

TITLE:	RESEARCH COLLABORATION AGREEMENT FORM (RC-C-1)
ORIGINATING DEPT./ UNIT:	LIFESTYLE AND HEALTH RESEARCH CENTER (LHRC)

1. APPLICABILITY:

This form should be used when a collaborating researcher would like to work on data that are already collected by the LHRC and have the potential for further analysis and publication. Information in the following documents, published by LHRC, are part of this agreement (*Research collaboration: Guidelines and Good Practices*, and *Best Practices for Conducting Research and Reporting Results*)

Collaborator full name		
Degree (MSc, PhD, Dr.PH, etc.)		
Affiliation name & address		
Current position		
E-mail address		
Office phone number	Mobile number	
Proposed manuscript title from the data set in HSRC		
Briefly describe the way you are going to analyze the data set and how this can be different from previous analyses performed by the HSRC staff. Briefly indicate the aims, and how can this works lead to a potential manuscript. Specify your role as a collaborator (author/co-author). Mention any expertise that you have, which can lead to a successful execution of this research project.*		

* Attach your recent CV, showing especially your published research in peer-reviewed journals.

Name a principal author and/or co-authors from the HSRC who can join you in analyzing and writing the proposed manuscript.	
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By being a research collaborator at the HSRC, you agree to the following terms:

1. The research must meet the mission and objectives of the LHRC.
2. You abide to the ethical principles and professional conducts stated in the LHRC's document: *Best Practices for Conducting Research and Reporting Results*, available from the LHRC.
3. You declare any conflict of interest by completing and signing *Research Conflict of Interest Disclosure Form* before joining the LHRC as collaborator.
4. You faithfully and diligently work with members of your research team at LHRC and solve any differences mutually.
5. You inform the LHRC in writing before any changes in the aims, methodology, or the outcomes of the proposed research, and obtain an approval in such case from the LHRC.
6. If you are the principal investigator, you agree to regularly submit to the LHRC progress reports every 4 months and a final report for this project.
7. You should have a written agreement before starting the research indicating the roles of each investigators in this project. Also, you do the same for the authorship order when preparing a manuscript for publication, showing the contribution of each co-author, acknowledging by completing and signing the *Authorship agreement form* that authorship credit is based on substantial intellectual contribution, established by the International Committee of Medical Journals Editors (ICMJE).
8. If major disputes arise and cannot be resolved by the principal investigator (or it involves the principal investigator with the collaborators), it may be time to get a third party involved; in this case, it is the head of the HSRC or even the executive director of the Health Sciences Research Center (HSRC). The decision of the head of the HSRC or the executive director of the HSRC is final.
9. You agree on the confidentiality of the research findings until they are published or presented in a conference by a member of the research team.
10. All research materials produced within the LHRC authority must be consistent and in compliance with ethical and legal requirements of the HSRC and PNU.
11. HSRC discourages presenting or publishing its research findings in predatory conferences or journals.
12. The LHRC is the one who is responsible for archiving the research data, laboratory books or field data collection sheets, whether in hard copy or stored in a computer, an iPad, a machine or an instrument belonging to the HSRC. All data become the property of the LHRC. Future sharing and reusing of the research data can be granted by the LHRC upon reasonable request.

13. Any research products (presentations, abstracts, and full articles) as a result of research conducted in the LHRC, must clearly ensure that the credit and attribution are made to the HSRC.
14. LHRC has the right to designate the public spokesperson for the collaborated research project if the findings of that research end up attracting media attention.
15. Unless stated otherwise, the ownership of intellectual property rights and responsibility for its identification and management is going to be the LHRC, HSRC and PNU.
16. The collaborating researcher must acknowledge the assistance of the HSRC in all reports, or otherwise published materials and any form of media communication that arises from the research conducted in the HSRC. An acknowledgement showing that “this research project was conducted at the LHRC, HSRC, PNU” must be stated.
17. The LHRC reserves the right to terminate the research collaboration should the collaborator places the LHRC reputation into disrepute or fail to comply with the agreed terms of the project.
18. You agree on the following study specific terms (write NA if there is no study specific terms):

Collaborator signature		Date	
Approval		Date	