



Association of Camp Nurses Research Collaboration Agreement

(Updated March 2017)

I, (“Collaborator”), have read the document “Research Collaboration Process,” which explains the proposal and review process for collaboration projects, (“Project”) and I understand and agree to adhere to the following terms and conditions.

- I. **Project Proposal.** Collaborator understands that a project proposal must be submitted to ACN (via e-mail using Microsoft Word) that includes:
 - a. **Project overview.** Provide detail about the theoretical background, hypotheses (or research questions), and methods (**750 words max**).
 - b. **Collaboration type.** Identify the type of collaboration you are seeking with ACN. There are two types of collaboration: (1) Collaborator collects, accesses, and/or uses data owned by ACN, and (2) Collaborator works with ACN to collect, access, and/or use data owned by the Collaborator.
 - c. **Project deliverables.** Provide detail about the expected deliverables, such as: resource for camp nurses, manuscript for peer-reviewed publication, report for a professional conference). If the deliverables are unknown (for example, you know that you are going to publish in a peer-reviewed journal, but aren’t sure which one) then please provide as much detail as is possible. If deliverables change, a new proposal is not required. However, ACN should be notified about the nature of the change in deliverables.
 - d. **Project budget.** If funding is requested from ACN then you must detail total project amount and total requested from ACN. Note: ACN generally does not fund outside projects.
 - e. **Project timeline.**
 - f. **Project dissemination.**
- II. **Data and Project Ownership.** ACN understands that data that are created and owned by the Collaborator remain the sole property of the Collaborator. Collaborator understands that (a) ACN data (such as existing data sets) and remain the sole property of ACN.

- a. If access to ACN data is being requested, then use of the requested ACN data set applies only to this Project. For any and all future projects between ACN and the Collaborator, a new Research Collaboration Agreement is required.
 - b. The Collaborator represents and warrants the following:
 - i. the Collaborator is the sole Author and owner of all right, title and interest in and to the Project;
 - ii. the Project is original;
 - iii. the Project does not contain any libelous material or any material that would be injurious to a third party;
 - iv. there has been no prior publication, sale, assignment or transfer of the Project, any portion thereof or any rights therein;
 - v. publication of the Project will not infringe upon any other person's copyright or other rights;
 - vi. the Collaborator has obtained all necessary permissions or waivers of rights that may be necessary for publication of the Project;
 - vii. the Collaborator has met the Human Subjects obligations of his/her college, university, or other employer;
 - viii. the Collaborator has met all required legal obligations and those requirements of her/his college, university, or employer; and
 - ix. the Collaborator has full right and authority to enter into this Agreement.
- III. **Authorship.** Collaborator understands that all expected project outputs will be owned by ACN.* Such copyright will be designated in the following manner with date: "© 2016 Association of Camp Nurses. All rights reserved." ACN's Executive Director (or designee) and the Collaborator will together make the decision regarding authorship of any expected Project outputs. In most cases, excepting master's theses and doctoral dissertations, the ACN or members of its staff or project volunteers should be acknowledged and offered the opportunity to co-author any scholarly publications. (* Exception includes when a manuscript is submitted to a peer-reviewed publication and the authors transfer the copyright to the journal editor as part of the author agreement. In these instances, ACN acknowledges that the journal may own the copyright.)
- IV. **Limited License.** ACN grants the Collaborator the following limited license. Any use of ACN data (such as existing data sets) by the Collaborator not expressly authorized herein or approved in writing by ACN prior to such use is strictly prohibited by ACN. The license granted to the Collaborator (described below in parts a-c) herein may be terminated by ACN at any time, upon the sole discretion of ACN.
- a. To use, free of charge, all or part of Project in future works of the Collaborator's own creation, such as books and lectures;
 - b. To include a copy of Project on the Collaborator's Web page, provided that such a version is identical to the final version published by ACN and includes a link to ACN's Web page;
 - c. To make a reasonable number of electronic or print copies of Project for non-commercial, personal or classroom use.

- V. **Product Review.** Collaborator understands that s/he must submit drafts of Project products to ACN’s designated research committee member to determine whether data have been handled with scientific integrity and in a timely manner prior to publication or dissemination. Collaborator understands that ACN reserves the right to withhold approval of any Project product or to withhold access to data (or funding when applicable) under any circumstances. The final Product from the use of ACN data is expected no later than one year following the data access deadline (see Data Access Deadline below).

- VI. **Confidentiality.** Collaborator understands that identifying information, such as names of camps, camp directors, or campers may be withheld from the Collaborator. In cases where such information is provided for research purposes, the Collaborator agrees to keep such identifying information confidential.

- VII. **Acknowledgment.** Collaborator understands that, in the case of master’s theses and doctoral dissertations, the ACN or members of its staff or project volunteers may be recognized in an acknowledgment. However, if that thesis or dissertation is submitted in any form for publication, authorship—as appropriate—will be specifically assigned and copyright acknowledged.”

- VIII. **Data Access Deadline.** If access to ACN data is being requested, the Collaborator understands that s/he has access to ACN data for a period of no more than twelve months from the date of this Agreement. Extensions must be agreed upon by ACN and the Collaborator in writing.

ACN Executive Director	(PRINTED NAME/SIGNATURE)	Date
Collaborator	(PRINTED NAME/SIGNATURE)	Date
Witness	(PRINTED NAME/SIGNATURE)	Date