**Guidelines for listing background in a research collaboration**

1. **Background is :**

* Any element brought to a research project by a partner,
* **and** necessary to achieve the project (i.e. used by your laboratory to perform your tasks, or transferred to a partner to achieve his own tasks),
* **and** that is not generated in the public domain or in open access.

1. **Why is a listing necessary ?**

**Some tips:**

1: see the example on the following page

Eg. A software code rather than equations underlying model X (which may be already published therefore in free access, while the software may not be) ...

Eg. A set of reference data and / or protocols of interpretation.

2: Keep logical!

Eg. Mention associated expertise and a biological material or a dataset (which may also be subject to different restrictions, or have a different status).

3: Provide a reasonably precise description of your background :

- Use a simple and reliable reference such as patent number (for inventions), registration number of databases and software (such as provided by your national IP protection agency) or an internal reference (dated lab notebook or report).

- Alternatively :

* date and project name from which by the results derive (instead of "recent data"about...!).
* provide denominations, numbers concerned (to describe collections, mutants, clones etc.), or other characteristics such as markers for identifying a biological material ...

NB: level of detail similar to the standards of a scientific publication is suitable, in so far as it allows to identify your protocole, equipment, biological material etc. amongst similar objects.

4: it is important to Identify all limitations to the right to transfer an equipment, a technology etc. to the other partners of the project : please mention such limitations in your list.

- Such restrictions may arise from any pre-existing agreement, such as a MTA, a license agreement on a patent and/or know-how, a research contract with an industrial partner with an exclusive option to license...

1. **Example for listing background**

**Know-how**

Know-how refers to all theoretical, technological and pratical knowledge of a person or a corporate association. Know-how must be substantial, characterized and secret.

Examples :

- Technological Know-how, industrial process (for production of ..., quality control ..., expression of recombinant proteins, screening of enzyme activities .., *model parametrization*).

- Method of screening ... with ... (high-throughput ...).

- Method for quantifying ... with ...

- protocol and expertise associated to an equipment, a platform *(interpretation of metabolomic results obtained by …) .*

**Data Set**

- Database referenced and organized (please mention: name, registration number, date / version, and if possible the producer / applicant).

- Data Set from genotyping, QTL mapping, List of candidate genes for ... (could be listed in an appendix).

- Dataset of transcriptome analysis , data on differentially expressed genes ...clarify biological status).

- Data about characterization of mutants …

- Set of polynucleotide or polypeptide sequences (annotated or not).

- Set of molecular markers for a trait XX....

**Biological materials**

***Case of materials received from third parties by MTA: please mention limitations specified in the MTA***

*-* Isolated Microbial strains, strain collection (if characterized, also mention associated data), set of clones (BAC etc.) whenever possible include denominations, and/or markers fortheir identification ...).

*-* Plant materials: lines, recombinant inbred line (RIL), hybrids, accessions from collections, transformed plants...

- Set of mutants (please indicate species, genetic background, type of mutagenesis, target ...),TILLING populations.

- Biological samples (origin, sampling conditions, characterization ...).

**Tools, Device, Equipment**

- Prototype, equipment, platform.

- Devices - eg. DNA microarray...

**Patent**

*Important: Please indicate the application number or publication number, or title.*

**Software**

*Important: please indicate if the software, or a part of the software, comes from a third parties (license agreement, open-source license…)*

- Computer programs (lines of code, if referenced to an IP protection agency).

- Lines of unreferenced codes: please mention the topic, the name, the authors, and if possible the dissemination mode (never released? executable version available? online? open source ? ...).

- For mathematical models not yet implemented in a software: you can mention a model denomination, or undisclosed equations (along with any useful information such as purpose of the model, conceptors, name of the project which has led to its development ...) .

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