



The Public Involvement Fund (PIF)

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How the RDS NW can help you with public involvement

- Advisers - advice included in every case
- Specialist Advisers - for extra help with complex issues
- Resources on RDS NW web pages, e.g. the How-to guide
- Links on RDS NW web pages, e.g. to NIHR Centre for Engagement and Dissemination
- RDS NW public involvement fund scheme

Public involvement fund: who is it for?

- www.rds-nw.nihr.ac.uk/public-involvement/fund.
- Researchers in the North West.
- Developing proposal for national, peer-reviewed open call funding competitions for applied health or social care research.
- In receipt of advice from RDS NW on this proposal.
- At any stage prior to final submission.

Public involvement fund: What can it be used for?

- Setting up meetings with groups of patients, carers, service users or the public e.g. venue, providing refreshments, materials.
- Reimburse patients, carers/supporters for their time.
- Reimburse any out-of-pocket expenses incurred by members of the public such as travel, subsistence and carer costs.
- Cover costs of training/support for lay people.
- Postage, stationery, administration costs.
- Not for research itself.

Public involvement fund: How much is available?

- Usually up to a maximum of £350 per project.
- Application for Public Involvement (PI) funding should include clear costings for proposed PI activity, including:
 - A break down of costs
 - Total amount applied for.

Thinking about your public involvement activity or events

- Who will you involve?
- How have you addressed equality, diversity and inclusivity in the selection of public contributors?
- In what ways will you involve people in your application process?
- In what ways do you plan to involve people in the project itself?
- Are you being authentic and will the language you use reflect this?
- Consider the 'burden' of your PI activity on the people involved.
- Include clear costing for your planned PI activity.
- Make sure you capture what you've done, and what you plan to do, in your application.

Process notes

- To support the design of studies, not studies already underway.
- Will require a short evaluation of the PI event to be returned as part of the award.
- The award is claimed via submission of receipt then reimbursement.
- PIF applications are reviewed by senior PI advisers.
- Up to 6 weeks for a review and decision but can do urgent reviews.
- Can award more than £350 but this is for exceptional cases.

Public involvement fund: examples

4) Simple example of working with an existing group

The researcher will visit a patient experience group to tell them about the proposed idea and ask interested members to join in a consultation group discussion. Their views will be sought on the best time and place for this to happen and any other needs they may have to allow them attend. Discussions will focus on identifying issues from their ‘lived experience’ perspective to ensure our study addresses their needs and aspirations. Advice gained can then be built into the study while it is still at proposal development stage. We plan to have a service user reference group as part of the study and will also seek advice from participants as to how this could be set up and function well. Costs:

- Attendance fee for six service users to attend two hour consultation meeting £20 i.e. £10 per hour per person times six = £120
- Travel cost re-imburement at estimated local cost of £6 per person = £36
- Catering – light refreshments = estimate £30
- Community venue hire = estimate £100

Total = £286

Public involvement fund: examples

3) Example of a different approach

I propose to use this public involvement fund to support the use of a “research buddy” in the development of an application. This is a relatively underused patient and public involvement (PPI) methodology, but has been employed successfully in systematic review projects (reference). The approach has been shown to provide similar advantages to other methods of PPI that work with more than one person. The plan is for my “research buddy” to be a long-term partner in my research project, with a view to becoming an integral part of the research team. This doesn’t have to be the same person throughout the project; research buddies can change if circumstances dictate. The “research buddy” will have input to all stages of the research process. The application will include provision for training for the “research buddy” and a budget to attend conferences. I have already identified a member of the public to be my research buddy from a local PPI group. In the preparation for the application, I have followed INVOLVE guidance and propose to use this to fund the following:

- “Research buddy” remuneration for meetings, including preparation time (12 hours x INVOLVE day rate @ £150 a day) = £ 225
- Meeting room hire – nil
- Snacks and refreshments for meetings – three meetings x £7.50 = £22.50
- Travel expenses for three meetings, estimated at £20 per meeting = £60

Total = £ 307.50

Key resources for PI planning

- RDS NW PI - www.rds-nw.nihr.ac.uk/public-involvement.
- [Centre for Engagement and Dissemination recognition payments for public contributors](#)