

PPI checklist

The Nuffield Department of Primary Care Health Sciences has a PPI strategy which sets out both the vision and the context of our patient and public involvement work.

This checklist is provided to researchers as a tool for making the strategy real in their research.

Before your research is funded

- ✓ When you are planning a funding application, well ahead of the deadline, use PPI to inform your proposal. Speak to your team leader about how you could use unspent PPI funds from within the team's research programme to support you in this.
- ✓ When you are writing a funding application put in detailed plans for PPI (considering whether it is appropriate for each stage of the research cycle) and ensure that all activity is reflected accurately within the budget. (Our PPI Contributors should be paid and reimbursed according to our [payment policy](#).)
- ✓ If you would like support, speak to the [PPI Coordinator](#) about your PPI work or refer to the [Guide for Researchers in working with PPI Contributors](#).
- ✓ Ask the grants team to add 0.5% of the total of your application (in all cases where NDPCHS is lead organisation) to cover generic PPI support in the Department.
- ✓ Once you are ready to recruit, remember that NDPCHS has a pool of over 150 willing volunteers and access to others through our work across the Thames Valley. Contact the PPI Coordinator to advertise your project to them.
- ✓ If you would like support, speak to your funder's PPI Coordinator about your PPI work (SPCR, ARC and BRC have PPI Coordinators) or refer to the [Guide for Researchers in working with PPI Contributors](#).

On an ongoing basis

- ✓ Aim to attend at least one PPI learning opportunity each year, to keep your knowledge and confidence levels high. Talk to your line manager about this as part of your PDR.
- ✓ Report the outcomes of PPI to the PPI Contributors who helped you, as well as your funders and the Department's/your funder's PPI Coordinator.
- ✓ Include the PPI component of your project in your posters, talks and publications.

Once funding is secured for your research

- ✓ Make sure that you have understood what PPI was planned for your project and whether any changes are proposed, what budget is available for it post funding (this may be different if you did not get full grant that was requested) and what your responsibility is for PPI within this project?