



CENTER FOR NEUROSCIENCE AND CELL BIOLOGY



The Welcome Guide is a facilitator in the host process and integration of employees which first come into contact with the CNC.

The main purpose of this manual is to provide you information on the CNC to facilitate their integration into institution and the Group, the Department or the Platform, where you will perform your activity.

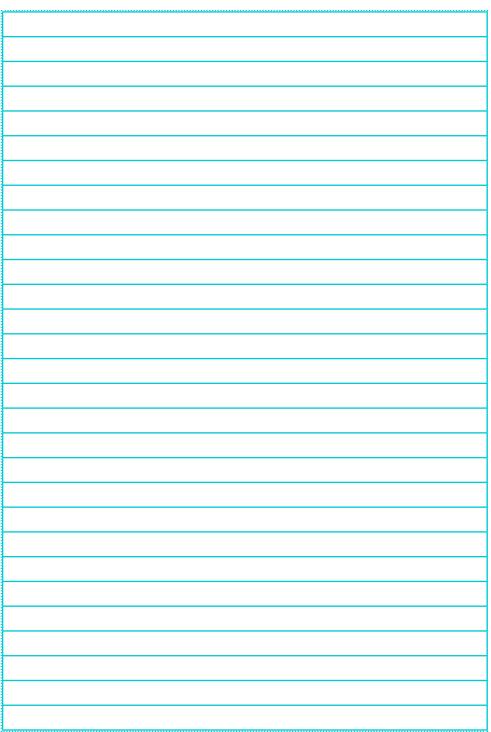
This document will allow you to also take note of the organizational structure and functioning of the institution at various levels appropriately framed in the general objectives of the institution and its strategic areas of activity. We also hope that this manual will contribute to creating a good working environment, that naturally, will have beneficial effects on your performance and progress in CNC.

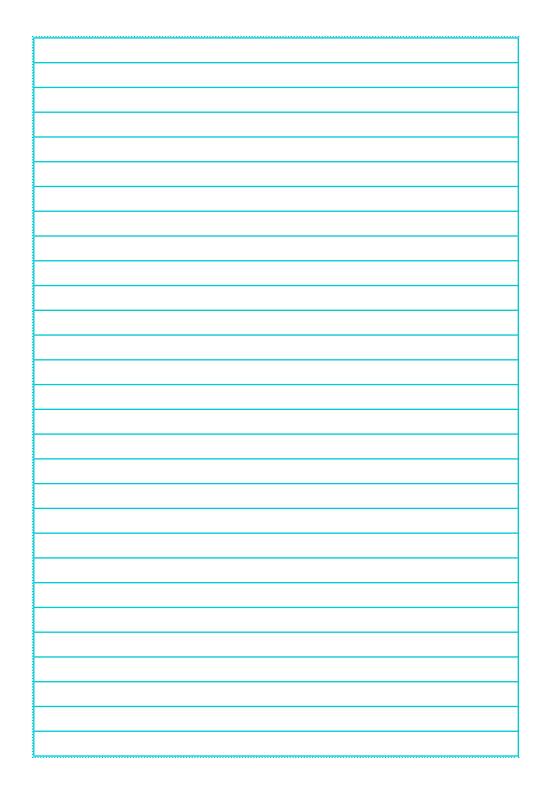
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#### Welcome to CNC!

Whatever your goals here may be, we hope to help you translate them into whatever career plan you ultimately develop. So please take advantage of all the outstanding interdisciplinary knowledge, facilities and trained staff that are here to help you on your way, ensuring that the highest standards are always met.

Are there rules? Yes, in different places, at different levels. More than follow, please know and understand them. If you don't, just ask!

Are we good? Yes, actually we are Excellent. And part of this is (or will be) due to you, and the work you do here. We are only as good as the people we bring together.

Are we perfect? Not even close.

We can always do better, rules may be changed, improvements made, suggestions welcomed.

So I urge you to be part of the solution to any problem you may encounter. Be active, be engaged, be part of the CNC Community.

And may all your experiments work, and all your data prove groundbreaking!

João Ramalho-Santos

**CNC** President

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# THE INSTITUTE

CNC is a scientific institute that aims to foster biomedical research and multidisciplinary graduate teaching. To cope with the main expected social impact of biomedical research, a strong integrative effort was made to link our basic research achievements to biotechnology and applied research, fostered by partnerships with the pharmaceutical industry and clinical activity.

CNC brings together scientists from the Faculties of Medicine, Pharmacy and Sciences and Technology, and from the Coimbra University Hospitals Center, Pediatric Hospital and Portuguese Institute of Oncology. This unique partnership and the interaction with Pharmaceutical Industry have contributed to the CNC relevant activity in basic and applied science, graduate studies and technology transfer.

The Center is also strongly committed to post-graduate multidisciplinary teaching at the University of Coimbra with a long tradition in graduate teaching. CNC has launched in 2002 a Doctoral Program in Experimental Biology and Biomedicine (BEB) to provide advanced multidisciplinary research-oriented training in emerging areas of Biology and Biomedicine.

CNC is a founding partner of BIOCANT and Health Cluster Portugal, in a clear stimulus to the transfer of technology and the creation of new biomedical and biotechnological companies. Then our translational research involves BIOCANT as well as Hospitals and Pharmaceutical Companies.

CNC has long-established research premises (labs, core units, offices and services) at the UC Campus and at the CNC/UC Biotech building - in the BIOCANT technological park. Available infrastructures range from lab-based equipment to a number of in-house core facilities and high-quality services, capable of supporting the research activities of the Center.

As a modern research institution where the scientific challenges arise, CNC is strongly committed with science communication. Our outreach program has the responsibility to develop effective ways to engage society in scientific research and scientific topics, to spread scientific information, to contribute scientific literacy and to establish strategies that foster positive attitudes towards science and scientists.

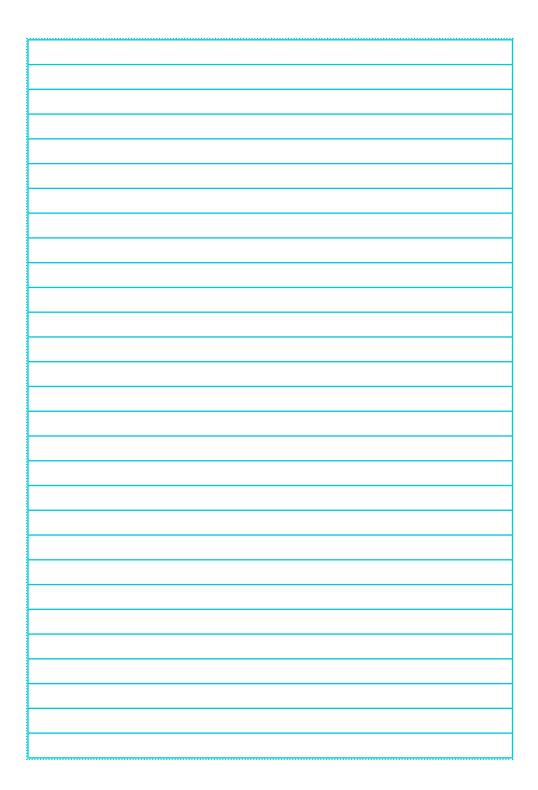


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Mass Spectrometry

Sala de lavagem (UC-Biotech)

Paulo Alves

Vitor Nunes Administrative Staff Rute Simões

Security Guard

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	AND CELL BIOLOGY UNIVERSITY OF COIMBRA PORTUGAL

# VENUES

CNC labs are located in 3 different venues, as showed in Figure 1.





Working hours: 9h-17h



UC polo I, Coimbra Working hours: 9h-17h

UC polo III, Coimbra

Working hours: 9h-18h

UC-Biotech, Cantanhede

Figure 1 - CNC labs

PEOPLE

President João Ramalho-Santos Vowel Vowel Vowel Vowel Paulo Oliveira Ana Cristina Rego João Laranjinha

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231249170

231249170

708

706

739

707

700

700

National Emergency Number

Poison Information Center

Fire Department - Coimbra

Water Company - Coimbra

National Guard – Coimbra

National Guard - Cantanhede

Coimbra University Hospitals

Police - Coimbra

AMBIMED

Energy Company

Cantanhede Hospital

Fire Department - Cantanhede

Water Company - Cantanhede

Gas Supplier (Gold Energy) - Cantanhede

Emergency Phone Numbers / Utility Services

112

808 250 143

239 822 323

231 422 122

239 096 000

231 410 830

800 200 157

239 797 640

239 794 300

231 422 446

800 200 246

808 100 100

239 400 400

231420 637



Figure 2 - CNC Board of Directors

#### Scientific Platforms

Scientific Platform	Head	Contact
MICC - Microscopy Imaging Center of	Luísa Cortes	lcortes@cnc.uc.pt
Coimbra		micc@cnc.uc.pt
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Animal House	Paula Mota	pccrmota@cnc.uc.pt
MitoXT Services	Paulo Oliveira	pauloliv@cnc.uc.pt
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Vira Vector	Rui Nobre	rui.nobre@cnc.uc.pt
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Genomics Unit	Conceição Egas	cegas@biocant.pt
Cell Biology	Mário Grãos	mgraos@biocant.pt
Mitochondrial Biomedicine and Theranostics	Manuela Grazina	bioqgen@gmail.com

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plate coating		
Mycoplasma analysis	Isabel Nunes,	inunes@cnc.uc.pt /
	Isabel Dantas and	candida.mendes@cnc.uc.pt /
	Cândida Mendes	idantas@cnc.uc.pt
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Lab technical support	Isabel Nunes	inunes@cnc.uc.pt

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	Rute Simões (UC-Biotech)	rute.simoes@uc-biotech.pt
Registration and internal communication	Lia Lopes	llopes@cnc.uc.pt

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Quality department	Carla Veríssimo	carla.verissimo@cnc.uc.pt
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### **RESEARCH GROUPS**

At present, CNC is organized in three major thematic strands (research lines), each coordinated by a senior scientist:

- Neuroscience and Disease Head: Ana Luísa Carvalho
- Metabolism, Aging and Disease Head: João Ramalho-Santos
- Biotechnology Head: Luís Pereira de Almeida

The 3 thematic research lines are organized in research groups, headed by Principal Investigators, on their scientific field of expertise The CNC research groups on each thematic research area are:

#### Neuroscience and Disease

Research Group	Principal Investigator			
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Neuromodulation	Rodrigo Cunha
Synapse biology	Ana Luísa Carvalho
Neurotrophin sygnaling and synaptic (dys)function	Carlos B. Duarte
Mitochondria and neurogenerative disorders	Ana Cristina Rego
Neuronal circuits and behavior	João Peça
Neuroendocrinology and aging	Cláudia Cavadas
Redox biology and brain sensing	João Laranjinha
Biomarkers in neuropsychiatric disorders: from molecules to diagnosis and	Catarina Resende de Oliveira
intervention	

#### Metabolism, Aging and Disease

Research Group	Principal Investigator
Biology of Reprodution and Stem Cell	João Ramalho-Santos
Obesity, Diabetes and Complications	Eugénia Carvalho
Mitochondria, Metabolism and Disease	Paulo Oliveira
Cell Signaling and Metabolism in Disease	Cláudia Pereira
Intermediary Metabolism	John Jones

### Biotechnology

Research Group	Principal Investigator
Medical Microbiology	Teresa Gonçalves
Molecular Mycobacteriology and Microbiome	Nuno Empadinhas
Tumor Microenvironment and Targeted Therapies	João Nuno Moreira
Gene and Stem Cell Therapies for the Brain	Luís Pereira de Almeida
Nanosystems and Targeted Antitumor Strategies	Henrique Faneca
Vaccines and Adjuvant: Nanoparticulate Immunomodulators	Olga Borges
Therapies Targeting Brain Diseases: Genomic and Lipidomic Approaches	Maria Conceição Pedroso Lima
Medicinal Chemistry and Drug Discovery	Jorge Salvador
Computational and Systems Biology	Armindo Salvador
Microbial and Molecular Biotechnology	Isaura Simões
Stem Cells and Drug Screening	Hugo Fernandes
Stem Cell Metabolism	Ricardo Neves
Cellular Mechanobiology	Mário Grãos

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# CONTACTS

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Twitter - cnc uc

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LinkedIn — CNC UC Follow and associate your professional profile

#### 3. Participate in Public Engagement Activities

Science Communication is a powerful tool to engage society in scientific research and is a very good way to develop really important skills, as visual communication and networking. Here, you have are a lot of opportunities to learn and to be involved in Public Engagement Initiatives. Contact Science Communication Office (scicomm@cnc.uc.pt) to be part of it.



Figure 4 - Examples of Public Engagement Activities at CNC

#### • Health, Security and Safety

CNC will provide a Guide dedicated to health, security and safety that all the members of CNC community should read.



Data Driven Molecular Design	Irina Moreira
Biomaterials and Stem Cell-based Therapeutics	Lino Ferreira
Microbiology of Extreme Environments	Milton Costa
Cell Reprogramming and Developmental Hematopoiesis	Carlos Filipe Pereira
Rational Protein Engineering	Alexandra Carvalho
Life Sciences Mass Spectrometry	Bruno Manadas
Microbiomes, Metabolomic and Omics	Conceição Egas
RNA and Infection	Ana Eulálio
Structural Biotechnology	Ricardo Pires
Functional Genomics and RNA-based Therapeutics	Miguel Mano

# **BE ENGAGED**

#### Good Scientific Practice

Researchers and other employees of CNC should guide its actions and its decision-making by a set of ethical principles, such as respect for the dignity and integrity of the human person, respect for democracy, law and security, for other people's property including intellectual, and even respect for the privacy and protection of personal data.

recommendations on internal and external scientific communication, the researcher responsibility to the organization and society, particularly in its evaluation activities and enhancement of investigation.

The CNC, through its Director, takes a commitment to honesty, impartiality and independence, also treating all people, regardless of gender, family ancestry, race, color, ethnic origin, language, nationality, place of origin, political and ideological, union membership, marital and family status, economic and social status, social, age or disability.

#### • Connect to online equipment booking platform: Agendo

The booking platform at CNC, named Agendo (https://cnc.agendo.science/), allows CNC users to register and to book equipment time, to contact various user groups via e-mail, to apply for microscopy training and to ask for consumables, either at CNC Polo I, Polo III and UC-Biotech.

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#### Create a new account

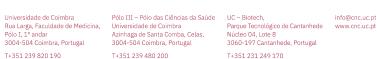
'E-mail:	
E-mail	
First name:	*Last name:
First name	Last name
/lobile:	Phone:
Mobile	Phone
'hone extension: Phone extension	
Institute:	*Group
CNC *	Choose an option
Request access to: elect the calendars you wish to use:	

Axio Imager Z2		
Axioskop 2 Plus (Morfologico)		
BD Accuri C6		
BD Arialli cell sorter		
BD FACSCalibur		
Cell Lines 1st floor - Flow Chamber 1		
Cell Lines 1st floor - Flow Chamber 2	-	
Leave a comment: It will be sent to the manager along with your request		

I agree with Agendo's Terms of Use

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#### Agendo Usage Rules



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\*Required fields

info@cnc.uc.pt



- Users must have a valid reservation in the equipment before using it, made in the Agendo platform. 1.
- 2. Users must use their own booked time and not book or use a resource with another username.
- 3. Users must warn the previous user or shutdown the system themselves if they cancel a reservation.
- 4. Unused reservations will be charged at full rate.
- 5. Users can sign in for a waiting list if the system is fully booked and are notified if a slot becomes available.
- 6. Please be aware that for some equipment It is mandatory that all users attend a training session before using it for the first

time.

#### Seminars

At CNC, we have two scientific seminars per week (one at CNC polo I and one at UC-Biotech). Attend the seminars is a very good way to improve your scientific culture and to network with professionals with different scientific experience and backgrounds. Be aware.

#### Science Communication

To be involved in Science Communication at CNC you should:

1. Receive the internal communication - Fill the form to be part of the CNC mailing list SYNERGIES: https://forms.gle/GmMKAG7N4WuRJrh69



Figure 3 - CNC Form

- According with the General Data Protection Regulation (GDPR). •
- All the new collaborators must fill out the online form | At the end of the collaboration with CNC you should inform the SciComm Office.

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