

Student/Faculty Collaborative Project Agreement

Instructions: Faculty and students are strongly encouraged to discuss and come to an agreement with regard to the following items early in any collaborative research project. The agreed arrangements under each item should be put in writing under the corresponding section, and all parties participating in the project should sign the agreement.

1. **Authorship definition/role/contribution.** *According to JAMA's Journal Authorship Responsibility, Criteria and Contribution guidelines (which are based on the 1985 Committee of Medical Journal Editors (ICMJE) guidelines), authors should meet the three following categories which determines whether the author has "made substantial contributions in the intellectual content of the paper":*
 - a. *At least 1 of these 2 criteria:*
 - i. *"conception and design"*
 - ii. *"acquisition, analysis, or interpretation of data"*
 - b. *At least 1 of the following 2 criteria:*
 - i. *"Drafting of the manuscript"*
 - ii. *"Critical revision of the manuscript for important intellectual content"*
 - c. *At least 1 of the following criteria:*
 - i. *"Statistical analysis"*
 - ii. *"Obtaining funding"*
 - iii. *"Administrative, technical or material support"*
 - iv. *"Supervision"*
 - v. *Other _____*

5. **Handling of data/Where data should be stored/Documentation of the dataset and analyses/ Access to data/Data Sharing Policy/what happens with data when project is finished or when the student graduates or leaves**

6. **Role of faculty member** (*dissertation chair, advisor, etc*)

7. How will the agreement change if the student changes advisors, or leaves the project?

8. Other items specific to project

Faculty Signature

Faculty Signature (fill in as N/A if there is only 1
faculty involved in the project)

Student Signature

Student Signature (fill in as N/A if there is only 1
student involved in the project)

Student Signature (fill in as N/A if there
are 2 students involved in the project)

Student Signature (fill in as N/A if there are 3
students involved in the project)