Template for Patient and Public Involvement and Engagement (PPIE) advert

Please see below a list of potential information to include in your PPIE involvement advert. The advert should only be approximately 200 words and should feature basic information about your involvement opportunity. It is recommended that you create a separate document like a [participant information sheet](http://documents.manchester.ac.uk/display.aspx?DocID=46875) or a poster which provides further details.

What to include

* Title of involvement opportunity
* Deadline
* What is it?
  + short blurb about involvement opportunity
  + What are you trying to achieve e.g. the impact of the project
* Who is it for?
  + need lived experience of….
  + you may want to emphasise that you are looking for people from a wide range of backgrounds e.g. ages, ethnicities, careers etc. and the reason for this
  + how many places you have available e.g. one Public Contributor required
* where will it take place
  + online
  + Manchester etc.
* Time commitments
  + a specific date for a one off activity,
  + a range of dates including the final date/length of involvement,
  + how often you are likely to need them
  + if it is dependent on funding or a research proposal being accepted
* Payment information
  + Fee for their time e.g. £20 per hour, £20 per meeting including reviewing papers beforehand
  + Travel costs
  + Contribution to Wi-Fi (£5 recommended)
  + Childcare
  + When will the payment be received e.g. on the day or into their bank account in a few weeks
* The selection process
  + what do they need to do to apply e.g. application form, interview,
  + when they will hear by
* Links to further details
  + information sheet
  + website of project/group etc.
* Contact details
  + Name
  + Department
  + Organisation if external to The University of Manchester
* Accessible information
  + Accessibility requirements already in place e.g. closed captions on Zoom

Example advert

**Patient and Public Involvement and Engagement (PPIE) Forum Member**

**Deadline: xxx**

**What is it?**

Are you a member of the public involved or engaged with the Faculty’s research and/or teaching? Do you have experience of Patient and Public Involvement and Engagement?

If so we have an exciting opportunity for two new lay members to join the Faculty’s PPIE forum. The Forum ensures that the Faculty develops, delivers and monitors an action plan for successful and meaningful PPIE, which is integral to the Faculty’s Social Responsibility strategy.

Members will be required to attend four meetings per year and will receive £xx to compensate them for their time and preparation work ahead of the meeting (e.g. reviewing meeting papers)

**Who is it for?**

Members of the public who are affiliated with the Faculty and have experience of being part of a similar group giving advice on University documents. Please look at our role description here for further details including information on how to apply.

The applications will be shortlisted, with shortlisted applicants being invited to attend an interview with Forum co-chairs on **xxx**. If you are unavailable then please let us know when you apply.

To find out more please contact [srbmh@manchester.ac.uk](mailto:srbmh@manchester.ac.uk).