

## Scientific Committee, SC

Scientific committee plays the role of overall supervision and quality control of procedures related to the submission, evaluation and selection of research proposals as well as the monitoring and the final assessment of scientific activities of BiCCA

### I. Main Responsibilities

- A. Selection of research proposals: identifying research proposals that best respond to the BiCCA mission and/or meet research needs to improve children's environmental health
- B. Overall supervision and quality control of procedures for the evaluation of research proposals
- C. Approval of research proposals
- D. Monitoring and final assessment of outcomes of approved research proposals

### II. Membership

- A. Principal investigator(PI) and/or co-PIs or a delegate from each cohort joining BiCCA. There is no number limitation for co-PIs
- B. The scientific committee members should elect a Chair by majority vote every two years

### III. Voting right

- A. Only one representative from each cohort executes voting right for acceptance/rejection of each research proposal as BiCCA project. Other SC members serve as reviewers or consultants
- B. Representative from each cohort should decide whether or not join each research proposal

### IV. Procedure and Administration of Research Project

- A. Call for research proposal (annex 1)
- B. Steps of evaluation
  - 1. Chair should confirm that proposed new research proposal do not overlap with already approved proposal(s).
  - 2. Chair should assign two SC members to review the submitted research proposal (annex 2)
  - 3. Research proposals should be approved by majority vote according to the comments from reviewers, which means more than half of the representatives voted, and more than half agreed.

### C. Procedure of the research project

1. The principal investigators of approved research proposals would be the research project leader, and BiCCA cohort(s) who join the research project become research project members.
2. Each research project leader of approved research proposal should be responsible for variables collection, data management and analysis, and manuscript preparation
3. Executive period of each research project is 2 years after approval of proposal. During this period the first draft of manuscript should be completed. Otherwise, the research project will be released to other BiCCA members
4. Extension of executive period should be proposed and reviewed

### D. Authorship

1. The research project leader decides upon the first and corresponding authors
  - a. The writing team can include any number of authors if they meet 4 ICMJE criteria (annex 3)
  - b. The research project leader is responsible to ensure enough space for other participating BiCCA authors
2. Contribution to the project will be included abiding by the following rules:
  - a. The numbers of delegate depend on cohort size, 2 for participants less than 1,000, 3 for those between 1,000 to 5,000 and 4 for those more than 5000.
  - b. The order of these delegates would be placed according to the sequence of cohort size
3. Acknowledgement to BiCCA for providing a collaboration platform would be appreciated if 3 or more BiCCA member joined the project.

### E. Additional Remarks

1. For unapproved research projects, private cooperation without name of BiCCA is allowed
2. Submission process and updated information of SC members will be announced on BiCCA website and renewed regularly

(As of: 2017/03/08)