 ****

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

**Introduction**

The SPCR provides limited funding for PPI activities to benefit the Nuffield Department of Primary Care Health Sciences (NDPCHS) as a whole. NDPCHS recognises that PPI input is most meaningful when started as early as possible but that there is often not financial support available so has decided to offer some of the SPCR PPI money for this purpose. This could be for EMCRs wishing to submit a funding application or for DPhil students to carry out PPI activities.

**NDPCHS PPI fund**

Where it is not available from other sources, researchers employed by or DPhil students associated with NDPCHS can apply for funding (up to £250) to carry out PPI. The funding can be used to support a wide range of activities but is expected mainly to support:

1. Standalone public involvement activities (e.g. meetings or events) 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.

2. Establishing a longer term PPI panel where the need for this has been identified.

**Exceptionally up to £500 may be available if a strong enough case is made, but this is not anticipated to be the norm.**

**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.

|  |  |
| --- | --- |
| **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.

**Application and assessment**

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

Please send your completed application form to the PPI Manager (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 PPI Manager, and a decision will be made in 2 to 3 weeks of the application being submitted.

If your application is not successful, you will be given feedback 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 (within three months of the start date).

It is possible you may be awarded funding subject to recommendations (e.g. identifying a more cost effective venue).

**Finance and monitoring**

If approved, the funding should be claimed within three months of receiving the approval email (within the stipulated start and end date of the fund). If funds are not claimed within three months, you will need to reapply.

NDPCHS will reimburse agreed costs 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) and may be published on the PPI pages of the NDPCHS website.
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 vouchers purchased through NDPCHS’s finance system, or the PRF. 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**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |
| **Group within NDPCHS** |  |
| **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

***Acknowledgment***

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