

Navigating Group Science

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Discuss Mutual Expectations

- Should be done **at the beginning** of any collaborative endeavor
- **Revisit expectations** as the project progresses
- Keep a written record if the collaboration is large enough **to reference later**



Divide Tasks and Address Authorship

- Discuss and **determine who should do specific tasks** based on resources, knowledge, and responsibilities
- Make sure to **be clear what each task dictates for authorship on papers**
 - Who can be an author?
 - What level of work warrants authorship?



Discuss Data Access and Expectations

- Be clear **what restrictions come with the data**
 - Is this public?
 - Is this proprietary for now?
 - Will this always be private?
- **Who can access the data** in the collaboration
 - Is some reserved for grad students
 - Are undergrads allowed to access data



Communicate

- Discuss progress and generate new ideas based on said progress
 - Offer help on tasks if necessary
- Don't go months without contact - check on people you work with
- Remind the group's members about deadlines to make sure you collectively meet each deadline



Take Meeting Minutes

- Allows others to keep up to date if they can't make a meeting
- Good for future references
 - Can help resolve disagreements
 - Allows you to track progress



Be Confident

- Don't feel like you can't contribute - every task can benefit from help
- Don't be afraid to reach out to others to get involved
- Forge relationships - these will lead to collaboration in the future



References

Gadlin, Howard and Kevin Jessar. (2001) “Preempting Discord: Prenuptial Agreements for Scientists.” In: ORI: The Office of Research Integrity.

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Schwartz, Joan P. (2011). “Silence is not Golden: Making Collaborations Work.” The Office of Research Integrity.

