**[TEAM/PROJECT NAME]**

**Welcome Letter**

Welcome to the **[TEAM/PROJECT NAME]** Team!

* Provide a brief overview of the context in which this team works and how it connects to existing research priorities and/or gaps
* Goal of research group and specific aims/objectives of this project
* Purpose of welcome letter

**Topics frequently addressed in Team Welcome Letters:**

* Team Onboarding Activities/Resources
	+ Who is on the team? Who does what? How do you contact them? (note: consider an appendix with project team member information
	+ Orientation materials to project area (i.e. manuscripts team members have published, grant narratives) (note: if relevant, consider an appendix to link to manuscripts and products of team’s previous work in this area)
* Team Agreements (4-6 principles to guide your work and interactions with each other)
* Team Communication
	+ Team Meetings
	+ Shared Drives
	+ Communication Norms/Protocols
* Conduct of Research
	+ Notebooks, record keeping, sharing data
	+ Data storage and retrieval
* Authorship and Collaborations/Sharing Credit
	+ Process for deciding whether/what abstracts and manuscripts to submit
	+ Authorship guidelines (i.e. ICJME)
	+ Expectations for participation and/or contribution
	+ Acknowledgements
* Contingency Planning (what to do when things don’t go as expected)
* Key Grant Information (as relevant)
	+ Grant numbers/dates
	+ Budget numbers
	+ IRB numbers
* Final Remarks