

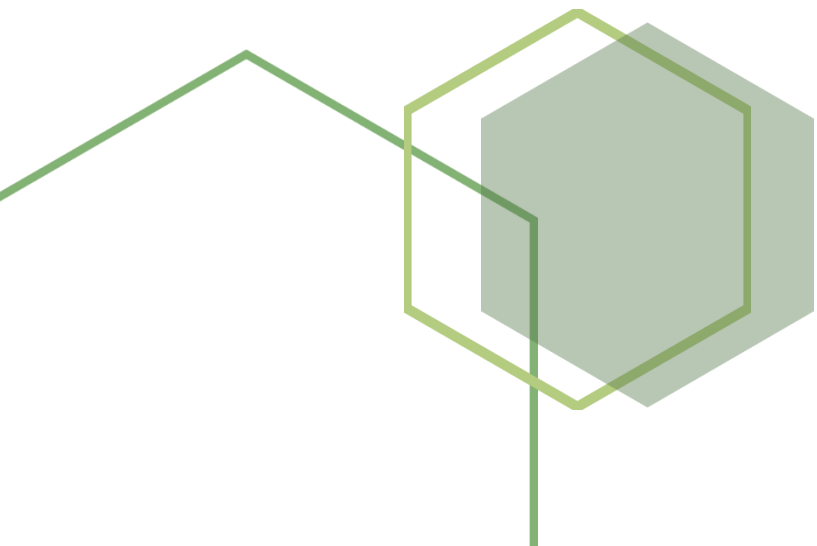


Patient and Public Involvement Payment

SPCR Guidance Document

v.2. 19/02/2018

This document provides brief information and guidance for researchers about costing for Patient and Public Involvement (PPI) contributor fees. For more details or information, please see your departmental PPI Guide, or speak to your local PPI coordinator.





How, when and what to pay public and patient contributors

Guidance and advice for researchers

What are the fees?	2
Who should be paid fees?	2
What fees should be paid?	2
Methods of payment	4
Note about Benefit recipients:	4
INVOLVE NIHR IR35 regulations: Statement – October 2017:	4

NIHR Policies



As we are part of the NIHR, this guidance is in line with the payment structured that are untiled by the NIHR Central Commissioning Facility (CCF).

Individual departmental, university or organizational guidance, and that from non-NIHR funders, may be different.



What payments are required?

Best practice for PPI activities is to offer a contributor payment or 'involvement fee', as well as *reasonable* travel expenses.

- Fees are 'honorary' payments, and are a form of recognition offered for contributions made to each activity. This does not mean that contributors have a contract of employment with your department or organisation.

Who should be paid?

Public contributors who:

- are a member of the public (includes patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services) **and**
- are being asked to provide a public perspective **and**
- are not in receipt of a full time salary from public funds*¹

See guidance at the end of this document for Individuals who are in [receipt of benefits](#).

¹ If a contributor does work full time in the public sector they may still be entitled to payment of a fee provided that you confirm:

- their paid employment is totally unrelated to the activity being undertaken and
- they intend to undertake the activity in their free time.





How much should contributors be paid?

- The SPCR uses the payment rates set by the NIHR Central Commissioning Facility (CCF) PPI Payment Guide. The most relevant have been listed [below](#).
- The rates reflect differences in the *volume* and *nature* of activities required before, during and after a meeting. Each rate covers preparation for, attendance at meetings, and any post-activity feedback.
- Involvement fees are a *fixed* ‘honorarium’ payments for specific activities, and *not* an hourly rate. Each preparatory activity will likely take individuals varying amounts of time, this should not be costed for on an individual basis.
- You can use the INVOLVE [cost calculator](#) to work out the actual costs of involving people in your study.

Recommended Fees

Fee	Description
£25	For involvement in a task or activity requiring little or no preparation and which equates to approximately one hour of activity or less. <ul style="list-style-type: none"> • For example, participating in a teleconference or advisory group, or reviewing a short document/lay summary.
£50	For involvement in a task or activity likely to require some preparation and which equates to approximately two hours of activity. <ul style="list-style-type: none"> • For example, a teleconference or advisory group with related papers to read or reviewing a few short documents.
£75	For involvement in a task or activity likely to require some preparation and which equates to approximately half a days of activity. <ul style="list-style-type: none"> • For example, a teleconference or advisory group with related papers to read or reviewing a few short documents.
£150	For involvement in one-off, all-day meetings. <ul style="list-style-type: none"> • For example, attending a committee or panel meeting and reading and reviewing related documents.



Methods of payment

Each university department/organisation will have its own preferred method of payment. Please see your local [PPI coordinator](#) for more information.

Payment can also be made in vouchers if this is the preferred by either the department or contributors.

Travel expenses should be paid using standard departmental procedures.

Note about Benefit recipients:

- Contributors should be made aware that accepting payment of fees may affect any benefits they currently receive. You are not expected to be a source of advice about this potential issue. Read more advice here: <http://www.invo.org.uk/benefits-advice-service-for-involvement-for-nihr-organisations/>
- They can contact INVOLVE on involve@nihr.ac.uk / 02380 595628

INVOLVE NIHR IR35 regulations: Statement – October 2017:

INVOLVE has spoken with Her Majesty's Revenue and Customs (HMRC) and the Department of Health Tax Advisor about the potential application of IR35 regulations to public involvement in research, and is advised as follows:

“Recent changes to IR35 regulations were not intended to be applied to most instances where members of the public are offered payment for active involvement in health or social care research, but to address contractors who do not fit the HMRC criteria as ‘self-employed’.

As stated in the EIM 71105 agreement between British Universities Finance Directors Group and the former Inland Revenue, ‘amounts paid to those concerned are unlikely to fall within the definition of ‘earnings’ for PAYE or NI purposes.’ As IR35 only covers payments that fall within PAYE, these payments do not appear to fall within IR35. Although the original EIM 71105 agreement covers payment made through UK universities, these principles could be applied to involvement within other research institutions.”

See the full INVOLVE Document [Here](#).

