



## COLLABORATION AGREEMENT - EXAMPLE

Section	<i>Explanatory notes. Should be deleted as the cells are filled out with relevant information.</i>
1. Title of project	<i>TBA</i>
2. Participants	<i>Participants are those who are expected to contribute to the project in a manner that would warrant authorship of any publications resulting from the project. Include names and affiliations. Determine if Grants and Contracts should be contacted for formalized contract</i>
3. Goals and time plan	<i>Include a preliminary time plan and list milestones to be achieved, subprojects to be accomplished as well as participants</i>
4. Project management	<i>Appoint a project manager (and any other managerial entities) and clarify roles of each</i>
5. Rules of procedure	<ul style="list-style-type: none"><li>• <i>frequency of meetings</i></li><li>• <i>agenda of meetings</i></li><li>• <i>who if any is responsible for taking minutes</i></li><li>• <i>rules for including more members into the project group</i></li><li>• <i>rules for excluding existing member from the project group</i></li></ul>
6. Research protocol	<i>Determine who is responsible for:</i> <ul style="list-style-type: none"><li>• <i>Creating the final version</i></li><li>• <i>Sending final version to participants</i></li><li>• <i>Getting approval from all participants</i></li><li>• <i>Obtaining permissions from relevant authorities</i></li><li>• <i>Storage of data</i></li><li>• <i>Storage of any other documentation</i></li></ul> <i>Determine procedure for changes to the protocol</i>
7. Internal communication	<i>Determine frequency and format of internal progress reports</i>
8. Distribution of roles and responsibilities	<i>For each task determine</i> <ul style="list-style-type: none"><li>• <i>Who has the main responsibility?</i></li><li>• <i>Who else will collaborate?</i></li></ul>
9. Access to equipment, assistance, and other facilities	<i>Describe access to facilities, equipment, and technical assistance.</i>
10. Applications for funding	<i>Agreement on main and co-applicants. All applicants should approve applications prior to sending</i>
11. Supervision (if applicable)	<i>Who is in charge of supervision?</i>
12. Access to data	<i>Who is responsible for preparation of a data management plan (DMP)?</i>
13. Planned publications and theses	<ul style="list-style-type: none"><li>• <i>Preliminary list of expected publications</i></li><li>• <i>Note if any results are expected to be used in PhD or doctoral theses</i></li></ul>
14. Authorships	<i>For each expected publication:</i> <ul style="list-style-type: none"><li>• <i>Preliminary agreement of first and last author and possible co-authors</i></li></ul>
15. Publications	<i>For each expected publication appoint:</i> <ul style="list-style-type: none"><li>• <i>Person responsible for first draft (usually the first author)</i></li><li>• <i>Person responsible for final version</i></li><li>• <i>Corresponding author</i></li></ul>

## Collaboration agreement

16. Changes to points 8-15	<i>Due to the preliminary nature of points 8-15, changes may be necessary as the project progresses. A procedure for changing the responsibilities and roles should be considered.</i>
17. Patents	<i>Determine IPR</i>
18. Financing	<ul style="list-style-type: none"><li>• <i>Determine who has the main responsibility for project finances</i></li><li>• <i>Plans for additional funding</i></li></ul>
19. Dissemination of results	<ul style="list-style-type: none"><li>• <i>Determine who may speak on behalf of the project group</i></li></ul>
20. Conflict resolution	<ul style="list-style-type: none"><li>• <i>Determine procedure for handling conflicts</i></li></ul>