

## Patient and Public Involvement and Public Engagement Grant *Guidance notes*

### Background

The School for Primary Care Research (SPCR) aims to contribute to the NIHR's [vision](#) to increase the number of people aware of, and involved and engaged, in health research.

To assist this, the SPCR has launched a [funding call](#) for its [nine members](#) to provide researchers with funds to explore and develop new, or continue existing, relationships with groups, organisations and communities currently [under-served](#) by research or health and care in general.

There is no single definition of an under-served group, and this will be context specific to your research area. Often, those under-served can be identified as those less likely to be included in research and have opportunities to share their views, experience and influence developing research. The [NIHR INCLUDE study identified some examples](#) of under-served groups in research, however this is not an exhaustive list.

We recognise that building trust and relationships with communities takes resource, time, and different approaches to involvement. Therefore, this call provides funding for primary care researchers to enhance their involvement/engagement work by reaching out to under-served communities in addition to their existing involvement plans. It is our hope that through this funding researchers and research teams will be able to develop reciprocal and sustainable partnerships with communities that can support ongoing an/or future research.

Please note, that this call is not meant to compensate for insufficient public involvement and engagement budgeting when a research grant application was written but is for additional focus activities to allow researchers to expand and diversify the groups they are involving and engaging in their research.

An overview of previously funded projects from the SPCR PPIE funding call can be found on [the SPCR website](#).

## The funding call

This funding call aims to enable researchers to:

- Explore new and creative approaches of involving and or engaging under-served communities in primary care research and/or;
- Expand current involvement and/ or engagement plans to develop new, or existing, relationships with under-served groups relevant to your research

Funding can be requested for up to £8,000. Applicants do not have to apply for the full £8,000 and smaller funding requests are welcomed as well. The SPCR aims to fund a combination of smaller and larger projects. A total budget of £56,000 is available for this funding call.

The grant can cover direct costs to develop, deliver and evaluate the project, staff costs, and 30% overheads. Awardees are required to submit an evaluation report (using a template), within three months of the project end date, and a blog on the project for the SPCR website. Further reporting might be set as a funding condition by the review panel.

Some ways the funding could be used include, but are not limited to:

- Exploring and/or building understanding of under-served community priorities and unmet needs related to primary care
- Exploring and/or developing new and creative ways of working in partnership with under-served groups/communities
- Understanding under-served groups/communities' views about research, including possible barriers to their involvement
- To have initial 'relationship-building' conversations with under-served communities to explore ways of working in partnership going forward

## How to apply

The call is open for researchers affiliated with an SPCR member department<sup>1</sup> for the duration of the proposed project and for researchers from all career stages, though PhD students and junior researchers will need their supervisor's approval. Cross School collaborations are encouraged.

People outside the SPCR network can be involved in the applications, however the majority of funding should be held by an SPCR member.

Applicants will be required to submit a **video and an application form**. The application form template can be downloaded from the [SPCR website](#). Any information provided in this grant application will be dealt with confidentially.

The completed application form and the accompanying video should be submitted to the SPCR Public Involvement & Engagement Manager, Halle Johnson via ([applications.spcr@keele.ac.uk](mailto:applications.spcr@keele.ac.uk)) by **1pm on 23<sup>rd</sup> May 2024**.

## Video

The video is an opportunity to 'pitch' your research, but also helps us to share your proposal in a more accessible way with those reviewing it.

The video accompanying the application should provide the answers to the following questions:

- Who you are and who is involved in the project team?
- What are you applying for funding for (your proposed activity/s)?
- Why would you like to do this project?
- What benefits do you hope the project will bring to those involved and on your research?

Your video can be presented however you wish, the most important thing is that the sound and visuals are clear. The video could include solely the lead applicant(s) or include co-applicants as well. You may decide to record a video presentation in PowerPoint, take a recording of a virtual meeting, film it on your phone, or make use of animation software.

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<sup>1</sup> Centre for Academic Primary Care (University of Bristol); Exeter Collaboration for Academic Primary Care (University of Exeter); School of Medicine (Keele University); Centre for Primary Care (University of Manchester); Division of Primary Care (University of Nottingham); Nuffield Department of Primary Care Health Sciences (University of Oxford); Centre for Primary Care (Queen Mary University of London); School of Primary Care, Population Sciences and Medical Education (University of Southampton); Research Department of Primary Care and Population Health (University College London)

A recommended video length would be approx. 3 minutes long, but it should be no longer than 5 minutes and include the information listed above.

Videos should be clearly named using the format: name lead applicant(s)\_PPIE\_2024

You should be able to share your video with us via SharePoint. Please ensure that you have given the appropriate permission for people outside of your organisation to view and download your video. If you are struggling to share the video file, please contact [applications.spcr@keele.ac.uk](mailto:applications.spcr@keele.ac.uk) before the submission deadline.

**Useful tips for video recording:**

You are free to use any format or software to develop your video. If you are not sure what to use, the following guides might be of help:

[Record a meeting in Zoom](#)

[Record a meeting in Teams](#)

[Record audio in PowerPoint](#)

[Video editing in Windows 10](#)

[Sound editing with Audacity](#)

If you have any questions at all about how to make or send your video, please contact Halle Johnson ([applications.spcr@keele.ac.uk](mailto:applications.spcr@keele.ac.uk)) ahead of the deadline date. Please note that videos sent after the deadline will not be accepted.

## Application Form

Only the information provided in the video and the application form will be part of the review process. As such, do not include any hyperlinks or references to other documents in your application as the panel will be briefed to not include those in their review. Any applications not using the template will not be considered. Care should be taken to write in non-academic (lay) English.

### Section A

The project title should relate to the involvement/ engagement activity/project you are proposing and if part of an existing research project the title should be different.

The project can be up to 18 months but need to be completed by end of March 2026. A final report will need to be submitted within 3 months of the project's end date.

Please detail the relevant information for your project team. The lead applicant needs to be employed by one of the SPCR members. There is the option for joint lead applicants on the project, in which case please copy the relevant box. The box for the co-applicants can be copied and pasted as many times as needed. Co-applicants can come from outside the SPCR network. Use the drop-down box to specify people's profile.

### Section B

Please use this section to provide information on your proposed project, including a summary on the (proposed) research this project relates to. Please use Plain English throughout your whole application.

Question i) This should be a summary of your proposed activity/project and can repeat what you mention in the video. Note that if your application is successful, the information provided in Q1 will be published on the SPCR website.

Question ii) Please be as specific as possible about the under-served groups you wish to involve and/or engage as part of this activity/project. We recommend you review findings from the [NIHR INCLUDE study which identified some examples of under-served groups in research](#). As those under-served may differ depending on research area we ask applicants to provide a brief rationale of why they are focusing on this group for this activity.

Question iii) As this funding call aims to encourage new practices in involvement/ engagement with primary care research, the proposal should complement any existing plans. In this section we ask applicants to detail how this activity extends on any current involvement and engagement work, and the

added value that applicants think this activity/project will have on ongoing and/or future research.

Question iv). If required, this section allows applicants to describe how the proposed project will add value and differentiates from the current involvement/engagement plans if linked to an existing research project. Where this activity is not linked to an ongoing research project please just put N/A.

Question v). We know public involvement and engagement isn't always easy, in this section we would like applicants to demonstrate that they have thought through the potential challenges to involvement and engagement they might face during this activity/project and considered ways to overcome these.

## Section C

Please provide a breakdown of your budget for this project and provide a justification for these. Please be as specific as possible. Relevant costs could include costs for public partner time, contributions to community groups, costs to facilitate inclusion (i.e. travel, refreshments, childcare or carer costs, translation), consumables, training costs for researcher/ public partners, staff costs, and overheads (please note this is not an exclusive list and additional elements can be added as relevant to your project).

Note that applicants do not have to apply for the full £8,000 that is available per project and that smaller funding requests are welcomed as well.

Lastly, in this section, please state where you expect to receive any further funding to support these activities.

## Support

The SPCR will be holding a webinar about this funding call on **Thursday 18<sup>th</sup> April (14.00 – 14.45)**. You need to register to join. The registration form can be found [here](#). The presentation will be recorded and made available afterwards.

In addition, your [local SPCR PPI lead](#) is available to provide support in the development of your application. It is recommended to ask for their support at least 3 weeks before the call's deadline.

## Selection criteria

An external review panel will recommend to the SPCR which projects should receive funding. The panel consists of public contributors, researchers, and involvement and engagement professionals.

The panel will review and discuss each application. In addition to looking at the below selection criteria, the panel will look for the promise of creativity, novelty, and inclusivity within the project and the ambition of the team. The panel has the option to conditionally fund a project where the applicant has shown that they have met these additional elements but where the design of the project needs to be amended. In this situation, the applicant will have the opportunity to resubmit their project based on the feedback of the panel.

Criteria the review panel will keep in mind whilst discussing applications are:

- Reasoning for the project
- If the audience is defined and whether the approach to involve/engage them is appropriate
- How the application complements existing involvement and engagement plans
- Expected outcomes of the project
- Creativity, novelty and inclusivity of the project
- How achievable the proposal is
- Value for money

## Deadline and timelines

Deadline:	23rd May 2024 (before 1.00 pm)
Outcome and feedback communicated:	w/c 22nd July 2024
Funded projects can start from:	From 1st September 2024
Funded projects must finish by:	31st March 2026
Final project report due:	Within 3 months of the award end date

## Contact details

If you require further information or have any questions; please contact the SPCR Patient and Public Involvement & Engagement Manager, Halle Johnson: [applications.spcr@keele.ac.uk](mailto:applications.spcr@keele.ac.uk)

## Useful external guidance

Various guidance and resources have been developed to guide and support research teams in working with communities, in line with [the UK Public Involvement Standard on Inclusive Opportunities](#), including:

- [Reaching Out: A Practical Guide to Being Inclusive in Health Research](#)  
This is a write up of the learning from some projects which NIHR delivered with communities to increase awareness of research and to work towards partnerships for designing and delivering research.
- [Research Design Service - Community Engagement Toolkit](#)  
This resource is aimed at supporting researchers and communities to work together to develop research funding applications. It includes 10 guiding principles for effective community management.
- [Health Inequalities Assessment Toolkit](#)  
This aims to help research teams and others to identify the inequalities associated with the health problem they want to tackle, to consider the social and economic causes of those inequalities, and to work out how they can plan and monitor their work to address these.
- [Being Inclusive in Public Involvement in Health and Care Research](#)  
This is a short 12-point document, giving hints and tips for researchers and practitioners about how things to think about when you're trying to work with individuals and communities on research
- [Increasing Diversity in Research Toolkit \(Centre for Ethnic Health Research\)](#)  
This is a toolkit for researchers aimed at increasing the participation of Black, Asian and Ethnic Minority groups in health and social care research.
- [REPAG Race Equality Framework](#)  
The Race Equality Public Action Group is a public led group formed of people from Black African, Asian and Caribbean heritage, working alongside researchers, to promote and take active steps to improve race equality in health and care research.