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**Guidance for applying for funding for PPI activities**

**Introduction**

It is recognised that PPI input is most meaningful when started as early as possible but that there is often not financial support available. Internal funding is available to enable PPI activities where there is no other budget to support them. This might be to support EMCRs wishing to submit a funding application or for DPhil students to carry out PPI activities. The funding is made possible by contributions from the Nuffield Department of Primary Care Health Sciences (NDPCHS), the NIHR School for Primary Care Research (SPCR) and the NIHR Applied Research Collaboration (ARC).

**PPI fund**

Where it is not available from other sources, researchers employed by or DPhil students associated with NDPCHS or the ARC can apply for funding to carry out PPI. There is no upper limit but £250 is thought to be an appropriate amount for most activities. Applications for more than this will be considered but it is important to be realistic and clear about what you want to do, and why.

Funding can be used to support a wide range of activities but is expected mainly to support PPI which will inform the development of a specific research grant application. It’s up to you to decide how to find and approach appropriate people for this work, and what form the PPI should take.

**What can the funding be spent on?**

The following is given as a guide but is not limited to these activities, provided justification and accurate budgeting is provided.

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| **Activity** | **Amount that can be requested** |
| Payment in recognition of people's time preparing for and attending meetings. | £25 per hour as per [NIHR guidance](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392). |
| Reimbursing out of pocket expenses, e.g. public contributors travelling to a meeting, or to cover care costs. | ‘Reasonable’ travel expenses within Berks, Bucks and Oxon region should be estimated. |
| Reimbursing researcher travel costs if it is more appropriate to go to where target public/patients will be. | Reasonable travel costs to a relevant venue (e.g. community centre). |
| Hiring a venue **only** if one isn’t freely available. | Where possible, applicants are encouraged to use free venues within their organisation or the community. If this is not possible, applicants may apply for funds to pay for an economical venue to hold PPI activities. A justification of why a free venue is not suitable or could not be secured will be required. |
| Payment for light refreshments. | Applicants are encouraged to seek the most economical options for providing refreshments (e.g. purchasing fruit and snacks at a supermarket rather than booking catering). |

Expenses **not** covered by this funding:

* Paying for a consultant to run the meeting
* Cost of transcription
* Printing and stationery costs

The PPI Manager is always happy to discuss and advise on PPI plans, including applications to this funding. If you are an ARC researcher, you will be directed to the ARC PPI Officer for advice.

**Application and assessment**

If you wish to apply for PPI funding, you must fill in the application form, with all sections fully completed. A detailed and accurate breakdown of estimated costs must be included.

Please send your completed application form to the PPI Manager ([polly.kerr@phc.ox.ac.uk](mailto:polly.kerr@phc.ox.ac.uk)). You should receive receipt of your submission within three working days. If you do not receive receipt of your submission, please follow up with the PPI Manager.

Applications are reviewed internally by the Department PPI Manager or ARC PPI Officer, and a decision will be made in 2 to 3 weeks of the application being submitted. If you have applied for more than £250, please be aware that it may take longer to give you a decision as your application will also be reviewed by an external public contributor.

If your application is not successful, you will be given feedback and recommendations, and are welcome to reapply.

If you are awarded funding, you will receive an email stating the agreed costs and a funding start and end date. You have three months from the start date to spend the funding and submit the report of your activities, unless otherwise agreed.

**Finance and monitoring**

If approved, the funding should be claimed within three months of the agreed start date (unless it has been otherwise agreed). If funds are not claimed within three months, you will need to reapply.

All agreed costs will be reimbursed dependent on receiving the following:

1. Copies of any expenses or payment request forms (PRFs) for payments to PPI contributors, any receipts/tickets, and any vouchers purchased – the PPI Manager should be copied in when these are submitted to finance. The PPI Manager will provide the cost codes.
2. You must submit a short report (template provided) detailing the PPI activities that the funding enabled and the impact this had on your work or grant application. This should be submitted to the PPI Manager ([polly.kerr@phc.ox.ac.uk](mailto:polly.kerr@phc.ox.ac.uk)) and may be published on the PPI pages of the NDPCHS and ARC websites.
3. You must provide feedback to your PPI contributors detailing how their input has helped your work/application, and thanking them for their support. A copy of this feedback must also be submitted to the PPI Manager.

If you are claiming for expenses for yourself (e.g. for buying refreshments for a meeting), you will need to do this through the e-expenses system using the relevant code (the PPI Manager can provide this).

You should never pay PPI contributors yourself – this should always be done using the PRF or vouchers purchased through NDPCHS’s finance system. Please see the Department [guide to PPI payments](https://www.phc.ox.ac.uk/ppi/resources?ref=image).

**Resources**

* There is detailed guidance on PPI the [MSD website](https://www.medsci.ox.ac.uk/research/patient-and-public-involvement/patient-and-public-involvement), which also contains links to more specific resources, and on the [NDPCHS PPI webpages](https://www.phc.ox.ac.uk/ppi).
* You may also wish to consider the [National Standards for Public Involvement](https://www.invo.org.uk/wp-content/uploads/2019/02/71110_A4_Public_Involvement_Standards_v4_WEB.pdf) when planning your PPI activities.
* PPI payment guidance: <https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392>
* We recommend that you record and report on your PPI activities as you go along. You can find information about ways and tools to do this on the [NDPCHS PPI webpages](https://www.phc.ox.ac.uk/ppi/reporting_tool).

**Application form**

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| **Name** |  |
| **Email** |  |
| **Group within NDPCHS or ARC theme** |  |
| **Have you applied for this funding before? If yes, how much were you awarded?** |  |
| **Project/study title** |  |
| **Brief outline of your project/study** (a few sentences in lay language) |  |
| **Project status** (eg DPhil, pre-funding) |  |
| **Description of PPI activities for which you are requesting funding** (eg holding a discussion group, setting up a PPI advisory group, outreach work). Please give details about number of people you aim to involve, frequency of meetings etc. |  |
| **Estimated costs for PPI activities** |  |
| **Explanation and justification for costs** (please provide a breakdown of costs requested) |  |
| **Do you have access to any other sources of PPI funding? If so, please give details** |  |
| **Any additional information/comments** |  |

Please submit this completed form to [polly.kerr@phc.ox.ac.uk](mailto:polly.kerr@phc.ox.ac.uk)

***Acknowledgment***

*Adapted from RDS South Central Public Involvement Fund application form and guidance notes.*