

## **Memorandum of Understanding and collaboration agreements University Health Network - Emergency Medicine**

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; however, it is not mandatory. 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 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.  
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:** 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>

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]

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/education points** in recognition of scientific publication will be divided between the authors:

First author: [%]

Second Author: [%]

Middle author(s): [%]

Last author: [%]

Sign and date (by all members):