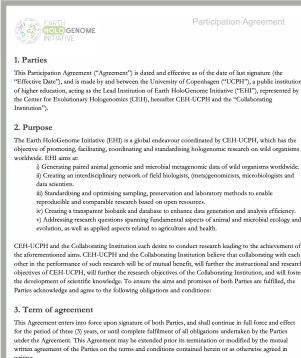


Guidelines for signing the EHI Participation Agreement



The EHI Participation agreement is a legal document that formalises the collaboration between the GLOBE Institute at the University of Copenhagen, Denmark, as the Coordinator of the Earth Hologenome Initiative, and the person or Collaborating Institution that is participating in the EHI.

- The agreement sets the basis of the relationship between both institutions regarding the EHI, including responsibilities and obligations of both parties.
- The agreement outlines sample information to aid with the collection and transfer of biological material, and assigns liability of obtaining the appropriate permits to the responsible party.
- The agreement also outlines the responsibilities of each party, how research costs will be shared and conditions of reimbursement if applicable.

STEP-BY-STEP PROCESS

1

Fill out the “Participation Agreement Data Collection” document available at:

http://www.earthhologenome.org/files/EHI_agreement_datacollection.xlsx

This information will be used by the EHI Management Team to prepare a collaborator-specific Participation Agreement. Once ready, send the document to ehi@sund.ku.dk.

2

The EHI Management Team will send you a draft of the EHI Participation Agreement for review. Read the document carefully and, if you belong to an educational or research institution (e.g. university) pass the document over the legal team for validation. Please ensure all potential species and sample types are listed, as this will avoid us having to repeat the process.

3

If you agree with the document let EHI Management know. If there is any disagreement or unclear point, suggest the editions directly in the document as tracked edits or comments, and send the document back to the EHI Management Team for further discussion.

4

Once the document has been agreed by both parties, the EHI Management Team will send the Participation Agreement document directly to the signatory (with the PI cc'd) through **DocuSign**. The agreement will enter into force when the legal signatory of the Collaborating Institution and the Head of the GLOBE Institute at the University of Copenhagen have signed the document.

5

When the document is signed by both parties, you will receive a copy of the signed document in your email.

What is DocuSign?

DocuSign is an easy-to-use digital transaction platform that enables users to send, sign and manage legally binding documents securely in the cloud.

Learn more in:

<https://www.docusign.com/videos/how-it-works>

FAQs

How long does the process take?

If there is no objection to the proposed document, the entire process should take a few days.

Is it possible to modify the Agreement?

It is possible to amend the agreement, but we suggest carefully considering its contents to avoid extra paperwork.

How long does the Agreement last?

By default it lasts 3 years, but this can be modified.