**Roles of Team Members in the Research Process**

This tool is to enable conversations around roles of the team members in the research process.

Using the template below, outline the stages of the research, task associated with each stage, and responsibilities for each member or stakeholder group. Add additional rows and/or columns as needed. Feel free to adapt the template accordingly for your team.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Stage** | **Task** | **Timeline** | **Researcher(s)** | **Patient Partner(s)** | **Policy-maker(s)** |
| Identifying & prioritizing |  |  | [What they are expected to do, if any] | [What they are expected to do, if any] | [What they are expected to do, if any] |
| Design |  |  |  |  |  |
| Development of the grant proposal |  |  |  |  |  |
| Preparation for execution of the study |  |  |  |  |  |
| Data collection |  |  |  |  |  |
| Analysing & interpreting data |  |  |  |  |  |
| Dissemination |  |  |  |  |  |
| Implementation |  |  |  |  |  |
| Monitoring & evaluation  |  |  |  |  |  |

**Guiding principles for the distribution of roles:**

* **Expertise and strengths:** Professional expertise, lived experience, gifts and talents that each person brings to the team, and how they could be leveraged from one another to make things happen
* **Interests:** The topic and the level of involvement that each member is interested in contributing to the work
* **Learning needs:** What each member needs to learn in order to contribute meaningfully to the work, and what he/ she would like to learn through his/her involvement
* **Availability:** When and how much would each member be able to commit to the team
* **Collective reflexivity:** Being mindful and reflective of how team members are related to one another in terms of individual and collective needs, power dynamic etc.