

Team Science Worksheet: Finding, Building, and Keeping Collaborations

This worksheet goes with the recorded lecture. The two exercises are described at the end of the lecture. Do them on your own after watching (about 30 minutes for the whole worksheet), or together at a later group meeting (about 5 minutes for each exercise).

Part 1: Map one collaborator (Exercise 1)

Start from what is blocking you, not from a list of names. About 5 minutes in a group, or 10 minutes on your own.

Step 1 (2 minutes, alone): name your bottleneck. Write the single biggest technical or conceptual bottleneck in your project right now, in one sentence. Be specific: “I need better statistics” is not a bottleneck; “I cannot deconvolve overlapping populations in a 28-color panel” is.

My bottleneck: _____

Step 2 (2 minutes, alone): find two people. Name two people who could unblock it: one inside UK and one outside. Search Scholars@UK (scholars.uky.edu) and open the Network view if you are stuck. For each, write what *they* get out of working with you.

	Name	Why them	What they get out of it	How I will reach them
Inside UK				
Outside UK				

Step 3 (1 minute, in pairs; on your own, this week): say it out loud.

- ☐ Tell your neighbor (or, on your own, a labmate or your PI) your bottleneck in one sentence.
- ☐ Ask: “Is this specific enough to act on?” and “Who else should I ask?”
- ☐ Add any new name to the table above.

Part 2: Who is an author? (Exercise 2)

Decide for all six people before you read the answer key. In a group: 3 minutes in small groups, then 2 minutes comparing your calls and discussing the two you disagreed on most. On your own: about 10 minutes, then take the hardest cases to your mentor or lab meeting.

The case. You are finishing a paper. Six people have touched it:

- **(a) You:** designed and ran everything, wrote the draft.
- **(b) Your PI:** funded it, shaped the question, edited hard.
- **(c) A postdoc in a collaborating lab:** ran the sequencing library prep and nothing else; has not read the manuscript.
- **(d) A core director:** designed the flow panel with you over three meetings and troubleshooted the compensation.
- **(e) A second-year student:** did 40 hours of genotyping you asked for.
- **(f) A faculty member at another institution:** gave you the knockout mouse line, no other involvement.

The ICMJE test. An author meets all four, not any one of four:

1. Substantial contribution to conception or design, or to acquiring, analyzing or interpreting data.
2. Drafting the work or revising it critically for important intellectual content.
3. Final approval of the version to be published.
4. Agreement to be accountable for all aspects of the work.

Your decisions.

Person	Author, acknowledgment, or needs a conversation?	Which criteria do they meet?	What I would say to them
(a) You			
(b) Your PI			
(c) Postdoc, library prep			
(d) Core director			
(e) Second-year student			
(f) Faculty, mouse line			

Part 3: The six-question conversation

Use this before the first experiment, or now with a collaboration you already have. Write each answer in a sentence you both agree on.

Question	Our answer
1. What is the question, and what would count as an answer?	
2. Who does what, by when? (a named owner and date for each deliverable)	
3. Who is first author, and on what basis?	
4. Where do the data and materials live, and who may use them for what?	
5. How often do we talk, and who convenes?	
6. What happens if it stops working, or someone graduates or leaves?	

Then send the recap email, and copy your PI:

Great talking today. Capturing what we agreed so I don't misremember: I'll do X by [date], you'll do Y by [date], we'll meet every [interval], and we said first author is Z. If contributions change, we'll revisit authorship. Let me know if I got anything wrong.

Part 4: Before the end of the month

- ☐ Open Scholars@UK and search your bottleneck. Find three names you did not know were here.
- ☐ Email one core director and ask who else is working on this.
- ☐ Send one cold email to someone whose paper you actually read. Under 150 words. Copy your PI.
- ☐ Have the six-question conversation with a collaborator you already have, then send the recap email.
- ☐ Ask one collaborator, "How is this working for you?" Then change one thing based on the answer.