

**Application for Public Involvement Fund (PIF)**

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| **Date:** |  |
| **Research team contact name:** |  |
| **Research institution:** |  |
| **Telephone number:** |  |
| **Email address** |  |
| **Financial contact:****Provide the name, organisation name, telephone number and email address of the financial contact in your organisation who will process the award, if made.** |  |
| **If you are planning to make payments and/or reimburse public contributors (inc. gift vouchers, etc), please confirm that you have discussed this with your organisation’s financial contact.**  | **Please tick to confirm: ☐** |
| **Intended funder (e.g., NIHR)****If you are undecided, say which funders you are currently considering:** |  |
| **Intended funding scheme (e.g., Research for Patient Benefit):** |  |
| **Intended bid submission deadline:** |  |
| **Provisional research/study title:** |  |
| **RDS Project Database Client I.D No. (to be completed by RDS Adviser)** |  |
| **Lead RDS adviser:** |  |
| **Summary of how the public involvement fund will be used to develop the bid (Less than 500 words):***Please see the* [*UK Standards for Public Involvement*](https://sites.google.com/nihr.ac.uk/pi-standards/home) *website for further information and the Eligibility Guidance notes below.** What is the purpose of the public involvement? [UK Standard - working together]
* Who will the public contributors be and how will you identify them? [UK Standard - inclusive opportunities]
* How will public contributors be involved in the design of the research and the development of the funding application? [UK Standard - working together]
* What form will the public involvement activities take (e.g., format of activities, duration, location, facilitation)? [UK Standard - inclusive opportunities]
* How will you support the involvement of public contributors? [UK Standard – support & learning]
* How will feedback be provided to public contributors? [UK Standard - communications]
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| **Summary of costs** *\*See the guidance of what costs are eligible* |
| **Items** | **Amount** |
| **Travel expenses (public partners)** |  |
| **Other out of pocket expenses (public partners) Please specify** |  |
| **Refreshments** |  |
| **Venue** |  |
| **Payment in lieu of time (public partners)** |  |
| **Other**  |  |
| **Total** |  |
| **Note:** it is expected that successful applicants will have claimed their awards within 12 weeks of the award being made. |

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| **DECLARATION OF THE LEAD APPLICANT FOR THIS AWARD**I confirm that to the best of my knowledge, the information provided on this form is correct. I understand that my name and contact details will be held on a database in accordance with the Data Protection Act and that I may be asked to take part in future evaluations of the award scheme.Please tick to confirm: ☐ |
| **Official purposes only**Public Involvement Fund ID:Fund awarded yes/no Date of award: |

**Eligibility Guidance Notes**

**General eligibility criteria**

* Projects which are eligible for RDS support
* Activities funded by the PIF are intended to inform the development of at least one national, peer reviewed research application
* Lead applicant should be based in the East of England, unless previously agreed
* Funds should be used to meaningfully involve the public in the development of research ideas, design and/or funding applications
* There is enough time to undertake the proposed PIF activities before the main funding application is submitted

**Funds can be used to:**

* Reimburse out-of-pocket expenses for members of the public (e.g., travel, subsistence, carer costs).
* This should be paid in line with the local policy of the organisation processing the PIF (this is the research team host institution)
* Reimburse members of the public for their time. This should be paid in line with the local policy of the organisation processing the PIF (as above)
* Pay for refreshments at meetings or events
* Hire a venue external to the researcher’s organisation if this is fully justified (e.g., where an accessible room is not available for free)
* Pay for materials which the research team would not normally have access to free of charge within their organisation (e.g., play materials for a session with children). If a team requests basic supplies (e.g. stationary, postage etc.) they need to fully justify why they cannot access those materials within their organisation.

**Funds cannot normally be used to:**

* Pay for public involvement activities in studies that have already been funded
* Pay for public involvement activities that are in progress or have been completed
* Pay for the time, expenses and/or training of someone who is contributing as part of and during their paid employment (e.g., health or care professionals or practitioners)
* Pay for time, expenses and/or training of a professional member of the research team\*
* Undertake research
* Hire a venue within the researcher’s own organisation
* Pay for materials which the researcher can reasonably obtain within their organisation (e.g. printing costs or postage)

\*In exceptional circumstances, research team members may be able to claim travel expenses. For example, when they are traveling to see a member of the public at home and travel funds are not available from elsewhere. This must be fully justified and will be decided on a case-by-case basis by the regional RDS Public Involvement Lead.

**Embedding the UK Standards in the review of PIF applications**

**All applications should:**

* Be written in plain language
* Meet the eligibility criteria (above)
* Clearly describe how members of the public will be actively involved in developing the research application and the anticipated outcomes of this involvement
* Outline plans for appropriate feedback (to public contributors) and evaluation (to the RDS) detailing how the involvement has influenced, shaped and/or changed the application
* Contain clear and appropriate costs
* We do not recommend one single approach or method for public involvement. However, applicants should justify their chosen approach. Plans should allow active and meaningful public involvement and be appropriate for the members of the public they hope to work with.

**Useful resources:**

[NIHR Public Involvement Pocket Guide](https://rds-eoe.nihr.ac.uk/rds-ssl-2022/wp-content/uploads/2020/02/PPI_Pocket_Guide_V5.0.pdf) – a brief guide to public involvement in funding applications and how the NIHR RDS can help

[INVOLVE Briefing Notes for Researchers](http://www.invo.org.uk/resource-centre/resource-for-researchers/) – this online guide includes ten briefing notes for researchers, it also includes supplements, case studies and templates. It may also be downloaded as a pdf.

[HRA Top Tips for public involvement in your research application](https://www.hra.nhs.uk/planning-and-improving-research/best-practice/best-practice-in-public-involvement/top-tips-public-involvement-your-research-application/)including ten questions to ask about your public involvement.

[Guidance for Researchers: Feedback](http://www.clahrc-eoe.nihr.ac.uk/wp-content/uploads/2016/05/Guidance-for-Researchers-PPI-Feedback_2018.pdf) Centre for Research in Public Health and Community Care, University of Hertfordshire

[NIHR Payment guidance for researchers](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392)

[NIHR Training and resources for public involvement in research](https://www.learningforinvolvement.org.uk/)

[online interactive course for patient/public reviewers](https://www.learningforinvolvement.org.uk/an-interactive-course-for-new-and-experienced-patient-public-reviewers-of-health-and-social-care-research/) useful when considering how to design the PPI in your project. It will describe how patient and public reviewers and public committee members assess research plans.

**PIF Evaluation:**On completion of the public involvement activities funded by the PIF please send us an email with the following information (we will send a reminder within 3 months of payment):

* How has the information from the public involvement influenced, shaped and/or changed the research question, design and/or funding application? [Free text]
* How have/will you provide timely feedback to the public contributors? (Please attach an anonymised copy of the feedback sent, if appropriate) [Free text]
* Please share any challenges or successes of the public involvement activities. [Free text]
* Please indicate whether any quotes and/or comments from this report can be used in RDS marketing materials (electronic and hard copy) [Yes; No]
**If yes**, please indicate whether we can attribute quotes and/or comments to you, or whether you would prefer they are used anonymously. [Attribute to me; use anonymously]

**Process for application:**Before completing the application form, please contact your Finance department (host institution) as they will be responsible for raising the invoice. If reimbursing volunteers for their time, you will also need to contact Human Resources for local policies and processes for managing such payments.

Once the application form is completed, send to your RDS lead adviser to read and then forward to rdsc@essex.ac.uk. Following this the RDS regional public involvement lead will arrange for an independent public review and will aim to respond within 2 weeks.

If approved the RDS Central Co-ordinator will arrange for reimbursement of the full amount agreed with your local Finance Contact.

