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| Project proposal to sPlot - Paper No. xx[[1]](#footnote-1) (opt-in paper) | |
|  | **Version** 2.1, 05.03.2019 **Drafted:**  **Contacts:** |

## 1. Applicant

*Name and affiliation [should be an sPlot member]*

## 2. sPlot member(s)

*[Name and affiliation of sPlot member engaged in the project, if applicant is outside sPlot]*

## 3. Additional collaborators

Intended co-authors: *names (indicate in brackets whether sPlot Consortium member or not)*

Suggested co-authors: *names*, and other members of the sPlot Consortium who will be invited to opt in according to the sPlot Rules.

Once the proposal is approved by the sPlot Steering Committee[and the sample of selected plots is defined[[2]](#footnote-2)], the sPlot Coordinator will send the proposal out to all members of the sPlot Consortium [and inform them which amount of data of which contributors will be used in the respective analyses2], who then can declare their willingness to become active co-authors within a 1-month period. Offers of co-authorship should contain a brief description what the input to the planned paper could be. In the case of member databases, the Custodians who declare the wish to become active co-authors, one per database, will be considered. The Custodians can propose another contributor instead of themselves as a coauthor. The lead author will add to the preliminary author list one representative of each database whose data are used and whose Custodian declared the wish to include a co-author, but can decide at his/her own discretion whether to accept co-authorship offers of other Consortium members. All co-authors from the preliminary author list will be fully informed about the progress of the paper and given realistic opportunity for intellectual input at least at three points of time, namely when the results of the first analyses are there, when the first complete manuscript draft is there and when the sub final manuscript draft is there, at least two weeks before intended submission time. If some of the preliminary coauthors have not made any intellectual contribution by submission time, the lead author is entitled to remove their names from the author list after consultation with the Steering Committee.

## 4. Preliminary title

*Short title*

## 5. Outline of the paper, including aims and methods

*0.5-page description*

## 6. Estimated submission time

*Approximate date -*

## 7. Data needed

*Explain whether all plots are requested or, if only a subset, which, and whether you also need the taxonomically matched trait data from TRY (note that the rules of TRY apply to these)*

## 8. Statement

I agree with the sPlot Rules. I am aware that if there is no evidence of progress for this project within two years after its approval, the right to use sPlot data expires. Justified extensions of the time frame can be agreed after request to the sPlot Steering Committee.

Date: ………………………. Signature: …………………………….

1. The sPlot coordinator will assign one number when the proposal will be approved. [↑](#footnote-ref-1)
2. Remove it not applicable, i.e. if the complete database is requested. [↑](#footnote-ref-2)