FBMH Guidance on Payment Methods for Patient and Public Involvement and Engagement (PPIE) and Research Participation

# Purpose

This guidance is designed to provide a clear, consistent approach to the payment of research/teaching volunteers across the Faculty for the following activities:

1. Involvement in research and teaching: where members of the public are actively involved
2. Participation in research: where people take part in a research study (i.e. taking part in tests, submit to measurements or be interviewed)

Following this guidance will help ensure transparent, timely and appropriate payment. It serves to supplement [The University of Manchester (UoM) payment guidance](file:///\\ss3.ds.man.ac.uk\VOL6\FACULTY\CEI\PPIE\Fees%20and%20Payments\documents.manchester.ac.uk\DocuInfo.aspx%3fDocID=29417)and is aimed at Public Contributors*1*, research volunteers/participants and Faculty staff and students.

1. Within the context of this document, Public Contributors include: lay representatives, service users, carers, patient representatives, patient experts - members of the public working/engaging with us in a non-professional capacity.

# Introduction

Patient and public involvement and Engagement (PPIE) in research/teaching and research participation/volunteering play an essential role in the Faculty’s work. It is essential that Public Contributors and research volunteers/participants are recognised for their involvement and participation and that the Faculty has the infrastructure to support this.

PPIE provides opportunities for unique and invaluable insights into our work. It is part of The University of Manchester’s commitment to Social Responsibility as part of its Strategic Plan ([Our Future](http://documents.manchester.ac.uk/display.aspx?DocID=46723)). Please refer to the Social Responsibility and Public Engagement (SRPE)’s [*webpage*](https://www.bmh.manchester.ac.uk/connect/social-responsibility)for further information on PPIE.

Research participation is essential to much of the Faculty’s research, enabling development of discoveries in Biology, Medicine and Health for the greater good.

**Non payments:** There are however times when payment cannot be given due to the nature of the involvement or engagement. This is due to payments being dependent on the grant or budget available. **For example:** involvement in a research project prior to the grant application being successful in obtaining funding often involves voluntary involvement without payment for time. Public Contributors can also decline payment if they so wish.

**Please note: it is the responsibility of the staff or student running the event/project to be transparent about what can and can’t be claimed in advance.**

# Types of Patient and Public Involvement and Engagement (PPIE)

* 1. Research
     1. Overseeing research as a member of a Steering Committee or a Scientific Advisory Board;
     2. Being part of a Research User Group/Patient Advisory Group;
     3. Being asked to review grant proposals/research methodologies;
     4. Consultation on grant proposals;
     5. Advising on research documentation (e.g. participant information sheets, consent forms, advertising material);
     6. Being an active partner in research (a ‘co-researcher’);
     7. Being involved in data analysis;

# Teaching and Learning

* + 1. Bringing patient and public experience to learning groups of established professionals or to in-service training;
    2. Advising on course development and learning materials from a patient perspective.
    3. Sharing their stories and experiences with learners in the classroom including professionals/in-service training;
    4. As simulated and/or volunteer patients involved in assessment and feeding back to tutors and students;
    5. Leading lectures or co-producing lectures;
    6. Peer reviewing academic lectures;
    7. As teachers/assessors/evaluators of student clinical skills;
    8. As equal partners in student education, assessment and curriculum development (e.g. patient educators collaborate in setting curriculum objectives, assessment criteria);

The **nature** of the activity listed above determines the payment method (i.e. whether people are considered to be “workers”). For example, advising to inform the research process does not fall within the definition of earnings and payment would be via cash advance/vouchers or PR20 form, whereas a co-researcher would be paid as casual staff (via University payroll).

As a general guide, activities indicated above in 3a (1-5) and 3b (1-3) would not be defined as earnings whilst 3a (6-7) and 3b (4-8) would be defined as earnings and would be paid as casual staff.

**Note:** Please consult your P&OD partner to assess employment status.

***As a guide, the Faculty would consider up to a total of £1500 per University financial year (excluding travel and subsistence) as reasonable*.**

# Research Participation

Research participation/volunteering is where, in the course of undertaking research, volunteers are invited to participate in research projects (‘research participants’). Volunteers are usually members of the public, however some may be staff. Activities include taking part in tests and/or submitting to measurements as part of a research project, etc. They are usually paid a small sum to cover out of pocket expenses and as compensation for the time spent.

**The Faculty payment method for research participation is via cash advance/vouchers or PR20 form. (See below for further information).**

# Frequently Asked Questions (FAQ)

## Where Do I Find the Money to Pay for Involvement and Participation?

A1. Involvement in research

* + In BMH, the [Social Responsibility and Public Engagement Team](mailto:srbmh@manchester.ac.uk) can offer advice and the [Research Services Team](https://www.staffnet.manchester.ac.uk/bmh/about-fbmh/our-structure/ps-functions/rbss/research-services/) can also signpost funding opportunities
  + Some research funding bodies will provide funds for involvement; check with your funder or consult their guidelines
  + NIHR Centre for Engagement and Dissemination have produced a useful guide on [budgeting for involvement in research](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392#Budgeting_for_involvement). Plus they also have an [Involvement Cost Calculator](http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/)
  + Some funders offer specific bursaries for involvement at the proposal development stage (e.g. [NIHR Research Design Service](http://www.rds-nw.nihr.ac.uk/public-involvement/fund/))
  + Other funders accept costs for involvement activities as part of an overall grant application (e.g. NIHR schemes)
  + Some research funders (e.g. [The Wellcome Trust](http://www.wellcome.ac.uk/Funding/Public-%20engagement/)) and charities can offer grants
  + Remember to include follow-on work (e.g. workshops to disseminate study findings, future planning workshops) in funding applications
  1. Involvement in teaching and learning
     + Some education budgets include allocations for involvement. Consult your Director of Undergraduate/Postgraduate education and/or Programme Director. In particular, teaching for professional registration routinely supports involvement activities.
  2. Research Participation
     + Some research grants will include allocations for reimbursing participants for their time and out of pocket expenses, depending on the funding body.

## How Much Can I Pay People for Involvement and are Payments Subject to Tax and National Insurance?

**Please note:** A distinction should be made between paying people their expenses (travel and subsistence) and providing payment for people’s expertise, time and effort.

It is **key** to discuss at the earliest stage possible and the discussion should be followed up in writing. See Section E for examples of payment types and amounts.

For involvement where Public Contributors are invited to attend meetings to give their views on various matters to inform the research/teaching process and direction, [HMRC](https://www.gov.uk/hmrc-internal-manuals/employment-income-manual/eim71105) agrees that the amounts paid are unlikely to fall within the definition of ‘earnings’ for PAYE (pay as you earn) or NI (National Insurance) purposes. No employment relationship exists and as such PAYE or NI contributions would be inappropriate.

Therefore, Public Contributors would not be required to pay tax or NI if the sums received do no more than reimburse the individual’s reasonable costs, including travel and subsistence.

Should the sums paid exceed those reasonable expenses, then the excess may fall to Miscellaneous Income, potentially giving rise to personal tax liabilities which should be notified to the Inland Revenue under self -assessment.

***As a guide, the Faculty would consider up to a total of £1500 per University financial year (excluding travel and subsistence) as reasonable*.**

When total payments are expected to exceed this amount, please consult with P&OD Partners. For involvement where Public Contributors are invited to act as a co-applicant or research partner, they would be paid as casual staff (subject to PAYE and NI). Similarly, active teaching partners would be paid as casual staff.

It is advised to consult with P&OD partners to assess the employment status for any activities that do not fall within involvement or participation.

For health research involvement, volunteers may also seek advice from the NIHR Centre for Engagement and Dissemination benefits advice service. Contact: [ced@nihr.ac.uk](mailto:ced@nihr.ac.uk) or call 020 88437117. [Further details on their website](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392#Step_4:_How_much_will_it_cost?).

Click on Welfare benefits (6) in the contents section of [NIHR Centre for Engagement and Dissemination guide on Payment for Involvement](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392#Step_4:_How_much_will_it_cost?) for further guidance:

## Paying Expenses (e.g. travel, accommodation etc.)

* + - NIHR Centre for Engagement and Dissemination has a useful [Involvement Cost Calculator](http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/)
    - The Social Responsibility and Public Engagement Team has a [Faculty cost calculator available](file:///\\ss3.ds.man.ac.uk\VOL6\FACULTY\CEI\PPIE\Fees%20and%20Payments\%09www.staffnet.manchester.ac.uk\bmh\social-responsibility\public-and-patient-engagement\ppie-toolkit\guidance-documents-and-templates\).
    - All reasonable ‘out-of-pocket’ expenses for people being involved in research and teaching should be covered, subject to budget-holder approval
    - Wherever possible, offer to pre-book travel for convenience using the University’s travel booking system. This can often provide the cheapest travel options.
    - The [University’s travel policy](http://documents.manchester.ac.uk/display.aspx?DocID=38313) should be referenced when deciding on allowable travel costs (e.g. use of taxis) and individual needs considered
    - If training is required for a Public Contributor then the cost should also be covered
    - Public Contributors can also receive £5 contribution towards remote working costs including telephone or internet costs in lieu of travel costs while working remotely. This is based on [NIHR Centre for Engagement and Dissemination recognition payments for Public Contributors](https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979) guide.

Reimbursement should be prompt as realistically possible. **Ideally, try to arrange payment on the day if it is an in person meeting**. Delays in payment can cause a prohibitive barrier. See Section C.1 below.

## Working Across Institutions

When working across different host organisations (e.g. University, NHS Trust, etc) or research organisations (e.g. the NIHR research networks), you might need to comply with their involvement requirements. Useful guidance can be found [on the Mental Health Research Network (MHRN) website](https://cdn.ymaws.com/www.tmn.ac.uk/resource/collection/D80ACB4B-2D30-4A0C-919A-2A01461D3AD7/Model_payment_policy_for_MHRN_Hubs%5b1%5d.pdf).

Contact your research office in your host organisation for advice on working across different institutions.

## How Much Can I Pay for Research Participation?

The usual amount paid should be commensurate with the participation; enough to cover out of office expenses and time compensation. Please contact the [Faculty’s Research Governance team](mailto:FBMethics@manchester.ac.uk) for further advice.

## How Do I Pay People?

The Faculty has a range of ways to pay people for face-to-face and remote/online activities. See below for further details:

## C.1. How to Pay Fees and Expenses

Staff are discouraged from reimbursing people from their own pockets and should always consider the options below.

## C1.1. PR20 Form Payment

**Please note: This is the preferred payment option for paying Public Contributors who are remote working. Both fees and expenses can be processed via this route.**

Payment through [PR20 form](http://documents.manchester.ac.uk/display.aspx?DocID=39693) is the University’s preferred option. PR20 claims include both out of pocket expenses and payment for involvement and are made by BACS payment directly into the recipient’s bank account. PR20 forms can also be used to pay a volunteer who is a member of staff. The form requires an activity code and authorised signature.

When completed by the person organising the involvement activity, the form should be forwarded to [the](mailto:feesandexpenses@manchester.ac.uk) University’s fees and payments team, where BACs payment will be arranged. All staff should adhere to Data Protection Act 2018, the General Data Protection Regulation 2018 and the [University Data Governance policy](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=14914) at all times when processing personal information and have conducted mandatory [Information Security and Data Protection Training](https://www.staffnet.manchester.ac.uk/igo/training-and-support/).

**Pros:** This is the preferred method by the University as there is no need to carry around large sums of cash. However, for smaller amounts, cash advance payment is deemed most appropriate due to its speed.

**Cons:** Cash not available on the day of the involvement activity to reimburse travel cost; some people may not have bank accounts or be able to afford to wait for reimbursement; time taken to administer transfer of funds.

## C1.2. Cash Advance

During the Covid-19 pandemic, the University was required to stop the use of cash advances. If you require a cash advance, please contact the [income office](mailto:cashiers@manchester.ac.uk) to find out whether or not they will be able to provide you with a cash advance.

A nominated individual must take responsibility to administer cash advances and complete two forms:

[Cash advance request form](http://documents.manchester.ac.uk/display.aspx?DocID=42645) requires an activity code (not a research code) and an authorised signature before submitting to the [John Owens Income office](mailto:cashiers@manchester.ac.uk). Once authorised the cash is collected from the Income Office and held by the nominee who must sign for receipt of the expenses, on completion of the involvement activity.

A [cash return form](http://documents.manchester.ac.uk/display.aspx?DocID=42646) needs to be completed after the involvement activity, with a statement of expenditure and supported by receipts ([template receipt](http://documents.manchester.ac.uk/display.aspx?DocID=42647)). It is recommended that you make a note of each person you provide payments to, the amount, and signature confirming receipt (see also section C3). Any remaining cash should be returned to the income office.

**Pros:** Cash is available on the day of involvement; enables prospective budgeting for involvement activities; some people may not have a bank account

**Cons:** allow enough time for Income office to arrange, advance planning essential; carrying around large amounts of cash

## C1.3. Petty Cash

For low value items for out of pocket expenses (e.g. bus fare or lunch supported by a receipt) or if you need to arrange cash at short notice, it might be quicker and more appropriate to use petty cash. This might be held locally by a School/Division. You can find out who your petty cash officer is through your Head of School Operations (HoSO). Please check with the petty cash holder prior to use.

**Pros:** fast access and availability

**Cons:** there may be many demands on petty cash resulting in not enough being available at short notice as Schools/Divisions only hold small sums of petty cash

## C1.4. Gift Vouchers

Gift vouchers can be used as an alternative form of payment and are purchased via the University’s voucher team (see below). However, unless explicitly requested, it is inadvisable to use gift vouchers for involvement purposes. Voucher payment is more suited to research participation.

**Pros:** this may be more suitable for certain groups of volunteers (e.g. participating in research as research subjects) where the payment is very small.

**Cons:** vouchers must be treated with the same level of care and security as if they were cash; vouchers have a use by date so should not be bought in bulk;

To request vouchers you will need to complete a ‘[Request’ form](https://documents.manchester.ac.uk/display.aspx?DocID=57938) and submit to the Income Office using the email address [vouchers@manchester.ac.uk](mailto:vouchers@manchester.ac.uk). The Income Office will then purchase and issue electronic vouchers to the recipients.

On occasion there may be a need for physical vouchers, primarily from study coordinators. This is included in the request process.

Following the implementation date, vouchers cannot be sourced using purchasing cards or iProc supplier.

The changes however, have introduced an issue in relation to participant confidentiality and the use and storage of email addresses (GDPR) as these will now be processed and stored by colleagues in Finance. [Find out more before purchasing](https://blogs.bmh.manchester.ac.uk/blog/2022/02/18/changes-to-gift-voucher-purchases-for-research-participants-and-public-contributors/).

For further guidance including links to the request form can be found on [StaffNet](https://www.staffnet.manchester.ac.uk/finance/purchasing/vouchers/).

**Please note:** you need to use the [study participation form](https://documents.manchester.ac.uk/display.aspx?DocID=57938) for Public Contributors.

## Useful Contacts

## D1. FBMH Contacts

* + [Faculty co-ordinating centre site](http://www.bmh.manchester.ac.uk/connect/social-responsibility/public-patients/)
  + [Faculty Research and Business Engagement](https://www.staffnet.manchester.ac.uk/bmh/about-fbmh/our-structure/ps-functions/rbss/strategic-funding/) team

If your query relates to a practical payment issue, contact your finance team, (details on Staffnet) If your query relates to a more substantive issue concerning involvement/volunteering/participation please contact [srbmh@manchester.ac.uk](mailto:srbmh@manchester.ac.uk)

## D2. Other Useful Contacts

* + NIHR Centre for Engagement and Dissemination [Payment for Involvement Guide](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392)
  + [NIHR Research Design Service (RDS) North West (NW](http://www.rds-nw.nihr.ac.uk/))
  + [NIHR Clinical Research Network (CRN)](https://www.crn.nihr.ac.uk/)

## Examples of Payment Amounts (based on [NIHR Centre for Engagement and Dissemination payment policy](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392))

The University of Manchester is a Living Wage employer accredited as by the [Living Wage Foundation (LWF)](https://www.livingwage.org.uk/). Although there isn’t a standard hourly wage for Public Contributors due to the amount paid being dependent on the Public Contributor role/activity and the budget for PPIE activity available, the amount paid must at least meet the real living wage which is currently £9.90 for people aged 18 or older (living wage correct as of 23/05/22). For further details visit the [Living Wage website](https://www.livingwage.org.uk/what-real-living-wage).

The NIHR recommends £25 for involvement in a task or activity requiring little or no preparation and which equates to approximately one hour of activity or less. For example, participating in a focus group to provide feedback on a proposal. Find out more [on the NIHR website](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392#Payments_to_individuals).

Public Contributors can also receive £5 contribution towards remote working costs including telephone or internet costs in lieu of travel costs while working remotely. This is based on [NIHR Centre for Engagement and Dissemination recognition payments for Public Contributors](https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979) guide.

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| --- | --- | --- | --- |
| **Activity** | **Contribution** | **Frequency** | **Payment Amount and Type** |
| E.1. Teaching and Learning | Medical Education  Partners (MEP): Various, including supporting medical student education (student admissions, health and conduct panels, expert patients) and curriculum  development | Regular | £75 per half day, payment made three times per year, unless circumstances justify more regular payment  Paid through payroll (casual staff) |
| E.2. Research Participant | Clinical study volunteers: foot treatment study | 4 visits | Travel and £10 per visit  Paid in cash (via cash advance) |
| E.3. PPIE forum Public Contributor | Advising Faculty on PPIE | 4 meetings per  year (2 hours each) plus reading papers in  advance | £60 per meeting plus travel expenses/£5 contribution for internet costs  Paid in cash (via cash advance) or PR20 form |
| E.4. NIHR research project | Co-applicant and Service User Research Assistant (SUR): conducting  data collection and analysis | Two months on a  0.5 WTE contract | £14.16 per hour  Paid through payroll (casual staff) |
| E.5. PPI training | Bringing experience to PPI learning  groups | As required | £150 for 4 hours plus £25 travel/£5 contribution for internet costs  Paid through PR20 form |

Example payment amounts subject to change, for up to date details please contact the relevant department/organisation.