

**CRC REEF RESEARCH CENTRE
AGREEMENT
between Task Leader & Task Associates**



Task Name and Code: _____

Task Leader: _____

Task Associate Names and Affiliation: _____

Checklist for agreement - TL and TA to discuss and confirm understanding and agreement

Confirmed (initial/date)

Roles and responsibilities (refer to Guidelines and Checklist) _____

Contact type and frequency _____

Full Task Proposal (including agreement on methods) _____

Half-yearly and annual reports _____

Annual task review and interview _____

Communication strategy _____

Dispute resolution _____

Agreed by Task Leader: _____ Date: _____

Agreed by Task Associate: _____ Date: _____

Agreed by Task Associate: _____ Date: _____

Agreed by Task Associate: _____ Date: _____

Completed/signed Agreements to be returned to CRC Reef Research Centre at James Cook University,
Townsville QLD 4811

TASK ASSOCIATE AGREEMENT CHECKLIST

This checklist is to provide guidance for CRC Reef Research Task Leaders and Task Associates in

Role and responsibilities of Task Leader		Agreed
Guidance	Assist in identification of suitable potential Task Associates Complete induction and other training, as provided	
Administration	Meet with TA to complete TA/TL Agreement	
Facilitation	Ensure Task Associates are involved. Utilise the skills and contacts of the Task Associate to enhance the success of the task.	
Communication	Maintain regular contact with Task Associates, ensuring that they can participate as active part of the research team Provide sufficient information on research progress to Task Associates, in a timely fashion, to allow them to sign-off on half-yearly and annual reports As appropriate, acknowledge support provided by Task Associates in publications and conference presentations Work closely with the Task Associate as part of the task communication strategy to communicate research outcomes to industry research-users.	
Role and responsibilities of Task Associate		
Guidance	Identify researcher needs and assist in setting objectives for the agreed research project Assist in the development of the Full Task Proposal (FTP) Complete induction and other training, as provided	
Administration	Meet with the TL to complete an agreement. Participate in annual Task Reviews and interviews Sign-off on proposals, half-yearly and annual reports	
Facilitation	Provide assistance to the researcher with respect to contacts, field logistical support, permits etc. Help mediate any conflict, particularly between researchers and industry Recommend policy change through management agencies and industry	
Communication	Communicate research results through industry groups and affiliates Respond to contact from researcher and other Task Associates Where appropriate, assist by reviewing or co-authoring scientific or popular publications on the research, and recommend other appropriate reviewers	