**Collaboration Agreement – [Team Name]**

*For guidance on using this tool:* [*https://fl-rda.org/collaboration-agreement-learning-object/*](https://fl-rda.org/collaboration-agreement-learning-object/)

**Overall Purpose:**

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| --- | --- |
| **What is the overarching vision for the team project?** |  |
| **What are the goals, anticipated outcomes, and products of the collaboration?** |  |

**Roles, Responsibilities, & Project Management:**

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| --- | --- |
| **How will the team manage shared leadership responsibilities?** |  |
| **How will we hold each member accountable for doing their part?** |  |
| **How will important decisions be made?** (e.g., changes, budget, data) |  |
| **What information and team processes do we need in place to be successful?** (e.g., how run meetings, workflow for tasks) |  |
| **How, and by whom, will information and data be managed and stored long term?** |  |

**Communication:**

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| **What will our communication norms be?** (e.g., frequency, meetings, tools, defining terms, how to deal with non-communication) |  |

**Team Norms & Functioning:**

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| --- | --- |
| **How do we ensure we leverage differences in the team?** (e.g., opinion, expertise, work styles, personality) |  |
| **How will we ensure it is safe to take risks and raise concerns?** |  |
| **How will we ensure all input is regarded as valuable?** |  |
| **How will we manage conflicts that arise?** (e.g., scientific, interpersonal) |  |

**Authorship & Credit:**

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| --- | --- |
| **What will be the criteria and process for assigning authorship and credit?** |  |
| **How, and by whom, will presentations be made and publications be written?** |  |

**\*How often will we review this agreement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**