

AGREEMENT ON RESEARCH COLLABORATION

Name of project

Date of agreement

Name of research PI

Start and estimated end date of project

Article 1. Roles and responsibilities of parties

- 1.1 Parties to this agreement (including the project board, see Article 2), commit to working together on a research project in accordance with this agreement and the plans put in place and approved by the project board. The principal investigator (PI) is accountable for the research project as a whole. Other parties may be accountable for specific parts of the research.
- 1.2 Parties are committed to confidentiality, accountability and cooperation. They shall attend any meetings called to discuss progression and evaluation of the project and they shall take part in disseminating the research and its findings. Parties shall ensure that the project board is kept informed of the status of tasks, any incidents, amendments or anything else that affects progression of the research.
- 1.3 New parties may be added to the project and become fully valid members of the research team on the basis of this agreement, as determined by the project board.

Article 2. Project board (PI)

- 2.1 At the start of the research project, one or more principal investigators shall be appointed and together they shall make up the project board. The PI shall manage and oversee the project, plan the research, and make decisions on progression and the use of funding (in accordance with the grant application). The PI shall coordinate the work of the research team as a whole.
- 2.2 The PI shall also: ensure that agreements are drawn up and signed with any other parties involved in the research, such as PhD and Master's students, staff or others as applicable; organise meetings with research team members and distribute meeting minutes; manage dissemination of the research; ensure that the project complies with laws and regulations on data protection and research ethics; monitor the collection and processing of data; take part in data collection, data processing and writing papers as appropriate; manage the people involved in the research; and manage the project finances.

Article 3. Research ethics

- 3.1 Parties agree to treat certain information about the research project and results as confidential, especially personal data. The project must comply with the Act on Data Protection and the Processing of Personal Data no. 90/2018, have received a statement of approval from the Research Ethics Committee for Public Higher Education Institutions and, where applicable, have permits from the National Bioethics Committee and the Data Protection Authority. Consideration must be given to data management rules.
 - The Research Ethics Committee for Public Higher Education Institutions provides teaching staff, students, research specialists and other staff at the University of Iceland and other universities with statements approving research plans. It is mandatory to apply for such a statement if the research project deals with ethically sensitive topics. (See: https://english.hi.is/sites/default/files/bryndjo/pdf/code_of_research_ethics_for_public_higher_education_institutions.pdf).
 - The National Bioethics Committee evaluates applications to conduct research on human subjects and concerning human health. See: <http://www.vsn.is/> (in Icelandic).
 - The Health Research Ethics Committee at Landspítali University Hospital provides permits for scientific research conducted at the University Hospital or in collaboration between the University Hospital and Icelandic universities. See: <https://www.landspitali.is/um-landspitala/stjornun-og-skipulag/nefndir-og-rad/> (in Icelandic).

- The Data Protection Authority – It is always necessary to apply for a permit from the Data Protection Authority where it is not possible to obtain informed consent for collection of personal data or where databases are to be combined. Application form [here](#) (in Icelandic).

Article 4. Dissemination of findings and information about the project

- 4.1 Parties shall, along with other people involved in the research project, be responsible for publication and dissemination of the project and its findings.
- 4.2 Efforts will be made to publish articles in peer-reviewed domestic and international venues. If the research topic is considered relevant to the international academic community, particular efforts will be made to publish papers in international venues to ensure that the findings will benefit as many people as possible. Efforts will also be made to present the project at conferences, symposiums or seminars. The perspectives of individual authors are respected, i.e. the person who writes a paper or otherwise presents the project is accountable for the perspectives expressed. For the duration of the research project, authors shall inform all collaborating partners of their intentions regarding publication.
- 4.3 Parties have a general duty to share information about the project and its findings and to encourage public discussion of the research results. Newspaper articles and media interviews could be used to disseminate information about the project. All presentations and publications must mention if the project is funded with public money, name other sponsors and partners, and explain the status of the project within the University of Iceland.

Article 5. Copyright

- 5.1 Authors of intellectual property (i.e. a written work or other output of a research project) own the copyright to the material in question, in accordance with the Copyright Act no. 73/1972, unless that right has been formally surrendered by written agreement.
- 5.2 An open discussion of copyright and the ordering of authors must take place from the outset of the project. The PI is responsible for ensuring that everyone in the research team takes part in this discussion and is aware of any decisions made.
- 5.3 In order to be considered the author of intellectual property, a person must have made some kind of academic contribution and meet the following criteria, as described by the International Committee of Medical Journal Editors, [ICMJE](#)):
 - 5.3.1 Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data;
 - 5.3.2 Drafting the work or revising it critically for important intellectual content;
 - 5.3.3 Final approval of the version to be published;
 - 5.3.4 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.
- 5.4 The following, in and of themselves, are not considered sufficient to be considered an author of intellectual property:
 - 5.4.1.1 Acquisition of funding
 - 5.4.1.2 General supervision of a research group
 - 5.4.1.3 Data collection
 - 5.4.2 The above are universal criteria. In addition, ideally an author should be able to answer any questions on the content and material of an article with regard to methodology, results and other academic issues.
 - 5.4.3 If there is a disagreement over who should be recognised as authors of intellectual property, the project board shall endeavour to resolve this conflict, see Article 2.
 - 5.4.4 A draft of any intellectual property along with a list of authors (and their order, see Article 6) must be approved by the PI before it is submitted for publication. This is in order to resolve any potential disagreements or conflicts of interest.

Article 6. Author order

- 6.1 Joint authors of intellectual property shall come to an agreement on author order and together decide who will be the first author. Authors must be ordered in a way that reflects the genuine contributions of all authors to the work, irrespective of their professional title or status. First drafts of articles should name all authors in the

agreed order and/or mention everyone who deserves acknowledgement in order to avoid conflict. If authors' contributions are deemed to be equal, they will be named in alphabetical order and the article will state that they contributed equally.

- 6.2 The first author will then be the person who initiated and put most work into the part of the research pertaining to academic contribution (see Article 5). A Master's or PhD student shall generally be considered the first author of an article based on and produced as part of their Master's or PhD thesis. The Regulation on doctoral study at the School of Education states that a doctoral thesis based on a collection of academic articles should include a total of 3-5 articles. The PhD student should be the primary author of at least three of these.
- 6.3 The last author is generally the leader of the research team and the corresponding author. This person should be actively involved in the conception, design and management of the research. The order of other authors is generally determined by their academic contribution to the research.
- 6.4 This is a universal standard. It is also reasonable to take into account conventional practice within the discipline. Conversations about author order and the use of data should take place regularly throughout the research project. Further discussion is required on the handling of data collected by a PhD student but not used for the doctoral thesis. At publication, efforts shall be made to acknowledge the contributions of each author. This is particularly important in the case of interdisciplinary research where conventions determining author order may conflict.
- 6.5 Disagreements on these matters shall be presented to the School research director to be resolved.

Article 7. Right to use results and data

- 7.1 All data, including raw data, processed data and metadata, are considered to be the property of the University of Iceland¹. At the start of the project, members of the research team should discuss whether all or some data should be open access or partially protected. Parties shall announce their intentions and come to an agreement on proposed data use and data management. These plans must be approved by the project board. If a researcher has announced an intention to use data in a certain way and the project board has approved this plan, that researcher shall have priority over other researchers up until the scheduled end date of the project.
- 7.2 The scheduled end date of the project shall be announced immediately at the start of the project. A delay to the end date or extension of the project must be approved by the project board. If a researcher has not used the data in the way approved by the project board by the specified end date and the project board decides to extend the end date, the project board determines whether the researcher retains their right to use the data or whether that right is transferred to another researcher and, if so, to whom. Even if a researcher loses priority rights to data, they do not lose the copyright to intellectual property produced from this data. Copyright shall be in accordance with the criteria in Articles 5 and 6.
- 7.3 The project is considered complete when intellectual property (see Article 5) containing the main findings has been published. Once the project is complete, working files will be placed in open or controlled access, see Article 8.

Article 8. Open access

- 8.1 The results of research funded with public money and conducted by state employees, should be published in open access journals and/or in open access repositories, i.e. <https://opinvisindi.is/>. Open access means that material is available "electronically on the internet, free of charge to users and with minimal restrictions on use" (<https://en.rannis.is/activities/open-access/>). Controlled access to data in an electronic repository is also an option. Controlled access means that data is available to anyone who specifically requests access. People requesting access are usually asked to provide certain information about themselves, such as their names and research institutions. The date on which data is made accessible in part or in full shall be in accordance with relevant agreements.
- 8.2 For data management to be satisfactory, care must be taken to ensure that the data is not lost even if the host or database is lost or corrupted. This condition is met if copies of all data are made automatically each time the database is updated.
- 8.3 Efforts must be made to publish data in a format that makes it easy to search and further process.

¹ If the PI leaves employment at the University of Iceland, they may transfer copies of the data to another institution, subject to the approval of the University of Iceland and the School dean. If another researcher leaves their position or the project, they forfeit their right to use the data.

- 8.4 Efforts must be made to make all data, including raw data, processed data and metadata, accessible. Exempt from this requirement is data that may be or definitely is personally identifiable, such as interview recordings or the names and ID numbers of participants.
- 8.5 If an external party (i.e. not a party to this agreement) plans to publish an academic article or otherwise publish, in an academic venue, material entirely or largely based on data collected during this project, this party must obtain formal permission from the project board (see Article 2). Furthermore, the external party must consider whether parties to this agreement should be considered authors of the published material, in accordance with the guidelines in Articles 5 and 6. There is no need to apply for formal permission to combine data with another, unrelated database, since this will create new knowledge that would not have come from processing the findings of this research alone. However, anyone who uses the data must acknowledge its origin

Article 9. General points

- 9.1 This agreement will be reviewed when the project board believes there is reason to do so.
- 9.2 Parties may not transfer or otherwise give up their rights and responsibilities in accordance with this agreement, neither partially nor in full, without the consent of all other parties.
- 9.3 This agreement is subject to Icelandic law.
- 9.4 Should a disagreement arise concerning the interpretation or implementation of this agreement, parties must endeavour to resolve it out of court. If there is an unresolved dispute concerning implementation of this agreement or interpretation of specific parts, the case shall be referred to the Reykjavík District Court.

Title of research project:

Name of project

Start and estimated end date of project

Name of the research PI

e-mail

Signature

Name

e-mail

Signature

Name of other research team member

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