# Collaborative Agreement Template

This is not a legal document. It does not create any kind of legal relationship. It is just a template to exchange information.

1. Contact
   1. Primary contact name
   2. Organization name
   3. Email
   4. Phone (optional)
2. Description – Describe the proposed collaboration in enough detail to be assessed, but no longer than 1 page. It is helpful to see how you envision your contribution furthering the overall project (i.e., in being specific, avoid losing the forest for the trees).
3. Resources – List the people and other resources to be committed to the collaboration. Highlight any connection(s) to existing collaborators or project community members.
4. Deliverables and Timeframe – List the proposed deliverables to be provided by the collaboration and the timeframe in which they will be available. Seeing how deliverables fit into the project roadmap is especially helpful.