

# Public Co-applicants and PPIE Leads in NIHR funded research



*Dr. Saumu Lwembe*  
*Assistant Director, Patient and Public Involvement and Engagement*  
*NIHR Central Commissioning Facility*

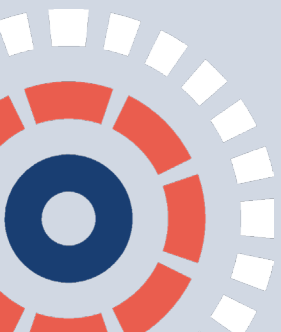
## [Guidance Document](#)

Developed jointly by the NHS Research and Development (R&D) Forum, the Health Research Authority and the National Institute for Health and Care Research (NIHR).





# Definitions



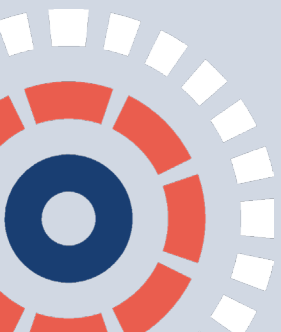
## Definitions

- **Public:** Includes patients, potential patients, carers and family members, people who use health and social care services, as well as people from organisations that represent people who use services
- **Co-applicant:** An Individual who is involved in the development of a funding application and, if funded, has some responsibility for the management and/or delivery of the study
- **PPIE lead:** An individual with a role in supporting the delivery of the PPIE offer in the NIHR funded award





# NIHR expectations



## Overall expectations

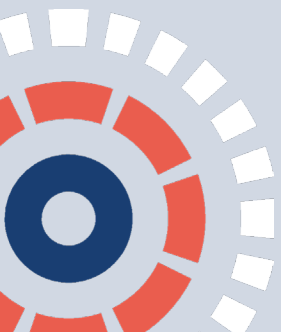
- **No formal requirement** to include a public co-applicant as part of the research team.
- **Ask is:** a **clear description** of their role, the **reasons** for joining the research team, and for **the differences** in their role from that of other **members of the public** involved in the study.
- **Anyone** can be a public co-applicant, however, some level of knowledge, experience or certain skills that **add value to the study** and the research team.



## Key points

- Public co-applicant is **not a replacement** for involvement of members of public in the research.
- The inclusion of a public co-applicant should **not be the only contribution from members of the public.**

# Requirements and considerations



## Information Required

- A **summary of any knowledge, skills or experience** that is relevant to their role in the study.
- Clarity and clear remits on the roles and responsibilities of the **the public co-applicant and PPIE Lead roles**, and whether they interact; to avoid confusion.

A clear role description agreed with the public co-applicant, along with a budget that includes support and training for the public co-applicant in their role.



## Things to consider

- Public co-applicants will be **accountable** for any agreed duties or work areas.
- Support: **adequate and appropriate support** is offered to public co-applicants throughout the study.
- Inclusion: in exactly the same **level of communications** as the rest of the team and other co-applicants.
- **Good practice principles** for public involvement should be applied



## Budgeting Expectations

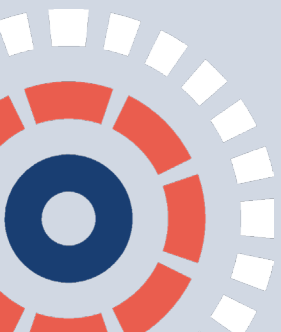
- A well-costed budget covering all public involvement activities, including appropriate budget for any public co-applicant.
- ? Attention to regular monitoring to ensure sufficient resource is available for the duration of the study.

[NIHR Payment Guidance for researchers and professionals](#)





# Frequently Asked Questions



What are the legal requirements for public co-applicants

Do we need a contract for public co-applicants?

## FAQs

Are expectations for public co-applicants similar for all funding calls?

Do public co-applicants need institutional email addresses to register on RMS?



## NIHR News

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## Existing Users

Please log in to access your account.

Email

 Please enter your email.

Password

 Please enter your password.

Login

[Forgot Password?](#)

## New users

Please use your organisational email address to register.

If you are a **public reviewer** or **public co-applicant** you may use your personal email address to register. Please select **PPI representative** for organisation and **public reviewer/public co-applicant** for Expertise/Position in the registration form.

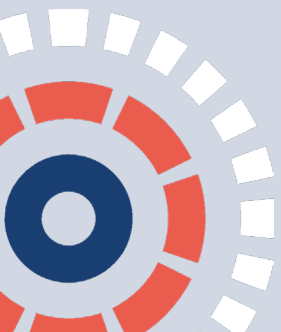
Please allow up to two working days for registration details to be reviewed, validated and approved.

Register

[System Help](#) 



# Resources



# Resources

[Public co-applicants in research guidance on roles and responsibilities](#)

[UK Standards for Public Involvement](#)

[Briefing notes for researchers - public involvement in NHS, health and social care research](#)

[Strengthening our commitment to equality, diversity, inclusion and patient and public involvement and engagement \(PPIE\)](#)

[Improving inclusion of under-served groups in clinical research: Guidance from INCLUDE project](#)

[The Race Equality Framework](#)

[Involving children and young people as advisors in research](#)

[Payment guidance for researchers and professionals](#)

[Payment guidance for members of the public considering involvement in research](#)

[Public Involvement Cost Calculator](#)

[Guidance for Researchers: Feedback](#)

[It's time for patients, service users and the public to lead development of new research ideas](#)

[To Public Co-App Or Not To Co-App, that is the question. \(webinar\)](#)

## UK Standards For Public Involvement

Have individuals' influence, ideas and contributions' been recognised and addressed?

WORKING  
TOGETHER

How is information about opportunities shared, and does it appeal to different communities?

INCLUSIVE  
OPPORTUNITIES

Are the changes, benefits and learning resulting from public involvement acted on?

IMPACT

Is there visible and accountable responsibility for public involvement throughout the organisation?

GOVERNANCE

COMMUNICATIONS

Are the needs of different people being met through inclusive and flexible communication methods?

Have specific resources been designated to support learning and development opportunities for both the public, researchers, and staff?

SUPPORT  
AND LEARNING



## Inclusive opportunities

- Are people affected by and interested in the research involved from the earliest stages?
- Have barriers to involvement, such as payment for time or accessible locations for meetings been identified and addressed?
- How is information about opportunities shared, and does it appeal to different communities?
- Are there fair and transparent processes for involving the public in research, and do they reflect **equality and diversity** duties?
- Is there choice and flexibility in opportunities offered to the public?



## Working together

- Has the purpose of public involvement been jointly defined and recorded?
- Have the practical requirements and arrangements for working together been addressed?
- Have all the potential different ways of working together been explored, and have these plans and activities been developed together?
- Is there a shared understanding of roles, responsibilities and expectations of public involvement?
- Have individuals' influence, ideas and contributions' been recognised and addressed?



## Support and Learning

- Is there a range of support to address identified needs?
- Have specific resources been designated to support learning and development opportunities for both the public, researchers, and staff?
- Do the public know where to go for information and support about public involvement?
- Is there a culture of learning by doing, building on and sharing that learning for researchers, staff and the public?







## Communications

- Has a communications plan been developed for involvement activities?
- Are the needs of different people being met through inclusive and flexible communication methods?
- Are processes in place to offer, gather, act on and share feedback with the public?
- Are you sharing your public involvement learning and achievements, good and bad?



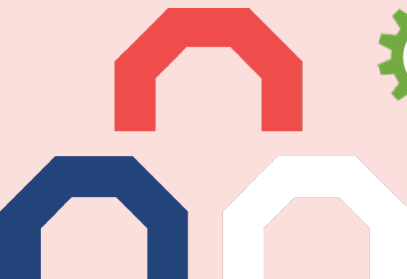
## Impact

- Are the public involved in deciding what the assessment of impact should focus on, and the approach to take?
- Is it clear what information to collect to help assess impact, including who has been involved and how?
- Are there processes in place to help reflect on public involvement?
- Are the changes, benefits and learning resulting from public involvement acted on?



## Governance

- Are public voices heard, valued and respected in decision making?
- Are public involvement plans in place that are regularly monitored, reviewed and reported on?
- Is there visible and accountable responsibility for public involvement throughout the organisation?
- Are realistic resources (including money, staff, time) allocated for public involvement?
- Is the privacy of personal information protected by collecting and using it in a suitable way?





# Thank you

For further information please contact  
[ccfppi@nihr.ac.uk](mailto:ccfppi@nihr.ac.uk)

