



PIPA PROJECT - CHILDHOOD AND ENVIRONMENTAL POLLUTANT PROJECT

SCIENTIFIC PRODUCTION REGULATION

1. Introduction

The PIPA UFRJ Project_ Longitudinal study of the effects of environmental pollutants exposure on child health is a prospective cohort study focusing on the effects exposure to chemical substances (specifically metals, pesticides and plasticizers) dispersed in the environment on the health of children exposed from conception.

The study population consists of all children born at the Federal University of Rio de Janeiro Maternity School during a 12-month period. The study provides for the collection of sociodemographic and health information, as well as biological samples from the parents during the gestation period, clinical assessment and collection of biological samples from children at birth and the collection of biological samples and clinical monitoring of the study population regarding parameters concerning weight and height growth, clinical complications and neurological, motor, emotional and cognitive development during the first 48 months of life.

As such, the PIPA Project will enable the production of a wide range of data and information that can contribute to increasing knowledge of the effects of environmental pollutant exposure and their interrelationships with other risk factors or conditions on maternal and child health.

Therefore, the PIPA Project scientific production Regulation **aims to promote the production of consistent scientific evidence that allows for the development of scientific studies**, namely, theses, dissertations, articles and scientific event research, among others, and **the publication of results in journals internationally indexed in recognized bibliographic databases, as well as presentations at recognized scientific events.**

2. Data curation

The PIPA Project _ Longitudinal study of the effects of environmental pollutant

exposure on child health was originally prepared by academic teams and is carried out at Federal University of Rio de Janeiro academic units. Therefore, all data produced by the PIPA UFRJ Project are the property of the Federal University of Rio de Janeiro.

Technical-Scientific Cooperation Agreements with other institutions with the aim of establishing partnerships for the development of new studies must refer to the Federal University of Rio de Janeiro (**written in full**) as the original PIPA Project institution. All publications originating from these studies must include the name PIPA Study Group and their institutional affiliation to the Federal University of Rio de Janeiro.

3. Structure of the PIPA Project Scientific Production Committee (CPCPIPA)

The PIPA Scientific Production Committee is composed of a General Coordinator, the Executive Management and an Editorial Board, hereafter named Thematic Editors, comprising representatives of the various PIPA-related areas of interest.

The Thematic Editors play a role in evaluating the relevance of proposals that **have the use data or information produced by the PIPA Project as their object** regarding their development, presentation, and scientific study publication, being able to forward them to a reviewer if they consider it necessary. The themes and sub-themes that constitute the object of study of the PIPA Project are described in Annex 1.

4. Regulations

1. The PIPA Project Scientific Production Committee (CPCPIPA) is hereby constituted, responsible for the application of these Regulations.
2. The PIPA Project Scientific Production Committee (CPCPIPA) is responsible for evaluating scientific study development, presentation, and publication proposals, which have as the use of data or information produced by the PIPA Project as object, **exclusively (supplementary projects) or alongside data or information from other sources (supplementary projects)**.
3. **All scientific studies and publications that use data or information produced by the PIPA Project as object, exclusively or alongside data or information originating from other sources, must be primarily evaluated by the CPCPIPA, prior to their development.**
4. The scientific study proposals must be adequate to the PIPA's objectives and data structure characteristics.
5. Proposal development must ensure that a version of the research containing results is presented within a maximum period of one year. If, within this period, an article referring to the approved proposal has not been developed, the proposal will be removed from the restricted site area, leaving the topic open to other researchers who wish to develop similar proposals.
6. The submitted proposal must be very specific to avoid duplication of published articles or approved proposals.
7. Each received proposal will be verified by the executive management and forwarded to one of the CPCPIPA Thematic Editors, who will be responsible for the initial evaluation and who may forward the proposal to a referee. The approval or non-approval decision is made by the Thematic Editor in

conjunction with the project's general coordination.

5. Proposal presentation

5.1 Avoiding duplicates

The task of avoiding the duplication of already approved study proposals by the Committee is the responsibility of the **first author of the new proposal**. A list of proposals already approved and submitted for evaluation with their respective abstracts is available in the PIPA website restricted area (<http://www.projtopipaufRJ.me.ufrj.br>). It is **essential** that a prior reading of the proposals listed on the website be carried out before submitting a new proposal.

Proposals that contain terms such as “environmental risk factor assessment for neurodevelopment”, for example, in the main objective and/or in the specific ones, will be returned so that they can be reformulated and the objectives limited. If the proposal is to identify a set of risk factors associated with a specific outcome, the hypothesis that supports the inclusion of specific risk factors must be clearly defined, as well as the analysis strategy to define the subset.

If a partial duplication is observed, the first author of the second proposal must describe how the new proposal differs from previously approved proposals or published articles.

The request for access to the restricted area of the site (using a personal login and password) for new users must be requested by **e-mail: pipaufRJ@me.ufrj.br**. Mention the name of the researcher who wishes to register, his/her institution and, if a graduate student, also indicate the supervisor (principal researcher). Registration confirmation will be communicated via e-mail, in response to the request e-mail, together with the necessary information for access to the restricted area.

5.2 Preparing the proposal

The proposal must contain:

1. An abbreviated title, which contains the main objective of the proposal
2. Author list
3. Type of proposal (master's dissertation, doctoral thesis, article, scientific event research, etc.)
4. Whether the project is complementary (which will only use PIPA data) or supplementary (which aggregate other data that are not part of the study)
5. Keywords, according to the Health Sciences Descriptors (DeCS): from 3 to 5.
6. Introduction, with a maximum of 250 words
7. General and specific well-defined objectives
8. Justification
9. Hypothesis
10. Methods
 - a. Kind of study
 - b. Type of interest

- c. Population of interest
- d. Inclusion and exclusion criteria
- e. Well-specified outcome and exposure

In the case of a supplementary study, cite additional funding sources and the Ethics Committee approval document.

Only completed forms will be evaluated. If any information is missing, the proposal will be returned to the main author for adequate completion.

The form in the restricted area of the PIPA website is in a Word processor file format (Microsoft Office®). The data must be filled in the .doc form file itself and sent in .pdf format (check that the pdf article is formatted according to the original document).

5.3 Publication Committee Proposal Submission

The form with the proposal details must be sent to pipaufRJ@me.ufrj.br. Mention the name of the main author, his/her institution and, if a graduate student, the supervisor (principal investigator).

A proposal receipt email confirmation will be sent.

6. The Evaluation Process

1. The proposal will be initially evaluated by the CPCPIPA executive management regarding the completion of all form items and the adequacy of the objective of the submitted proposal. If there are pending issues to be filled, or the CPCPIPA understands that the proposal should be more specific, the proposal will return to the main author for reformulation.

Only proposals that pass this first evaluation, with pending issues resolved (if any), will be entered in the restricted area of the PIPA website as a “Submitted Proposal”.

2. The submitted proposal will be evaluated by the Thematic Editor and may be sent out to a referee.

3. The following decision levels will be assigned for each article proposal:

a) Approval

b) Approval with comments

The Committee's comments will be sent to the first author, who then forwards them to the co-authors for discussion. There is no need for Committee re-discussion.

c) Conditional approval

The Committee's comments will be sent to the first author and the proposal must be modified by the authors. A new version in .doc format must be sent to the Committee for discussion within a maximum period of 15 (fifteen) days after sending out the answer, through the same e-mail mentioned in item 3.4.

d) *Rejection*

The proposal is not of sufficient quality to be approved or a significant duplication or overlap with already approved proposals or published articles is noted.

The answer will be sent to the author who submitted the proposal via e-mail.

7. Data Release

After approval, the author will be instructed to send the **Commitment Term** and the **Database Request Form** to the Committee, in the restricted site area, to send the data file. The Term must be signed by the principal investigator, and must be sent digitally, via e-mail or electronically signed, to pipaufrij@me.ufrj.br. Only after sending in the Commitment Term and the form will the data file be sent out. The data file will be sent to the author within 15 (fifteen) days after sending in the documentation.

These data will be confidential and under the responsibility of the researcher responsible for the proposed project. Data will not be identified.

8. Schedule

After sending the data file, **a preliminary version of the manuscript must be sent to the Committee for evaluation within a maximum period of 6 (six) months.**

The manuscript must be ready for submission to a scientific journal within a maximum period of 1 (one) year.

The first version and the final manuscript must be sent by **e-mail: pipaufrij@me.ufrj.br.**

The scope of the manuscript must be consistent with the previously approved article proposal.

In the case of conference abstracts, it is recommended that they be prepared from articles in the conclusion phase, that is, with a completed data analysis. All co-authors must approve the abstract before submitting it to the Publication Committee, which must be at least 3 (three) weeks before the conference submission deadline by e-mail: pipaufrij@me.ufrj.br.

When the approved abstracts are presented, the first author must send a copy of the published abstract in the conference/event proceedings, if any, to the Committee.

A copy of the final version of the dissertation or thesis, once defended and approved, must be sent to the Committee for publication on the PIPA Project website.

9. Authorship

Article proposals can be prepared from the initiative of one or more researchers or

commissioned by the Central Coordination. In the first case, the researcher responsible for the hypothesis to be evaluated in the article invites other colleagues to participate in the group of authors who will prepare the article proposal and the article itself.

In the second case, the Central Coordination can prepare a list of topics considered as highly important in relation to the main objectives of the study and invite specific researchers to be co-authors.

It is strongly recommended that authors who wish to investigate similar hypotheses prepare proposals and work together, avoiding theme duplication.

All articles and conference abstracts must include the name of the PIPA Project and its institutional affiliation to the Federal University of Rio de Janeiro in the Title.

The names of group members who qualify as authors must be listed in the article's authorship line. Article authorship must meet the International Committee of Medical Journal Editors criteria, available at http://www.icmje.org/ethical_1author.html.

Group participants who do not qualify as authors, but rather as study collaborators or investigators, should be listed in the Acknowledgments section or in the Supplementary material, inserted as a study group: **PIPA Study Group**.

Contributors are only indexed in Medline if a group has also been designated in the authorship line.