**Collaboration Agreement**

**Econ 881**

Semester: Fall 2025

Instructor: Fruehwirth

**1. Project Purpose**

This document outlines the shared expectations and commitments for the collaborative research project conducted in this course. The purpose is to ensure a productive, respectful, and equitable research environment, culminating in a co-authored research paper.

**2. Core Principles**

We agree to the following guiding principles:

* **Collegiality**: Treat each other with respect and openness.
* **Transparency**: Communicate progress, challenges, and availability honestly.
* **Accountability**: Follow through on assigned responsibilities or communicate when unable.
* **Collective Ownership**: Contribute to both individual sections and overall coherence of the project.

**3. Roles and Responsibilities**

Each student will take on **at least one primary role** as assigned in Week 3. These may include: Literature Lead, Data Lead, Methods Lead, Writing Coordinator, etc. Each student is also expected to take on at least one secondary role as need arises over the course of the project. Responsibilities for each role are outlined in the team roles and collaboration structure.

* A **rotating Project Manager** will coordinate progress and meeting agendas each week.
* **Weekly Check-ins** (verbal or written) will document progress on individual and shared tasks.

**4. Communication Norms**

* **Primary Mode**: [e.g., Slack / Email / Google Chat/Microsoft Teams/Trello]
* **Response Time**: Within 24–48 hours during weekdays
* **Team Meetings**: [Set regular day/time in addition to designated class times]

Missed meetings or delays in communication should be discussed with the group and instructor proactively.

**5. Authorship Policy**

* All students are expected to be co-authors on the final paper.
* Authorship order in economics is generally alphabetical, but will deviate to reflect overall contribution across roles and phases of the project, as determined through peer review, contribution logs, and instructor assessment, as needed.
* Students who **opt out of authorship** must notify the instructor by **Week 5** and develop with the instructor an individual replacement assignment of equal meaning to the final paper.
* A written **individual reflection form** will be submitted in Week 15 to document individual contributions.

**6. Conflict Resolution**

We agree to raise any concerns about workload, roles, or communication **first within the group**, and if unresolved, bring them to the instructor.

Conflicts will be addressed through:

1. Private group meeting with a mediator (instructor or assigned facilitator)
2. Reassignment of roles if necessary
3. Possible adjustments to authorship expectations or grading if warranted

**7. Data and Intellectual Property**

* All data, code, and written materials will be shared using [e.g., Sharepoint, GitHub].
* No team member may publish or present the work outside the course context without the consent of all co-authors.

**8. Acknowledgment**

By signing below, each participant agrees to uphold the values, responsibilities, and expectations outlined above.

| **Name** | **Signature** | **Date** |
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