

Guidance for completing a request for public involvement support

Background

This document is to help you consider how you would like to 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 [UK Standards for Public Involvement | Health Care Research Wales \(healthandcareresearchwales.org\)](http://healthandcareresearchwales.org) have been considered in developing this process.

Before completing the form, please 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:

<p>Is the project at research development stage, or has it been funded?</p> <p>Development stage – For projects aligned with the infrastructure and at development/prefunding stage, we can 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>
<p>If at research development stage, who will you be applying to funding from or if the project is already funded, who is funding the project?</p> <p>If at development stage - 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 into consideration travel, subsistence, child or carer costs as well as honorariums which can be offered to members of the public with a suggested rate of up to £25 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 contact the public involvement team for advice if needed.

If already funded – The EIF is not available for funded studies which should have considered the public involvement financial implications in their funding applications. For funded studies we can recruit members of the public to help you through the research project.

If you are applying for a Health and Care Research Wales personal or project award, please tell us which one?

[Personal awards | Health Care Research Wales \(healthandcareresearchwales.org\)](http://healthandcareresearchwales.org)

If funded, have you budgeted for public involvement within the project?

Do you have sufficient budget to support travel and possible accommodation from any location? If not, please specify the distance you can support people travelling from.

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

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

Give a brief summary of what the project is about in lay terms to be understood by the public and include why it is important for people who use health and social care services.

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

List the activities that you will be asking the member(s) of the public to be involved in your projects to do as part of their involvement.

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.

What are the individual benefits the public will gain whilst involved in your project?

E.g. meeting skills, data collection, presenting,
How many members of the public do you wish to involve?
We advise a minimum of two people.
Please provide any specific skills, experience or knowledge needed to be involved in the project? E.g. the condition, treatment or service this project is about.
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 much time will members of the public need to allocate for meetings and document reviews?
The following questions will help us understand what commitment is needed from public members: <ul style="list-style-type: none"> • How many meetings are required? • How long will each meeting last (in hours or days)? • How often are meetings planned (weekly or monthly)? • How long will the public member be involved? • How much time is needed for meeting preparation and/or reviewing documents? • How will individuals be selected from expressions of interest? • What support will be provided to participants, such as training or a designated contact person? • Is there a deadline for finding public members for the project? • Is there a specific date when public members need to be available (e.g., for the first meeting)?
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 contact the selected members of the public. If you have not involved members of the public before, an appointment check list is available on our website for you to use - [Involving the public in your research | Health Care Research Wales \(healthandcareresearchwales.org\)](http://healthandcareresearchwales.org)