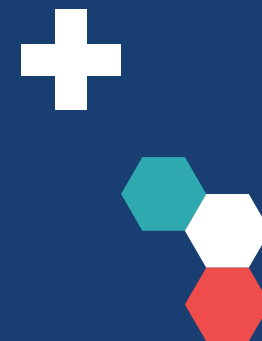


Role and Support of Public Co-Applicants



Dr Jo Lally
Senior Research Methodologist and PPI Lead
NIHR Research Design Service North East North Cumbria

Annabel Haynes
Public Co-applicant
E-CLAD



Overview

- Definitions and Myths
- Responsibilities and Activities
- 5 Principles for effective collaboration with public co-applicants
- Case Study : View from a Public Contributor

What is a public co-applicant in research?

When using the term 'co-applicant' we mean an individual who is involved in the **development** of a funding application and, if funded, has some **responsibility** as part of the team for the **management** and/or **delivery** of the study.

This guidance concerns co-applicants in health and care research, including research relating to public health and social care.

Why are public co-applicants important?

- Offer a unique perspective on the design and delivery of the research
- Increases the breadth of knowledge and experience of the team
- Personal achievement for the co-applicant

Who can be a co-applicant?

- Anyone
- Some level of knowledge or experience or skills to add to the team

Public Co-applicants : Myth Busting

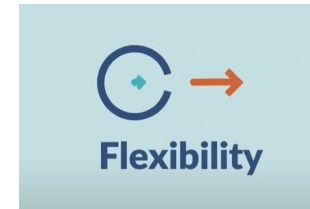
- **ALL** NIHR applications have to have a public co-applicant
- **MYTH** - NIHR encourages the inclusion of public co-applicants, where appropriate. A clear description of their role and the reasons why a public co-applicant is joining the team is needed
- The public Co-applicant **HAS** to be the PPI Lead
- **MYTH** - There should be a named person with appropriate skills and experience who is responsible for leading the PPI element within the project. This role should be adequately costed and resourced research team member who is able to manage the PPI plans and related activities
- The Lay co-applicant does **ALL** of the PPI for the funded project
- **MYTH** - They may coordinate and help deliver the study's public involvement activities, or linking with wider communities, but they should not be the only member of the public contributing.
- We can invite a public member to be a co-applicant when we have completed our application
- **MYTH** - Public co-applicants need to be involved as early as possible

Public Co-applicants: 5 Key Principles



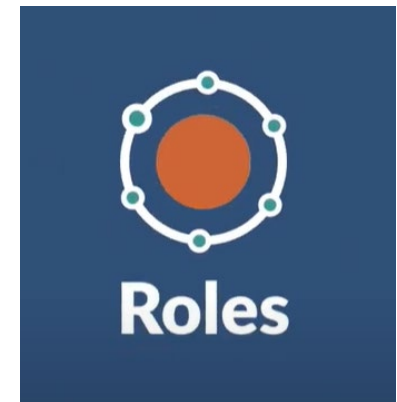
Key Principles : Flexibility

- No one size fits all
- Every research project, research team and co-applicant is different
- Need to offer a diverse range of ways to get involved to suit the needs of everyone
- Budgeting – flexible in approach to costs for time spent, home working, data needs
- Be flexible about what role your public co-applicant will take



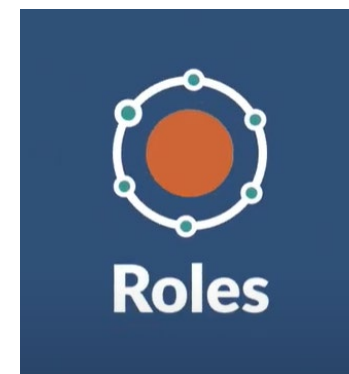
Key Principles : Roles

- Clear understanding of everyone's roles and responsibilities
- Agreement up front about the scope of the role of public co-applicant
- Discussion and agreement around expectations from all involved
- Respect and value everyone's knowledge and experience
- Ensure everyone's input equally valued



Key Principles : Potential Roles

- Be involved in developing the funding application
- Key sections that can benefit from public co-applicant input, include:
 1. PPIE sections
 2. Plain English summary
 3. The importance of the research
 4. Impact/benefit of the research to patients
 5. Dissemination (and engagement) strategy
- To link in with other public contributors
- To assist in running any PPI groups



Key Principles : Support and Training

- Training made available which focuses on needs of individual co-applicant
- Clear guidance on what support is available and how to access it, including support outside of the research team
- Support to navigate the application process - including writing about their experience, knowledge and skills and the actual online application process
- Support from host institution - to navigate remuneration, honorary contracts, HR, indemnity
- Support from lead researcher - Seek clarity about the role – role description, expectations, payment and expenses process, face to face or online
- Arrange an appropriate induction



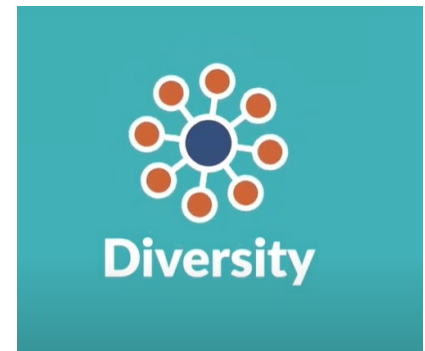
Key Principles : Communication

- Keep everyone in the loop
- Agree methods of communication
- Agree frequency of communication
- Confidentiality agreements – formal/informal
- Agree what role (if any) the public co-applicant has in communicating with the public contributors
- Use of terminology – glossary of terms, list of acronyms




Key Principles : Diversity


- Enable everyone to contribute no matter what their identity or background
- Look at diverse ways of involving your lay co-applicant, to support their role
- The right person for the project – not the person who is available



Case Study : E-CLAD



National Institute for Health and Care Research



My experience as a Public Co-applicant

Shared by Annabel Haynes

With thanks (and permission) from Research Design Service North East and North Yorkshire team

Click on Image to open video on YouTube

Links

- <https://rds-nenc.nihr.ac.uk/public-involvement/ppi-resources/>
- Great Expectations - inclusion of public co-applicants
- E-CLAD “My experience as a Public Co-applicant in research”