

Patient and Public Involvement Small Grants Programme

Guidance Notes February 2019

This grant programme will provide funding to support patient and public involvement (PPI) relevant to the mental health and dementia research themes at the [Oxford Health BRC](#).

If you have any questions at all about this Small Grants Programme, or about the BRC research themes, please get in touch.

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1. Priorities

The purpose of this small grants programme is to support researchers to:

- Incorporate patient and public involvement in the early stages of developing research.
- Improve patient and public involvement in existing research projects.
- Develop high quality patient and public involvement activities.
- Monitor the difference patient and public involvement makes to their research.
- Monitor the experience of their patient and public involvement contributors.

2. Requirements

To apply for funding, the **project application must:**

- Be of relevance to at least one of the [Oxford Health BRC research themes](#).
- Be for PPI activities linked to early stage (pre-funding) research **or** for PPI activities that were not included in your original research funding application.
- Be for PPI activities that will be completed by the 1 November 2019.

The Small Grants programme is open to researchers at any stage of their career. Successful applicants must have a contract with either the University of Oxford or Oxford Health NHS Foundation Trust, and will be required to:

- Consider the [NIHR Standards for Public Involvement](#) in designing their PPI activity.
- Monitor how the PPI activity influences their research project.
- Feedback to the PPI contributors the difference they made to the research project.
- Monitor the experience of the PPI contributors.
- Complete an end of PPI project monitoring form – see Appendix B.

The PPI Manager can provide applicants with advice and support on all these areas.

3. Funding available

- The Small Grants programme will provide funding towards new or additional costs directly related to delivering the proposed PPI activities.
- Funding can't be used to cover the costs of existing staff time or core costs.
- The maximum amount of funding that can be requested is £750. The funding requested should be proportionate to your activity.
- Only 1 application can be considered per applicant and/or per research project.
- For more information see Appendix C – Budgeting for your PPI activity.

4. How to apply

Applications must be made by completing the [PPI Small Grants Programme Application Form](#). **The deadline for completed applications is 5 March 2019.** Applications should:

- Be written in plain English
- State clear objectives for the PPI activity/ies
- Specify the target group/s of people you wish to involve
- Describe the PPI activity/ies that will take place
- Outline any training, support or information to be provided to your contributors
- Outline the timeframe for the PPI activities
- Include a budget to cover time, expenses and direct expenditure

5. Selection criteria

In this funding round we anticipate providing support to 10 PPI projects. Applications will be assessed by a panel made up of research staff and patient, carer, public members, using only the information included on your application form. The panel will consider:

- How the PPI project fits with the priorities of this programme (see section 1)?
- How the PPI project meets the requirements of this programme (see section 2)?
- Does the application contain all the required information (see section 4)?
- Does the project have a proportionate budget and realistic timeframe?

6. Support in developing your PPI project and grant application

The following resources are available to support your PPI activities and application:

- [Oxford Health BRC Introduction to PPI for research staff](#)
- [Oxford Health BRC PPI Payment Policy](#)
- [Oxford Health BRC PPI resources for researchers webpage](#)
- [NIHR Standards for Public Involvement](#)
- The PPI Manager, [Claire Murray](#), is available to meet with research staff to discuss and support your patient and public involvement activities and application.

Appendix B – End of PPI project monitoring form

Successful applicants will be required to complete a short end of project monitoring form that asks the following questions.

1. What was the purpose of your PPI project?
2. Who did you involve?
3. What activities were involved in your PPI project?
4. What was the impact of the PPI activity/ies on your research?
5. What was the experience of your PPI contributors?
6. What worked well?
7. What would you have done differently?
8. What are your future PPI plans?

The form will be emailed to you 1 month before the end date of your PPI project.

Appendix C – Budgeting for your PPI project

The maximum amount of funding available is £750. You should cost for the involvement relevant to your study, ensuring the costs are matched to what you plan to do and show value for money.

The type of costs you might want to consider including within your budget are shown below.

A) Payment to your PPI contributors for their time

- Just as the researchers, doctors or other professionals who work here are paid, so we offer involved patients, carers and members of the public payment for their time spent on involvement tasks and activities.
- The Oxford Health BRC has published a [PPI Payment Policy](#) that sets out how to offer payment and recommended amounts for patients and members of the public who spend time working on the design and planning of research or in strategic advisory roles (PPI contributors).

B) Expenses for your PPI contributors

- Travel costs must always be reimbursed, or arranged and paid for by you in advance on behalf of a PPI contributor.
- Depending on the type of activity you may also need to include significant costs of home-working such as printing or making phone calls.
- Consideration should be given to child care or carer costs. Where travel away is included expenses should cover accommodation and subsistence.

C) Involvement activity

This could include costs associated with:

- Finding people to be involved in your research
- Training and learning costs to support your PPI contributors to be involved
- Venue and catering costs associated with delivering your PPI activities
- Equipment required for delivering your PPI activities
- Conferences fees

D) Other costs could include

- Language translation and interpretation services
- Support for people with impairments to be involved
- Disclosure and Barring Service checks if required

Further advice can be found in the [INVOLVE Budgeting Tool Publication](#) or by emailing the PPI Manager, claire.murray@oxfordhealth.nhs.uk.