**Memorandum of Understanding and collaboration agreements**

**University Health Network - Emergency Medicine**

Approved: 14 December 2023

The memorandum of understanding and collaboration agreement is a voluntary agreement between the members (PI, Co-PIs, Co-I, etc). This agreement describes the roles and obligations of the members, including description of the project, timelines, financial support, expectations and scholarly credit. We strongly encourage you to complete this with your team and revisit it at least every 6 months and prior to submission for publication/ presentation/ research awards; **submission of a collaboration agreement is required in order to be considered for UHN ED academic points** for publications for all projects involving more than one investigator. If you have any questions, please email the UHN EM Research Director or the EM Research Coordinator

**All members must review and sign off on this agreement. By signing off on this document, all members acknowledge the following:**

Project PI/Supervisor: [enter full legal name]

Each project should have one dedicated member to each project who is responsible for the details outlined below

Project title: [project name]

Project description: [Brief (<300 words) description of the project]

Project funding: [List all funding sources and amounts if applicable]

Project timeline: [List the key dates/timeline regarding project activities, e.g., REB submission, data collection, estimated date for publication/ presentation submission]

Member and role: [List all project members names and their role in the project.

Any changes in project roles also need to be recorded. Please include the principal investigator (and Co-PI if applicable) and all co-investigators in the project]

**Resources**: The following administration staff time/ funding/ materials will be shared as follows:

Administrative staff: [name, role, anticipated time required per week/month/year, key project lead contact]

Materials: [name of items, storage location, plan for acquisition, shared use, plan for disposal/ repurposing at the end of the project]

Funding: [name of fund, plan for location of funds and access, plan for reporting of fund use]

**Authorship**: The minimal criteria to be considered an author includes contributing intellectually to the work, interpreting at least a portion of the results, contributing to the writing of the article and review/ approval of the final manuscript. For reference see: <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

For the purpose of any scientific abstracts or peer-reviewed manuscript related to this project, initial planned authorship order and roles will be as follows (consider the CRediT authorship approach for clarity): ​​<https://www.elsevier.com/authors/policies-and-guidelines/credit-author-statement>

The following resources may be helpful in determining authorship roles: <https://www.sciencedirect.com/science/article/pii/S0196064401309459> and the role of non-MD authors: <https://pubmed.ncbi.nlm.nih.gov/17355680/>

*For example: Zhang San: Conceptualization, methodology, software design; Priya Singh: Methodology, recruitment, data interpretation, original draft preparation. Sioban Wu: Conceptualization, methodology, data interpretation, supervision*

First author: [List name and role]

Second author: [List name and role]

Middle authors: [List name and roles]

Senior author: [List name and roles]

Last author: [List name and roles]

The status of the last author (e.g., SRA) should be collectively determined by the entire author group. Is the last author considered senior author for this work? [yes/no]

Are the authors to be considered equal co-authors in this work: [yes/no]

**Monetary awards/publication points** are intended to to compensate and reward contributors for their time and effort in producing a scholarly work (note: publication points are only available to eligible UHN ED practice plan members). How will the contributors divide any monetary awards or publication points related to this work?

Author name [% monetary awards, % publication points if applicable]

Author name [% monetary awards, % publication points if applicable]]

Author name[% monetary awards, % publication points if applicable]]

Author name [% monetary awards, % publication points if applicable]

Not all contributors may meet criteria for authorship. Please list any contributors not included as authors who may be included in the distribution of any monetary awards:

Name [% monetary awards]

Sign and date (by all members):