

Presentation of Research Projects

Standard operating procedures (SOP)

Version 5.1 (January, 2026)

This document aims to standardize the presentation format of research projects by investigators of the GLADEL network, for their advice and implementation.

IMPORTANT CONSIDERATIONS

- a. All projects must be submitted to be evaluated and eventually approved by the GLADEL Scientific Committee.
- b. The project presentation must include:
 - b.1 Letter from the principal investigator, in English, mentioning the project that is proposed to be carried out, which database is required to be used.
 - b.2 Complete the project form found at the end of this document; in English language with a maximum of 4 pages.
 - b.3 Letter of recommendation from the Head of the Service or Institution of the GLADEL center, in which the candidate's academic background is clearly and knowledgeably described, the feasibility of the proposed project and its relevance to the working group are demonstrated, and the availability of sufficient time for its completion is guaranteed.
- c. The project must have approval from the ethics committee of the institution that leads the research project.
- d. Once a project is approved by the Scientific Committee, it will be valid for 18 months. If the project is not completed within the scheduled time, another researcher interested in the topic may take over.
- e. The principal investigator must present a progress report to the GLADEL Scientific Committee every 3 months.



- f. Once the project is accepted, the researcher must disseminate the study carried out at national / international meetings, and then publish it in a journal indexed in PubMed.
- g. The authorship of the study to be published will follow the regulations of the "Authorship and Participations" (Version 6.0, February, 2025).

PROJECT SUBTYPES

1- Projects for sending abstracts to National and International Congresses:

- If the authors require advice and statistical analysis to send an abstract to a national or international conference, the project must be sent to the statistical team 90 days in advance of the abstract submission deadline.
- GLADEL is committed to maintaining fluid communication with the authors of the project; if necessary, virtual meetings will be scheduled to improve the dynamics of the exchange.
- The maximum time from the authorization of the project by the Scientific Committee to the presentation at a National/International Congress, is 12 months.
- GLADEL will not cover costs related to abstract submission, congress registration, travel, or accommodation.

2- Projects for publication:

- Projects intended to be presented in a PubMed indexed journal.
- The maximum time from the authorization of the project by the Scientific Committee to submission to a journal indexed in PubMed is 18 months.
- GLADEL is committed to maintaining fluid communication with the authors of the advised project; if necessary, virtual meetings will be scheduled to improve the dynamics of the exchange.
- GLADEL will not cover costs related to manuscript submission, processing, or publication.

GLADEL – PROJECT PRESENTATION FORMAT

Form required for the submission of the project to the Scientific Committee and to required support of statistical analysis (maximum of 4 pages).

Contact Information	
Name / Surname:	Institution:
	Address:
E-Mail:	City/State/Zip:
Phone:	Presentation date:
Brief description of your relationship with GLADEL (authors and affiliations):	
I certify that I did not receive any industry funding for the development of this project.	
Information about the project	
Title of the project:	
Short summary (maximum 250 words)	
1) What is known about the topic? 2) How will this project contribute to what is already know about the topic?	
Principal investigator name and affiliations: Collaborator name and affiliations:	
<input type="checkbox"/> Congress where abstract presentation is considered: <input type="checkbox"/> Journal(s) where publication is considered:	
Expected date of submission for publication or conference presentation (if known):	
Database: GLADEL, GLADEL 2.0, Educational program (Speaking about lupus, Is Lupus, others)	<input type="checkbox"/> Complete cohort <input type="checkbox"/> Sub-cohort <input type="checkbox"/> Educational program Specify inclusion and exclusion criteria:
Primary hypothesis:	

Secondary analyses/additional question(s) to be answered:
Response variable / Event of interest (they must be properly identified according to the database codification)
New variables for analysis (they must be properly identified according to the database codification)
Proposed statistical analysis (attach tables)
Timetable:
References:

