

Collaboration agreement template

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This document's purpose is to outline the purpose and elements of [project title]. This outline also includes the roles, expectations, and access needs of the primary collaborators.

Project title

Project objective

This project aims to [_____].

Collaborators

All collaborators will fulfill the following shared roles and duties:

Individual collaborators will also fulfill the following roles and duties:

	Name	Title/Institution	Contact info *Preferred	Roles	Duties	Work style and workflow needs	Access needs
1.							
2.							
3.							
4.							

Core values

The following values and commitments drive this project:

	Value	Commitment/action
1.		
2.		
3.		
4.		

Timeline

Due date	Item/Action	Information	Point person

Sites

The work will be fulfilled at the following sites:

Deliverables

Individual projects

Collaborative projects

Due to the funders

Project management plan

_____ is responsible for managing the project at the level of _____. Other project management duties include _____ and will be performed by _____. If project managers are unable to fulfill these duties, they should follow this protocol: _____.

We will use _____ project management software.

We will store files in _____. Those who have access to the cloud folder are _____.

Communication protocols

We will communicate by (text/email/etc.)

Meeting facilitation protocols

Meetings will take place on _____.
Accessibility for meetings will include _____.

Meeting facilitators will circulate the agenda by _____.
Meetings will be facilitated [on a rotating basis/by one person/etc].

Protocols for delayed work or other conflicts

In the event that we are not able to meet deadlines, we will notify one another via _____ by _____. If we must withdraw from the project, we will _____.

Signatures

Name/Signature/Date