

# AGREEMENT CONCERNING DISTRIBUTION, USE, AND PUBLICATION OF DATA AND RESULTS PRODUCED BY THE FORWARD PROJECT

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## EXTERNAL REQUESTS

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### PRELIMINARY INFORMATION

#### Definitions:

In this Agreement, the following terms have the following meanings:

“FORWARD Project Data Request Form for External Parties” means that form attached hereto as Appendix I;

“Data Administrator” means that person designated by the Steering Committee;

“Agreement for Use of FORWARD Data by External Parties” means that form of agreement attached hereto as Appendix II;

“Database” means all data and metadata held by the Data Services Provider (currently The Forestry Corp.) within the FORWARD database;

“Data Services Provider” means that organisation determined by the Steering Committee that is contracted to store FORWARD Data as set out in this Agreement. The Data Services Provider shall provide such services under the supervision of the Data Administrator;

“Metadatabase” is a section of the “Database” containing general descriptors of each file held within the “Database”;

“FORWARD Data” means all data collected by or under the direction of the FORWARD Principal Investigators (PIs) in association with the FORWARD I, II and III Projects, commencing January 1, 1998 and ending December 31, 2016, as well as any data collected in 1983. For greater certainty, FORWARD Data include but are not limited to those data detailed in the FORWARD Database held by the Data Service Provider and described within the database as PI data. Further, for greater certainty, data collected by the Industrial Partners, held by the Data Service Provider, and described within the database as Industrial Data do not constitute FORWARD Data as described within this Agreement. Any data needs required by the Data Requestor, outside the FORWARD Data must be obtained separately through the owner of those data;

“FORWARD Project” means the Forest Watershed and Riparian Disturbance project;

“Industrial Partners” refers to the listing of Industrial Partners as identified within the Database; and

“Principal Investigators” or “PIs” refers to the listing of Principle Investigators as identified within the Database.

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### **PART I - GENERAL RIGHTS AND RESPONSIBILITIES**

The Steering Committee will consist of the Current FORWARD PI's and any Current Industrial Partner Representatives that indicate in writing they desire to be on the Committee.

FORWARD Data, or parts thereof, are the property of an individual PI or a group of PI's as decided upon by the Steering Committee.

All FORWARD Data are also the property of the FORWARD Project.

If a PI is no longer a current member of the FORWARD Project, then the FORWARD data that are the property of that PI will remain within the Database and be reassigned by the Steering Committee to a current FORWARD PI. In this way the data then become the property of the original PI, the assigned PI and the FORWARD Project.

FORWARD Data can only be distributed by approval of the current PI's where it is defined as their property of that Data within the FORWARD Database.

### **PART II – GENERAL CONDITIONS FOR OBTAINING FORWARD DATA**

1. Publication of all FORWARD data will be regulated by the FORWARD Project through the Steering Committee.

2. Parties not affiliated with the FORWARD Project (including but not limited to; outside parties, undergraduate students, graduate students, technicians, research associates, and post-doctoral fellows (PDFs) under the supervision of FORWARD PIs, but not affiliated with FORWARD) who wish to use FORWARD Data in a website, presentation, or publication (including published abstracts) must submit written requests for access to FORWARD Data to the Data Administrator using the "FORWARD Project Data Request Form for External Parties". In this Agreement, such Parties will be referred to as the "Data Requestor".

If the Steering Committee agrees to permit FORWARD Data to be used, the "Agreement for Use of FORWARD Data by External Parties" must be signed by the Steering Committee and by the Data Requestor prior to distribution of the data to the Data Requestor. The Data Administrator shall keep records of all requests, copies of signed agreements and details of data released.

### **PART III – PROCESS FOR OBTAINING FORWARD DATA**

The Data Requestor will obtain from the Data Administrator and complete the "FORWARD Project Data Request Form for External Parties".

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The Data Administrator will then distribute the completed "FORWARD Project Data Request Form for External Parties" to the entire Steering Committee.

If the request is approved by the Steering Committee, the Data Administrator will inform the Data Services Provider to grant to the Data Requestor a two week access to the FORWARD Metadatabase at a secure internet-based location in order for the Data Requestor to review descriptive summaries of the FORWARD database and select datasets. Where necessary, the Data Administrator will assist the Data Requestor in navigating the FORWARD Metadatabase.

If the Data Requestor decides to request any FORWARD Data, the Data Administrator will assist the Data Requestor in completing the "Agreement for Use of FORWARD Data by External Parties", which will then be forwarded to the PI's where their data have been included as part of the request. For all data that have been approved by the PI's where the data are their property, the Data Administrator will inform the Data Services Provider to assemble the requested datasets and have them forwarded to the Data Requestor by electronic means, usually being access to a secure ftp site but can be by any other means as agreed to by the Data Services Provider, Data Administrator and Data Requestor.

### **CONDITIONS**

The PIs reserve the right to either participate in or be acknowledged in any presentation or publication of the Data Requestor related to FORWARD Data.

### **GENERAL**

If the Data Requestor requires Industrial Data within the FORWARD Database, the Data Administrator or PIs **MAY** assist the Data Requestor to gain permission from the Industrial Partner to supply the Industrial Data to the Data Requestor.

### **PART IV - ACKNOWLEDGEMENTS FOR PUBLICATIONS**

The Data Requestor shall ensure that the "Acknowledgements" to be included in any presentation or publication using FORWARD data set out in the "Agreement for Use of FORWARD Data by External Parties", is included in any presentation or publications related to the FORWARD data.

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**APPENDIX I  
FORWARD Project Data Request Form for External Parties**

Data Requestor(s) (please print)  
*[Please include contact information]*

Affiliation

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe project to which FORWARD Data will contribute. *(Attach separate sheet if necessary)*

Types of FORWARD Data sought (specific variables, time period, raw data, worked up means or trends, etc.). *(Attach separate sheet if necessary)*

Data Requestor(s)  
(signature)

Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

All requests for data must be submitted to the Data Administrator, as per the following contact details:

Mrs. Virginia Antoniak  
FORWARD Project Data Administrator  
Faculty of Natural Resources Management  
955 Oliver Road  
Lakehead University  
Thunder Bay, ON, Canada P7B 5E1  
Phone: 807-766-7126  
Fax: 807-343-8116  
Email: virginia.antoniak@lakeheadu.ca

Received by Data Administrator

Printed Name

Signature

Date

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**APPENDIX II  
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Agreement for Use of FORWARD Data by External Parties**

FORWARD Data to be used:

Proposed use (presentation venue, publication):

Authorship:

In consideration of accessing FORWARD Data, and other good and valuable consideration (the receipt of which is hereby acknowledged), the Data Requestor(s)' signatures below indicate agreement to the following:

- 1) prior to submission for presentation or publication, the Data Requestor(s) shall submit material to be presented or published to the FORWARD Steering Committee (through the Data Administrator) for approval and resubmit material for approval if any subsequent changes are made that relate to the FORWARD Data;
- 2) the Data Requestor(s) shall not publish or present FORWARD Data unless approval is received from the FORWARD Steering Committee (through the Data Administrator) pursuant to paragraph (1) above;
- 3) the Data Requestor(s) shall only use FORWARD Data for the purposes set out in the FORWARD Project Data Request Form for External Parties, a copy of which is attached hereto, and shall take all steps to ensure that others that have access to the FORWARD Data only use FORWARD Data for the same purposes,
- 4) the presentation or publication shall include the authorship set out above and the "Acknowledgements" on the following page in any published material or presentations; and
- 5) will not hold the FORWARD Project responsible for any errors, omissions or alterations to data I receive.

Printed Name

Signature

Date

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**APPENDIX II**

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**Agreement for Use of FORWARD Data by External Parties**

Authorized FORWARD signatory (All PI's whose data has been requested). Signature indicates acceptance of request to use data as indicated within the "FORWARD Project Data Request Form for External Parties" for uses indicated only, and agreement to the authorship set out under "Authorship" and wording of the acknowledgement as set out under "Acknowledgements" in any published material.

Printed Name

Signature

Date

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\_\_\_\_\_

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One signed copy to each signatory. One signed copy to Data Administrator.

**Acknowledgements**

Acknowledgements to be included in any presentation or publication using FORWARD Data:

The FORWARD project is funded by the Natural Sciences and Engineering Research Council of Canada CRD Program and .... (should only contain current funding members as advised by the Data Administrator.)