

PPI in Research Support Small Grant Scheme

*Guidance Notes for PPI in
Research Support-Small
Grant Scheme*

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1 Introduction

- 1.1 Local and national policy increasingly emphasises the central role of service users and the public in shaping Health and Social Care (HSC). Organisations now have a statutory duty to involve users and the public in the commissioning, planning and delivery of all HSC services.
- 1.2 The strategic need for and benefits of Personal and Public Involvement (PPI) apply to all levels of HSC Research and Development Division (HSC R&D Division) activity and its associated communities of practice.
- 1.3 HSC R&D Division believes that research and its dissemination are strengthened through the appropriate involvement of service users and the public (PPI). However, we recognise that extra resources may be required to facilitate the involvement of patients and public in the research process as partners rather than participants.
- 1.4 This scheme aims to provide support for people working in HSC research to access resources (e.g. funds, time, skills) to help them implement/develop PPI in their own projects or programmes or to enable PPI representatives already involved in research to apply for courses or workshops which may help to develop them in their role.
- 1.5 It aims to support and encourage innovative practice in the delivery of PPI through the development of new ways of working with patients and public, in particular seldom heard or hard to reach groups.

2 Eligibility

- 2.1 This Scheme is open to researchers, health professionals or patient and public representatives working in the field of Health and Social Care Research in Northern Ireland.
- 2.2 It is intended to support applications from Health and Social Care (HSC) organisations and Universities, other HEIs or voluntary/not-for-profit organisations in Northern Ireland involved in health and or social care research.
- 2.3 The application must be able to **demonstrate the benefit** that the PPI initiative will have for the HSC and **demonstrate clearly the research context**.

3 Scope

- 3.1 Awards may provide a contribution towards:
 - The establishment of a PPI panel/steering group including costs for venue/travel/subsistence
 - The development/use of innovative methods e.g. technology/art/social media or other mechanisms to encourage/facilitate involvement of PPI representatives/partners in the research process.

- Conference/course attendance to cover fees, travel, accommodation, and/or subsistence for PPI representatives already involved in research through a specific programme or project. Applications must be made in conjunction with a Principal Investigator.

3.2 Applications for support:

- should not normally exceed £2,500
- should ensure all costs are justified and kept to a minimum

3.3 Members of the public should be included as partners in the development of proposals in a co-design/co-production role, either from established groups or via [HSC R&D Division's PIER \(NI\) group](#).

3.4 HSC R&D Division is accountable for all its funding decisions and reserves the right to refuse funding for any costs that are, in its view, inappropriate and/or excessive.

4 Application Process

4.1 Applications to the PPI Support Scheme can be made throughout the year but the scheme will be suspended if/when the annual budget is spent.

4.2 Applications for this Scheme must be made only by the lead applicant and must be submitted on the proper application form.

4.3 Application forms are available from HSC R&D Division website: <http://www.research.hscni.net>

4.4. E-mailed applications are accepted. The application form should be saved as a pdf file and submitted by e-mail to Kathleen.Roulston@hscni.net. The signatories who have e-signed the application declaration page must be cc'd into the submission email.

4.5 Forms should be completed in clear typescript.

4.6 Applicants are asked to note the following instructions:

Question 2 Synopsis of proposed Initiative:

- Provide the title of the initiative and a justification for its development with relevant background information.
- Provide details of how patients, carers and or public will be involved in the design of the initiative including the preparation of this application.
- Describe how the initiative will be developed and delivered.
- Describe a clear output from the initiative e.g. a case study reflecting on involvement with a particular topic or group; a tool to facilitate involvement with a specific community; establishment of a public panel; social media campaign

- Describe intended impacts of the initiative in addressing e.g. inclusion, diversity, equality, representativeness, capacity.
- Describe how the initiative will benefit your research and contribute to service improvements in a particular area.

Question 3 Justification for Support.

- Provide a breakdown of the total support requested and a clear justification for the need for this support. Also include other sources of support including the value of that support and any contribution to be made by delegates. Please refer to Section 3 of this guidance for further details.

5 Evaluation and Notification

- 5.1 Funding awarded under the PPI in Research Support- Small Grant Scheme will be made at the discretion of HSC R&D Division. This decision will involve a judgement on the individual and financial circumstances of a particular initiative together with the perceived benefits to the HSC and to HSC R&D Division.
- 5.2 The applicant will be notified of the outcome of their application by HSC R&D Division by email, to the email address specified on the application form.

6 Successful Applicants

- 6.1 Awards must be accepted by an appropriate designated Host Organisation (normally the host University) which will manage the award on behalf of HSC R&D Division. HSC R&D Division will make appropriate arrangements with the relevant organisation(s) for claiming the Award
- 6.2 The scope of financial support is detailed in section three. Invoices must be administered by an appropriate designated organisation, and a breakdown of costs should be provided.
- 6.3 All awards made under this scheme will be subject to HSC R&D Terms and Conditions: <https://research.hscni.net/terms-and-conditions-awards>
- 6.4 The support of HSC R&D Division must be acknowledged on any relevant documentation and outputs. For more information please refer to our guidance: <http://www.research.hscni.net/acknowledging-hsc-rd-division>.
- 6.5 All Award Holders will be required to submit Progress Reports describing the progress of their project. Continuation of funding of the Award is subject to the receipt of prompt and satisfactory Progress Reports:
<https://research.hscni.net/reporting-requirements-award-holders>