

Guidance for completing a request for public involvement support

Background

This document is to help you consider how you would involve members of the public, patients, service users or carers within your research. It gives you guidance about the information you will need to provide when completing the online request for support.

The UK Standards for Public Involvement (<https://www.healthandcareresearch.gov.wales/uk-standards-public-involvement/>) have been considered in developing this process.

Before completing the form please consider the following:

- Reading the public involvement and engagement team's Next steps handbook - useful guidance for all researchers
(https://www.healthandcareresearch.gov.wales/uploads/Next_steps_training_handbook_June_2018.pdf)
- Consider why, how and when you will involve people in your research. You may want to discuss this with other researchers or with us. You can contact the public involvement and engagement team via research-involvement@wales.nhs.uk or call 02920 230 457

Page one of the request form asks for your basic information. Please see below for guidance on pages two and three of the form:

Is the project at research development stage, or has it been funded?
<p>Development stage – For projects that are aligned with the infrastructure and are at development/ prefunding stage we are able to fund the public involvement activity from the Enabling Involvement Fund (EIF).</p> <p>Funded – Funding may be from grant funders or from within your organisation's budget for public involvement.</p>
If funded, have you budgeted for public involvement within the project?
<p>Yes – The public involvement and engagement team can provide support with your public involvement which includes an advert development to members of public to get involved in your research.</p>

The budget for public involvement should take in to consideration travel, subsistence, child or carer costs as well as honorariums which can be offered to members of the public with a suggested hourly rate of up to £20 per hour of time that the opportunity requires. These do not have to be accepted and it should be clear that lesser amounts can be requested. Members of the public should be directed to the guidance information available on our website for those on state benefits.

(https://www.healthandcareresearch.gov.wales/uploads/Public/Resources/Benefits_Advice_Service_flyer_March_19.pdf)

No – The EIF is not available for funded studies which should have considered the public involvement financial implications in their funding applications. In this situation the team are available for advice.

If your project is funded do you have sufficient budget to support travel and possible accommodation from any location?

If not, then please specify the distance which you can support people to be travelling from, for example a certain radius.

Is this project related to a previous request for public involvement support? If yes, please give the title.

As title often change in development this will ensure that we are aware that we have already supported the project or if it is a new one.

Give a description of the project that will be understood by the public.

A lay description of the research study which will assist us in developing a lay friendly advert.

Please describe briefly how you expect the member of the public to be involved in your project.

You will need to consider what you hope to achieve to then decide how this could be undertaken. You will also need to consider how you will measure if this was achieved and the impact of public involvement in your study.

Do members of the public need any specific skills, experience or knowledge to be involved in the project?

E.g. a cancer patient for a cancer study, committee and meeting skills for a trial steering committee. This information will help us describe the criteria for who can get involved.

How many members of the public do you wish to involve?

We advise a minimum of two people.

How would you expect members of the public to contribute:
In person Teleconference/Skype Email Mixture Other (For meetings there should be consideration of whether there are adequate funds to cover travel, accommodation, alternative carer or child care costs. If there are not sufficient funds to cover travel from any location then the location that can be supported should be specified).
How much time, in hours, would be required from members of the public?
Please consider preparation time, potential meetings, and follow-up work.
What category would you give this opportunity?
See the guidance document https://www.healthandcareresearch.gov.wales/uploads/Three_categories_A4.pdf . Blue Green Red
How will you select individuals to be involved, when you have received expressions of interest?
EOI alone Interviews Group selection process Application form Other
What support will you be providing for the people involved?
This should include a named contact who is able to address any concerns, and provide information and debriefing around meetings.
Do you have a deadline to have found members of the public to be involved in your project?
We recommend at least one month from receipt of this form to the recruitment deadline.

Do you have any suggestions for external channels we can send the advert to e.g. support groups, patient liaison groups, other organisations?

Are you happy for us to advertise on social media?

Yes -This will be distributed by the Health and Care Research Wales communications team with social media expertise and allows access to a wider audience than those registered with the public involvement community.

No - If no we may ask you to reconsider if there are no expressions of interest received.

After you have completed and submitted the form to the public involvement and engagement team we will:

- Review your request for assistance in finding a member(s) of the public to help in your research
- Contact you to confirm receipt of the online form and discuss any questions we may have with you
- We will be able to confirm if the fund we hold is available for your public involvement
- Develop an advert that you will approve before we circulate it to the public involvement community and other channels if appropriate
- Send you all appropriate expressions of interest that are submitted to us for consideration.

Please note the advert will not provide all the details that public members will require once appointed. You will need to make contact. If you have not involved members of the public before, an appointment check list is available on our website for you for once you have made your selection. (<https://www.healthandcareresearch.gov.wales/research-route-map/develop-a-research-idea/involving-the-public-in-your-research/>)

If you are having difficulty categorising your involvement opportunity then please contact the public involvement and engagement team for support on 02920 230 457 or e-mail research-involvement@wales.nhs.uk.