

# **THE ENTREPRENEURSHIP EDUCATION PROJECT RESEARCH PARTNER AGREEMENT**

The following (referred to as “Agreement”) sets forth terms and conditions of the agreement between Doan Winkel and Jeff Vanevenhoven (referred to as “Principal Investigators (PIs)”) and representatives of participating institutions (referred to as “Partner”). The purpose of this agreement is for both parties to be clear about the roles and responsibilities of everyone involved.

## **INTRODUCTION**

Organizations or individuals wishing to participate in the Entrepreneurship Education Project (referred to as “Project”) may become, at PIs’ discretion, a Research Partner (“Partner”). In exchange for granting Partner status, PIs are granted certain rights, as described herein, which pertain to the data that is collected by the Partner and the organizations they represent. Additionally, by being granted Partner status, Partners are granted certain rights, as described herein, to the data that is collected throughout the duration of this Project. Both PIs and Partners agree to certain responsibilities as described herein.

## **RIGHTS, CONFLICTS, AND RESPONSIBILITIES**

Acknowledging that conflicts in partnership most commonly arise over financial matters, ownership of intellectual property, credit for work, and responsibility and opportunities for publication and dissemination, the following sections present principles and models for handling those issues within the project. Participation of Partners in particular aspects of the Project will be with oversight of the PIs, and resolution of any disputes will be through the PIs.

***Financial Arrangements:*** Each Partner contributes to the project, at least in part, through in kind contributions of their time, by arranging access to study participants at their respective institutions. Although there is no expectation they do so, partners, may, at PIs’ discretion, also help achieve funding from external sources. Any plans Partners have for developing financial support for the project, including services and research, will be submitted to the PIs for review and approval prior to submission.

Dissemination of the research results will be led by the PIs, but all Partners will have equal opportunity for presentations and publications (see below).

***Data Ownership:*** Each Partner will have immediate access to the data collected from participants at their own institution for the purposes of their own knowledge, presentation and/or publication. In recognition of their coordination and leadership of the Project, and in order to clean and de-identify the full dataset, the PIs will have first access to the aggregate data. This right to the data will last for four months after each wave of data collection. Four months after each wave of data collection is concluded, each Partner will be granted, by the PIs, access to a complete copy of the full data file (which includes data from all participating institutions), de-identified appropriately. The Partner is then free to use the data as they wish, but are strongly encouraged to seek collaboration and co-authorship with the PIs and/or other research Partners. Issues of ownership of the data will be regulated by the PIs.

***Authorship for Product and Publications Development and Presentations:*** This is a collaborative research project, in which academic researchers and other personnel participate as full partners in all phases of the project. This means that the project design, data collection, analysis and interpretation of data, publications, presentations, and other products will be generated with Partner participation as appropriate. The PIs reserve the right to invite Partners to participate as coauthors on manuscripts within the first four months after concluding each wave of data collection. After this initial four month period, the PIs hereby commit to release the full, appropriately de-identified dataset to all Partners to use for the purposes of presentation and/or publication. All PIs and Partners agree to follow usual journal guidelines regarding authorship on papers. Authors will be expected to contribute to papers and be responsive to reviewer concerns in a timely manner. The PIs and all Partners who are not co-authors and their respective institutions will be listed in the acknowledgement section on each journal submission in recognition of their efforts. Because some papers may have a large group of Partners as co-authors, in the event there is disagreement among Partners over order of authorship, the PIs reserve the right to determine the order of authorship.

***Internal Review Board Responsibility:*** The PIs will seek overall IRB approval through Illinois State University. The submission will cover all participating institutions. However, it is also required that each Partner should determine the requirements of the IRB at their own institution (i.e. the institution where they will collect data), and if necessary, seek their own specific IRB approval for their portion of the data collection. The PIs will provide Partners all IRB submission materials and approval letters related to Illinois State University's IRB process.

***Review of Papers, Products, and Press Releases:*** During the life of the project, Partners shall submit research papers and abstracts for presentations to the PIs 2-3 weeks (if possible) prior to their submission for review and comment. The PIs commit to a 2-3 week turnaround time for comments from at least one PI to the lead author. Both PIs and Partners acknowledge that the intent is to ensure the integrity of the data and the project, and also acknowledge that in the publication process, oftentimes these 2-3 week timelines may not be possible. In these cases, Partners agree to provide documents to PI for review as far in advance as is feasible, and PIs agree to provide comments and feedback as quickly as is feasible.

While input and full exchange among Partners is encouraged, consistent with usual scientific policy, Partners will not have the right to block submission or enforce changes on scientific papers. Rather, it is expected that the first or senior author of each project will review comments from PIs and any other Partners whose comments have been solicited, discuss major differences of opinion with the PIs and Partners involved in that particular submission, and circulate the final version to the PIs and Partners involved in that particular submission. If substantial disagreements over interpretation remain, then the lead author (first) will include a statement in the discussion section, clarifying the nature of the disagreement in interpretation among Partners for the project. The dissenting PI(s) and Partner(s) also have the right to submit a letter to the journal's editor for publication concerning their disagreement in interpretation.

Similarly, products for community release and presentation will be circulated for comments to the PIs, providing a two-to-three week turn around time.

Disputes concerning fairness in authorship or concerning the fairness of internal review, including adherence to the principles of this agreement, will be resolved in discussion by the PIs.

The intent of this agreement is that a balanced consideration will be given to community and academic perspectives in interpretation and presentation.

The PIs will develop a plan for handling press releases to ensure coordination with press offices of academic and community partner agencies; thus, the PIs will oversee all PR-related matters for the overall project. For example, while press release responsibilities may be handled by the organization of the lead author of a given product, all PR-related materials must be approved by at least one PI. The PIs commit to a 1-2 week turnaround time for comments and approval from at least one PI to the lead author.

***Specific Responsibilities:***

"PIs" will be responsible for:

The maintenance of accurate records of the dissemination of all data, publications, presentations, and press releases resulting from the Project, and storage of electronically received Partner Agreements.

Dissemination of data to Partners according to the guidelines outlined above.

Creating all invitation and follow-up reminder e-mails to be sent to student participants by Partners. These e-mails can then be personalized by Partners before being delivered to students.

The maintenance of a database of all presentations and publications resulting from data gathered through this project.

"Partners" will be responsible for:

Providing access to (1) a sample of undergraduate students engaged in entrepreneurship education at their organization and (2) a sample of undergraduate students in their organization *not* engaged in entrepreneurship education, which will constitute their contribution to the overall sample of the Project. Specifically, Partners will be responsible for personalizing and forwarding the invitation and follow-up e-mails (consisting of 2 follow-ups to be sent at one week intervals after the initial invitation) to their respective student participant cohort.

Providing the PIs a copy of all accepted presentation and publication documents.

Receiving specific IRB approval, as necessary and dictated by their organization, from their organization, and to provide accurate records of such IRB approval to the PIs for storage and record-keeping.

Facilitating the collection of and distribution to the PIs of all syllabi from the entrepreneurship courses offered through their university. These will be stored by the PIs in order to share, with

permission, with all Partners and also to gather information about specific course objectives and activities to add to the dataset.

***Compliance with Policies and Guidelines:*** Partner agrees to abide by any and all policies, guidelines and procedures adopted by the PIs, as may be amended from time to time, that are necessary to ensure data quality and integrity.

**TERM AND TERMINATION.**

The term of this Agreement shall begin on the Effective Date and shall continue until terminated by either party, with or without cause, by written notice to the other party.

**GENERAL**

All notices or other communications to or upon any party shall be delivered to the e-mail address set forth below (as relates to the PIs) or to the e-mail address from which this Agreement is returned to the PIs (as relates to the Partner). For purposes of this Section, notice will be by electronic mail and shall be deemed served when sent. Either party may provide the PIs notice of a change of e-mail address and, after notice of such change has been confirmed via e-mail by the PIs, any notice or request shall thereafter be given to such party at such changed address.

In witness of this Agreement, the PIs have executed this Agreement below with digital signatures on the date indicated and thereby indicate their acknowledgement of and agreement to all terms and conditions contained herein:

Doan Winkel

Jeff Vanevenhoven

Doan Winkel

Jeff Vanevenhoven

2010.02.28 15: 32: 55 -06'00'

2010.02.28 16: 14: 18 -06'00'

E-mail address: [doanemil@msn.com](mailto:doanemil@msn.com)

E-mail address: [vanevenj@uww.edu](mailto:vanevenj@uww.edu)

Date: February 28, 2010

Date: February 28, 2010

In witness of this Agreement, I, as a Research Partner, have executed this Agreement below by checking the box on the date indicated and thereby acknowledge and agree to all terms and conditions contained herein:

Partner Name: Type Your First Name Here

Type Your Last Name Here

Partner Institution: Type The Name Of Your Institution Here

Partner Preferred E-Mail Address: Type Your Preferred E-Mail Address Here

Date: Type Today's Date Here (mm/dd/yy)

I, as a Research Partner, acknowledge and agree to all terms and conditions contained herein