CSU WRITES
COLORADO STATE UNIVERSITY

SAMPLE AI-Use Agreement for Co-Authors

Title of Manuscript: [Insert Title]
Co-Authors: [List Names]
Date: [Insert Date]

1. Purpose of Agreement

This agreement establishes guidelines for the ethical and responsible use of Artificial Intelligence (AI) tools in the collaborative writing of [Insert Manuscript Title]. All co-authors agree to adhere to these terms to ensure academic integrity and transparency.

2. Approved AI Tools & Their Uses

Co-authors agree to use the following AI tools for the specified purposes:

AI Tool	Purpose	Qualifications
ChatGPT (OpenAI)	Brainstorming ideas, suggesting phrasing	Not for final drafts
Grammarly	Grammar, style, clarity checks	Human review required
Elicit	Literature search, summarizing articles	Human verification of sources required
Zotero/EndNote	Reference management	Ensure correct formatting and source accuracy

If additional AI tools are used, all co-authors must disclose and agree on their use.

3. Ethical AI Use Guidelines

- **Transparency:** Any AI-assisted text, paraphrased content, or summaries must be flagged for review before inclusion in the final manuscript.
- **Human Oversight:** No AI-generated content will be included without human verification, revision, and approval.
- **No AI-Generated Citations:** AI tools must not fabricate or hallucinate references; all sources must be manually checked.
- **No AI in Data Interpretation:** AI will not be used for interpreting results, drawing conclusions, or conducting analyses.
- **Institutional & Journal Compliance:** AI use must align with submission policies and university ethical guidelines.

4. AI Disclosure in Manuscript (If Required)

If the target journal, funding agency, or institution requires disclosure, the following statement may be included in the manuscript:

> "This manuscript was prepared with the assistance of AI tools, including [List AI Tools], for tasks such as brainstorming, grammar correction, and citation management. All AI-generated content was reviewed and revised by the authors to ensure academic integrity and originality."

If no disclosure is required, authors should still maintain documentation of AI use for internal reference.

5. AI-Free Final Review

Before submission, all co-authors agree to conduct a final **AI-free review** to:

- Ensure the manuscript reflects original scholarly contributions.
- Verify citations, references, and AI-assisted summaries.
- Maintain coherence and authorial voice.

6. Dispute Resolution

If concerns arise regarding AI use in the manuscript, co-authors will:

1. Discuss concerns as a team and agree on revisions.
2. Seek guidance from an ethics officer or institutional writing support if necessary.
3. Ensure compliance with publishing and institutional guidelines.

7. Agreement & Signatures

By signing below, each co-author agrees to abide by the ethical use of AI tools as outlined in this document.

Co-Author Name	Signature	Date
[Name]	[Signature]	[Date]
[Name]	[Signature]	[Date]
[Name]	[Signature]	[Date]

Artificial Intelligence Disclosure (AID) Statement

Artificial Intelligence Tool: ChatGPT v.4o; *Conceptualization*: ChatGPT was used to identify and generate agreement categories.