

GUIDANCE FOR RESEARCHERS:

KEY TIP: involve the public as early as possible in your research, preferably in the development of your proposal.

Review Criteria	Guidance on what to consider in terms of PPI in your research.
Strength of PPI in the design of research	<ul style="list-style-type: none"> - Have you spoken to any members of the public/patients/carer/service user groups in the development of the research? Did anything change as a result of this contact? - Have particular patient/service users been identified? (details of who/how many/models (groups, individuals – preferably a mixture) - Is the design of the research acceptable to those who are expected to take part?
Strength of PPI in project management	<ul style="list-style-type: none"> - Are any patients/service users going to be part of the project management (advisory groups etc) - Will patients/service users have a say in how the study is conducted and accountable over time?
Strength of PPI throughout the project	<ul style="list-style-type: none"> - Are there opportunities for public/patients/service users to be part of research activities – from start to finish (design through to dissemination)?
Adequacy of project arrangements to support PPI roles envisaged	<ul style="list-style-type: none"> - Have you thought about possible training needs (which will depend on the needs of specific individuals)? - To consider having an identified researcher who will support the service user's involvement. - Have you thought about other support that might be needed to enable patient/service users to fully engage with the project (parking permits, paper copies of documents, phone calls rather than email, convenient meeting rooms)
Adequacy of resources provided to support PPI activity	<ul style="list-style-type: none"> - Has an sufficient amount of the budget been allocated for PPI? (5% minimum for all CLAHRC studies) - Is there a realistic breakdown of all PPI activities?
Adequacy of processes to review PPI issues and experiences on the project	<ul style="list-style-type: none"> - Are there plans to feed back information to patients/service users involved in the project? (as this has been shown to be very important to the success of PPI) - Are there plans to review and reflect on the PPI in the study? (as it is important to refine involvement as the project evolves) - Are you planning to record and document where PPI has had an impact? (PPI is a key performance indicator (KPI) used by the CLAHRC to demonstrate impact?)

Some helpful guidance:

- <http://www.invo.org.uk/posttypepublication/involve-briefing-notes-for-researchers/>
- <http://www.rds-nw.nihr.ac.uk/public-involvement/how-to-guide/>
- <http://emahsn.org.uk/public-involvement/>
- <http://rds-eoe.nihr.ac.uk/patient-and-public-involvement-2/ppi-for-researchers/>