

## REGISTRATION OF PROJECTS AND DATABASES

The coordinator of postgraduate courses, Doctor José Pedro Ferreira, the coordinator of the Integrated Laboratory, Doctor. Paula Tavares, the coordinator of CIDAF, Doctor Manuel João Coelho and Silva, after meeting on the 17<sup>th</sup> January 2013, produced the following normative, approved unanimously at the meeting of CIDAF on the 23<sup>rd</sup> January 2013.

### I. REGISTRATION OF PROJECTS

#### 1.1.

The project must be approved at a meeting of the scientific council of CIDAF. However, are exempted from this procedure the projects that have already been approved by the scientific council of the Faculty (eg projects of master thesis and projects of PhD thesis) or in concursal procedures opened by funding agencies;

#### 1.2.

The PhD and master projects registered in CIDAF assume the supervisor(s) as being the responsible investigator;

#### 1.3.

Once approved, following the above procedures, the IR (principal investigator) must notify the CIDAF the following elements: title, acronym (if any), principal investigator, research team, start date and duration, relevant outputs (PhD thesis, papers in international journals with impact factor), requested funding (when there are funding agencies);

#### 1.4.

It is for the IR to decide about sending the project to the Ethics Commission;

#### 1.5.

The projects approved will be published on the website of CIDAF;

#### 1.6.

At the end of the project, the IR should produce a brief report executive, citing the achievement of the expected outputs and also the characteristics of the database (if any) indicating the sample and the investigators who participated in the data collection;

### II. DATA PROTECTION

#### 2.1.

The data generated by projects registered are protected and can only be used on the advice of the investigator in charge of the project;

#### 2.2.

The previous paragraph contemplates the data resulting from the cooperation with national and international institutions external to CIDAF;

2.3.

The projects of master and PhD thesis that were registered in CIDAF with the appointment of an IR shall be subject to the application of the present rules, even if there had been material costs supported partially or entirely by the student. This agreement recognizes the intellectual and immaterial relationship between the supervisor and the student;

2.4.

The use of databases for the production of articles requires permission of the investigator responsible for the project;

### III. PRODUCTION OF EFFECTS

3.1.

This normative does not expires with the achievement of the degree. In other words, the use of data for purposes other than just the production of the thesis or dissertation always requires permission from the IR;

3.2.

In a dissertation, thesis or other written report, in addition to the ownership of the data, this normative considers as the text author only the cover element. In other words, in cases of fraud in articles, thesis, dissertations, reports, or other similar documents, the responsibility is entirely of the authors.

3.3.

The production of articles for dissemination of knowledge generated by registered projects that violate the request for authorization of the responsible investigator will be considered as a serious fault;

3.4.

The interruption of the IR's link with the research unit assigns to the scientific council of CIDAF all the decisions previous assigned to the IR, referred on the above paragraphs;

3.5.

The coordination of CIDAF exerts an action and vigilance on this normative and it is for the scientific council to decide on the change of the status of the members of CIDAF.

3.6.

This normative will be available on the website of the research unit and communicated to the councils of the Faculty of Sport Sciences and Physical Education of the University of Coimbra.