



PIPA/UF RJ PROJECT CHILDHOOD AND ENVIRONMENTAL POLLUTANT PROJECT

SCIENTIFIC PRODUCTION RULES AND REGULATIONS

1. Introduction

The PIPA/UF RJ Project, a Longitudinal Study of the Effects of Exposure to Environmental Pollutants on Children's Health, is a prospective cohort study focused on the effects on children's health of exposure to chemicals (specifically metals, pesticides, and plasticizers) that are dispersed in the environment to which children are exposed from conception.

The study population consists of all children born at the Maternity School of the Federal University of Rio de Janeiro during a 12-month period. The study includes the collection of socio-demographic and health information and biological samples from the parents during pregnancy; the clinical evaluation and collection of biological samples from the children at birth; and the collection of biological samples and clinical follow-up of the study population during the first 48 months of life, in terms of parameters related to weight and height growth, clinical complications, and neurological, motor, emotional, and cognitive development.

As such, the PIPA project will enable the generation of a wide range of data and information that can contribute to a better understanding of the effects of exposure to environmental pollutants and their interactions with other risk factors or conditions on maternal and child health.

Therefore, the **Scientific Production Rules and Regulations** of the PIPA project are designed to **promote the production of consistent scientific evidence that will enable the preparation of scientific studies**, such as theses, dissertations, articles, papers for scientific events, etc., and **the publication of their results in journals indexed in internationally recognized bibliographic databases, as well as their presentation at recognized scientific events.**

2. Data Curation

The PIPA Project - Longitudinal Study of the Effects of Exposure to Environmental Pollutants on Children's Health was originally developed by the academic teams

and is carried out in the academic units of the Federal University of Rio de Janeiro. As such, all data generated 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 mention the name of the Federal University of Rio de Janeiro (**in full**) as the originating institution of the PIPA Project. All publications resulting from these studies must include the name of the PIPA Study Group and its institutional affiliation with the Federal University of Rio de Janeiro.

3. Structure of the Scientific Production Committee of the PIPA Project

The Scientific Production Committee of PIPA is composed of a General Coordinator, an Executive Board and an Editorial Board, known as Thematic Editors, representing the different areas of interest related to PIPA.

The Thematic Editors are responsible for assessing the relevance of proposals for the use of data or information produced by the PIPA project in terms of the development, presentation and publication of scientific studies, and may refer them to a referee if they deem it necessary. Appendix 1 describes the topics and sub-topics that will be studied by the PIPA project.

4. Rules

1. The Scientific Production Committee of the PIPA Project (SPCPIPA) is hereby established and is responsible for the implementation of these regulations.
2. The Scientific Production Committee of the PIPA Project (SPCPIPA) is responsible for evaluating proposals for the development, presentation and publication of scientific studies using data or information produced by the PIPA Project, **either exclusively (Complementary Projects) or together with data or information from other sources (Supplementary Projects).**
3. **All scientific studies and publications that use data or information produced by the PIPA Project, either exclusively or in conjunction with data or information from other sources, must first be reviewed by the SPCPIPA before they are developed.**
4. Proposals for scientific studies to be conducted must be consistent with PIPA's goals and data structure characteristics;
5. The development of proposals must ensure that a version of the work with results is presented within a maximum of one year. If no article has been developed on the approved proposal within this period, the proposal will be removed from the restricted area of the site and the topic will remain open to other researchers who wish to develop proposals on it.
6. The proposal submitted must be very specific, to avoid duplicating articles that have already been published or proposals that have already been approved.
7. Each proposal received will be reviewed by the Executive Committee and forwarded to one of the SPCPIPA Thematic Editors, who will be responsible for the initial evaluation and may forward it to a referee. The decision of acceptance

or rejection will be made by the Thematic Editor in collaboration with the general coordination of the project.

4. Submitting a Proposal

4.1. Evitando duplicações

Avoidance of duplication

It is the responsibility of the first author of the new proposal to avoid duplication with proposals already approved by the Committee. A list of proposals already approved and submitted for evaluation with their respective abstracts is available in the restricted area of the PIPA website (<http://www.projetopipaufrij.me.ufrj.br>). It is important to read the proposals listed on the website before submitting a new proposal.

Proposals that include terms such as "assessment of environmental risk factors for neurodevelopment" in the main and/or specific objectives will be returned for rewording and narrowing of the objectives. If the proposal is to identify a set of risk factors associated with a specific outcome, the hypothesis supporting the inclusion of specific risk factors and the analytical strategy for defining the subset must be well defined.

In the case of partial duplication, the first author of the second proposal must describe in their project how their proposal differs from previously approved proposals or published articles.

New users should request access to the restricted area of the site (with a personal login and password) by sending an e-mail to pipaufrij@me.ufrj.br. In this email, include the name of the researcher you wish to register, the institution with which you are affiliated, and, if you are a graduate student, the advisor (principal investigator). Confirmation of registration will be sent by e-mail in response to the request e-mail, along with the information needed to access the restricted area.

4.2. Preparing the Proposal

The proposal must include:

1. Short title with the main objective of the proposal
2. List of authors
3. The type of proposal (master's thesis, doctoral dissertation, article, paper for a scientific meeting, etc.)
4. Whether the project is complementary (using only PIPA data) or supplementary (adding other data not part of the study).
5. Keywords, according to the Health Sciences Descriptors (DeCS): 3 to 5.
6. Introduction, no more than 250 words
7. Well defined general and specific aims
8. Rationale

9. Hypothesis
10. Research methods
11. Type of study
12. Variables of interest
13. Population of interest
14. Inclusion and Exclusion Criteria
15. Well-specified outcome and exposure

In the case of a supplementary study, include the source of the additional funding and the ethics committee approval document.

Only fully completed forms will be evaluated. If any information is missing, the proposal will be returned to the principal investigator for completion.

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

4.3. Submission of the proposal to the Publications Committee

The form with the details of the proposal should be sent to pipaufjrj@me.ufrj.br. This email should include the name of the lead author, the institution with which he or she is affiliated, and, if a graduate student, the advisor (principal investigator).

An e-mail acknowledging receipt of the proposal will be sent.

5. The Evaluation Process

1. The proposal will first be reviewed by SPCPIPA management to ensure that all items on the form have been completed and that the objective of the submitted proposal is appropriate. If there are any outstanding items to be completed, or if SPCPIPA believes that the proposal should be more specific, the proposal will be returned to the primary author for rewording.

Only proposals that pass this initial evaluation, with all outstanding issues (if any) resolved, will be posted as "Submitted Proposal" in the restricted area of the PIPA website.

2. The submitted proposal will be evaluated by the thematic editor and may be sent to a referee.

3. For each article proposal, the following decision levels will be assigned:

a) *Approval*

b) *Approval with comments*

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

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 should be sent to the Committee for discussion no later than 15 (fifteen) days after the reply is sent, by the same e-mail address mentioned in item 3.4.

d) *Rejection*

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

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

6. Data sharing

Upon approval, the author will be instructed to send the Term Sheet and Database Request Form to the Committee, which can be found in the restricted area of the website, in order to submit the data file. The Term Sheet must be signed by the responsible researcher and sent digitally, by e-mail, or with an electronic signature to pipaufrij@me.ufrj.br. The data file will be sent only after the Term of Commitment and the form have been sent.

The data file will be sent to the author within 15 (fifteen) days after sending the documentation.

This data will be confidential and will be the responsibility of the researcher in charge of the proposed project. The data will not be identified.

7. Schedule

Once the data file has been sent, **a preliminary version of the manuscript must be sent to the committee for evaluation within a maximum of 6 (six) months.**

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

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

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

In the case of abstracts for conferences, it is recommended that they be prepared from articles that are in the final stage, i.e. with data analysis already completed. All co-authors must approve the abstract before submitting it to the Publications Committee, which must be done at least 3 (three) weeks before the congress submission deadline by emailing pipaufrij@me.ufrj.br.

Upon presentation of the approved abstracts, the first author must provide the

committee with a copy of the abstract published in the proceedings of the conference/event, if any.

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.

8. Authors

Article proposals can be prepared on the initiative of one or more researchers or on behalf of the Central Coordination. In the first case, the researcher responsible for the hypothesis to be evaluated in the article invites other colleagues to join 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 to be of high importance 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 to avoid duplication of topics.

All articles and conference abstracts must include the name of the PIPA project and its institutional affiliation with the Federal University of Rio de Janeiro in the title.

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

Group members who do not qualify as authors, but as collaborators or investigators in the study, should be listed as the study group in the Acknowledgments section or Supplementary Material: **PIPA Study Group**. *Collaborators are only indexed in Medline if a group is also specified in the authorship line.*