

Checklist For Research Collaborations between Museums/Collections and Universities

Collaboration between museums/collections and universities is of increasing importance in the context of research projects, but raises a number of fundamental questions in the joint coordination of applications as well as in the implementation of the projects. The following checklist is intended to provide guidance in this regard.

As a rule, in a collaboration a museum/collection does not only contribute with its own research findings, but also makes its holdings (objects, archivalia, etc.) accessible, while the university conducts further and additional research. How this cooperation is organized depends on the individual case and can therefore take different forms: The lowest form of cooperation is a letter of support, more formalized would be a cooperation agreement, the strongest form of research cooperation would be a joint application.

In cooperations between partners, we recommend:

- the commitment of all stakeholders to comply with the German Research Foundation's "Guidelines for Safeguarding Good Research Practice" (https://www.dfg.de/download/pdf/foerderung/rechtliche_rahmenbedingungen/gute_wissenschaftliche_praxis/kodex_gwp_en.pdf)
- compliance with the General Data Protection Regulation (<https://gdpr-info.eu/>) and all applicable legislation relating to archives
- the consideration of conservational requirements and security regulations of the museums/collection
- an agreement on whether and in what form compensation for additional work in the museum/collection (e.g. production of object photographs, scans of archival materials, costs for assistants for the preparation of material or objects and on-site support, etc.) is possible or necessary and how these can be included in the budget of the project application

Within the framework of the research cooperation, the museum/collection ensures:

- the designation of a contact person for the research project
- own research contribution, if possible
- the assurance of sufficient access to archive material and, if necessary, objects in consultation with a contact person

The museum/collection should receive:

- involvement in case the project or parts of it are presented to the public (possibility of participation; if necessary, preparation for corresponding press inquiries)
- an interim report (potentially compiled collaboratively) to coordinate the further course of the project (possibly also interim and final reports prepared for the funding institution)

- an offprint or a PDF of the completed research work
- a corresponding acknowledgement of its contribution in the publications
- provision of the basic data and research results obtained in the project for entry into the museum/collection database (if applicable, funds to employ someone for database entry can be included in the application); assurance that these will be available to the museum/collection for exhibitions or presentations
- availability of the university researcher for a public event on the topic of provenance research

In return, the university researcher offers:

- access to research infrastructures of the project, such as scholarly databases, the project's literature management, or the like
- inclusion into the international scientific research network of the university researcher, especially with regard to transnational cooperation, in particular with experts and institutions in the countries of origin