

## Reward and Recognition for Patient Collaboration in MASTERPLANS

Thank you for your interest in MASTERPLANS and membership of our Public and Patient Involvement (PPI) Group. This document describes the recognition and financial rewards available to patient collaborators, as well as the practicalities associated with attending meetings. As you know, we are working within limited constraints of money and staff time, and also need to follow University procedures.

**With effect from November 2015, the following applies to patient collaborators who have signed the MASTERPLANS Confidentiality Undertaking.**

### Recognition

All patient collaborators will receive a certificate annually acknowledging their contribution and any training received. Certificates will normally be presented during a project meeting. If it would be helpful for career or voluntary work purposes, a letter of recognition signed by Professor Bruce can be requested from the Project Manager.

### Eligibility for payments and expenses

You are eligible to receive payments and expenses if:

- You are attending a scheduled MASTERPLANS committee meeting / teleconference, either as a member of the committee, or because the Project Manager has requested your attendance at the meeting;

OR:

- You are attending a MASTERPLANS PPI Group 'working' meeting / teleconference designated by the Project Manager as eligible for payments. Working meetings will normally be held jointly with the main academic MASTERPLANS face to face meetings;

OR

- The Project Manager has requested you to complete a significant piece of work and has specified the payments and expenses arrangements

There is no obligation to accept payment for attendance and preparation. If you choose not to do so, we will put the money towards further PPI group activities.

### Payments for meeting attendance and preparation time

#### Attendance:

- **Teleconferences:** £10 per hour, based on the scheduled time of the meeting as specified on the agenda;

- **Face to face meetings:** £30 per meeting, plus expenses (see below). Some meetings will provide dinner the evening beforehand, to which all patient collaborators attending the meeting will be invited.

## **Preparation time for committee meetings:**

A payment of £20 per meeting attended will be paid to members of the formal MASTERPLANS committees (Consortium Management Board; Project Steering Group; Access Committee; Longevity Committee; Commercialisation and Knowledge Transfer Committee; other committees as designated in their Terms of Reference). This payment acknowledges the time spent reading papers in advance of the major MASTERPLANS committee meetings, and any time needed to prepare for the meeting (e.g. discussions with other patients or briefing from the Project Manager) and for work between meetings.

If the Project Manager requires you to be 'in attendance' at one of the above committees, a discretionary payment of £20 per meeting may be paid if you will have substantial preparation time.

## **Payments for other work:**

Certain major pieces of work outside the committee meetings may also attract payment; the Project Manager will confirm the amount when the work is requested.

## **Travel and other expenses**

**Hotel:** Dinner, bed and breakfast (DB&B) will be provided if you live too far away to travel to the meeting on the day. Exceptionally, a second night's DB&B will be provided if your journey is long and complex; please contact the Project Manager if this is the case.

- The University of Manchester would prefer to book and pay for your hotel directly, and will provide meals and refreshments as part of the meeting. If you arrange your own hotel, please contact the Project Manager in advance to agree the amount that can be reimbursed.

**Dinner before face to face meetings:** Travel costs associated with attending dinner will be paid to those who are also attending the meeting, whether staying in a hotel or returning home for overnight accommodation.

**Train:** Please book 2<sup>nd</sup> class train tickets as far before the meeting as possible.

- If you wish, the University will book and pay for your train tickets. You should request the Project Manager to arrange this at least one month in advance of the meeting, providing the approximate times of travelling. Please note that you will have to pick up your train tickets from a station ticket machine. You can pick up the tickets at any station with a machine; you will have to present a credit card or debit card as a means of identity, though this will not be charged.

- It may be more practical to make complex and long journeys by air. If so, please discuss this with the Project Manager.

**Other travel expenses:** The cost of any bus tickets and taxi costs to/from the station will be reimbursed. Car mileage (e.g. travel to / from your home and the local station) will be paid at the University of Manchester standard rate; the cheaper of train / car mileage costs will apply.

**Subsistence:** The University will also pay your reasonable snacks and drinks while travelling, as well as breakfast where not provided by the hotel.

**If you have particular needs** which you feel should be reimbursed (e.g. childcare), please raise this with the Project Manager for consideration, well in advance of the event.

## Payments – practicalities

Payments will be made as follows:

- Hotel and trains: normally booked and paid in advance by the University.
- Attendance and preparation time for face to face meetings: at the meeting, where possible. You will have to sign for receipt of the payment.
- Attendance and preparation time for teleconferences: six monthly in arrears, reimbursement by submission of a form.
- Work commissioned by the Project Manager: on completion of the work, reimbursement by submission of a form.
- Travel and subsistence and other costs (e.g. self-booked hotel / trains): by submission of a form and receipts following the meeting.

To claim your expenses, you will need to complete a University of Manchester PR7 form and submit an original of this form by post to the Project Manager, along with original receipts. Please ensure that your receipt includes the date the expense was incurred; for example, the standard rail receipt does not specify the date and time of the journey, so you will need to send the on-line booking confirmation and provide any rail tickets still in your possession at the end of the journey.

The PR20 form must be submitted to the Project Manager within 12 weeks of the date of the meeting. Reimbursement of costs submitted by PR20 form normally takes up to 4 weeks for the University to process. In certain circumstances we may be able to make some arrangement for a 'float' to bridge that gap (please contact either the PPI Chair or the Project Manager).

Payments made for attendance and preparation time (but not travel and subsistence) may be taxable or taken into consideration for social security etc. It is your responsibility to



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declare any such payments to the relevant body. If you wish, we can make arrangements for you to be taxed at source; please contact the Project Manager for further information.