

Patient and Public Involvement and Public Engagement Grant

Guidance notes

Background

The School for Primary Care Research (SPCR) would like to contribute to the NIHR's ambition to develop new ideas to improve patient and public involvement (PPI) and public engagement activities. To assist this, the School has launched a [funding call](#) for its nine members to provide researchers with funds to trial creative and novel involvement and engagement projects with people with lived experience or the wider public.

PPI entails research being carried out 'with' or 'by' members of the public, rather than 'to', 'about', or 'for' them. Public engagement covers a wider range of activities where researchers listen and interact with the general public to strengthen the understanding of research in society, share the benefits of research and learn and understand from the public what their thoughts and concerns are.

PPI is about including and working with people with lived experience in the development, analyses and dissemination of research. Rather than having someone as a participant, involvement focusses on working together in identifying what is the best and most appropriate way of conducting research. Whereas PPI usually focuses on a specific study, engagement can connect researchers with the public discussing research on a more general level or addressing overarching research topics. Public engagement should be something that all partners benefit from, either by gaining information and knowledge or by creating a valuable experience. Engagement work can include opportunities for researchers to discuss their preliminary ideas for future studies or working with people supporting them to conduct (part of) a research project as citizen scientists.

This is the third time the SPCR has run this call. The call provides funding for primary care researchers to enhance their involvement/ engagement work by adding novel and creative methods and/ or reaching out to minoritised communities in addition to their existing plans. The call is not meant to compensate for insufficient PPI budgeting when a research grant application was written, but to complement planned activities to allow for creativity and experimentation in the way involvement/ engagement is done.

Previously funded projects varied from initiatives by PhD students to make their research outcomes more accessible, early career researchers keen to involve communities they haven't previously involved in their research to established researchers trialling inventive methods to capture their PPI discussions. An overview can be found on [the SPCR website](#).

The funding call

This funding call aims to:

- Trial novel and creative approaches of public engagement or patient and public involvement in primary care research
- Expand the current involvement and/ or engagement plan to reach new and underserved audiences

The PPIE projects need to have a strong link to primary care research. When linked to an existing project, this research can be funded by any (inter)national funder to be eligible for this funding call and have received a confirmation of award, be ongoing or recently completed.

The funding could alternatively be used to identify research priorities, but it must be clearly stated in the application which grant application(s) the project will support and how this project would complement other PPI work in place for the application development.

Funding can be requested for up to £8,000. Applicants do not have to apply for the full £8,000 and smaller funding requests are welcomed as well. The School aims to fund a combination of smaller and larger projects. A total budget of £24,000 is available for this funding call.

The grant can cover direct costs to develop, deliver and evaluate the project, staff costs, and 30% overheads. Awardees are required to submit an evaluation report (using a template), within four months of the project end date, and a blog on the project for the SPCR website. Further reporting might be set as a funding condition by the review panel.

How to apply

The call is open for researchers affiliated with an SPCR member department¹ for the duration of the proposed project and for researchers from all career stages, though PhD students and junior researchers will need their supervisor's approval. Cross School collaborations are encouraged. People outside the SPCR network can be involved in the applications, however the majority of funding should be held by an SPCR member.

Applicants will be required to submit a **video and an application form**. The application form template can be downloaded from the [SPCR website](#). Any information provided in this grant application will be dealt with confidentially.

The completed application form and the accompanying video should be submitted to the SPCR Programme Officer Christina Farrall (applications.spcr@keele.ac.uk) by **Thursday 15 December 2022 before 1.00pm**.

Video

The video accompanying the application should provide the answers to the following questions:

- Brief introduction to who is in the video/ the project team
- Information on the project; what is it you would like to do?
- What are the aims and objectives of the project?
- Why would you like to do this project?
- Who are the audience that you wish to engage with/ involve, why have you chosen them and how will you reach them?
- What outcomes will your project provide (changes or benefits to all stakeholders)?
- How will you evaluate your project?

Your video can be presented however you wish, the most important thing is that the sound and visuals are clear. The video could include solely the lead applicant(s) or include co-applicants as well. You may decide to record a video presentation in PowerPoint, take a recording of a virtual meeting, film it on your phone, or make use of animation software.

¹ Centre for Academic Primary Care (University of Bristol); Exeter Collaboration for Academic Primary Care (University of Exeter); School of Medicine (Keele University); Centre for Primary Care (University of Manchester); Division of Primary Care (University of Nottingham); Nuffield Department of Primary Care Health Sciences (University of Oxford); Centre for Primary Care (Queen Mary University of London); School of Primary Care, Population Sciences and Medical Education (University of Southampton); Research Department of Primary Care and Population Health (University College London)

A recommended video length would be approx.. 5 minutes long but it should be no longer than 8 minutes and include the information listed above.

Videos should be clearly named using the format: name lead applicant(s)_PPIE_2022

You should be able to share your video with us via SharePoint. Please ensure that you have given the appropriate permission for people outside of your organisation to view and download your video. If you are struggling to share the video file, please contact applications.spcr@keele.ac.uk before the submission deadline.

Useful tips:

You are free to use any format or software to develop your video. If you are not sure what to use, the following guides might be of help:

[Record a meeting in Zoom](#)

[Record a meeting in Teams](#)

[Record audio in PowerPoint](#) Record audio in PowerPoint

[How to share a Teams meeting externally](#)

[Video editing in Windows 10](#)

[Sound editing with Audacity](#)

If you have any questions at all about how to make or send your video, please contact Christina Farrall (applications.spcr@keele.ac.uk) ahead of the deadline date. Please note that videos sent after the deadline will not be accepted.

Application Form

Only the information provided in the video and the application form will be part of the review process. As such, do not include any hyperlinks or references to other documents in your application as the panel will be briefed to not include those in their review. Any applications not using the template will not be considered. Care should be taken to write in non-academic (lay) English.

Section A

The project title should relate to the involvement/ engagement project you are proposing and if part of an existing research project the title can be different.

The project can be up to 24 months, with a final report submitted within 4 months of the project's end date.

Please detail the relevant information for your project team. The lead applicant needs to be employed by one of the members. There is the option for joint lead applicants on the project, in which case please copy the relevant box. The box for the co-applicants can be copied and pasted as many times as needed. Co-applicants can come from outside the SPCR network. Use the drop-down box to specify people's profile.

Section B

Please use this section to provide information on your proposed project, including a summary on the (proposed) research this project relates to.

Question 1) This should be a summary of your project and can repeat what you mention in the video. Note that if your application is successful, the information provided in Q1 will be published on the SPCR website.

Question 2) The summary is to provide the context of the (planned) research that the involvement/ engagement project is linked to. Like the rest of the application, the summary should be in plain English and describe the research this project links to. If your project relates to a particular workstream within a larger research programme, please focus on this element. The summary should also include information on who funded the research and its timelines. If you are linking this project to the development of the research application, please specify which competition you plan to apply to, what the timelines are until grant submission and, for as much as identified, what the research question/ topic/ methods will be.

Question 3) As this funding call aims to encourage new practices in involvement/ engagement with primary care research, the proposal should complement any existing plans. This section allows applicants to describe how the proposed project will add value and differentiates from the current involvement/ engagement plans for the research described in Q2.

Section C

Please provide a breakdown of your budget for this project and state whether there is any match funding available. Relevant sections could be involvement costs, contributions to community groups, consumables, training costs for researcher/ public contributors, staff costs, and overheads (please note this is not an exclusive list and additional elements can be added as relevant to your project). Note that applicants do not have to apply for the full £8,000 that is available per project and that smaller funding requests are welcomed as well.

Support

The SPCR will be holding a webinar about this funding call on Wednesday 2nd November 14.00 - 14.45. You need to register to join. The registration form can be found [here](#). The presentation will be recorded and made available afterwards.

In addition, your [local SPCR PPI lead](#) is available to provide support in the development of your application. It is recommended to ask for their support at least 3 weeks before the call's deadline.

Selection criteria

An external review panel will recommend to the SPCR which projects should receive funding. The panel consists of public contributors, researchers, and involvement and engagement professionals.

The panel will review and discuss each application. In addition to looking at the below selection criteria, the panel will look for the promise of creativity, novelty, and inclusivity within the project and the ambition of the team. The panel has the option to conditionally fund a project where the applicant has shown that they have met these additional elements but where the design of the project needs to be amended. In this situation, the applicant will have the opportunity to resubmit their project based on the feedback of the panel.

Criteria the review panel will keep in mind whilst discussing applications are:

- Reasoning for the project
- If the audience is defined and whether the approach to reach them is appropriate
- How the application complements the existing involvement and engagement plan
- Expected outcomes of the project
- Creativity/ novelty/ inclusivity of the project
- How achievable is the proposal

- Value for money

Deadline and timelines

Deadline:	15 December 2022 (before 1.00 pm)
Outcome and feedback communicated:	w/c 13 February 2023
Funded projects can start from:	From 1 April 2023
Funded projects finish:	31 st March 2025
Final project report due:	Within 4 months of the award end date

Contact details

If you require further information or have any questions; please contact the SPCR Programme Officer, Christina Farrall: applications.spcr@keele.ac.uk