

EquiPD FILLABLE FORM

Project roles and responsibilities

Part three of three forms



Form 1: Funding call and proposed project overview



Form 2: Expertise, resources and requirements



Form 3: Project roles and responsibilities



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INTRODUCTION

The EquiPD trio of fillable forms helps embed equity in collaborative research proposal development.

The forms support both the Lead Applicant and Co-Applicants to share information transparently and early in the proposal process. This transparency reduces reliance on assumptions, promotes shared understanding, fosters responsible engagement with timelines, and enables fairer allocation of roles, responsibilities and resources.

The form trio is part of a toolkit arising from a collaborative project funded by the British Academy. For more information on EquiPD, visit <https://health.uct.ac.za/equipd>.

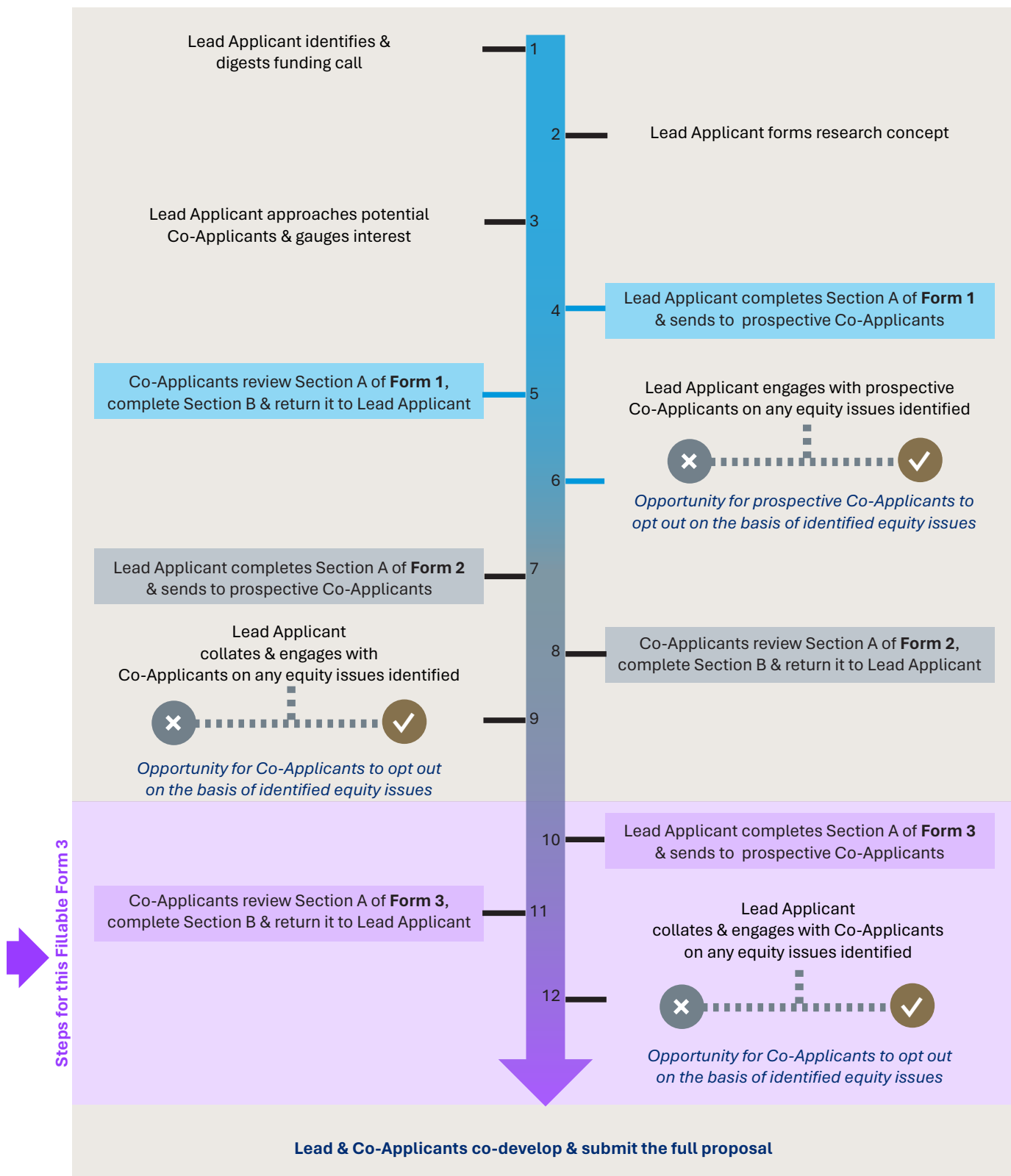
This form is Part 3 of three. While each form can be used separately, they should ideally be completed as a set in three stages – see ‘How to use the fillable forms’.

They should be completed early in the proposal development process, typically once a high-level project idea or concept has been formulated.

Assuming the proposal applicants have familiarised themselves with the funding call, the forms should each take about 20 minutes to complete per applicant – it should serve as brief information provision and not be onerous or comprehensive.

HOW TO USE THE FILLABLE FORMS

Each form includes a **Section A** (completed by the Lead Applicant) and a **Section B** (completed by Co-Applicants). Ideally, the forms should be completed in order, as depicted below.



Steps in the EquiPD fillable forms workflow

Fillable Form 1: Funding call and proposed project overview

Section A, completed by the Lead Applicant, is used to capture the key details of the funding call and to highlight any aspects that may impact equity. It also includes a brief project overview to orient Co-Applicants to the proposed work.

Section B, completed by all Co-Applicants after reviewing the information provided in Section A, allows them to raise any aspects of the funding call that may affect their equitable participation in the proposal. This ensures that concerns or structural limitations affecting different institutions or contexts are flagged early and addressed collectively.

Fillable Form 2: Expertise, resources and requirements

Section A, completed by the Lead Applicant, is used to detail what the lead can offer (their expertise and available resources), what they need for meaningful participation, and any national or institutional policies, processes or timelines that might affect the application.

Section B mirrors Section A and is completed by each Co-Applicant. This creates a transparent, side-by-side understanding of what each applicant can contribute, what they require to participate, and what structural constraints shape their participation. This supports equitable planning and realistic distribution of roles, commitments and timelines across all applicants.

Fillable Form 3: Project roles and responsibilities

Section A, completed by the Lead Applicant, sets out the proposed project roles and responsibilities for each Co-Applicant.

Section B is completed by Co-Applicants, allowing them to respond to the proposed project roles — raising any concerns about appropriateness, feasibility or fairness, either for themselves or for other Co-Applicants. This supports early negotiation, alignment of expectations and equitable structuring of contributions across the team

IMPORTANT: Combining PDF form files may cause software challenges, and we recommend keeping completed forms separate, or using the Adobe ‘Create, PDF Portfolio’ function (this puts all the selected PDF documents as individual files into an overarching PDF Portfolio file). However, if the Lead Applicant does wish to combine completed forms received from Co-Applicants into one PDF document, they should be cautious using the Adobe ‘Combine’ or ‘Insert’ functions, as these may lead to form fields from one applicant overwriting those of another. Instead, the Adobe ‘Merge’ function can be used, which combines PDF files with less risk of overwriting fields – this can be accessed via an online tool at <https://www.adobe.com/acrobat/online/merge-pdf.html>.



DEFINITION OF ROLES¹ USED IN FORMS

1. Lead Applicant

Also known as: Principal Investigator; Chief Investigator; Chief Researcher; Coordinating Investigator; Lead Investigator; Coordinator.

The Lead Applicant for a research project or programme who is responsible for its overall conduct (in addition to specific responsibilities as a member of the research team). They are responsible for the preparation, conduct, administration of, and reporting on, a research grant, contract or other funded project or programme in compliance with applicable laws, regulations and policies governing the conduct of funded research.

In some instances, proposals may have more than one Lead Applicant, often known as **Co-Lead Applicants** (*also known as Co-Principal Investigators*), with similar, but differentiated, responsibilities.

Typical responsibilities for this role: Primary responsibility for technical compliance, completion of programmatic work, and financial stewardship of awarded funds.

2. Co-Applicant

Also known as: Co-Investigator.

A researcher who has responsibilities similar to those of a Lead Applicant on a research project or programme but with a more limited scope. While the Lead Applicant has ultimate responsibility for the conduct of a project or programme, **Co-Applicants** are also obligated to ensure the work is conducted in compliance with applicable laws and regulations and organisational policies governing the conduct of funded research. They will typically take responsibility for carrying out a portion of the project (with their team where applicable).

Typical responsibilities for this role: Carry out a portion of the project, ensuring this is technically compliant, and ensuring financial stewardship of their portion of the awarded funds.

¹ Definitions adapted from: [A Glossary for Research Development, Exploring core language for tracking and qualification](#); AAS, AESA, AUDA-NEPAD, ARMA

EquiPD FILLABLE FORM 3

PROJECT ROLES & RESPONSIBILITIES

SECTION A – LEAD APPLICANT TO COMPLETE

1	Proposed Lead Applicant and Co-Applicant roles & responsibilities <i>For the Lead Applicant and all Co-Applicants, indicate their proposed roles on the project and their responsibilities.</i>				
	Role	Applicant name	Organisation	Project Role	Responsibilities
	Co-Applicant X	Jane Bloggs	University of X	Lead for Clinical Site A; Lead for Work-package D	* For the proposal: draft Work-package D; prepare University of X budget; review full proposal. * For the project: oversee work at Clinical Site A; lead data collection, analysis & write-up for Work-package D; contribute to primary publication; lead drafting of secondary publication on sub-analysis from Work-package D.
	Lead Applicant				
	Co-Lead Applicant <i>(if applicable)</i>				
	Co-Applicant 1				



Co-Applicant 2				
Co-Applicant 3				
Co-Applicant 4				
Additional Co-Applicants (break down, numbering Co-Applicant 5 onwards)				

SECTION B – CO-APPLICANT TO COMPLETE (INCLUDING CO-LEAD APPLICANT, IF APPLICABLE)

1	Co-Applicant details	
	Name:	
	Official name of Co-Applicant organisation:	
2	Do you feel the role(s) & responsibilities proposed for you as Co-Applicant are appropriate? If not provide details. • Consider the expertise and resources you can offer. • Consider the time you have available (during proposal development and the subsequent project). • Consider this in the context of all Co-Applicants involved.	
3	If you have any concerns about the role(s) & responsibilities proposed for the other Co-Applicants from an equity perspective, comment here. • Consider the expertise and resources they can offer. • Consider this in the context of all Co-Applicants involved.	