# LINCS Project Charter

**Core Values**

The objectives of LINCS are to:

- produce a Canadian LOD infrastructure for Canadian cultural scholarship comprised of:
    - a Conversion toolkit by which LINCS will mobilize, enrich, and interlink research data;
    - a national linked data Storage system; and
    - an Access system to filter, query, analyze, visualize, and annotate cultural materials; to modify, evaluate, correct, or reject automated semantic enrichments; and to allow others to use the conversion tools.
- ensure that the infrastructure as developed serves the needs of humanities researchers in Canada with respect to LOD through the themes of "Making Connections," "Navigating Scale," and "Building Knowledge," and as those needs develop in response to LINCS activities and the broader research and technical environments;
- promote LINCS infrastructure and activities to humanities researchers within and beyond Canada;
- work to support and, as appropriate and feasible, collaborate with other complementary research and infrastructure initiatives, nationally and internationally.

This charter is designed to guide how participants in the LINCS Project commit to relating to each other to achieve these outcomes.

In addition, we endorse the values and practices articulated in the following documents that have emerged from various communities and contexts:

- [A Student Collaborators' Bill of Rights](#)
- [Postdoctoral Bill of Rights](#)
- [Contributors Covenant](#)
- [Collaborators' Bill of Rights](#)
- [ICMJE Guidelines on the roles of authors and contributors](#)

This is a living document that we will revisit and revise as occasions for doing so arise or as we are invited to by participants. Anyone with questions or who wishes to open up discussion of this document is invited to contact the LINCS project manager at lincs@uoguelph.ca.

| Principle | Policy |
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| **Participation**<br><br>We recognize that different people will have different levels of involvement and responsibility/commitment. | See LINCS Roles and Responsibilities (Appendix A) for an outline of roles and responsibilities of participants. Participants will be asked to add their LINCS role/s to the bottom of this Charter before signing.<br><br>Students are participants of the project in their own right. It is the responsibility of the LINCS faculty/librarian/developer supervisor to inform their students about this Charter. |
| **Progress**<br><br>We intend this work to move forward at a steady pace, given due awareness of unanticipated life events. | Project participants will make every effort to attend meetings as arranged and to keep in regular contact by email or other electronic means. Frequent absence may result in being warned, then cautioned, then asked to leave the team.<br><br>Project participants will jointly establish and attempt to meet self-imposed deadlines, in part through providing the project administrator with lists of commitments, so that reminders will be sent out as a matter of routine.<br><br>In the event the task is overdue by a considerable amount of time (for instance, whichever is lesser—two months, or double the original timeframe), other participants may at their discretion notify the offender that the task will be re-assigned, without prejudice to the constitution of the team or the public credit of any participant.<br><br>Project phases will be arranged so as to minimize the need for sequential completion of one phase before another can begin: wherever possible, phases will run in parallel, with communication occurring between people as they work on each phase, rather than waiting to communicate until the end. |
| **Reporting**<br><br>We recognize the need to track our work and to report upon it. | Reporting is required by CFI and other funders, and is sometimes required to release payments.<br><br>Participants will keep track of the work they do for the LINCS project and will report on this work in a timely manner.<br><br>On an annual basis, participants will send a list of all outputs related to LINCS, including (but not limited to):<br><br><ul><li>**Publications**: peer-reviewed publications, conference papers, workshop presentations, books, research and technical reports, reference and training tools and materials, blogs and other online publications</li><li>**Funding**: additional funding secured, formal research collaborations</li><li>**Personnel**: project hires (including highly qualified personnel, postdoctoral fellows, and graduate and undergraduate students)</li><li>**Further ventures**: intellectual property rights, spin-off companies</li></ul> |

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| **Credit and Intellectual Property**<br><br>We recognize all kinds of work are equally deserving of credit. | Participants should discuss possible publication venues before submitting abstracts or articles.<br><br>For presentations or papers where this work is the main topic, all participants who worked directly on this subproject should be co-authors. Any participant can elect at any time not to be listed, but may not veto publication. For presentations or papers that spin off from this work, only those participants directly involved need to be listed as co-authors. Others should be mentioned if possible in the acknowledgments, credits, or article citations.<br><br>Copyright in scholarly works and publications will remain the property of the author.<br><br>All work drawing on LINCS data, tools, code, or other products should include acknowledgement of the project with a link to the LINCS website in a form appropriate to the context.<br><br>Project participants at LINCS Member institutions are bound by the intellectual property provisions of the Inter-Institutional Agreement, which stipulate that all data, code, and intellectual outputs produced with CFI resources will be open and published under the Creative Commons Attribution-NonCommercial 4.0 for information and the MIT license for software and code. This may be complemented by policies and procedures of partner institutions.<br><br>The Members agree that certain subsets of data produced by LINCS, such as that related to Indigenous or Traditional Knowledge, may require different hosting arrangements or may not be freely shared. |
| **Dissemination**<br><br>We are interested in disseminating the results of this project as widely as possible, with credit to us for doing it. | Project participants may refer to LINCS tools, procedures, or collaborations as examples in presentations, papers, interviews, and other media opportunities. They may post any of the material to which they contribute to their web sites. Wherever possible, they should mention the names of the other project participants who were directly involved, as well as the name of the project.<br><br>The project team will maintain a collaborative project web site, which will contain links to all the presentations and publications of the group.<br><br>The project team will ensure a logo is available to all participants to add to the above-mentioned methods of dissemination. |
| **Communication**<br><br>We recognize the importance of both internal and external communication to this project. | Project participants should remain in communication with their teams about current work (via email or Slack), and should contact the Project Manager in times they are unable to do so.<br><br>The project website (https://lincsproject.ca/) is one place that participants can share their achievements publicly. The project Twitter handle (@lincsproject) can be tagged in social media. Participants are encouraged to submit news, achievements, and |

| | items of interest from within and beyond the project to the project newsletter (e.g., at lincsproject@gmail.com). |
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| **Funding**<br><br>We would prefer for this work to be funded. | Project participants will watch for and notify each other of funding opportunities and participate wherever possible in the writing of appropriate grant proposals. |
| **Dignity**<br><br>We wish to communicate in such a way as to preserve professional dignity. | We will strive to maintain a tone of mutual respect whenever we write or meet, and to forgive lapses if they occur.<br><br>We will attempt to keep communications transparent, for example, by copying everyone involved in any given discussion, and by directly addressing with each other any questions or concerns that may arise. |
| **Goodwill**<br><br>We would like to foster goodwill among all the participants. | In making financial decisions, we will attempt to allocate resources in ways that indicate commitment to each of the people on the team.<br><br>Participants will also watch for and notify each other of opportunities for commercialization and licensing. Any commercial agreements or plans will be made so as to include and equally benefit all participants.<br><br>We will strive to be a group working toward different parts of a larger, coherent and important whole—one that promises to exceed the sum of its parts. |
| **Risk and Harm**<br><br>Certain activities are more likely to result in harm or threat for some participants than others, especially (but not exclusively) in regards to security online. | Participants should make their own decisions regarding their safety, and be respected and supported for those decisions.<br><br>We will bear power imbalances in mind when making requests of one another.<br><br>We will avoid assuming that every participant has the same needs, and plan (and listen) accordingly.<br><br>We will give particular attention to the realities of international collaborators since those might be less visible to some of us. We will work to maintain awareness that some disabilities and oppressions may not be apparent.<br><br>We will create opportunities for networking and community building that do not centre on alcohol consumption. We recognize that not everyone has access to the same set of resources (time, money, travel, access to support systems, etc.) and will provide a variety of methods of involvement. |
| **Conflict Resolution** | Conflicts or grievances related to the LINCS project itself will where possible be handled via the lines of authority and communication outlined in the LINCS organizational structure, with a member of the Executive Committee copied on all documentation of the issue and its resolution. The Project Manager will act as an ombud, should informal guidance for how to proceed be desired. Decisions will typically be handled by the |

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| | Executive Committee. Should this arrangement prove insufficient, for instance if a conflict involves someone in the line of authority, the Executive Committee will seek advice on how to handle the situation in consultation with some or all of the relevant University's or Research offices, or the chair of the Advisory Board. Grievance or conflict settlement may result in a request for leave, resignation, or dismissal, in which case the appropriate policies will be followed depending on the individual and situation involved.<br><br>Conflicts and grievances related to employment will need to be handled according to the processes of the institution or organization involved. |
| **Privacy** | We wish to respect each participant's privacy, adhering to ethical guidelines about communication and information sharing, while continuing to encourage a community mindset. |
| **Future Phases**<br><br>We understand that the work we do on this project may have future phases. Modifications and additions may be made to further the project by other participants. | To enable future work, participants will store in a shared drive all collaboratively or project-produced documents, presentations, images, including all native files for designs and illustrations in unflattened and editable form. Where copyright restrictions do not apply, fonts should also be included in shared files. Code shall be shared with open licenses as noted in the IP policy. Insofar as ethics clearances allow, project-specific (rather than contributed) data backup will be provided through central project servers or cloud drives.<br><br>As projects progress to new phases, each participant will have the right of first choice over whether or not to continue with the project. |

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Name (please print)                                    Supervisor name (for student participants)

_____    _____

Signature                                              Supervisor signature

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Date

_____

Institutional/organizational affiliation

Participation type (please list all)

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**Appendix A: LINCS Roles and Responsibilities**

# General Principles

- Individuals and organizations interested in advancing linked data for cultural scholarship are welcome to become involved with the Linked Infrastructure for Networked Cultural Scholarship project, regardless of whether they were involved in the application process. We are happy to see the LINCS network grow!
- People involved in LINCS may have varying levels of involvement and responsibility over the course of the project.
- These roles are not mutually exclusive. People can move between various roles and in some cases roles will overlap. People may be involved individually as well as through their work with an organization.
- People do not need to be a collaborator with LINCS to use the system or contribute their data.

# Ways to get involved with LINCS

**Users** use the system and its contents without any formal association with the project.

**Data Contributors** contribute their data to LINCS without necessarily having any other formal association with the project.

**Collaborators:**
> **Research Collaborators** are formally involved in LINCS through their research interests and are listed on the project website, as are technical and student collaborators.
> **Technical Collaborators** are formally involved in the development of the LINCS infrastructure. Some are employed in positions funded in part or in full through funding obtained through the CFI Cyberinfrastructure grant or other research grants, others are employed by partner universities or organizations, others work with collaborating or parallel projects, and others may be voluntary contributors.
> **Student Collaborators** are hired to contribute their knowledge and skills to its success.

**Partners** include universities funded through the initial CFI grant, as well as universities, public- and private-sector partners, projects, and organizations that are involved beyond the scope of the CFI grant.

# Formal Involvement

There is no process required for a person to become a **User** who avails themselves of open data, software, or code created by the project to use or create linked data or tools, although we

would love to hear if you have found what we are doing helpful. Please let us know at lincs.project@gmail.com or @lincsproject on Twitter.

**Data Contributors** will sign the Data Contribution Agreement.

**Research Collaborators** include those named in the grant application as part of the Research (Scientific) or Technical teams, and others who join those teams, LINCS working groups, or other initiatives. Collaborators will be actively involved in the development of the LINCS infrastructure and datasets. The process for becoming a Collaborator is the submission of a letter to the Executive Committee co-written by the applicant and the Lead of the Research Board or Technical Committee area. Should a Collaborator choose to leave the project they will inform in writing both their area Lead and the Executive Committee. LINCS Collaborators who have been inactive for a year will be assumed to have left the project. All Research Collaborators sign the Project Charter.

**Technical Collaborators** are those directly responsible for the expenditure of funds and staff supervision towards the infrastructure development. Because of the constraints around CFI funding it is not expected that new developers will be brought on through the project. Any changes to the status of a Developer will be handled through the process outlined in the Interinstitutional Agreement. All Technical Collaborators sign the Project Charter.

**Student Collaborators** sign the Project Charter. The researcher to whom a student reports is responsible for ensuring that they read, understand, and sign this document. This researcher also co-signs the student document as the person responsible for their work.

**Organizational Partners** are involved in various ways either informally or by way of an Inter-Institutional Agreement (IIA), Memorandum of Understanding, contract, or other agreement that formalizes a relationship.

If the nature of a person's involvement with LINCS shifts significantly in terms of responsibilities, an email exchange regarding the change of role with one of the Project Lead, Research Board Chair, or Implementation Chair will serve as confirmation. More formal letters confirming involvement will be provided upon request.

## Rights and Responsibilities

With respect to their work in association with LINCS, collaborators:
- follow the principles and practices laid out in the LINCS Project Charter;
- abide by policies governing the use of project grant funds as well as the regulations of their local institutions, with respect to funds received from LINCS;
- use LINCS resources, including human resources and travel funds, only in the pursuit of LINCS research objectives;
- respect the confidentiality of unpublished LINCS materials (including source code) and expect the confidentiality of their own unpublished materials to be respected in return;

the agreement surrounding this and other related concerns are found in the LINCS Intellectual Property policy;

- participate in the meetings of their area of activity within LINCS;
- receive named co-authorship credit on presentations and publications that make direct use of research or development in which they took an active role (i.e., research to which the individual made a discernible contribution);
- are listed on the LINCS project website. Involvement will be deemed to have ended if someone is inactive in meetings or communications in their areas of activity for a year. Past collaborators will be listed on the website with the term of their activity.