



Collaboration Agreement Example

For guidance on using this tool: <https://fl-rda.org/collaboration-agreement-learning-object/>

Note: The example provided below is brief for demonstration purposes. Most uses of this template will include more and longer answers in response to each question, which may be summarized into summary statements like those captured below.

Overall Purpose:

What is the overarching vision for the team project?	<ul style="list-style-type: none"> • Explore whether/how common factors in deterioration of Florida’s coastlines can be understood in a unifying framework of “coastal organic enrichment.” • Use our interdisciplinary expertise to think about the coastal organic enrichment problem in a novel way.
What are the goals, anticipated outcomes, and products of the collaboration?	<ul style="list-style-type: none"> • Work together to identify a gap, produce a review paper, investigate the possibility of an outreach activity, and possibly look for funding either as the next step of the review paper or to fund a program.

Roles, Responsibilities, & Project Management:

How will the team manage shared leadership responsibilities?	<ul style="list-style-type: none"> • Divide major goals and outcomes: <ul style="list-style-type: none"> ◦ Jim and Beth lead review paper ◦ Mary and Laure lead workshop development
How will we hold each member accountable for doing their part?	<ul style="list-style-type: none"> • Peer pressure as appropriate, help as needed • Clear expectations and timelines • Email list of “to-do’s” after each meeting
How will important decisions be made? (e.g., changes, budget, data)	<ul style="list-style-type: none"> • Team meeting discussions • Thumbs up/down voting by each team member
What information and team processes do we need in place to be successful? (e.g., how run meetings, workflow for tasks)	<ul style="list-style-type: none"> • Agenda and objectives set ahead of time so that we can be prepared for meeting discussions and make the most of the time • A long-term calendar with goals set and progress monitored
How, and by whom, will information and data be managed and stored long term?	<ul style="list-style-type: none"> • Zotero to manage citations and cite while you write • Google Docs for working drafts of deliverables

Communication:

What will our communication norms be? (e.g., frequency, meetings, tools, defining terms, how to deal with non-communication)	<ul style="list-style-type: none">• Biweekly meetings, emails in between• Relates to team norms and functioning section—we can establish roles during different meetings for individuals to keep track of management of conflict, etc.
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Team Norms & Functioning:

How do we ensure we leverage differences in the team? (e.g., opinion, expertise, work styles, personality)	<ul style="list-style-type: none">• Follow-ups: “What do you mean by X? Can you explain more?”• Discuss different roles members can play on a team
How will we ensure it is safe to take risks and raise concerns?	<ul style="list-style-type: none">• Thank others for their contributions, call on quiet members and ask for their opinion (and show you value it), engage in healthy debates
How will we ensure all input is regarded as valuable?	<ul style="list-style-type: none">• Respect, willingness to listen (willingness to be quiet)• Keep notes on what everyone says in meetings and in versions of documents
How will we manage conflicts that arise? (e.g., scientific, interpersonal)	<ul style="list-style-type: none">• Have someone assigned to this task and open lines of communication, discussing at team meetings when they arise

Authorship & Credit:

What will be the criteria and process for assigning authorship and credit?	<ul style="list-style-type: none">• Discuss at team meeting in relation to specific products• First/last authorship very important for some people (e.g., pre-tenure)• Lead author also depends on expertise each brings to the product• Will also depend on the contributions each makes, and should make a separate agreement before writing about author order
How, and by whom, will presentations be made and publications be written?	<ul style="list-style-type: none">• Discuss who is available, though all are welcome to contribute• See above for issues of author order and credit

*How often will we review this agreement?

Quarterly, or as needed (e.g., if begin writing a paper or grant proposal)