# Guidelines for Collaboration
**(revised July 2018)**

**Workgroup:** *A group of people from two or more centers who collaborate on tasks/projects to meet goals around a common theme.*

CPCRN workgroups operate under an "opt in" model. That is, no CPCRN centers or affiliates are required to participate in any specific workgroup activities, but all CPCRN centers are expected to contribute to cross-center workgroups. Participation in individual workgroups is voluntary, and involvement with any CPCRN workgroup requires a minimum level of engagement. This minimum level of engagement is intended to: (1) ensure consistency and continuity in participation; (2) facilitate shared ownership of workgroup products; (3) ensure fairness in workgroup members' contributions and recognition for those contributions; and (4) facilitate timely progress toward workgroup goals. With these goals in mind, CPCRN teams and individual members adopt the following guidelines for collaboration:

## SETTING EXPECTATIONS
- Workgroup member roles are clearly defined.
- Workgroup members discuss and agree upon team norms that will facilitate collaboration.

## CONTRIBUTION/ENGAGEMENT
### *Workgroup Members:*
- To support workgroup goals, individual members volunteer to lead or become meaningfully involved with research activities. These include, but are not limited to:
  - Sub-committee involvement
  - Development and management of IRB applications
  - Research design, recruitment, qualitative/quantitative data collection/analysis
  - Contacting and engaging partner organizations
  - Drafting and reviewing abstracts, presentations, and manuscripts
  - Grant proposals
  - Trainings/workshops
  - Intervention development and evaluation
- Timely and thorough feedback on all work-related matters is expected.
- Network centers send members to national conferences, stakeholder meetings, and other public venues to present CPCRN work.
- Network centers contribute resources towards workgroup expenses such as participant incentives, transcription, publication fees, etc.

### *Workgroup Leads:*
- Workgroup leads provide members with multiple and varied opportunities for involvement.
- Leads, or their representatives, maintain and distribute meeting agendas and minutes to facilitate inclusion of those members who cannot attend a meeting.
- When appropriate, leads initiate smaller-scale, sub-committee meetings to catalyze progress.
- Leads announce plans for workgroup products in both meetings and email correspondence and provide an opportunity for each center to participate.

- Leads give team members sufficient time to provide feedback on products including but not limited to abstracts, manuscripts, posters, data collection instruments, infographics, and data briefs, typically 1-3 weeks depending on the complexity of the request.

## ATTENDANCE
- Regular and timely attendance to meetings is encouraged.
- Meetings have a defined purpose and are efficient to make the best possible use of everyone's time.
- If possible, members notify the leader of an anticipated absence as early as possible and then take the initiative to obtain missed information. Meeting minutes or audio recordings are available from the leads or Coordinating Center.

## RESEARCH ETHICS
- Anyone requesting to use data from a workgroup must notify all members in writing of their plans.
- Data cannot be shared with individuals or organizations beyond those clearly stated in the original IRB application. With appropriate IRB approval, shared data must be de-identified and all efforts made to ensure that identities cannot be uncovered from other data provided.
- Exercise ethical behavior in all areas of the research process. Research misconduct is not permitted in any capacity.

## AUTHORSHIP
- At least one person from each participating center involved in the workgroup should be invited to serve as an author on research products.
- Authors should meet **all four** criteria from the International Committee of Medical Journal Editors (ICMJE):
  - Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
  - Drafting the work or revising it critically for important intellectual content; AND
  - Final approval of the version to be published; AND
  - Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.
- Contributors who meet fewer than all four criteria for authorship should not be listed as authors. They are included in the acknowledgements.

## CONFLICT RESOLUTION
- If a conflict occurs within or across workgroups, individual(s) involved will transparently discuss the conflict within the workgroup.
- If the conflict cannot be resolved within the workgroup, the Steering Committee Co-Chairs and Coordinating Center are consulted.
- For conflicts that remain unresolved, the conflict will be discussed during a full Steering Committee meeting.