**Public Involvement Strategy Planner**

| **Topics to cover in your strategy** | **What to consider** |
| --- | --- |
| **Public involvement objectives** | \* Why is public involvement important for the topic area?  \* Why is public involvement important for the project specifically?  - Are you interested in gathering knowledge, co-creating knowledge, or sharing knowledge that you have gained (or all three?)  - Are patients / and or the public likely to be impacted by the research |
| **How many people will be involved** | \* How many public contributors will be involved and how often?  - Is it sufficient to have one perspective or do you need multiple perspectives? (NB- your contributors will give you their perspective but they cannot ‘represent’ all patients/public)  - Do you require your contributors to have any particular skills or experience e.g. someone with lived experience of a particular condition or carer of someone with that condition?  - Can anyone get involved e.g. health care professional with lived experience of a condition?  - Are there equality, diversity and inclusivity issues relevant to the topic? (NB- the ‘seldom heard’ or ‘easy to ignore’) |
| **Finding people to involve** | \* How will you identify people to be involved?  - Do public contributors need to live local to the lead site?  - What is the most appropriate way to advertise the opportunity? (e.g. poster, twitter, newsletter, community groups, radio, newspaper)  - Is there a charity/ support group/ organisation that works on behalf of people who will be affected by the study? (to collaborate with or help you to identify collaborators)  - Would it be helpful to approach specialist involvement organisations such as INVOLVE (through INVOnet; People in Research; Research infrastructure – PPI leads at RDS or CLRN)?  - Are there local initiatives that you could approach (e.g. Citizen Scientist)  - Consider whether service specific public involvement groups would be appropriate? e.g. primary care groups, Trust patient panels |
| **Formalising involvement** | \* Is a selection/ interview process required?  - Consider the pros and cons of a formal selection process  - Are there key skills or qualities that are required for the approach you have selected? |
| **Activities** | \* What will public contributors do?  - Which aspects of the study might benefit from considering a patient/ public perspective?  - Are there specific tasks and activities that members will be involved in e.g. helping to develop an interview topic guide |
| **Approaches** | \* How will you involve public contributors? *E.g. as advisory group members*  - It may be necessary to use different approaches at different stages in the research cycle depending on the activities planned  -More public involvement doesn’t necessarily mean better involvement – focus on what is appropriate and feasible for the study  - Is there scope to be more innovative in your approach?  - Be mindful of any constraints (budget/personnel etc.) |
| **When involvement will happen** | \* At what stage(s) in the research cycle will public contributors be involved?  \* Has any involvement already taken place? If so, how has it influenced decision-making, research planning, research design etc.?  - Is involvement likely to be one-off or continuous? |
| **Support for public contributors** | \* Which co-applicant will take responsibility for ensuring the involvement strategy is delivered?  \* Who will be responsible for day to day support and communication throughout the duration of involvement?  \* How will you support public contributors to be involved (e.g. if you are asking someone to review an information leaflet are you providing guidance on what they need to look for? Are learning and development opportunities required?)  - Will collaborators have any special needs/requirements that need to be taken into account? (e.g. access issues)  - Is there a buddying system? (e.g. more experienced public contributor supporting a more junior contributor)  - Think about the support available within your organisation that could be made available E.g. library access  - How will you provide feedback (e.g. what you did with their comments on the information leaflet)?  - How will you create an environment in which your contributors feel valued and appreciated for their involvement? |
| **Support for public involvement lead** | \* Who will support the public involvement lead and how?  - Will there be opportunities for staff mentorship?  - Is there a staff buddying system?  - Will there be opportunities for debrief?  - What supportive mechanisms exist within the organisation e.g. at a Faculty level within Universities |
| **Training** | \* Is training a requirement for public contributors? (INVOLVE has exemplar training needs assessment forms on their website)  \* What are the training needs of staff working with public contributors? (INVOLVE has exemplar training needs assessment forms on their website) |
| **Impact** | \* How will you report, evaluate and disseminate the public involvement aspects of the project?  - Do you plan to assess the impact of public involvement? If so, will you use an existing tool? (E.g. Piaf) and who will be responsible for impact assessment? (External assessor?)  - Will you write up any of the public involvement work for publication?  - Are there informal approaches that you could use to collect feedback? (e.g. team debriefs) |
| **Costings** | \* What are the full costs for public involvement? (the INVOLVE cost calculator is a useful resource for costing public involvement)  - Consider whether there are training, conferences and other costs?  **-** INVOLVE suggest amounts that are appropriate for different activities  - What is the method for reimbursement (e.g. on-the-day payments)?  *- Be aware that payment can affect benefits. You should not give advice about the likely impact on benefits. It is the responsibility of your PPI collaborator to check with HMRC, but researchers should support collaborators to make contact with HMRC. Further guidance:* <http://www.invo.org.uk/wp-content/uploads/2011/06/INVOLVEpaymentdocument2011.pdf> |
| **Top tips for developing a strategy**   * Follow guidance provided by the funder * Develop your strategy with public contributors * Ask a public involvement expert to review your strategy * Provide information about your strategy in your study documentation e.g. grant application form (other sections), ethics application, Research Governance forms etc. * Look at other public involvement strategies |  |
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