



## Submitting Research Proposals to UWIN

### ***Available data***

The Urban Wildlife Information Network (UWIN) hosts an abundance of data from over 45 collaborating cities. Currently, this data predominantly consists of photographic camera trap data. If you are interested in other types of data such as acoustic monitoring or tick dragging, please reach out to staff of UWIN for details on these projects.

### ***UWIN Research Committee***

All partners of UWIN own and manage their own data and data sharing processes as defined in the UWIN Intellectual Property MOU. However, researchers (UWIN and non-UWIN members) who wish to use multi-city data and classify their project as a UWIN study must have that project approved by the **UWIN Research Committee**. Each active UWIN partner (those actively collecting UWIN data), or collaboration of partners working on one UWIN project, elects one research committee member to vote and approval research proposals.

### ***UWIN Proposal Process***

Individuals wishing to use and publish data as UWIN projects must submit a 1-2 page proposal on their research. The formatting for this proposal is loose but should include the following:

- Title
  - a. This does not need to be the final title you intend to use for publishing, simply a clear title which defines your intended research
- Authors and authorship policy
  - a. This should include authors who have collaborated on the proposal as well as expectations for co-authorship opportunities and/or acknowledgement of partners who contribute data (this will allow partner cities to decide if their expectations for authorship can be met prior to submitting data).
  - b. See **UWIN's Multi-city Partnership Guidelines** below for further details
- Introduction or background
- Methodologies
- Data requirements
  - a. This is an outline of what type of UWIN data you intend to use, like "UWIN partners which reside on a coastline" or outline of specific partners, like "UWIN partners in the state of California."

- b. The more detail, the easier it is for UWIN partner to determine if they have the data you request and if they are willing to participate in your study

**Example:** For our research we are looking for annotated camera trap data of coyote and red fox from any UWIN city which has both of these species in their study area.

- Literature Cited

### ***Timeline***

Proposals can be submitted by email to UWIN staff (ideally the UWIN coordinator) at any time; however, they will not be evaluated until a UWIN Quarterly Call which generally occur the first week of August, November, February, and May (after each UWIN camera sampling season). It is best to **submit proposals 2 weeks prior** to these calls (thus, mid-July, October, January, and April) to allow UWIN partners time to read and evaluate your proposal before the quarterly call. At least one author from the proposal must attend the call to give an overview of the proposed research and address any questions or concerns on this research by UWIN members. After this call, UWIN Research Committee members will submit a form which addresses the following information:

1. *Are you convinced that, if successful, this project will increase basic scientific knowledge in the field of urban ecology?*
2. *If executed as described, is the design adequate to produce significant or meaningful results?*
3. *Do you have any concerns about this research replicating other completed or in-progress projects?*
4. *Overall proposal decision*
5. *Comments/ Concerns for the PI*
6. *Are you interested in contributing data to this analysis?*

Legacy partners (UWIN partners who no longer actively collect data) do not get a seat on the UWIN Research Committee. However, they will submit a separate form to indicate if they are interested in collaborating and sharing data.

After your research proposal is approved or denied, you will receive an email from UWIN staff announcing the final decision. If your research proposal has been approved, UWIN staff will share a .csv with the above information which includes the name and contact information for each interested participant city. From this point, it is your responsibility to contact UWIN partners and manage collaborations. UWIN staff is happy to export .csv of participatory cities data in the format best suited for your analysis needs.



**Urban Wildlife Information Network (UWIN)**  
**Multi-City Manuscript Authorship Guidelines**  
Passed on August 1st, 2021

UWIN acknowledges that multi-city manuscript contributions can be complex and varied, especially with an ever-growing network of partners. This document, along with the *Authorship and Data Contribution Form* (found [here](#)), is intended to provide guidelines, help manage expectations, and define minimum contributions for authorship. Ultimately, UWIN leaves final decisions regarding authorship qualification under the purview of the first author, who should clearly communicate their expectations to all relevant parties both before and during manuscript production.

1. When submitting a research proposal, the first author should include their intentions and expectations for co-authorship opportunities and/or acknowledgement of partner cities. This will allow partner cities to decide if their expectations for authorship can be met prior to submitting data.
2. After a research proposal is approved by the UWIN research committee, the first author will receive an email with contact information for the city leads who expressed interest in contributing data. The first author is expected to reach out to city leads with confirmation that their data will be incorporated into the analysis.
3. After communicating with the first author regarding authorship opportunities and associated minimum expectations (e.g., providing edits, reviewing the final manuscript, contributing to analysis and/or writing), UWIN city leads should forward the opportunity for co-authorship to any project members in their cities that are authorized to participate at the authorship level in the manuscript. The first author has final say on the number of contributors who can participate at authorship level from a single UWIN city, though typically no more than two participants from a single city is generally expected.
4. The first author is responsible for communicating which study contributors will qualify as co-authors and which qualify for the acknowledgements section (See the *Suggested Authorship Qualifications* section of this document). The UWIN Coordinator will reach out to the first author three months after the research proposal is approved to receive a preliminary list of co-authors on the study (not necessarily in order of contribution level). If the authorship list is not prepared, first authors will be granted a three month extension. This step is intended to manage expectations for authorship early in the manuscript writing process for all parties and to understand the level of involvement each contributing partner will have.
  - a. Authorship may be revoked if a contributor fails to follow through on their agreed upon contributions.

- b. Once an authorship list is agreed upon by contributing cities and shared with the UWIN Coordinator via the *Authorship and Data Contribution Form*, partnering cities cannot pull their data from an analysis due to the significant changes that may cause. Contributors can, however, remove their name from the authorship list at any time.
5. The first author should check in with all co-authors during the analysis, writing, and revision stages to ensure contributions are meeting agreed upon expectations. City leads not meeting expectations of contribution may be removed from the co-author list at the purview of the first author.
6. All co-authors are expected to review and approve the manuscript prior to journal submission.

### **Authorship Order**

Authorship order is the purview of the first author. In general, authors should be listed in relative order of contribution, with alphabetical order by last name used when contributions are equivalent. Last (senior) author position is also at the discretion of the first author.

First authors are encouraged to use the [Authorship and Data Contributions](#) tracking form to record the level of involvement of each author and the data used in the study. The completed form should be stored in the [Multi-City Manuscript Authorship and Data folder](#) that is shared with all members of UWIN.

*Note:* A full list of participating network researchers is listed on the UWIN website under the resources tab (i.e. project leads, volunteers, students, etc.)

### **Suggested Authorship Qualifications**

Below are common scenarios which a first author may select from in determining authorship status for cities contributing data. This is not intended to be an all-inclusive list.

#### **Substantial contributions**

Co-authorship should be offered for substantial contributions to the conception or design of the work; the acquisition, analysis, and interpretation of data; or writing a draft of the article and revising it for intellectual content. All authors should review and approve the final version of the manuscript before it is submitted for publication.

UWIN members who contributed to data collection and tagging, but did not contribute to the manuscript at an authorship level would instead be recognized in the



acknowledgements section. A list of city contributors can be found on the UWIN website [here](#).

### **Data-contribution & photo tagging only**

Some city partners are willing to share their data but may not otherwise contribute to the manuscript. We recognize that data collection and tagging can be a significant investment for UWIN partners. In this scenario, city leads and 1-2 significant project contributors (i.e. Master's students, volunteers, interns, etc.) would be offered co-authorship in return for data contribution. The maximum number of co-authors from an individual city study area is determined by the first author. All other project participants (volunteers, students, etc.) would be recognized in the acknowledgements section. All authors should review and approve the final version of the manuscript before it is submitted for publication.

### **Example acknowledgements statement:**

"The authors would like to thank the UWIN partner cities, their staff, students, and volunteers, for their collective field work, data collection, and processing that went into this research. We are also grateful to the many private and public landowners and managers who granted our partners access to their properties."

*Additional acknowledgments may list individual groups or people (such as the city-leads), per the first author's decision.*