

**Request for PPI support (including to access Primary Care PPI mailing list)**

There is an expectation that you will provide feedback to anyone who gets involved in your project, and that wherever possible payment for their time will be offered. Any expenses must be covered (people should not be out of pocket for helping with PPI activities).

The Primary Care Department PPI Manager is available to provide advice and support with PPI activities to all staff and students in that department ([polly.kerr@phc.ox.ac.uk](mailto:polly.kerr@phc.ox.ac.uk))

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| **RESEARCH DETAILS** |  |
| **Name** |  |
| **Email** |  |
| **Department / Organisation** |  |
| **Project title** |  |
| **Short description of project ( a few sentences in lay language)** |  |
| **Project status (eg pre-funding, ethics approval)** |  |
| **PPI DETAILS** |  |
| **What PPI input are you requesting? (eg feedback on research priorities; joining an advisory group; becoming a co-applicant)** |  |
| **How many people are you looking for?** |  |
| **What is the expected time commitment?** |  |
| **Is any experience/skills needed (including lived experience as a patient or carer, now or in the past)?** |  |
| **Is any payment for time offered? (Please see** [**NIHR guidance**](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392) **for recommendations)** |  |
| **Will expenses be covered? (eg for travel, caring costs, home working)** |  |
| **How and when will you provide feedback to patients/public about their involvement?** |  |
| **PPI OUTCOMES (to be completed later)** |  |
| **Did you recruit enough people?** |  |
| **Were they appropriate for your project? If not, why not?** |  |
| **What was the impact of their involvement? For example, what was changed/validated, what did they gain from being involved, what did you learn?** |  |
| **What feedback have you provided?** |  |
| **Is there any opportunity for further/ongoing involvement for patients/public? (eg if this was for a funding application, will they be part of the project team?)** |  |