

Guidance on payment methods for Patient and Public Involvement (PPI) and Research Participation

1. 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:

- A) Involvement in research and teaching: where members of the public are actively involved
- B) 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 University of Manchester (UoM) payment guidance

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=29417> and is aimed at Public Contributors¹, research volunteers/participants and Faculty staff and students.

2. Introduction

Patient and public involvement (PPI) 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. PPI provides opportunities for unique and invaluable insights into our work. It is part of the University of Manchester's commitment to Social Responsibility under Goal 3 of its Strategic Plan (*Manchester 2020*). Please refer to the Centre for Engagement and Involvement (CEI)'s [webpage](#) for further information on Patient and Public Involvement (PPI).

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

3. Types of Patient and Public Involvement (PPI)

a. 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;

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.

b. 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 being 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 HR partner to assess employment status.

4. 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).

5. Frequently Asked Questions (FAQ)

A. Where do I find the money to pay for involvement and participation?

A1. Involvement in research

- In BMH, the Centre for Engagement and Involvement (<https://www.bmh.manchester.ac.uk/connect/community-engagement/>) can offer advice and the Strategic Funding Team can also signpost funding opportunities
- Some research funding bodies will provide funds for involvement; check with your funder or consult their guidelines
- INVOLVE have produced a useful guide on budgeting for involvement in research <http://www.invo.org.uk/wp-content/uploads/2013/07/INVOLVEMHRNBudgeting09Jul2013.pdf>

- 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-engagement/>) and charities can offer grants
- Remember to include follow-on work (e.g. workshops to disseminate study findings, future planning workshops) in funding applications

A.2. 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

A.3. Research Participation

- Some research grants will include allocations for reimbursing participants for their time and providing out of pocket expenses, depending on the funding body.

B. 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 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 HR 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 HR 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 National Institute for Health

Research involvement benefits advice service: <http://www.invo.org.uk/resource-centre/benefits-advice-service/>.
Pages 9-13 of INVOLVE's guide on Payment for Involvement
<http://www.invo.org.uk/wp-content/uploads/2012/11/INVOLVEPayment-Guiderev2012.pdf> for further guidance.

B.1. Paying expenses (e.g. travel, accommodation etc)

- INVOLVE has a useful Involvement Cost Calculator <http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/>
- The Centre for Engagement and Involvement (CEI) has a Faculty cost calculator – contact cei@manchester.ac.uk
- 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=15229> 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

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

B.2. 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 at: [http://c.ymcdn.com/sites/www.tmn.ac.uk/resource/collection/D80ACB4B-2D30-4A0C-919A-2A01461D3AD7/Model_payment_policy_for_MHRN_Hubs\[1\].pdf](http://c.ymcdn.com/sites/www.tmn.ac.uk/resource/collection/D80ACB4B-2D30-4A0C-919A-2A01461D3AD7/Model_payment_policy_for_MHRN_Hubs[1].pdf) and [https://www.crn.nihr.ac.uk/wp-content/uploads/mentalhealth/Mental-health-researchers-toolkit%20\(2\)%20PDF.pdf](https://www.crn.nihr.ac.uk/wp-content/uploads/mentalhealth/Mental-health-researchers-toolkit%20(2)%20PDF.pdf)
- Contact your research office in your host organisation for advice on working across different institutions.

B.2. 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 Research Governance team for further advice (FBMetrics@manchester.ac.uk)

C. How do I pay people?

The Faculty has a range of ways to pay people

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

Payment through PR20 form (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8828>) is the University's preferred option for larger amounts. 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 also a member of staff. The form requires an activity code and authorised signature. When completed by the person organising the involvement activity, it should be forwarded to HR Services (2nd floor Simon Building), where BACs payment will be arranged. All staff should adhere to Data Protection Act 1998 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 Data Protection Training (<https://app.manchester.ac.uk/training/profile.aspx?unitid=4467&parentid=4>).

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

Cash advances are the Faculty's preferred option if it does not require holding large amounts of cash. A nominated individual must take responsibility to administer cash advances and complete two forms: **PR4A** and **PR4B**.

Form PR4A (<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8283>) requires an activity code (not a research code) and an authorised signature before submitting to the John Owens Income office. A minimum of two weeks' notice is required. 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.

Form PR4B <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=8284> needs to be completed after the involvement activity, with a statement of expenditure and supported by receipts. 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. 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 either by using a departmental credit card or purchased by a member of staff and claimed through expenses. Records must be maintained. 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;

D. Useful contacts

D1. FBMH contacts

- Faculty co-ordinating centre site: <https://www.bmh.manchester.ac.uk/connect/community-engagement/contact/>
- Strategic funding team: <http://www.staffnet.manchester.ac.uk/bmh/about-fbmh/our-structure/pss-functions/rbss/strategic-funding/>

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

D2. Other useful contacts

- INVOLVE <http://www.invo.org.uk/>; Payment for Involvement Guide: <http://www.invo.org.uk/wp-content/uploads/2012/11/INVOLVEPayment-Guiderev2012.pdf>
- NIHR Research Design Service (RDS) NW <http://www.rds-nw.nihr.ac.uk/>
- NIHR Clinical Research Network (CRN) <https://www.crn.nihr.ac.uk/>

E. Examples

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	£60 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. CEI forum Public Contributor	Advising Faculty on PPIE	4 meetings per year (2 hours each) plus reading papers in advance	£50 per meeting plus travel expenses Paid in cash (via cash advance)
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 Paid through PR20 form