

Research project role definitions, requirements, expectations & commitments.

Legend:

Y = Yes and/or required

M = May apply, but is not required

N = No and/or not applicable

* = If partner would like to do this and/or has the specific expertise needed, their role should be reconsidered

+ = If the partner cannot commit to this, their role should be reconsidered

GENERAL DEFINITION	
Nominated Principal Applicant (NPA)	Overall responsibility for and commitment to the project, including proposal development and writing, ensuring the project moves forward once funded, and administering project implementation; If not a based in a community organization, will have a relationship with their institution that will allow for data retention in the community and flexibility in the dissemination of resources
Principal Applicant (PA)/ Principal Knowledge User (PKU)	Responsibility for and commitment to completing the proposal submission; responsible for key aspects of the research and/or brings expertise to key aspects of the research that could not be done without their involvement and commitment
Co-Applicant (Co-A)/ Knowledge User (KU)	Commitment to completing the proposal submission; can support and/or bring expertise to key aspects of the research; able to remain involved in throughout research and contribute as needed when new or unanticipated issues emerge
Collaborator (C)	Supports the key objectives of the research; can support and/or provide expertise as needed OR can support and/or provide expertise on specific aspects of the research

	NPA	PA/PKU	Co-A/KU	C
PROPOSAL DEVELOPMENT AND SUBMISSION				
Responsible for administrative management and coordination of proposal development	Y+	N	N	N
Takes a lead in writing the proposal and/or key sections relevant to area of expertise	Y+	Y	M	N*
Contributes to the writing of the proposal and/or key sections	Y	Y+	M	M
Reviews grant proposal draft(s)	Y	Y+	Y	M
Upon review, provides detailed comment and input on how to revise and improve the proposal	Y	Y+	M*	M*
Available to participate in meetings leading up to submission deadline to discuss key issues and decision points	Y	Y+	Y	M*
Must arrange institutional signature	Y	N	N	N
Must provide personal signature	N	Y	Y	N
Must provide common CV and attachment(s)	Y	Y	Y	N
PROJECT IMPLEMENTATION				
Responsible for administrative management and ensuring project is completed	Y+	N	N	N
Responsibility for overseeing/coordinating key aspects of the project	Y+	Y+	M	N*
Regularly participates in meetings and/or reviews and comments on key aspects of the project, emergent issues and critical decision points	Y	Y	Y+	M
Contribute expertise, advise and/or support on key aspects of the project, emergent issues, and critical decision points	Y	Y	Y	Y