

## **Rules of procedure of the DFG-Research Unit 2281**

For the successful and synergistic collaboration in the **DFG-Research Unit FOR 2281** "Sociality and the reversal of the fecundity/longevity trade-off" (acronym So-Long) the following rules of procedure apply:

### **§1 Definition and membership**

- a. FOR2281 is defined by these rules of procedure.
- b. Members are all applicants (PIs) of DFG-funded subprojects in the FOR2281. Membership lasts for the term of DFG funding. Members need to sign these rules of procedure. They are listed in Appendix 1.
- c. Any person working for the members, including postdoctoral fellows, PhD students, MSc or Bsc students, other personnel and research assistants, are called staff. They are listed in Appendix 1.
- d. Further members (research associates, hereafter) can be permitted if they complement FOR2281 activities and the steering committee agrees. They need to provide a research plan. Current research associates are listed in Appendix 1.
- e. All members inform their staff on the FOR2281 rules of procedure prior to taking up their work.
- f. The FOR2281 rules of procedure define the following organs: General assembly, PI-assembly, steering committee, speaker.

### **§2 Rights and duties of members, research associates and staff**

- a. All members, research associates and staff are obliged to use their best endeavours to further FOR2281, in particular to mutually inform and support each other.
- b. If a member of FOR2281 resigns, materials acquired for FOR2281 will be left with FOR2281 as far as reasonable.
- c. Rights and duties of members and staff concerning data obtained in the context of FOR2281 and publications resulting from FOR2281 are detailed in Appendix 2 (Data policy and publication policy).

### **§3 Definition, rights and duties of General assembly, PI-assembly, steering committee, and speaker**

#### **a General assembly**

1. All members, research associates, and their staff can participate in the general assembly.
2. The general assembly will be held at least twice per funding period.
3. The general assembly promotes the scientific and administrative integration of the research unit and serves the regular exchange of information between all members and staff.

#### **b PI-assembly**

1. All members and the scientific coordinator from the core project are entitled to vote in the PI-assembly. Minutes need to document decisions.
2. Further staff and research associates can participate in the PI-assembly, however, without vote.
3. The PI-assembly will be held at least once per year.
4. The PI-assembly elects the members of the steering committee, decides on the rules of conduct and possible changes, and receives the reports from the speaker.
5. Decisions are made with simple majority
6. If there is good reason members, staff or scientific associates can be excluded from FOR2281 based on a two-thirds majority of the PI-assembly.

#### **c Steering committee**

1. The steering committee comprises the speaker, the scientific coordinator and four elected PIs.
2. The PIs are elected for one funding period. All or individual members can be deselected by absolute majority of the PI-assembly.
3. Decisions are made with simple majority.
4. The steering committee convenes at least once per year, and by additional telephone conferences.
5. The steering committee prepares the general and PI-assembly and executes its decisions.

6. The steering committee coordinates the scientific integration and representation of FOR2281, the education of young researchers, and overlooks data management.
7. Steering committee decisions are documented in meeting protocols.

#### d Speaker

1. The main applicant of the core project is the speaker of the research unit.
2. The speaker conducts the research unit, heads assembly, steering committee and is responsible for the external representation of FOR2281, including the contact with DFG.
3. The employed scientific coordinator has particular rights and duties as detailed in the appendices.

#### **§4 Start date**

These rules of procedure are valid after approval by the PI-assembly.

## **Appendix 1**

**(Funding period I October 2015 – September 2018)**

University of Freiburg, Institute Biology I (Zoology), Department of Evolutionary Biology & Ecology, Freiburg, Germany

**Judith Korb (speaker)**

Westfalian Wilhelms University Muenster, Institute for Evolution and Biodiversity (IEB), Evolutionary Bioinformatics Group, Muenster, Germany

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Klaus Hartfelder

None listed are Bachelor and Master students of the respective groups. If they are working on a RU project, then the PI has to ensure that they adhere to the procedures outlined here.

## **Appendix 2**

### **Data and publication policy**

Many of the results and publications of FOR2281 will arise within the subprojects. A major aim of FOR2281 consists in doing comparative analyses combining of several subprojects. Moreover, FOR2281 as a long-term project of international visibility requires careful data documentation. These FOR2281 specifics require agreements on the documentation, quality, sharing, and publication of data. These agreements are subject of this policy.

### **A. PUBLICATION POLICY OF FOR2281**

The success of FOR2281 depends on successful publication in appropriate journals. Many collaborative papers will have several authors. The people most important in the derivation of a particular result are acknowledged by first authorship (usually the PhD students and postdocs). To avoid uncertainties about access to data or authorship, FOR2281 agrees on the following publication policy.

#### **§1 General publication rules**

a. FOR2281 adheres to a DFG-document on good scientific practice:

[http://www.dfg.de/en/research\\_funding/principles\\_dfg\\_funding/good\\_scientific\\_practice/index.html](http://www.dfg.de/en/research_funding/principles_dfg_funding/good_scientific_practice/index.html)

b. The planning of an experiment, the planning and executing of data collection (incl field trips), the analysis of the data, and the writing of a manuscript all are necessary steps that can merit authorship.

c. Of course, usually the person who originally obtained the data (often PhD students and post docs) will publish the results of his/her disciplinary study. To also promote swift publication of collaborative papers in appropriate journals, the following procedure is adopted. Before writing a collaborative paper, aims of the paper, data usage and credit must be in agreement with data supplier. This credit can consist of co-authorship depending on contribution. Because collaborative synthesis/comparisons complement rather than forestall disciplinary publications, the access to data needed for collaborative synthesis/comparisons should not be blocked by the data supplier.

d. Members, staff and associated researcher planning a publication distribute a tentative title of the paper, a preliminary list of authors and the anticipated journal to the internal FOR2281 mailing list and the intranet (so-long wiki). This serves for rapid information on ongoing activities and allows improvements of synthesis/comparative work at an early stage. Member, staff and associated researcher planning to submit a paper to a journal place their submitted version of the manuscript on the intranet (so-long wiki). This serves for rapid information on ongoing activities and allows final improvements of synthesis/comparative work.

#### **§2 Acknowledgement of original data suppliers and co-authorship**

a. In the case of providing unpublished data to a paper, the credit of the original data supplier can be in form of co-authorship, mentioning in the acknowledgements or in the figure or table legend or as "personal communication" after written consent. Co-authorship is appropriate if the data contribute important information to the main story of the publication. The other options are appropriate if the data are only used as additional side information. What form is appropriate will be closely discussed and clarified with the original data suppliers.

b. Postdocs and employed coordinators are encouraged to co-author where appropriate. For example, if a PhD project receives intellectual input into the design from a coordinator or a postdoc, then co-authorship may well be appropriate.

c. Postdocs and employed coordinators are also encouraged to initiate and work on collaborative papers to result with first authorship.

#### **§3 Publication Committee**

A Publication Committee composed of the steering committee and the scientific coordinator employed in the core project serves to adjudicate possible disputes relating to this policy.

## **B. DATA POLICY OF FOR2281**

### **§1 Coverage and definitions**

- a. This policy applies to all members, staff and research associates.
- b. "Project data" in the sense of this agreement are conventional measurements (life history data, fitness data..) which are generally in tabular form, molecular data (transcriptome data), modelling results, and results from analyses for publications, as well as (digital) publications, thesis, proceedings, congress presentations and posters.
- c. "Meta data" shall mean any data describing and documenting the project data.

### **§2 Data Management Committee**

- a. The steering committee serves as the Data Management Committee. It sets data standards and also serves to adjudicate possible disputes relating to this policy.

### **§3 Rights and responsibilities**

- a. Members and staff have a right of access to project data according to the following provisions in agreement with the data supplier. The right of access to project data is limited to scientific use.
- b. Furthermore, members and staff have a right, that their intellectual input and their academic interest is respected with regard to the project data in accordance to §6.
- c. Each member and staff agrees to provide her/his data to other members or staff via the core project.
- d. The applicants of the core project are responsible for the management and access of all data.
- e. If any legitimated doubts of the cooperation of a member or staff will arise, the PI and the steering committee will be informed immediately.
- f. In cases of a serious violation of obligations under this agreement the speaker of the research unit may impose adequate sanctions.

### **§4 Documentation of data**

All project data have to be documented with meta-information.

- a. The core project provides templates for meta-information. Meta-information should be provided by the meta-suppliers within a maximum of four months after receipt of the project data.
- b. Project Data have to be uploaded onto publically accessible data bases. For genetic data this will be NCBI and for other data iDiv. For both data bases, FOR2281 umbrella projects will be installed under which the data are uploaded and become accessible to the general public.

### **§5 Use of data collected by FOR2281**

- a. Data use must always be based on an agreement between original data supplier and data user. Original data suppliers are the scientists originally obtaining the data and the PIs of the respective projects. The latter are responsible for supplying the data obtained by all staff of their project to the core project.
- b. Data accessed by a scientist must only be used for purposes necessary to carry out work in FOR2281. Data accessed must only be used for scientific purposes, i.e., commercial use of data is not allowed. It is prohibited to distribute other scientist's data to a third party without the written consent of the scientist.

### **§6 Access to data in the FOR2281**

- a. All members and staff have free access to the meta-information and original data via the core project.
- b. Release of data to non-participants of FOR2281 will be an exception for which explicit permission has to be provided by the Steering Committee and the PI of the respective project.

### **§7 Delivery of data and quality control**

Project data need to be provided to the core project as fast as possible, and at the latest four months after experiments or modelling have been completed or transcriptome data have been delivered.

Data quality is controlled by the PI for the different components submitted to the data. The core project determines when submitted components are acceptable.