Focused Ultrasound Foundation's Guidelines for Collaborative Projects

Borrowing from: Project 1: Collaboration and Open Science Framework and Best Practices[1]

Guideline Goals:

This document guides collaborators through dialogue and planning around areas critical to effective team science with a goal of creating open resources of lasting value. Focused ultrasound research should be reproducible, transparent, and published freely: we will hold all research we fund to this standard and have put guidelines in place to encourage others in our ecosystem to do the same. Launching collaborative projects by discussing challenges and opportunities and developing strategies for empowering team members facilitates positive work relationships, fosters efficient and collaborative scientific research, and enables professional growth. Responses to the questions below should be documented for future reference, with an understanding that flexibility and change are expected and acceptable as long as all parties are agreeable.

Abstract Submission

Collaborators should address the questions below in their abstract
1. Objectives: What are your scientific objectives and what are you trying to accomplish?
2. Rationale: Why should you collaborate?
3. Team: Who or what skills are necessary to have on the team?
4. Division of Labor: What work and resources is each party providing?

Proposal Submission

Collaborators should respond in writing to the questions below and include the responses in their proposal

Overall Goals & Vision
1. Why is collaboration necessary, and what benefits does it provide? How is this group the right group to achieve your goals?
2. What are the collaboration-specific scientific issues, goals, and anticipated outcomes or products of the project? (e.g. transport of samples between sites, joint publication, etc)

Responsibilities
1. Who is the primary contact?
2. What are the expected contributions of each participant?
3. Who will write any updates and final papers?
4. What is the interplay between the core project team and other external collaborators (if applicable)?

Authorship/Credit
1. What will be the criteria and the process for assigning authorship and credit?
2. How do individuals and the team get credited for presentations, abstracts, and written articles?
3. How and by whom will public presentations be made?
4. How and by whom will media inquiries be handled? When discussing the work output of a project, highlight the collaborative effort of the team.

1. Wyatt Korff (HHMI-Janelia Research Campus) and Maryrose Franko (The Health Research Alliance). Project 1: Collaboration and Open Science Framework and Best Practices. https://incentivizingopen.org/project/communication-strategies/.

5. When and how will we handle intellectual property and patent applications?
6. Agree to use the CRediT taxonomy to guide authorship conversations. Use contributor vs. authorship taxonomy.

Data Management & Publication
1. What is the data release policy? What is the open access path (required)?
2. **How and by whom will the data be merged into a single dataset and what level of granularity is expected? How will access to data be managed? How will the collaboration handle long-term storage and access to data after the project is complete?** (Associated costs can be listed as a budget line item)
3. Agree that all data and metadata should be in a consistent format that is standard in the research area.
4. **Agree on a deadline for joint presentation and publication of the data and contingency plans if the deadline is not met (e.g. sites may publish independently by XX date).**
5. Agree that all datasets have DOIs or other PIDs.
6. **Data should be released as early as practical. Suggestions are 9 months from the validation of the data to allow individuals contributing to benefit from their work, while still providing rapid dissemination to the community.** Consider utilizing the FocUS Archive or another open science preprint server. Agree in advance whether the data is to be released piecemeal or all together (see point 4 above).

Contingencies & Communication
1. What will be your mechanism for routine communications among members of the research team and how often (to ensure that all appropriate members of the team are kept fully informed of relevant issues)?
2. How will you decide about redirecting the research agenda as discoveries are made?
3. Should one of the principals of the research team move to another institution or leave the project, how will you handle data, specimens, lab books, and authorship and credit?
4. How will you negotiate the development of new collaborations and spin-off projects, if any?
5. **Agree to schedule update meetings including the FUSF project manager at least once per quarter, and to discuss proposed changes in the statement of work with FUSF before proceeding.**

Conflicts of Interest
1. How will you identify potential conflicts of interest among collaborators?
2. Are there other collaborations or allegiances that may adversely impact true collaboration?

Best Practices:
1. **Agree to abide by best practices whenever feasible.**
2. Schedule standing project meetings to aid in communication and information sharing. Agree upon an appropriate interval for in depth presentations.
3. Send 'Meeting Recap' out within 24 hours of meeting. Include high-level summary, key decisions, and action items with assigned ownership and due dates.
4. Agree to a common form of communication.
5. Strive to put out validated data, not all data. Follow FAIR principles for data sharing.

1. Wyatt Korff (HHMI-Janelia Research Campus) and Maryrose Franko (The Health Research Alliance). Project 1: Collaboration and Open Science Framework and Best Practices. https://incentivizingopen.org/project/communication-strategies/.