PRESENTATION OF RESEARCH PROJECTS
Standard Operating Procedures (SOP)
Version 3.0 (February, 2025)

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

IMPORTANT CONSIDERATIONS
1. All projects must be submitted to be evaluated and approved by the GLADEL Scientific Committee.
2. The project should be sent by the authors through the format that is at the end of this document, with a maximum of 4 pages.
3. Once a project is approved by the Scientific Committee, it will be valid for 12 months. If the project is not completed within the scheduled time, another researcher interested in the topic may take over.
4. GLADEL will provide the support and/or execution of the statistical analysis.
5. The principal investigator must present a progress report to the GLADEL Scientific Committee every 3 months.
6. Once the project is accepted, the researcher must disseminate the study results carried out at national / international meetings, and then publish it in an indexed journal.
7. The authorship of the study to be published will follow the regulations of Article 7 ("About the Author", Version 6.0 (February 2025).

PROJECT TYPES
1. *Projects for sending abstracts to National and International Congresses:*
    1.1. In the event that the authors require advice and statistical analysis to send an abstract to a national or international conference, the project must be sent at least 120 days in advance of the abstract deadline. Since peer review is required for scientific productions through an external platform, results must be shared with GLADEL 30 days prior to the congress deadline
    1.2. 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.
    1.3. The authors undertake to publish the results of the abstract in an indexed journal no later than 12 months after the meeting presentation.

2. *Projects for publication:*
    2.1. Projects intended to be presented in indexed journals without publication cost will be prioritized. However, in the event that the Scientific Committee considers that it is a high-impact project.
    2.2. The maximum time for the development of the project and submission for publication in indexed journals should not exceed 12 months.

2.3. 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.

2.4. Since peer review is required for scientific productions through an external platform, results should be shared with GLADEL prior to submission to the selected journal.

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:	Address:
	City/State/Zip:
E-Mail:	
Phone:	Presentation date:
Brief description of your relationship with GLADEL (authors and affiliations):	

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?
Authors and affiliations:
☐ Abstract where presentation is considered: ☐ 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)	☐ Complete cohort complete ☐ Sub-cohort ☐ 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: