Collaboration Step Guide & Canvas

The collaboration step-guide can help with identifying the critical steps to follow to plan successful collaborations.

The collaboration canvas can help with setting the agenda and facilitating meetings relating to collaboration scoping, negotiation and management by summarising all key points to be discussed in one page.

Who is this tool for?	When should the tool be used?
Individuals and teams who are preparing to engag collaborations	It is mainly applicable before and during negotiating a collaboration

Collaboration step-guide

Step 1: Define Objectives and Outcomes

Key Questions:

- What are the specific objectives of each party involved in the agreement?
- What are the expected outcomes if the objectives are achieved?
- What is the project calendar (start/end date, milestones, deliverables)?
- What are the main tasks?
- What are the contingency plans if the objectives are not realized?
- What is the vision beyond the project?

Step 2: Determine the Scope of the Partnership

Key Questions:

- What is the nature of the research/collaboration to be conducted?
- What types of products are targeted for development and/or commercialization?
- What are the potential areas of application if the products are commercialized?

Step 3: Identify the Involved Parties/Stakeholders

Key Questions:

- Who are the key stakeholders and what roles will they play?
- Who will carry out the research work?
- Who will manage the intellectual property generated?
- Who will finance IP protection?
- Is there a need to find more stakeholders?

Step 4 Identify Resources:

- What is each party's relevant background? (tools, methods, piece of software, etc.)
- What are the efforts committed by each party;
- What are each party's financial contributions?
- What external resources are required?

Step 5: Establish the Collaboration Model

Key Questions:

- What is the collaboration model (free exchange of data and resources, built around intellectual property rights, hybrid model)?
- What is the plan for intellectual property management?

Step 6: Define Intellectual Property and Access to Data Rights

Key Questions:

- What rights will apply for each party in terms of ownership and access rights to Background IP (existing knowledge and resources)?
- What rights will apply for each party in terms of ownership and access rights to Foreground IP (new knowledge and results from the collaboration)?
- What principles will govern the sharing of data, materials, or resources?
- What are the definitions of ownership and use rights for each party?
- What ethical and privacy issues need to be addressed?

Step 7: Determine Sharing and Restriction Models

Key Questions:

- Will the model be one of free sharing, or will there be restrictions and/or intellectual property issues?
- How will Open Innovation/Open Science model be utilized?

Step 8: Organize Publication of Results

Key Questions:

- How will academic institutes' need for freedom to publish results be balanced with industry interests?
- How will PhD candidates be allowed to publish and defend their theses?
- How can create processes to protect the interests of both industry and academia?

Step 9: Establish Governance

Key Question:

- Who are the decision making bodies on each side?

Step 10 Establish decision making and communication

Key Questions:

- What communication channels will be used to ensure transparency and collaboration?
- What are the processes for governance and decision-making?

Step 11: Execution, Monitoring and Evaluation of the Collaboration

Key Questions:

- How will project progress and results will be monitored?
- How results will be evaluated and with what metrics?
- How will feedback be collected and addressed?
- How will external funding be sourced?
- How will publications be prepared?
- How will intellectual property rights be allocated?

Organise your meetings by summarising all key points to be discussed in one page, by using the collaboration canvas.

Collaboration Canvas

Collaboration canvas within the ENVRI framework partnerships could be a practical tool at the stage of initial engagement and collaboration with partners to help define the what, who, and how of the collaboration.

Find an example of collaboration canva as a facilitating tool to guide you through successful partnerships:

STEP	WHAT?	WHO?	HOW?
1. Objectives & Outcomes	- Specific objectives of each party - Expected outcomes - Main tasks - Vision beyond the project	- Academic team - Industry partner - Project leads	- Define clear objectives and tasks - Set a project calendar with start/end dates, milestones, deliverables - Create a contingency plan
2. Scope of the Partnership	- Nature of the research/collaboration - Target products for development/commercialization - Application areas	- Researchers - Product development teams - Industry R&D experts	- Define specific areas of research - Outline product targets and application areas
3. Stakeholders	- Key stakeholders - Roles in research, IP management, and financing IP protection	- Researchers - IP managers - External stakeholders (if needed)	- Identify all stakeholders - Assign clear roles for IP and financial responsibilities
4. Resources	- Tools, methods, software, financial contributions from each party	- Each party's contribution (academic, industry, external)	- Define resource allocation - Identify external resources needed

5. Collaboration Model	- Type of collaboration (free exchange, IP-based, hybrid) - Collaboration plan for intellectual property management	- Academic team - Industry partner - Legal/Compliance teams	- Establish a formal collaboration model - Define how data and IP will be handled
6. Intellectual Property & Data Rights	- Ownership and access to Background IP - Ownership and access to Foreground IP - Data/material sharing principles	- IP owners (academia, industry) - Legal/Compliance teams	- Draft an IP agreement - Address privacy, ethical concerns - Set IP ownership rules for Background and Foreground IP
7. Sharing & Restrictions	- Sharing models: free or restricted - Use of Open Innovation/Open Science	- All parties involved in research and product development	- Define clear sharing and restriction models - Decide how to implement open innovation models
8. Publication	- Balancing academic freedom with industry interests - PhD candidates' ability to publish - Protection for industry and academia	- Academic researchers - Industry representatives	- Create processes to allow publishing while protecting industry IP - Clarify PhD candidates' rights to publish their work
9. Governance	- Decision-making bodies from both parties	- Project management team - Decision-makers (academic and industry)	- Define governance structure and communication flow
10. Decision-Making & Communication	- Communication channels and processes for decision-making	- All stakeholders - Project leads - Communication officers	- Set up regular meetings - Use collaboration tools for transparency - Define who makes final decisions
11. Execution, Monitoring & Evaluation	- Progress monitoring - Evaluation metrics - External funding sourcing - Publication preparation and IP allocation	- Project leads - Evaluation teams - IP managers	- Set up monitoring tools - Use agreed metrics for evaluation - Regular feedback loops - Define who allocates IP rights post-project

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