

Authorship Agreement

Accurately acknowledging the contributions of research project leads, research assistants and research affiliates through authorship and statements of acknowledgement is a crucial part of the research process of the Thrive Research Group.

Roles Eligible for Authorship Credit

To ensure correct attribution, we have developed policies and procedures around attribution. Thrive adheres to the CRediT roles taxonomy, as developed by Brand et al. (2015). This breaks project roles into Conceptualization, Methodology, Software, Validation, Formal Analysis, Investigation, Resources, Data curation, Writing (original draft), Writing (review and editing), Visualization, Supervision, Project administration and Funding Acquisition. These roles are described in greater detail in Brand et al. (2015)

Authorship Order

Because first author is often significant in professional advancement, this position is reserved for a team member who was crucial to conceptualizing the project, recruiting and assembling a team and managing the execution of the project and team members.

From this role, author order will be determined by the team member's role in conceptualization (including study design and analysis) and length of time contributing to the project. These authors will be followed by those performing data collection and analysis, followed by any other role among those listed in CRediT.

Authorship Commitment During the Research Process

Because Thrive has a diverse research portfolio, Thrive follows a specific research process modelled after many graduate programs to maintain consistency and develop future researchers.

Authorship credit is formally agreed upon once the project a research proposal has been accepted by a designated group of internal/external reviewers and a human ethics review application is underway.

Thrive research proposals follow a specific format (please see Appendix B). The project lead is responsible for preparing the authorship agreement and securing agreement both from internal group members, external affiliates and, if publishing as an affiliate of Thrive Professional Society, approval of the Executive Director.

<i>Phase</i>	<i>Attribution</i>
Literature Review	If substantial to conceptualization, author credit may be granted
External Reviewers Recruitment	Recruiting External Reviewers
Proposal Creation	Study design developed, proposal submitted to external collaborators
Proposal Modification/Resubmission	Refinement of proposal
Proposal Approval and Preparation of BREB	Proposal is finalized; depending on author affiliation human ethics review(s) applications will be submitted. Although roles may change, authorship agreement is signed by contributors
Funding Applications	Grant proposal preparation
Data Collection	Collection of Data
Data Analysis	Data Analysis and Interpretation
Draft	Draft of manuscript for submission to external reviewers; review of authorship agreement for potential changes
Manuscript Submission	Submission to Journal
Manuscript Revision	Incorporating Revisions
Sponsorship	This role is for a principal investigator whose lab may be involved in overseeing the project

Responsibilities to Maintain Authorship

Because academic journals have requirements for authorship, authors are expected to fulfill certain obligations to maintain their status as authors on the project.

Maintaining Engagement with the Project

As submission to journals can be a lengthy process, authors are expected to engage with the project consistently over time.

If authors are not responsive for 3 months following proposal acceptance, they will be removed from authorship.

Maintaining Project Confidentiality

Authors agree to not share confidential information from the research process with external parties without the consent of the project lead.

Complying with Ethics Review Requirements

Some institutions have policies which require authors to complete an institutional ethics review to publish as an affiliate of their institution. If the author wishes to publish as an affiliate of their institution, it is their responsibility to identify those requirements and, if necessary, prepare a BREB application consistent with the main project's application.

While Thrive research can assist in preparing updates to institutional review board approvals, authors are responsible for submitting any required IRB modifications.

Additionally, authors are responsible for undergoing any relevant training required by institutional review (in Canada, for instance, TCPS 2 training). Thrive will provide training resources if required.

Depending on the project and budget, Thrive may submit the proposal to its own, contracted institutional review board; at which point authors are welcome to publish as an affiliate of Thrive if preferred.

Some institutions have policies prohibiting the use of university resources unless the author publishes as an affiliate of the university. It is the author's responsibility to ensure they are complying with those policies if they choose to publish as a Thrive affiliate.

References

Brand, A et al. (2015). Beyond authorship : Attribution, contribution, collaboration, and credit. *Learned Publishing*, 28, 151-155. <https://doi.org/10.1087/20150211>

Appendix A: Authorship Agreement Template

Project Background

Project Title and Description

Conferences and publication venues for submission

Authorship guidelines to be used

Approximate timeline for completion of project

Tentative Author Positions and Tasks

Designated Corresponding Author:

<i>Position</i>	<i>Name</i>	<i>Role</i>

Acknowledgement of Non-Author Contributions

<i>Name</i>	<i>Contribution</i>	<i>Agreed to Acknowledgement?</i>

Acknowledgement of Authorship Responsibilities

Authors agree to:

- Maintain confidentiality and not share project information with external parties without consent of project lead and the manager of the research group
- Comply with all requirements from their respective institutions, including submitting an application for institutional review if publishing as an affiliate of their institution

- Adhere to requirements as stipulated by institutional review boards such as completing training and/or adhering to professional norms around human subject data

Additional Notes or Project Specific Agreements

Author and Acknowledged Contributor Signatures

Appendix B: Proposal Format

Author Contribution Statement

Introduction

Problem Statement

Purpose of Proposed Study

Impact Statement

Literature Review

Methods

Procedures and Analysis

Limitations

References