

Budgeting Guide

Guidance on Budgeting for PPI in Research Applications Document

This is a companion document to the Guidance on Payment and Reimbursement of Public and Patient Involvement (PPI) Contributors

What is Public and Patient Involvement (PPI)?

- Public and Patient Involvement (PPI) can be described as research being carried out ‘with’ or ‘by’ members of the public rather than ‘to’, ‘about’ or ‘for’ them.
- PPI is a mechanism for members of the public or patients (PPI contributors) to contribute to the research process. If patients/members of the public are involved in a research project in any manner other than as a research participant, they are considered PPI contributors.
- While all PPI projects are different, examples of PPI include:
 - Identifying what research is important
 - Checking that the language of materials for study participants is appropriate and understandable
 - Participation in data analysis
 - Contributing to an oversight group/advisory group for a study
 - Designing and refining the research plan
 - Helping with the recruitment of participants and
 - Other aspects of the delivery of the study, and publicizing the outputs.
- Non/financial recognition is part of the increasing acknowledgement of the important contribution of PPI contributors.
- Where funding schemes permit, researchers should factor in costs to cover payment for PPI contributors’ time, skills and lived expertise, and reimbursement of all legitimate/vouched and agreed out-of-pocket expenses.

Planning your PPI Budget

- **Following funding organisation guidance:** Researchers are encouraged to budget for PPI in all research funding applications involving patients and/or members of the public.
 - Researchers should follow guidance on PPI, budgeting and resources, as provided by the funding organisation. Where possible, they should follow this guidance both at the application stage and during grant management.

- **Planning and transparency in PPI contributor payments:** Researchers should always discuss payment and reimbursements of expenses with PPI contributors before the project starts, and if possible, when planning the research.
 - Open and transparent discussion about how much budget is available, extent of contributions required, non/financial recognition mechanisms and methods of payment etc.
- **Non-financial recognition:** In some research projects and/or funding schemes, there may not be budget available for PPI activities.
 - It is important to note that PPI can also take place without reimbursement and financial recognition. However, having an early conversation about PPI will ensure that everyone is clear on its role and the goals of both the researcher and PPI contributors.
 - It is equally important to note that not all PPI contributors want to be paid for their involvement. Payment can also impact social welfare benefits and other payments, taxation etc.
 - Researchers should work with PPI contributors on an individual basis to find appropriate and acceptable ways of recognising PPI contributions.
 - In all cases, researchers should also consider and discuss non-monetary approaches to acknowledge PPI contributions, for example, naming PPI contributors as co-authors on academic and non-academic publications and reports, conference attendance and presentations, training courses, and public acknowledgements.
 - Again, this should be discussed with PPI contributors to ensure that they are satisfied that their contributions are acknowledged in a meaningful and appropriate way.
- **Other expenses related to PPI contribution:** Other costs relating to PPI should also be factored in budgets.
 - These costs include, but are not limited to, access requirements, room hire, catering, printing, stationery and postage, IT devices and virtual meeting subscription fees (for academic members of the research team and PPI contributors).
- **Patient, community and voluntary organisations:** If researchers plan to involve patient, community, or voluntary organisations in PPI in ways that will significantly impact on the organisation's staff time and resources, it may be appropriate for researchers to discuss if a percentage of the grant allocation may be required to cover this involvement, and to request this at grant application stage.

Budget Documentation

- In all cases, all assumptions made to the determination and justification of costs should be clearly outlined and documented in the PPI budget submission document to ensure transparency.
- The following links are useful illustrative PPI budgeting calculators/templates, as they itemise various types of PPI costs that might need to be budgeted for (bear in mind that each PPI project will be different):
 - [PPI Costing Template developed by University College Dublin](#)
 - [Trinity College Dublin PPI budgeting template](#)
 - [University of Galway PPI budgeting template \(Budgeting for PPI section\)](#)

Good Practice

- It is good practice for researchers to have a PPI contributor payment and recognition overview document in place prior to involvement, so that members of the public know in advance what is being offered and can make an informed decision about getting involved.
- This document should explain, in plain English, what PPI contributors should expect before, during and after their involvement, and the processes for claiming payment and expenses during that period. See the National Adult Literacy Agency website for tips on plain English writing [here](#).

In Summary

- Plan for PPI in funding applications, discuss payment/expenses in advance, include both financial and non-financial recognition.
- If no budget: agree roles early. Note some contributors may decline payment, tailor recognition individually.
- Factor in practical costs (access, logistics, IT, catering, postage).
- Justify all costs transparently and use PPI budgeting templates.
- Provide plain English overview for contributors outlining expectations, recognition, and payment/expense processes.