**Authorship and Research Collaboration Plan – Short Version**

A key factor contributing to the success of a collaboration is whether responsibilities and expectations are clearly, respectfully, and honestly discussed within the team. The purpose of this document is to help facilitate that process. It is recommended that the document be revisited on a consistent basis (e.g., once per semester) or as the membership or other important facets of the collaboration change.

**Use the box below to describe the team’s plans for addressing one or more of the following issues**:\*

* Team Roles and Responsibilities
* Team Meetings and Communication Strategies
* Timeline and Objectives
* Authorship Criteria
* Author Order
* Acknowledgments
* Thesis, Dissertation, or Other Student Work Products
* Use of Research Data After the Collaboration Concludes
* Publication/Dissemination Plans
* Financial Aspects of the Collaboration
* Legal Ownership and Intellectual Property
* Authorship or Collaboration Disagreements
* Other Expectations

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\***These items are described in more detail in the Full Version of the Plan document.**

**Acknowledgement of Authorship and Collaboration Plan\*\***

The following individuals have reviewed and discussed the Plan:

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| --- | --- | --- | --- |
| Team Member Name | Signature/Initials | Contact Information | Date |
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**\*\*Please note that this document is NOT a legally binding agreement or a contract. It is intended for informational and educational purposes only.**

**Version History**

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| Date | Summary of updates or changes to the Plan |
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**Resources**

**Authorship and Publication**

* Committee on Publication Ethics: <https://publicationethics.org/>
* Council of Science Editors: Authorship Task Force: <http://www.councilscienceeditors.org/resource-library/editorial-policies/cse-policies/retreat-and-task-force-papers/authorship-task-force/>
* GT Intellectual Property Policy: <https://policylibrary.gatech.edu/faculty-handbook/5.4-intellectual-property-policy>
* GT Library: Copyright & Fair Use: <https://library.gatech.edu/copyright>
* GT RCR Website – Authorship: <https://rcr.gatech.edu/authorship/>
* Open Access Policy at Georgia Tech: <https://library.gatech.edu/open-access>

**Collaboration and Mentoring**

* GT Expectations of Advisors and Advisees: <https://catalog.gatech.edu/academics/graduate/expectations/>
* GT Graduate Assistantship Schedule and Flexibility Policy: <https://policylibrary.gatech.edu/academic-affairs/graduate-assistantship-schedule-and-flexibility-policy>
* GT Graduate Student Enrollment and Employment: <https://policylibrary.gatech.edu/academic-affairs/graduate-student-enrollment-and-employment>
* GT Institute Diversity, Equity, and Inclusion: <https://diversity.gatech.edu/>
* GT Mutual Expectations of Research Advisors and Advisees:  
  <https://grad.gatech.edu/sites/default/files/documents/mutual_expectations_document_feb_15_2016.pdf>
* GT Postdoctoral Services – Mentoring: <https://postdocs.gatech.edu/faculty-staff-resources/mentoring>
* GT RCR Website – Responsibilities of Mentors and Trainees: <https://rcr.gatech.edu/mentoring>
* National Academies Mentoring Tools: <https://www.nap.edu/resource/25568/interactive/tools-and-resources.html#section2>
* ORI’s 5 Qualities of Good Research Mentors: <https://ori.hhs.gov/sites/default/files/2018-09/5%20Qualities%20of%20Good%20Research%20Mentors_508_Rasterized.pdf>

**Intellectual Property**

* GT Determination of Rights in Intellectual Property: <https://policylibrary.gatech.edu/faculty-handbook/5.4.5-determination-rights-intellectual-property>
* US Patent and Trademark Office Inventorship: <https://mpep.uspto.gov/RDMS/MPEP/current#/current/ch2100_d2c183_22374_28b.html>
* US Patent and Trademark Office Joint Inventorship: <https://mpep.uspto.gov/RDMS/MPEP/current#/current/ch2100_d2c1f8_278a7_1e6.html>