

MediArXiv

ANNUAL REPORT 2022

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MediArXiv

February 2022

OVERVIEW

MediArXiv, the free, community-led digital archive for media, film, and communication research, had a successful 2022 year of operation. MediArXiv posted **54 papers** in 2022, for a total of 210 since our 2019 launch, moderated by our international **Steering Committee**. These postprints and preprints have been viewed over 40,000 times, with more than 15,000 views in 2022 alone (see enclosed). We continue to moderate submissions in a nearly unrivaled range of languages.

2022 was a transition year for MediArXiv, in which we did not request support from the Membership Circle. We embarked on a study of potential alternative platforms for the service, producing a report (see enclosed) and holding advanced discussions with the California Digital Library/Janeway. The Steering Committee ultimately opted to stay with our current host, the Center for Open Science, partly due to flexibility on pricing and the addition of support for multimedia submission—a longterm request from MediArXiv. We are carefully monitoring the progress of Humanities Commons, as that service undergoes an extensive overhaul, with the aim to eventually migrate.

MediArXiv remains dependent on donations and the Membership Circle to cover its costs, which consist mainly of an annual payment to the Center for Open Science. By arrangement, MediArXiv paid \$500 for 2022, and committed to \$1500 for 2023—with the fee reverting to \$1000 in subsequent years. (See enclosed contract.)

We are excited about the growth of MediArXiv, and plan to make promotion of the new multimedia submission capability central to our outreach.

Jefferson Pooley

Jeroen Sondervan

Co-Leads, MediArXiv

FINANCES

BALANCE

January 1, 2022 - \$771.04

December 31, 2022 - \$591.74

INCOME

Income (1 June 2022 to 31 December 2022): \$0.00

EXPENSES

Expenses (1 June 2022 to 31 December 2022): \$620.00

Bank fees - \$120.00

COS payment - \$500.00 (not yet drawn)

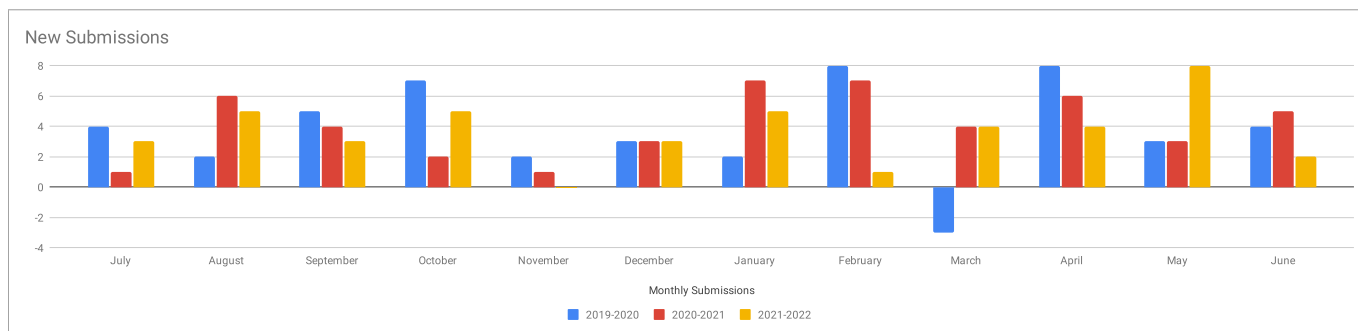
ENCLOSURES

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Submissions

Yearly Submissions

	2018-2019	2019-2020	2020-2021	2021-2022
Your submissions	50	44	49	43
Submissions across Services	18,450	26,314	30,065	31,732
Annual Fee	\$999	\$999	\$999	

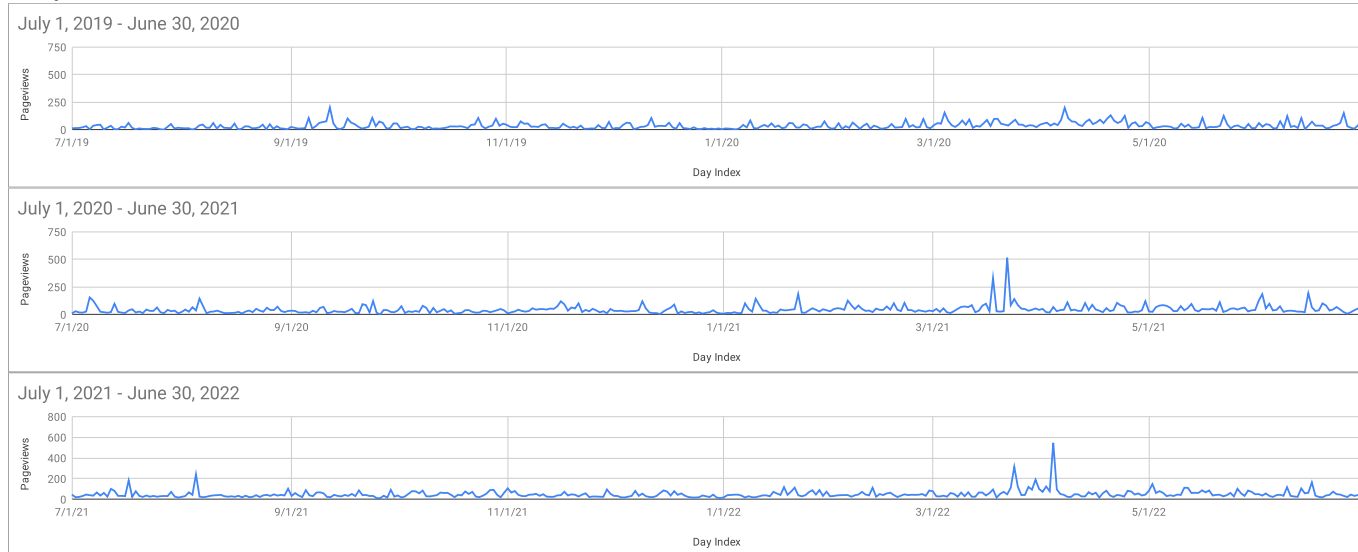


Monthly Submissions

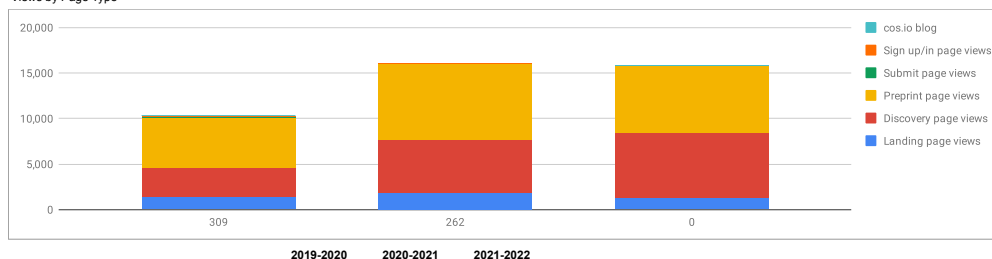
	July	August	September	October	November	December	January	February	March	April	May	June
2019-2020												
Total Submissions	54	56	61	68	70	73	75	83	80	88	91	95
New Submissions	4	2	5	7	2	3	2	8	-3	8	3	4
Withdrawn Submissions												
2020-2021												
Total Submissions	96	102	106	108	109	112	119	126	130	136	139	144
New Submissions	1	6	4	2	1	3	7	7	4	6	3	5
Withdrawn Submissions	1	0	0	0	0	0	0	0	0	0	0	0
2021-2022												
Total Submissions	147	152	155	160	160	163	168	169	173	177	185	187
New Submissions	3	5	3	5	0	3	5	1	4	4	8	2
Withdrawn Submissions	0	0	0	0	0	0	0	1	0	0	0	0

Google Analytics

Total Page Views



Views by Page Type



Moderation page views	309	262	0
Landing page views	1,447	1,769	1,285
Discovery page views	3,171	5,916	7,229
Preprint page views	5,427	8,339	7,304
Submit page views	185	0	0
Sign up/in page views	31	18	0
cos.io blog	154	2	0
TOTAL	10,724	16,306	15,818

Top 10 Preprints

2019-2020		2020-2021		2021-2022	
medrxiv.org/2hek4/	985	medrxiv.org/hxjg/	595	medrxiv.org/7ejqn/	884
medrxiv.org/6bxyz/	554	medrxiv.org/vwn68/	563	medrxiv.org/tbxjg/	723
medrxiv.org/ffr358/	431	medrxiv.org/2nzhj/	416	medrxiv.org/qe3gp/	723
medrxiv.org/hv9z2/	339	medrxiv.org/sf432/	299	medrxiv.org/heg8k/	482
medrxiv.org/y2f7w/	339	medrxiv.org/c734s/	287	medrxiv.org/rcugs/	482
medrxiv.org/yx98s/	185	medrxiv.org/a28ku/	225	medrxiv.org/j8u9v/	241
medrxiv.org/z3dc7/	185	medrxiv.org/fwmr2/	218	medrxiv.org/kgm65/	241
medrxiv.org/z4wun/	185	medrxiv.org/y4s3w/	210	medrxiv.org/rz64l/	241
medrxiv.org/6z974/	154	medrxiv.org/k2hvj/	199	medrxiv.org/6n5ay/	161
medrxiv.org/qzsmu/	154	medrxiv.org/42g98/	197	medrxiv.org/9d6et/	161
				medrxiv.org/a28ku/	161

mediastudies.press

MediArXiv Hosting - A Informal Report

mediastudies.press

URL: <https://www.mediastudies.press/pub/wckxk46y>

License: [Creative Commons Attribution 4.0 International License \(CC-BY 4.0\)](https://creativecommons.org/licenses/by/4.0/)

Beginning in 2021, MediArXiv has conducted an informal investigation into alternatives to the services's existing host, the Center for Open Science. The aim was to make a decision by the end of the year to:

1. Stay with the Center for Open Science; or
2. Announce a plan to move to an alternative host

The three main concerns with the Center for Open Science (COS), as identified in MediArXiv Steering Committee meetings, are:

1. **High price.** In 2020, the COS began charging preprint services for hosting. At our current volume of submissions (fewer than 101 a year), that annual charge is \$1,000. Should our submission volume surpass 100, the annual charge would jump to \$4,000—a figure that we would have trouble raising. There is, as a result, a built-in disincentive to attract new submissions and pursue our mission.
2. **Unresponsive team.** With the shift to the new paid arrangement, the relationship of preprint service to COS took on a corporate service-client character. Meetings and communications have been almost non-existent since, and feature requests have been met with high-dollar costs that the COS preprint community would have to raise.
3. **No multimedia support.** We state, in our submission [guidelines](#): “Over time, we are committed to accepting scholarly works produced in a variety of non-traditional media formats.” Given the fields that we represent, alongside exciting developments like video essays, we have had the aspiration to support multimedia submissions since our 2019 launch. We would need to raise substantial funds, and win other services' buy-in, to negotiate any change to the service's PDF-only format, an unlikely prospect.

Smaller issues include:

- confusing topic-taxonomy for submitters that poorly represents our fields (and is currently broken)
- the need to maintain a separate website

Investigating Alternatives

An informal subcommittee of volunteers was formed in the spring, including Jonathan Gray, Gabriel Menotti, Ricardo Cedeño Montaña, Jeff Pooley, Jeroen Sondervan, Cheryll Ruth Soriano, and Ece Vitrinel. In a March 2021 Steering Committee meeting, we identified some baseline criteria for considering alternative hosting:

- nonprofit
- open source
- support for light moderation
- submission portal
- affordable

- Creative Commons licensing
- multimedia support

We also noted some desirable features:

- moderator editing of metadata
- automatic DOI minting
- hosting
- website customization

Based on those criteria, we identified five services:

- [Humanities Commons](#)
- [Janeway](#)
- [Open Preprint Systems](#) (OPS)
- [PubPub](#)
- [Zenodo](#) (“Communities”)

We have, in a small number of follow up meetings, examined these services with our criteria in mind:

- 12 March 2021 - Full SC meeting: Presentation of Zenodo, Janeway, and Open Preprint Systems [[recording](#) - passcode: &ja=28J6]
- 14 April 2021 - Preprints on PubPub Community Call (multiple services)
- 8 August 2021 - PubPub (with Scott Jacques, CrimRxiv) [[recording](#) - passcode: WBa2^\$8S]
- 18 October 2021 - Janeway (with Thomas Narock, EarthArXiv, formerly COS) and Open Preprint Systems [[recording](#) - passcode: j9%^C2MF]

Summary Table

	HC	Janeway	OPS	PubPub	Zenodo	COS
cost	free	\$1408.93	\$1125	\$325	free	\$1000–\$4000
nonprofit	✓	✓	✓	✓	✓	✓
open source	✓	✓	✓	✓	✓	✓
moderation support	no	✓	✓	✓	✓	✓

metadata editing	no	✓	no	✓	no	no
hosted	✓	✓	✓	✓	✓	✓
multimedia support	limited (100 Mb standard - storage increase needs to be asked for)	no	no	yes	limited (storage of 50Gb maximum. No	no
automatic DOI	✓	✓	✓	✓	✓	✓
CC licensing	✓	✓	✓	✓	✓	✓
custom web	v. limited	limited	v. limited	limited	v. limited	no

1. Humanities Commons

[Humanities Commons](#) grew out of MLA Commons, as spearheaded by Kathleen Fitzpatrick. The service is built on top of a [repository software](#), and supports [“Groups”](#).

Strengths

- free
- nonprofit
- open source
- hosted
- multimedia support
- automatic DOI generation
- humanities-oriented
- Creative Commons licensing

Weaknesses

- no moderation support
- no moderator editing of metadata
- no Group-specific submission portal
- limited website customization

Notes

- Groups support other features like Discussion/Events/Blog (see, e.g., [Open Access Books Network](#))
- Based on a recent Mellon grant, they have an active [roadmap](#), with new features planned. “Publishing platform integration” is in the “Longer Term” category.

2. Janeway

[Janeway](#) is a journal publishing platform created and maintained by the great [Open Library of Humanities](#), with a modified version used to support preprints. [EarthArXiv](#) is hosted on Janeway.

Strengths

- nonprofit
- open source
- [hosted](#)
- submission portal
- moderation support
- moderator editing of metadata
- automatic DOI generation
- decent website customization
- Creative Commons licensing

Weaknesses

- relatively [expensive](#) (\$1133.93 + \$275 CrossRef membership)
- very limited multimedia support

3. Open Preprint Systems

[Open Preprint Systems](#) (OPS) is a new preprint platform, adapted from the [Public Knowledge Project](#)’s ubiquitous Open Journal Systems (OJS). [SciELO Preprints](#) is hosted on OPS.

Strengths

- nonprofit
- open source
- [hosted](#)
- submission portal
- moderation support
- moderator editing of metadata
- automatic DOI generation
- Creative Commons licensing

Weaknesses

- relatively [expensive](#) (\$850 + \$275 CrossRef membership)
- very limited multimedia support
- limited website customization
- beta software which feels unfinished

Notes

- Here is their [roadmap](#)
- Here is a [demo](#)

4. PubPub

[PubPub](#) is a scholarly publishing platform, created by the [Knowledge Futures Group](#). [CrimRxiv](#) is hosted on PubPub.

Strengths

- nonprofit
- open source
- hosted
- multi-media support
- relatively [inexpensive](#) (\$60 + \$275 CrossRef membership)
- moderator editing of metadata
- decent website customization
- automatic DOI generation
- active development ([roadmap](#)) plus excellent support
- Creative Commons licensing
- built-in [Connections](#) function

Weaknesses

- potentially hard to implement PDF-centric submission workflow
- not specifically designed for preprints

Notes

- submission portal is nearing release
- moderation support is nearing release

5. Zenodo

[Zenodo](#), the European repository, has a [Communities](#) feature that could support a preprint community. [Coronavirus Disease Research Community](#) is hosted on Zenodo.

Strengths

- free
- nonprofit
- open source
- hosted
- some multimedia support
- moderation (“curation”) support
- automatic DOI generation
- Creative Commons licensing

Weaknesses

- no moderator editing of metadata
 - no Group-specific submission portal (though can have a button)
 - very limited website customization
-

Other issues

- Migration of existing COS papers/DOIs
- Timing: January 2021, with possibility of grace period

AGREEMENT FOR SERVICES

This Services Agreement (“Agreement”), effective as of December 5 2022, is entered into by and between the Center for Open Science, a Virginia corporation with its principal place of business at 210 Ridge McIntire Rd, Suite 500 Charlottesville, VA 22903 (“Company”), whose mission is to increase openness, integrity and reproducibility of research and MediArxiv, in affiliation with Open Access in Media Stud with its principal place of business at 331 Prospect Ave., Bethlehem, PA 181018 (“Client”). Client and Company hereby agree as follows:

1. Services. Company agrees to provide the services (“Services”) for the Client described in Exhibit A. Company shall perform the Services in accordance with the terms of this Agreement. Client agrees to the obligations and terms defined in this Agreement as well as the [Terms of Use](#) and [Privacy Policy](#) that governs all use of the Open Science Framework (OSF). Client and/or any Authorized User may request changes in writing to an Order, in which case Company will evaluate the request, and if necessary, the parties will agree in writing as an addendum to the Agreement on revised timelines and fees in connection with such request. Company may reject any Services that do not comply with the terms of this Agreement, COS’s Terms of Use and Privacy Policy, or do not otherwise meet Company’s reasonable quality standards. Company will provide technical support to Users through direct contact requests to support@osf.io and support documentation available at help.osf.io regarding any issues with the Service. and shall provide a response to any issue within three (3) business day.

2. Fees and Expenses. Client will pay Company for Services in accordance with the applicable Order, as detailed in Exhibit A. Company shall submit invoices to Client no later than thirty (30) days after a fully executed agreement. Invoices shall be accompanied by documentation to allow Client to verify Services. Client shall make payment on undisputed invoices within sixty (60) days after receipt thereof.

3. Intellectual Property. Client acknowledges that nothing shall enlarge or restrict the rights of COS or its agents to acquire, develop and maintain the OSF and any collective rights therein. COS maintains the right, title, and interest to the OSF, and all related copyrights, databases, metadata, trademarks, trade names, domain and other intellectual property rights currently in existence or later developed, with the exception of the rights to the Researcher-owned content hosted on the OSF and any associated copyrights. Client owns its respective copyrights, trademarks, and intellectual property rights. Client at its sole expense is responsible for maintaining any custom domain names and addresses related to the Service. Client releases Company from any restriction to use approved Client marks on the Service and for marketing and promotion of its Services. All content on the OSF is governed by the Terms of Use.

4. Resolution of Services. The branded Service pages will remain for the duration of the Agreement. The decision by either Client or Company to discontinue or terminate the Service will result in the removal of the Service, including removal of the branded Service landing and discovery pages, and discontinuation of the affiliation with the Service through single

sign-on (when applicable), branding, logos, colors, and domain. The OSF content posted by users to the Service will remain available on the OSF platform. The removal of Service will be at the convenience of Company, not to exceed six months beyond discontinuation or termination of the Agreement.

5. Confidentiality. Client agrees to adhere to the [Privacy Policy](#) which governs the Service and treat the identity of and information relating to customers, prospects, vendors, affiliates and employees that Client develops, learns or obtains in connection with the Services, or that are received by or for Company in accordance with the [Terms of Use](#).

6. Warranty and Disclaimer. Company represents and warrants that: (a) the Services will be performed in a professional manner; (b) none of the Services or any part of this Agreement is or will be inconsistent with any obligation Client or Company may have to others; (c) all work under this Agreement shall be Company’s original work and none of the Services or Work Products or any development, use, production, distribution or exploitation thereof will infringe, misappropriate or violate any intellectual property or other right of any person or entity; (d) Company and Client have the full right to provide the other party with the assignments and rights provided for herein; and (e) Company will not disclose to Client or use for its benefit any trade secret or proprietary or confidential information of any third party. Client shall indemnify, defend and hold Company harmless from and against any and all claims, demands, actions, suits, proceedings, judgment, settlement amounts, losses, liabilities, costs, fees and expenses (including attorney’s fees) incurred by Company in connection with Client’s breach of any of the foregoing representations and warranties. Except as expressly set forth in this agreement, Company makes no other warranties, express or implied, with respect to any subject matter of this Agreement.

7. Term and Termination. This Agreement shall commence on the Effective Date and will remain in effect for a period of one (1) year. Either party may terminate this Agreement upon a material breach of any provision of this Agreement that is not cured within thirty (30) days after notice thereof. Sections 3, 4, 5, 6, 7, 8, 9, 10, 11 and 13 of this Agreement, accrued rights to payment and any remedies for breach of this Agreement shall survive any termination or expiration.

8. Independent Contractors. Notwithstanding any provision hereof, for all purposes of this Agreement, each party shall be and act as an independent contractor and not as a partner, joint venturer, employer, employee or agent of the other and shall not bind nor attempt to bind the other to any contract. Client is

an independent contractor and is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort. Client shall indemnify, defend and hold Company harmless from and against any and all claims, demands, actions, suits, proceedings, judgment, settlement amounts, losses, liabilities, costs, fees and expenses (including attorney's fees) incurred by Company in connection with any alleged failure by Client to satisfy any such obligations.

9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Virginia without regard to its conflicts of law provisions. Exclusive jurisdiction and venue for any action arising under this Agreement is in the federal and state courts located in Virginia having jurisdiction over Company's principal office, and both parties hereby consent to such jurisdiction and venue for this purpose. In any action or proceeding to enforce or interpret this Agreement, the prevailing party will be entitled to recover from the other party its costs and expenses (including reasonable attorneys' fees) incurred in connection with such action or proceeding and enforcing any judgment or order obtained.

10. Remedies. Client acknowledges and agrees that in the event of any breach or threatened breach of Section 3 or 4, Company will follow the process as stated in the [Terms of Use](#) and [Privacy Policy](#) and be limited by the liability limitations therein.

11. Notice. Any notice required or permitted to be given hereunder will be effective upon receipt and shall be given in writing, in English and delivered in person, via established express courier service (with confirmation of receipt), confirmed e-mail or registered or certified mail, postage prepaid, return receipt requested, to the parties at their respective addresses given herein or at such other address designated by written notice.


12. Assignment. Company will uphold obligations of assignment as stated in the [Terms of Use](#). Client may not subcontract, delegate, assign or otherwise transfer any rights or

obligations under this Agreement without the prior written consent of other party, provided, however, that either party may assign this Agreement in connection with any sale of substantially all of its business to which this Agreement relates, whether by sale of stock or assets, merger, consolidation or otherwise. Any assignment, delegation or transfer in violation of the foregoing shall be void and of no effect. This Agreement will be binding upon, and inure to the benefit of the successors, representatives and permitted assigns of the parties.

13. Miscellaneous. This Agreement, including Exhibit A, the [Terms of Use](#), and the [Privacy Policy](#) constitutes the entire agreement, and supersedes all prior negotiations, understandings or agreements (oral or written), between the parties concerning the subject matter of this Agreement (and all past dealing or industry custom). Headings are for convenience of reference only and shall in no way affect interpretation of the Agreement. This Agreement may be executed in one or more counterparts, each of which is an original, but taken together constituting one and the same instrument. Execution of a facsimile copy shall have the same force and effect as execution of an original, and a facsimile signature shall be deemed an original and valid signature. No change, consent or waiver to this Agreement will be effective unless in writing and signed by the party against which enforcement is sought. The failure of a party to enforce its rights under this Agreement at any time for any period will not be construed as a waiver of such rights. Unless expressly provided otherwise, each right and remedy in this Agreement is in addition to any other right or remedy, at law or in equity, and the exercise of one right or remedy will not be deemed a waiver of any other right or remedy. In the event that any provision of this Agreement is determined to be illegal or unenforceable, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable.


IN WITNESS WHEREOF, intending to be legally bound, the parties have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

CENTER FOR OPEN SCIENCE

By: 
Name: Nicole (Nici) Pfeiffer
Title: Chief Product Officer

12 / 05 / 2022

MEDIARXIV

By: 
Name: Jefferson Pooley
Title: Co-lead, MediArXi

12 / 06 / 2022

EXHIBIT A
PREPRINT SERVICES

Business Contact: The following individual will be the main contact for the purposes of this Agreement:

CENTER FOR OPEN SCIENCE

MEDIARXIV

Name:	Nici Pfeiffer	Name:	
Address:	210 Ridge McIntire Rd, Suite 500	Address:	
City:	Charlottesville	City:	
State, Zip:	VA, 22903	State, Zip:	
Country:	USA	Country:	
Email:	nici@cos.io	Email:	

Billing Contact: If different from above, the following individual will be the primary contact for billing and payment matters:

CENTER FOR OPEN SCIENCE

MEDIARXIV

Name:	Whitney Wissinger	Name:	
Address:	210 Ridge McIntire Rd, Suite 500	Address:	
City:	Charlottesville	City:	
State, Zip:	VA, 22903	State, Zip:	
Country:	USA	Country:	
Email:	whitney@cos.io	Email:	

Select Service:

- ☒ OSF Preprints
- ☐ OSF Collections
- ☐ OSF Registries
- ☐ OSF Institutions

Additional Services:

- ☐ Additional storage. Amount _____
- ☐ Custom features. Describe:
- ☐ Training in Open & Reproducible Practices

Fee Schedule	Yearly submission rate						
Number of papers*	0 to 100	101 to 500	501-1,000	1,001 to 3,000	3,001 to 5,000	5,001 to 10,000	10,001+
Annual Price	\$999	\$3,999	\$6,999	\$11,999	\$17,999	\$24,999	Negotiated

Total Cost of Service [#]	\$1,958	\$7,837	\$13,046	\$23,514	\$30,796	\$48,989	
COS Subsidy	\$959	\$3,838	\$6,047	\$11,515	\$12,797	\$23,990	

Per the attached email, COS will honor the paper submission rate of 0-100 papers through July 2023. MediArxiv will submit the initial payment of \$500 USD upon signing this agreement and will submit payments of \$749 USD on or before January 31 and July 31, 2023 to satisfy service through the annual review period. During the annual review period in July, if the actual submission rate is more than 100 papers, then the fee will elevate to the next tier and the entire difference will be added to the following year's fees.

Subsequent service fees will be based on the total number of accepted submissions posted from July 1 to June 30 of the previous year (e.g., 2024 pricing set on accepted submission counts per service from July 1, 2023 to June 30, 2024).

Remittance Schedule

- Initial payment due upon executed agreement
- Subsequent payments due on January 31 and July 31

Fee Due at time of execution: \$ 500.00 USD

Fee Due on January 31, 2023: \$ 749.00 USD

Fee Due on July 31, 2023: \$749.00 USD

Total Service Fee through July 2023: \$1,998.00 USD

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Whitney Wissinger <whitney@cos.io>

Re: Checking in

8 messages

Nici Pfeiffer <nici@cos.io>

Mon, Nov 28, 2022 at 5:36 PM

To: Jefferson Pooley <jeffersonpooley@muhlenberg.edu>, Whitney Wissinger <whitney@cos.io>

Cc: Jeroen Sondervan <jsondervan@gmail.com>

Hi Jeff and Jeron.

Apologies for the delayed response, we were out for Thanksgiving. This is indeed great news, and I appreciate the update. I am fine with the split payments but will also loop in my colleague Whitney Wissinger, Senior Business Manager to weigh in on the feasibility from an agreement and bookkeeping standpoint.

Best,

Nici

On Wed, Nov 23, 2022 at 1:29 PM Jefferson Pooley <jeffersonpooley@muhlenberg.edu> wrote:

Dear Nici,

We are writing with both an apology and good news: Pending approval by our Steering Committee, we have opted to stay with the Center for Open Science/OSF. We are thrilled about the multimedia support and your flexibility about the 101st paper marginal cost issue.

We realize that our exploration of other platforms has led to us falling into arrears, without a contract. Would it be possible for us to structure our payments so that we pay \$500 this calendar year, and \$1500 next year? Please let us know; we are happy to meet if that makes things easier.

Jeff and Jeroen

Whitney Wissinger <whitney@cos.io>

Tue, Nov 29, 2022 at 10:17 AM

To: Nici Pfeiffer <nici@cos.io>, Jeroen Sondervan <jsondervan@gmail.com>, Jefferson Pooley <jeffersonpooley@muhlenberg.edu>

Hello All,

Wonderful news! We can certainly work with you to make the agreement and payment schedule fit your needs. Give me a little time to compile documents and I will send you the agreement to review this afternoon.

Thank you,

Whitney

[Quoted text hidden]

—

Whitney Wissinger
Senior Business Manager
Center for Open Science
<https://cos.io/>

Jefferson Pooley <jeffersonpooley@muhlenberg.edu>

Tue, Nov 29, 2022 at 10:24 AM

To: Nici Pfeiffer <nici@cos.io>, Jeroen Sondervan <jsondervan@gmail.com>, Whitney Wissinger <whitney@cos.io>

Excellent—thanks so much, Whitney!

Jeff

[Quoted text hidden]

Whitney Wissinger <whitney@cos.io>

Tue, Nov 29, 2022 at 4:06 PM

To: Jefferson Pooley <jeffersonpooley@muhlenberg.edu>

Cc: Jeroen Sondervan <jsondervan@gmail.com>

Hello Jefferson,

Please allow a bit more time to get the agreement sent out to you. I updated the terms to align with the agreed upon fees and schedule and am holding on approval. Once approved I will send it to you.

Thank you,

Whitney

[Quoted text hidden]

Nici Pfeiffer <nici@cos.io>

Wed, Nov 30, 2022 at 11:28 AM

To: Jefferson Pooley <jeffersonpooley@muhlenberg.edu>

Cc: Jeroen Sondervan <jsondervan@gmail.com>, Whitney Wissinger <whitney@cos.io>

Hi Jeff and Jeron.

A quick question for you, in the agreement we are putting together it will say that the \$500 payment will be due to COS upon executing the agreement with net 60 terms (typical terms for COS). However, I wasn't sure about how you expected to pay the \$1,500 in 2023. Would you be paying all Q1 2023, or something different like quarterly payments? Let us know what will work best and we should be able to accommodate.

Best,

Nici

On Tue, Nov 29, 2022 at 10:25 AM Jefferson Pooley <jeffersonpooley@muhlenberg.edu> wrote:

[Quoted text hidden]

Jefferson Pooley <jeffersonpooley@muhlenberg.edu>

Thu, Dec 1, 2022 at 9:13 AM

To: Nici Pfeiffer <nici@cos.io>

Cc: Jeroen Sondervan <jsondervan@gmail.com>, Whitney Wissinger <whitney@cos.io>

Thanks Whitney! Can we do biannual payments in Quarter 1 and Quarter 3?

Best, Jeff (for Jeroen)

[Quoted text hidden]

Whitney Wissinger <whitney@cos.io>

Thu, Dec 1, 2022 at 11:18 AM

To: Jefferson Pooley <jeffersonpooley@muhlenberg.edu>

Cc: Nici Pfeiffer <nici@cos.io>, Jeroen Sondervan <jsondervan@gmail.com>

Hello Jeff,

Sure! Does the below fee schedule align with your expectations?

Fee Due at time of execution: \$ 500.00 USD

Fee Due by January 31, 2023: \$ 749.00 USD

Fee Due by July 31, 2023: \$749.00 USD

Total: \$1,998.00 USD

[Quoted text hidden]

Jefferson Pooley <jeffersonpooley@muhlenberg.edu>

Thu, Dec 1, 2022 at 11:22 AM

To: Whitney Wissinger <whitney@cos.io>

Cc: Nici Pfeiffer <nici@cos.io>, Jeroen Sondervan <jsondervan@gmail.com>

Yes, perfect! Thanks, Jeff

[Quoted text hidden]

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