

# PPI Information Sheet Template

This is not offered as a rigid template, but rather a flexible framework.

We have suggested sub-headings which you may decide are appropriate to use, or not, depending on the type of study you are planning and what is involved.

Remember the aim is to provide enough information, in an understandable format to support potential PPI Contributors in deciding whether to get involved in your study or not.

## **Study title**

Remember: I.P.O.C – Intervention, Population, Outcome, Comparator (if appropriate) is a rule that helps produce a meaningful study title.

## **Invitation and brief summary**

Potential PPI Contributors should be given very brief information about your study: just enough to decide if they wish to read further. It should state what you hope to achieve and why it may be of interest to them.

## **What's involved? (Full guidance covering what's involved)**

Explanation: purpose of and background to the research and invitation.

What is the nature of what you are proposing? Why are you doing this research? What is already known?

You should try to keep this brief and avoiding cutting and pasting directly from a protocol; keep your language understandable.

## **What would the involvement include in practical terms?**

You should give potential PPI Contributors an idea of what they should expect if they agree to take part. There will be specific issues pertinent to your particular study and the types of people you intend to recruit

What the format of involvement will be (trial steering committee or one off focus group etc.)? Include if known, how their input will be used e.g. to re/define the research questions, to help write the lay summary, review patient information literature etc.

You should be clear about how often they will be asked to attend meetings, how long meetings will last, what sort of time of day and if they will take place in central Oxford? Also, the timescale for the project and are they expected to commit to the whole time period?

## **What are the possible benefits of taking part?**

State clearly if they will have their expenses reimbursed?

Let them know if you are offering an honorarium and if so how much? When and for what will the honorarium apply? e.g. no payment will be made for assistance with the funding application but if this is successful, payment will be for attendance at meetings/online reviewing etc.

Let them know how the research will help patients in the future.

## **Further supporting information**

You can direct them to other information about the project which some of them may wish to know, such as what will happen to the results of your study? Who is organising and funding this study?

Make it clear that they can withdraw from the study if they need to but that you really value their input throughout.

An initial meeting should be arranged with the Trial Manager (and the Chief Investigator if participating in the Trial Steering Committee) in order to establish contact and answer any questions the PPI Contributor may have prior to their inaugural meeting.

## **How do they apply?**

Make it clear who you are looking for. Do they need to have 'lived experience' of the condition you are researching? Or be a carer for someone with that condition? Or have had it very recently? Do you want people with previous experience as a PPI Contributor?

Tell them what is the deadline for applications, who to send it to and what information they need to provide? For example, if you want people from a range of age groups then you will need to know their age when they apply etc.

You should be clear with them how you will select applicants if more people apply than you need.

Give an email contact and a telephone number for any potential applicants to discuss queries.

State how you will hold their data, for how long and that you will comply with GDPR.

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Please let us know if you have any special needs that we would need to take into account to help you fully contribute? (hard of hearing, visually impaired, use a wheelchair, English is not your first language etc.)

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Please let us know if you feel that you have any specific training needs to enable you to fully contribute?

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