

Cross-University Research Collaboration Checklist

1. Initial Planning & Team Formation

- ☐ Identify collaborating universities and key contacts
- ☐ Define research areas and common objectives
- ☐ Discuss roles and responsibilities
- ☐ Agree on communication channels & frequency

2. Agreements & Documentation

- ☐ Develop and sign Memorandum of Understanding (MoU) / Agreement
- ☐ Clarify intellectual property (IP) policies
- ☐ Establish data sharing protocols
- ☐ Coordinate ethics review/IRB process if needed

3. Project Management

- ☐ Develop shared timeline and milestones
- ☐ Agree on resource/facilities access
- ☐ Clarify funding sources & budgeting process
- ☐ Determine reporting and progress review schedule

4. Dissemination & Outcomes

- ☐ Agree on publication policy and authorship order
- ☐ Develop plan for conference/journal presentations
- ☐ Decide on result/data sharing with wider community

5. Additional Notes