NIHR | Collaboration for Leadership in Applied Health Research and Care Oxford

NUFFIELD DEPARTMENT OF
PRIMARY CARE
HEALTH SCIENCES
Medical Sciences Division

Researcher PPI Checklist   *as at June 2019*

Element of research cycle	Questions to ask ?
1. Identify research question	a) Would it be appropriate to ask Phil Turner if the MIC PPI groups could assess your proposal? i.e. is it a diagnostics or point of care test issue?
	b) Consider how the RDS could help you if you are applying to the NIHR? They could support your pre-grant work in PPI with some funds and advice.
	c) Check the JLA PSP [James Lind Alliance Priority Setting Partnerships] options to see if your field of research has already had top ten research priorities allocated?
	d) Could you use Public Engagement to generate the areas of research that really matter to the public? You can access this Participation Toolkit, which has a range of guides on how to engage with patients and service users, carers and members of the public in decisions about their own care and in the design and delivery of local services. It offers a number of tried and tested tools, along with some more recently developed approaches.
	e) Could you use other means to reach out to a different demographic to get their views? Check out Inventive Involvement resources to consider other options e.g. online.
2. Write and submit funding application	a) Have you checked the funder's specific expectations around PPI?
	b) Can you ask for PPI input into writing the application – perhaps the PPI element or the Plain English summary? Contact the PPI Coordinator with a pdf of your Plain English summary and provide a cost code so a charge of £5 will be made against it for our review panel to look at your summary (if you have no other PPI Contributors to do this for you)
	c) Would it be appropriate to appoint a public co-applicant? NIHR Guidance
	d) How are you going to embed PPI in your project? What do you want to learn from your PPI Contributors and when would this most effectively happen? Do you want people with lived experience of the condition you are studying? Or would project management skills or writing for the public skills help your project more? What would be the best method of involving the public (stakeholder group, advisory group, members on project management team, public co-applicants, a visit to an existing peer support group, views from a voluntary sector group supporting people with the condition, online or social media, one-to-one interviews or a combination of any of these)? Check out Inventive Involvement resources to consider other options

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	e) Who are you allocating on the research team responsible for managing the public involvement of the project? What training and support have they had to fulfil this role? Do they know who the PPI Liaison person or Champion is for your research group or theme? Have you told them about the [Guide for Researchers in working with PPI Contributors?](#)
	f) Are you sure that you are budgeting adequately for the PPI you plan to do? Use the INVOLVE [cost calculator](#) to help you. g) Are you aware that the Department Finance team will add 0.5 % to your grant application to cover core PPI costs?
	h) Have you told your PPI Contributors when the application is submitted? Do they know when a decision will be made and have you got back to them with the result, regardless of what it is?
3. Design study and get approvals	a) When you are told that you have funding, go back to the application form and see what PPI was proposed. Do you have enough money to do all this? If not, what will you change and how?
	b) What sort of PPI Contributors do you want? Do they need to have the condition that you are studying? Would carers be acceptable? Does it matter how old they are, what gender, where they live, what social background, what race etc.?
	c) How are you going to recruit the people for your chosen type of involvement? Are you allowing enough time to make this possible? Are you clear about what your selection criteria and process is? Consider using some of the existing tools available to you [PPI Coordinator](#) pool of volunteers, [Involvement Matters](#) monthly ebulletin for the Thames Valley, [People Active in Research](#) (Thames Valley) and [People in Research](#) (national). If you want help in accessing a voluntary sector group these [directories](#) might help.
	d) However you advertise, you will need to be clear about these things; • Basic details about the project, what you hope to achieve and why it may be of interest to them • 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 r/define the research questions, to help write the lay summary etc. • How often they will be asked to attend meetings, how long meetings will last and if they will take place in central Oxford? • How long will the project go on for and are they expected to commit to the whole time period? • Do they need to have 'lived experience' of the condition you are researching?

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	- Whether they will be reimbursed their expenses? - Whether they will be paid an honorarium and if so how much? - If more people apply than are needed how they will be selected? - What is the deadline for their application? - If this is before you have grant funding will you want to include them if you are successfully funded in the future?
	e) To include the people you need, will you need to hold meetings out of office hours? Will you need to hold them in locations outside of the university?
4. Carry out research study	a) Is the CTU involved? If yes, have you fully briefed the Trial Manager on all PPI plans and are you working closely with them to ensure that this goes ahead. Are they using the PPI Trial Manager's checklist?
	b) Are you clear with your PPI Contributors about what is expected of them at meetings? Do you ensure that the Chair greets them and encourages their participation? Do you debrief with them after meetings to discuss any issues they were not able to raise at the meeting? Use the tools that are available to you in planning your meetings.
	c) Have you considered ways in which you might communicate with PPI Contributors differently? For example, through art or drama to get different responses or to enable some groups to make a fuller contribution?
	d) Have you set up systems to record financial payments to your PPI Contributors so that you can be clear about who has received what?
	e) Have you set up systems to record the PPI Contribution and how you will know if it is having an impact on your work? You could use the GRIPP2 checklist or that of Cancer Research. (see section 8 for more details)
	f) Have you let your PPI Contributors know about what training is available to them? Are you providing adequate induction to enable them to contribute well to your specific project? Have you asked if you can give their contact details to the PPI Coordinator?
	g) Have you built into your work programme making contact with your PPI Contributors occasionally to review their involvement? At the very least this opportunity should be annual.
5. Analyse research outcomes	a) Are you asking PPI Contributors to assist the research team in developing themes from data?
	b) Are you consulting PPI Contributors to see if they understand and interpret data in the same way as the researchers?
6. Publicise research outcomes	a) Have you fed back to participants and PPI Contributors the results of your work?

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	b) Have you included the PPI element of your project in any posters that you create, any talks that you give and any publications?
	c) Have you considered co-presenting with any of your PPI Contributors whenever and wherever you give a formal talk about it?
	d) Have you asked your PPI Contributors if they could help disseminate your results – could they get you invited to speak at any meetings they are part of? Could they tweet about your results? Could they tell their friends about your work on Facebook?
	e) Have you worked with your PPI Contributors to ensure that your publicity is written in plain English?
7. Influence clinical practice	a) How are you working with PPI Contributors to see that the findings of the research are implemented? Are you working with Patient Advocates who have influence in NHS settings? Are you using the networks that your PPI Contributors are part of?
	b) Have you communicated with your PPI Contributors any issues that arise in implementing your findings? Are they clear what the reasons are and what next steps you plan to take?
	c) Have you made contact with the CRN's Patient Research Ambassador network?
	d) Are you using the expertise of colleagues in the CLAHRC/ARC or AHSN to assist you with implementing your research? Or the Translational Research Office of the University?
8. Monitor and evaluate	a) How are you asking your PPI Contributors to help with the monitoring and evaluation of your project?
	b) How are you reflecting on how the PPI worked in your project? There are various ways to do this but these tools may prove useful: GRIPP2 checklist or that of Cancer Research or you could ask the PPI Coordinator for an internal form.
	c) What are you going to evaluate – these are some of things that you might want to consider? How did their involvement make a difference to how you managed potential risks and burdens – for example did it help to identify potential emotional or practical obstacles for participants? How did their involvement make a difference to the recruitment of participants? How did their involvement affect the consent process for participants? Did their involvement help you address any ethical issues raised by your study? Did their involvement make a difference to how you shared the study results?
	d) Let the PPI Coordinator know about examples of impact from your PPI to showcase.