**PCPH Patient and Public Involvement and Engagement (PPIE) application process**

1. **Applying for PPIE funding**

PCPH has a small amount of funds that can be used for PPI input into research and teaching, including student projects. The aim is to support people to include PPIE where there is typically little funding available. For research this may include small grants, pre-application work and PhD projects. Teaching may include co-teaching, module/session content feedback and student projects. A maximum of £500 per activity is available. We aim to fund as much as possible, however applications need to reach a minimum quality standard to ensure good PPIE is being carried out. You can talk to any of the Public Involvement Group members if you would like to discuss your idea first.

***The application process is as follows:***

1. Complete the PCPH PPIE funding application available on the public involvement resources Teams channel [[Applying for department PPIE funding].](https://liveuclac.sharepoint.com/:f:/r/sites/PublicinvolvementresourcesforPCPHstaffandstudents/Shared%20Documents/Applying%20for%20department%20PPIE%20funding?csf=1&web=1&e=k03YYM)
2. OPTIONAL If you do not yet have advisors and are planning to advertise the opportunity, please also complete the ‘Template for PPIE advert’ [[Applying for department PPIE funding](https://liveuclac.sharepoint.com/:f:/r/sites/PublicinvolvementresourcesforPCPHstaffandstudents/Shared%20Documents/Applying%20for%20department%20PPIE%20funding?csf=1&web=1&e=k03YYM)] which can be used to recruit public contributors, once approved.
3. Send the completed form(s) to [public.advisors@ucl.ac.uk](mailto:public.advisors@ucl.ac.uk).
4. At least two members of the PCPH Public Involvement Group will review the application and provide feedback. We aim to complete this within a week. PPIE working group members who are not independent from the project (e.g. if they supervise a PhD student who is applying) will not make a recommendation on funding but may provide feedback on language used in the advert.
5. You will be asked to make any changes required and resubmit it to [public.advisors@uckl.ac.uk](mailto:public.advisors@uckl.ac.uk).
6. Once finalised, we will confirm funding and you can now carry out your activities.

***Notes:***

* Payment rates should be in line with Involve rates and PCPH policy. Please be sure to stipulate a maximum amount of time to be spent on the activity and a maximum amount to be claimed, to avoid potential conflict at later stages or unequal time claims across PPI members.
* You may be asked to provide feedback on the PPIE activity using a short MS form. PPIE members involved in your activity may also be asked for feedback. This is so we can improve processes and determine the impact of providing this funding.
* We encourage all researchers to provide updates after the activity to their PPIE members to keep them up to date with the project any the impact of their recommendations. This is very important to public contributors

1. **PPI claiming expenses**

* **All PPI contributors are exempt from using the online expenses system.** They can use the form found here [[Expenses claim form for contributors who are exempt from online expenses system]](https://liveuclac.sharepoint.com/:f:/r/sites/PublicinvolvementresourcesforPCPHstaffandstudents/Shared%20Documents/Applying%20for%20department%20PPIE%20funding/Expenses%20claim%20form%20for%20contributors%20who%20are%20exempt%20from%20online%20expenses%20system?csf=1&web=1&e=PWavNx). **PLEASE COMPLETE THE DETAILS OF THE PPIE ACTIVITY (project name, researcher name, type/s and duration of PPIE activities engaged in)** before sending it to the public involvement contributor to fill in their details and sign. Once they have signed it, they, or you, can send the form to Alice Pritchard [[alice.pritchard@ucl.ac.uk](mailto:alice.pritchard@ucl.ac.uk)].
* Some PPI contributors may wish to use the **UCL on-line expense process** [<https://www.ucl.ac.uk/finance/expenses-insurance/policies-guidance/staff-and-non-staff-expenses>]. See more information here [Digital expenses.](https://liveuclac.sharepoint.com/:f:/r/sites/PublicinvolvementresourcesforPCPHstaffandstudents/Shared%20Documents/Applying%20for%20department%20PPIE%20funding/Digital%20expenses?csf=1&web=1&e=X1CjRF)

1. **The PCPH Experts by Experience group**

The PCPH Experts by Experience (EbE) group consists of public contributors who are interested in being involved in primary care related research and teaching. It functions as a mailing list where opportunities to be involved in PPIE can be circulated. At present we hold limited data on our contributors and so do not offer a matching service. Instead, we encourage researchers to clearly state the type of experience they are looking for.

***Engaging the EbE group in a PCPH-funded PPIE activity:***

1. Please state when submitting your funding application and template advert that you would like to advertise the opportunity to the EbE group
2. Submit a completed ‘Template for PPIE advert’ with your application
3. On approval, Alice will circulate the final version of the advert to the EbE mailing list. You will need to provide a clear deadline and a brief covering paragraph for this email.

***Engaging the EbE group as a source of PPIE when you have your own funding:***

You can recruit PPI members through the EbE group by emailing [public.advisors@ucl.ac.uk](mailto:public.advisors@ucl.ac.uk) a copy of the advert for PPI input. The advert should contain:

* A summary of the project
* What you are looking for PPIE input for
* Any specific experience or skills required
* The type of activity, time commitment, duration of commitment and maximum payment available
* Who to contact, the deadline to respond by and any information you want interested PPI members to give

You can use the PCPH PPIE opportunity template if you wish.

Public Involvement Group members will review and approve your advert to check if there are any details missing and to ensure the language used is sufficiently lay-friendly.

***Managing PPIE advisors from the EbE group following an advertisement being circulated***

EbE members will be asked to respond directly to you. You will be responsible for selecting PPIE members from the interested respondents, carrying out PPIE activities and any further contact such as providing feedback on changes to the project after their input.

1. **PCPH Public involvement Group members:**

Sarah Griffiths [s.a.griffiths@ucl.ac.uk](mailto:s.a.griffiths@ucl.ac.uk)

Richard Cable [r.cable@ucl.ac.uk](mailto:r.cable@ucl.ac.uk)

Sadie Lawes-Wickwar [sadie.lawes-wickwar@ucl.ac.uk](mailto:sadie.lawes-wickwar@ucl.ac.uk)

Sarah McMullen [s.mcmullen@ucl.ac.uk](mailto:s.mcmullen@ucl.ac.uk)

PPIE administrator: Alice Pritchard [alice.pritchard@ucl.ac.uk](mailto:alice.pritchard@ucl.ac.uk)