



17th Apr 2020

Dear
Heads of Research Units
PI of R&D projects
FCiências.ID Researchers

Following the determination of the State of National Emergency and the orders of the Director of the Faculty of Sciences regarding measures to prevent the spread of the new Coronavirus (COVID- 19), FCiências.ID has outlined, within the scope of its contingency plan, the prevalence of remote working by their structure employees, establishing a rotation plan for in-office work aimed at ensuring the minimum possible social contact on the premises, but also ensuring the maintenance of those functions which, for unavoidable reasons, cannot be accomplished via teleworking.

We are aware that it will be necessary to maintain this form of work for a long period of time and we want to ensure that we are here to respond to the needs of our researchers and also enhance the maintenance of research projects and units (UI & Ds) execution in this very peculiar scenario, while NEVER forgetting the main goal for this isolation, and strictly following all instructions from health authorities, government and the Faculty itself.

We also know that all researchers are working on a similar record, and to all of them we want to express our thanks for the collaboration and to encourage all the initiatives that the academic community is taking to resolve this pandemic.

Thus, from the point of view of our general activity, we have operationalized the following:

- **Customer service is now made by non-face-to-face means of communication** – e-mail and telephone
 - through the usual contacts for the Financial Services (including Human Resources and Scholarships) or for the Project Manager of the respective Office?: National Projects, International Projects and R&D Services;
- In your e-mail communications, **always mention the Cost Center, Project Reference and Research Unit (UI&D)**;
- **Face-to-face service by the Departments and Project Managers will be restricted to the strictly essential** and remains exclusively for cases in which remote means are not efficient and **by prior appointment only**, through e-mail, with the respective Project Manager/Office;
- **Face-to-face service at the reception** remains **exclusively on Tuesdays, during normal operating hours, for dispatch of urgent orders, by courier service or shipping company** (e.g. documentation, sample shipment, etc.), pre-scheduled until the previous Thursday to nrodrigues@fciencias-id.pt/ general phone: 217 500 032 / extension **213 63**. Only shipments, which availability of reception has been assured and the delivery timings and prices charged by the carrier have been verified, are allowed;
- **Documents delivery**, as well as the acceptance of CTT mail, to FCiências.ID should be made to the FCUL expedient – **C5 Expedient** – C5 building, 1st floor (access through the car-park floor);
- When making **deliveries**, the **suppliers or carriers** should be instructed to, at the car-park access gate, inform security that the delivery is for FCiências.ID. They will be directed to the **C8** building reception, **where the orders will be stored in room 8.2.04**. Regarding **refrigerated orders**, the C8 security officer will, if possible, immediately notify the recipient, through the contact indicated on the package and, if physically feasible, temporarily place the package in a refrigerated chest in the C8 building. Orders must be picked up as soon as possible after contact is made by the



security or FCiências.ID. It is, therefore, of utmost importance, when placing orders, to **ensure that the supplier/carrier properly identifies them, puts the researcher phone number in the contact information and notifies the researcher of the expected delivery date**, so that the orders are not returned (e.g. To: FCiências.ID - Associação para a Investigação e Desenvolvimento de Ciências; NIPC: 514 187 808 ; Address: Campus Faculdade de Ciências da Universidade de Lisboa, Edifício C1, Piso 3, Campo Grande, 1749-016 Lisboa; **A/C researcher's First Name Surname, researcher's telephone xx xxx xx xx - essential to allow contact by the security officer after delivery by carrier at C8 building;**

- **Purchase Orders** – electronic functioning and [form](#), sending the purchase order to requisicoes@fciencias-id.pt;
- **Folhas de Caixa (FCx)** - Given the movement restrictions in place, in addition to the paper documents delivery to the expedient (C5), we suggest **some alternative, and temporary, procedures** for the remittance of the [form](#), but which depend on the type of documentation attached to the FCx. Therefore:
 - if the attached accounting documents are electronically valid (e.g. certified invoices in PDF format which can be printed):
 - i) complete the FCx form,
 - ii) send the FCx, and all accompanying documentation, to the project manager by e-mail, remembering to include the PI, for the project to be charged, in copy (cc) and/or the secretariat of its UI&D for tacit validation of expenses charged;
 - if the attached accounting documents are not electronically valid (e.g. invoices issued by a cash register):
 - i) complete the FCx form,
 - ii) note on each of the documents to be attached to the FCx the cost center, FCx number and the name of the beneficiary, and scan or photograph each document so that they are visible,
 - iii) send the FCx, and all accompanying documentation, to the project manager by e-mail, remembering to include the PI, for the project to be charged, in copy (cc) and/or the secretariat of its UI&D for tacit validation of expenses charged;
 - **SAVE ALL ORIGINAL DOCUMENTS** – it is mandatory that the original documents of all FCx submissions made during this period are subsequently delivered to FCiências.ID, with reference to the date in which the e-mail was sent and the recipient project manager, as soon as FCiências.ID resumes normal operations and opens to the public.
- **Travel Records (RDs)** - Given the movement restrictions in place, in addition to the paper documents delivery to the expedient (C5), we suggest **some alternative procedures**. Please note that the RD is itself an accounting document and, consequently, the signature of the beneficiary, outside of the state of emergency, must be original (not scanned) or, if digital, qualified. Therefore:
 - the [form](#) can be sent by e-mail if it's digitally signed via an [active digital signature of the citizen card](#) and [operating digital mobile key](#), or, alternatively, via [Citizen Card reader](#). **Temporarily** we will also accept scans or photographs of the signed RD. Additionally, RDs may have attached other accounting documents:
 - if the attached accounting documents are electronically valid (e.g. certified invoices in PDF format which can be printed):
 - i) complete the RD form,
 - ii) sign with your digital signature of the citizen card or sign and scan or photograph the RD,
 - iii) send the signed digital version of the RD, and all accompanying documentation, to the project manager by e-mail, remembering to include the PI, for the project to be charged, in copy (cc) and/or the secretariat of its UI&D for tacit validation of expenses charged;
 - if the attached accounting documents are not electronically valid (e.g. public transportation tickets, taxi invoices, etc):



- i) complete the RD form,
- ii) sign with your digital signature of the citizen card or sign and scan or photograph the RD,
- iii) note on each of the documents to be attached to the RD the cost center, RD number and the name of the beneficiary, and scan or photograph each document so that they are visible,
- iv) send the digital version of FCx and documents by e-mail to the project manager, remembering to include the PI, for the project to be charged, in copy (cc) and/or the secretariat of its UI&D for tacit validation of expenses charged;
- o in both cases boarding passes and mission reports, if applicable, must always be sent with the electronic version of the RD by e-mail, and do not need to be original (scan or a legible photograph of them is accepted).
- o **SAVE ALL ORIGINAL DOCUMENTS** – it is mandatory that the original documents of all RDs submissions made during this period are subsequently delivered to FCiências.ID, with reference to the date in which the e-mail was sent and the recipient project manager, as soon as FCiências.ID resumes normal operations and open to the public.

At this stage and in the future, the use of a qualified digital signature will be privileged, so we encourage its operationalization at this time. Be advised that, due to the new FCT reporting rules, the use of a qualified digital signature, throughout the contracting and reporting processes of this Funding Organization, will soon be mandatory.

The Gabinete de Segurança, Saúde e Sustentabilidade da Faculdade de Ciências (G3S) keeps up-to-date with the notices issued by Direção-Geral da Saúde (DGS), making available any relevant information directly on the [G3S page](#). Please consult it.

These measures are in place until further notice and will be adjusted according to any recommendations from the Direction of the Faculty of Sciences.

We appreciate your cooperation.

Kind regards,

Teresa Sales Luís
Secretary General