
Mobile phone	Your mobile phone number, including country code.
E-mail	Your e-mail address.
Password	Create your own password here (minimum 6 characters).
Confirm password	Confirm your password here, by typing it again.

Institution Information | Information about your organization

The name of your organization *	Enter the name of the organization which employs you, or which is your main affiliation. Do not enter the name of your "parent organization".
Your organization's mailing address *	The mailing address of your organization (headquarters or other).
Postal code *	The postal code of your organization.
City *	The city of your organization.
Country *	Select the country of your organization from the drop-down list.

Website *	The website of your organization.
Second contact person *	The name of the person in your organization that a visitor (general public) may contact for any generic query or feedback about your organization.
Second contact person's e-mail *	The contact person's e-mail address.
Telephone *	The contact person's telephone, including country/regional codes and extension, if applicable.
Category *	Select from the drop down list the category which best describes your organization.
Brief description of your organization *	<p>Brief description of your organization. Please note that:</p> <ul style="list-style-type: none"> - description should be kept short; - wording should be in 3rd person (the use of expressions such as "we are", "we provide", etc. will not be accepted); - the description must be factual and unbiased; - commercial or advertising contents will not be accepted.

*** The information that you insert in these fields will be made publicly available.**

By clicking on the button "**Submit**", the registration request will be automatically sent to HCP's services, and an automated reply confirming the submission will be sent to your e-mail (the Main User's e-mail address that you have specified).

Once the request is analysed, HCP will contact you by e-mail to inform whether the request was accepted or declined and, in the first case, providing you with instructions to proceed with data input.

I AM NOW A REGISTERED MAIN USER
- HOW DO I PROCEED WITH DATA INPUT?
- HOW DO I FILL IN THE FORM “SCIENTIFIC AREA(S) AND SERVICE CENTRE(S) CATEGORIES”?

Once your registration has been accepted by HCP and you are notified of this decision, you may access to your reserved area by filling in the form “**Registered users login here**”, located at the top right corner of the Homepage (www.scienceportugal.com), with your e-mail address and your password.

Once you access to your reserved area, at the top right corner you will find the button “**Data input**”, which displays two options, as follows.

The first option is “**Manage the general information about you and about your organization**”. The associated form displays the information that you have already inserted, which you may edit at any time.

The second option is “**Manage the information about your organization’s scientific areas and service centres**”. When you access to this form for the first time, you will be asked to provide some additional information about your organization, namely:

- 1) The scientific area(s) of your organization
- 2) The service centre(s) of your organization.

Please note that, as the rest of the database, **this form has to be filled in entirely in English.**

Details on how to fill in the form are given below.

Scientific area(s) | Identify the scientific area(s) of your organization

Scientific area(s) * Select from the drop-down list the scientific area or areas of your organization. In order to decide which one(s) to choose, you may find helpful to check the disciplines within each scientific area, by clicking on the link "[Available disciplines by scientific area](#)". You may also view the list of all the scientific areas, and their respective disciplines, in the Annex I of the User Manual.

Please note that you will have to select the scientific areas one by one, and before selecting a new area you have to fill in the rest of the fields.

Every time you want to add a new scientific area, just open the form "**Add new scientific area**", fill in the rest of the data, and save the information you have just inserted by clicking on the button "**Save**". If you wish to delete a given scientific area, just click on the button "**Delete scientific area**".

Person in charge of data input and editing (RD User) For each scientific area you select, you have to identify a RD User, that is, a person that will be in charge of data input and editing for that specific area.

E-mail E-mail address of the RD User.

Telephone Telephone number of the RD User, including country/regional codes and extension, if applicable.

Address Mailing address of the RD User.

*** The information that you insert in this field will be made publicly available.**

You will be able to add or delete scientific areas and to change the information you have inserted at any time (with one exception: to prevent accidental data loss, after a project or projects have been inserted for a specific scientific area, you won't be able to delete it anymore). But please note that **the selection you make at this time in terms of scientific areas will be determinant for subsequent data input. In fact, each one of the R&D projects that are to be inserted subsequently will have to be classified under one of the areas you identify.**

Service centre(s) | Identify the service centre(s) of your organization

Service centre name *	The name of the service centre. You will have to add the service centres one by one. So every time you want to add a new service centre, just open the form "Add new service centre", fill in the rest of the data, and save the information you have just inserted by clicking on the button "Save". If you wish to delete a service centre, just click on the button "Delete service centre".
Person in charge of data input and editing (Tech User)	For each service centre you identify, you have to name a Tech User, that is, a person that will be in charge of data input and editing for that specific service centre.
E-mail	E-mail address of the Tech User.
Telephone	Telephone number of the Tech User, including country/regional codes and extension, if applicable.
Address	Mailing address of the Tech User.

Service centre category(ies) *

Select from the drop-down list the category or categories which best characterize the service centre. You may add a new category by clicking on the button “Add new service centre category”. To delete a given category, just click on the button “Delete this category”.

*** The information that you insert in this field will be made publicly available.**

Once you save/submit the information about a given Scientific Area / RD User or Service Centre / Tech User, the application will automatically send to that RD User or Tech User a welcome e-mail containing the respective login data.

Once you finish inputting data, you can exit your reserved area by clicking on the button “Logout”, located at the top right corner of the page.

I'VE BEEN APPOINTED AS A RD USER. HOW DO I FILL IN THE FORM “PROJECTS”?

First of all, this form is to be filled in exclusively by **RD Users** (see above), after they receive a notification e-mail from HCP.

To gain access to this form, you have to access to your reserved area by filling in the form “**Registered users login here**”, located at the top right corner of the Homepage (www.scienceportugal.com), with your e-mail address and your password (as provided in the notification e-mail). Once inside your reserved area, just click on the button “**Projects**” and then “**Add Projects**”, at the top right corner of the page. After one or more projects have been inserted, you may edit them by choosing the option “**Edit Projects**” instead.

This form is intended to collect information about R&D projects on a specific scientific area. You will have to fill in a form per each R&D project. As the rest of the database, **this form has to be filled in entirely in English.**

Please note that you are free to input as much or as little information as you want, bearing in mind that your data will be searched by fellow scientists, government officers and businesses.

Please read carefully the text of “Terms & Conditions”. Full acceptance is mandatory before proceeding with data input.

Also note that the public disclosure of an invention prior to applying for patent protection can result in loss of the right to patent!

Details on how to fill in the form are given below.

Projects Project description	
Scientific area *	Please note that this field is locked, because the scientific area has already been chosen by the Main User.
Discipline(s) *	Select from the drop-down list the discipline or disciplines which best characterize the project. If you wish to indicate more than one discipline, just click on the button “Add new discipline”. To delete a given discipline, just click on the button “Delete this discipline”.
Project title *	The name of the project.
Principal R&D Unit *	The name of the principal/leading R&D Unit of the project.
Other R&D Units involved in the project *	The name of others R&D Units that are involved in the project.
Scientific Coordinator: Name *	The name of the scientific coordinator of the project.

Scientific Coordinator: Email *	The email address of the scientific coordinator of the project.
Project keyword(s) *	Insert the project's keywords here (maximum 10).
Short abstract and comments *	Insert a short abstract of the project here. You may also add some (short) comments you may find useful for the visitor.
Potential uses/ indications *	Describe the potential uses/ indications of the knowledge/ technologies resulting from the project.
Status *	The current status of the project. Select from the options: <ul style="list-style-type: none"> - Application submitted - Ongoing - Concluded
Partner status: Seeking partners? *	Are there any partners (scientific, industrial, commercial, etc.) needed for the project? Yes or No?
Project weblink *	Link for the project's webpage, if applicable.
Grant number (QREN, FP7, Eureka, etc.) *	The grant number of the project, if applicable.
Attachments *	Here you may upload files that contain additional (and relevant) information concerning the project.

*** The information that you insert in this field will be made publicly available.**

After you have filled in the project's form, submit it for publication by clicking on the button "Save".

In order to add a new project, just click on the button "Add new".

I'VE BEEN APPOINTED AS A TECH USER. HOW DO I FILL IN THE FORM "SERVICE CENTRES"?

First of all, this form is to be filled in exclusively by **Tech Users** (see above), after they receive a notification e-mail from HCP.

To gain access to this form, you have to access to your reserved area by filling in the form "**Registered users login here**", located at the top right corner of the Homepage (www.scienceportugal.com), with your e-mail address and your password (as provided in the notification e-mail). Once inside your reserved area, just click on the button "**Service Centre**".

This form is intended to collect information about services and the technical equipment available in a given Service Centre. As the rest of the database, **this form has to be filled in entirely in English.**

Please note that you are free to input as much or as little information as you want, bearing in mind that your data will be searched by fellow scientists, government officers and businesses.

Please read carefully the text of "Terms & Conditions". Full acceptance is mandatory before proceeding with data input.

Details on how to fill in the form are given below.

Service centre | Service Centre description

Service Centre name *	Please note that this field is locked, because the Service Centre Name has already been introduced by the Main User.
Service Centre category(ies) *	Please note that this field is locked, because the Service Centre categories have already been introduced by the Main User.
Description of the Service Centre *	Insert a brief description of the Service Centre here. This field is limited to 500 characters, and abbreviations should be avoided.

Service Centre web address *	Link for the Service Centre's webpage, if applicable.
Contact person's name (if different) *	The contact person for your organization.
Contact person's e-mail *	The contact person's e-mail address.
Contact person's telephone *	The contact person's telephone, including country/regional codes and extension, if applicable.
SERVICES	
Service *	Identify the service or services available in the Service Centre. For each service that you identify, you will have to fill in the fields below with more details concerning that service. You may also choose to consider a "group" of services instead of an individual service, but in this case please note that the fields below will describe the entire group of services. Add as many services as you wish, by clicking on the button " Add Service ".
Is the service available for external use? *	Specify if the services are available for users outside the Service Centre's Institution (Yes/No).
Comments *	Include any (short) comments concerning the service that you may find useful for the visitor.

EQUIPMENTS

Equipment *

Identify the equipment or equipments available in the Service Centre. For each equipment that you identify, you will have to fill in the fields below with more details concerning that equipment. You may also choose to consider a “group” of equipments instead of an individual equipment, but in this case please note that the fields below will describe the entire group of equipments. Add as many equipments as you wish, by clicking on the button “**Add Equipment**”.

Self-service or full-service? *

Specify if the service is available for users on a “do-it-yourself” basis (self-service) and/or if an operator/technician is available (full-service).

Comments *

Include any (short) comments concerning the equipment that you may find useful for the visitor.

*** The information that you insert in this field will be made publicly available.**

After you have filled in the Service Centre’s form, submit it for publication by clicking on the button “**Save**”. Even after being published, please note that you may edit the Service Centre’s information at anytime.

Once you finish inputting data, you can exit your reserved area by clicking on the button “**Logout**”, located at the top right corner of the page.

DO YOU STILL HAVE DOUBTS?

If you still have doubts on how to enter/edit information, please contact HCP by using the form available at www.scienceportugal.com/en/help/

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ANNEX I

List of **Scientific Areas** and their respective Disciplines.

(Based on the “Revised Field of Science and Technology (FOS) Classification in the Frascati Manual”; OECD – Directorate for Science, Technology and Industry, Committee for Scientific and Technological Policy; 26-Feb-2007)

AREAS	DISCIPLINES
1.1 Mathematics	Pure mathematics, Applied mathematics
	Statistics and probability
1.2 Computer and information sciences	Computer sciences, information science and bioinformatics (hardware development to be 2.2, social aspect to be 5.8)
1.3 Physical sciences	Atomic, molecular and chemical physics (physics of atoms and molecules including collision, interaction with radiation; magnetic resonances; Moessbauer effect)
	Condensed matter physics (including formerly solid state physics, superconductivity)
	Particles and fields physics
	Nuclear physics
	Fluids and plasma physics (including surface physics)
	Optics (including laser optics and quantum optics), Acoustics
	Astronomy (including astrophysics, space science)
1.4 Chemical sciences	Organic chemistry

	Inorganic and nuclear chemistry
	Physical chemistry, Polymer science, Electrochemistry (dry cells, batteries, fuel cells, corrosion metals, electrolysis)
	Colloid chemistry
	Analytical chemistry
1.5 Earth and related environmental sciences	Geosciences, multidisciplinary
	Mineralogy
	Palaeontology
	Geochemistry and geophysics
	Physical geography
	Geology
	Volcanology
	Environmental sciences (social aspects to be 5.7)
	Meteorology and atmospheric sciences
	Climatic research
	Oceanography, Hydrology, Water resources
1.6 Biological sciences (Medical to be 3, and Agricultural to be 4)	Cell biology, Microbiology
	Virology

	Biochemistry and molecular biology
	Biochemical research methods
	Mycology
	Biophysics
	Genetics and heredity (medical genetics to be 3)
	Reproductive biology (medical aspects to be 3)
	Developmental biology
	Plant sciences, botany
	Zoology, Ornithology, Entomology, Behavioural sciences biology
	Marine biology, freshwater biology, limnology
	Ecology
	Biodiversity conservation
	Biology (theoretical, mathematical, thermal, cryobiology, biological rhythm)
	Evolutionary biology
	Other biological topics
1.7 Other natural sciences	
2.1 Civil engineering	Civil engineering
	Architecture engineering

	Construction engineering, Municipal and structural engineering
	Transport engineering
2.2 Electrical engineering, Electronic engineering, Information engineering	Electrical and electronic engineering
	Robotics and automatic control
	Automation and control systems
	Communication engineering and systems
	Telecommunications
	Computer hardware and architecture
2.3 Mechanical engineering	Mechanical engineering
	Applied mechanics
	Thermodynamics
	Aerospace engineering
	Nuclear related engineering (nuclear physics to be 1.3)
	Audio engineering, reliability analysis
2.4 Chemical engineering	Chemical engineering (plants, products)
	Chemical process engineering
2.5 Materials engineering	Materials engineering

	Ceramics
	Coating and films
	Composites (including laminates, reinforced plastics, cermets, combined natural and synthetic fibre fabrics; filled composites)
	Paper and wood
	Textiles (including synthetic dyes, colours, fibres)
	<i>(nanoscale materials to be 2.10)</i>
	<i>(biomaterials to be 2.9)</i>
2.6 Medical engineering	Medical engineering
	Medical laboratory technology (including laboratory samples analysis; diagnostic technologies)
	<i>(Biomaterials to be 2.9 [physical characteristics of living material as related to medical implants, devices, sensors])</i>
2.7 Environmental engineering	Environmental and geological engineering, geotechnics
	Petroleum engineering, (fuel, oils), Energy and fuels
	Remote sensing
	Mining and mineral processing
	Marine engineering, sea vessels
	Ocean engineering
2.8 Environmental biotechnology	Environmental biotechnology

	Bioremediation, diagnostic biotechnologies (DNA chips and biosensing devices) in environmental management
	Environmental biotechnology related ethics
2.9 Industrial biotechnology	Industrial biotechnology
	Bioprocessing technologies (industrial processes relying on biological agents to drive the process) biocatalysis, fermentation
	Bioproducts (products that are manufactured using biological material as feedstock) biomaterials, bioplastics, biofuels, bioderived bulk and fine chemicals, bio-derived novel materials
2.10 Nano-technology	Nano-materials [production and properties]
	Nano-processes [applications on nano-scale]
	<i>(biomaterials to be 2.9)</i>
2.11 Other engineering and technologies	Food and beverages
	Other engineering and technologies
3.1 Basic medicine	Anatomy and morphology (<i>plant science to be 1.6</i>)
	Human genetics
	Immunology
	Neurosciences (including psychophysiology)
	Pharmacology and pharmacy
	Medicinal chemistry
	Toxicology

	Physiology (including cytology)
	Pathology
3.2 Clinical medicine	Andrology
	Obstetrics and gynaecology
	Paediatrics
	Cardiac and Cardiovascular systems
	Peripheral vascular disease
	Hematology
	Respiratory systems
	Critical care medicine and Emergency medicine
	Anaesthesiology
	Orthopaedics
	Surgery
	Radiology, nuclear medicine and medical imaging
	Transplantation
	Dentistry, oral surgery and medicine
	Dermatology and venereal diseases
	Allergy

	Rheumatology
	Endocrinology and metabolism (including diabetes, hormones)
	Gastroenterology and hepatology
	Urology and nephrology
	Oncology
	Ophthalmology
	Otorhinolaryngology
	Psychiatry
	Clinical neurology
	Geriatrics and gerontology
	General and internal medicine
	Other clinical medicine subjects
	Integrative and complementary medicine (alternative practice systems)
3.3 Health sciences	Health care sciences and services (including hospital administration, health care financing)
	Health policy and services
	Nursing
	Nutrition, Dietetics
	Public and environmental health

	Tropical medicine
	Parasitology
	Infectious diseases
	Epidemiology
	Occupational health
	Sport and fitness sciences
	Social biomedical sciences (includes family planning, sexual health, psycho-oncology, political and social effects of biomedical research)
	Medical ethics
	Substance abuse
3.4 Medical biotechnology	Health-related biotechnology
	Technologies involving the manipulation of cells, tissues, organs or the whole organism (assisted reproduction)
	Technologies involving identifying the functioning of DNA, proteins and enzymes and how they influence the onset of disease and maintenance of well-being (gene-based diagnostics and therapeutic interventions (pharmacogenomics, gene-based therapeutics)
	Biomaterials (as related to medical implants, devices, sensors)
	Medical biotechnology related ethics
3.5 Other medical sciences	Forensic science
	Other medical sciences

4.1 Agriculture, Forestry, and Fisheries	Agriculture
	Forestry
	Fishery
	Soil science
	Horticulture, viticulture
	Agronomy, plant breeding and plant protection
	<i>(Agricultural biotechnology to be 4.4)</i>
4.2 Animal and Dairy science	Animal and dairy science
	<i>(Animal biotechnology to be 4.4)</i>
	Husbandry
	Pets
4.3 Veterinary science	
4.4 Agricultural biotechnology	Agricultural biotechnology and food biotechnology
	GM technology (crops and livestock), livestock cloning, marker assisted selection, diagnostics (DNA chips and biosensing devices for the early/accurate detection of diseases) biomass feedstock production technologies, biopharming
	Agricultural biotechnology related ethics

4.5 Other agricultural sciences	
5.1 Psychology	Psychology (including human - machine relations)
	Psychology, special (including therapy for learning, speech, hearing, visual and other physical and mental disabilities)
5.2 Economics and Business	Economics, Econometrics
	Industrial relations
	Business and Management
5.3 Educational sciences	Education, general (including training, pedagogy, didactics)
	Education, special (to gifted persons, those with learning disabilities)
5.4 Sociology	Sociology
	Demography
	Anthropology, ethnology
	Social topics (Women's and gender studies; Social issues; Family studies, Social work)
5.5 Law	Law, criminology, penology
5.6 Political science	Political science
	Public administration
	Organisation theory
5.7 Social and economic geography	Environmental sciences (social aspects)

	Cultural and economic geography
	Urban studies (Planning and development)
	Transport planning and social aspects of transport (<i>transport engineering to be 2.1</i>)
5.8 Media and communications	Journalism
	Information science (social aspects)
	Library science
	Media and socio-cultural communication
5.9 Other social sciences	Social sciences, interdisciplinary
	Other social sciences
6.1 History and Archaeology	History (<i>history of science and technology to be 6.3, history of specific sciences to be under the respective headings</i>)
	Archaeology
6.2 Languages and Literature	General language studies
	Specific languages
	General literature studies
	Literary theory
	Specific literatures
	Linguistics

6.3 Philosophy, Ethics and Religion	Philosophy, History and philosophy of science and technology
	Ethics (<i>except ethics related to specific subfields</i>)
	Theology
	Religious studies
6.4 Arts (arts, history of arts, performing arts, music)	Arts, Art history
	Architectural design
	Performing arts studies (Musicology, Theater science, Dramaturgy)
	Folklore studies
	Studies on Film, Radio and Television
6.5 Other humanities	