

PPI planning template

(Created by Dr Emmy Racine, Programme Manager PPI Ignite Network@UCC.)

5 W's of involvement

1. Why?

Why are you involving people? What do you think they will add/ help with? What are you hoping to achieve?

2. Who?

Who are you involving? Consider issues relating to representativeness and diversity and levels of involvement. Do they have lived experience of the research topic? How many people will you involve? Who is facilitating/ coordinating (consider power dynamics)? Does the facilitator have previous experience/training?

3. Where?

Where are you going to find PPI contributors? Where are you going to advertise? Will you actively recruit PPI contributors, or will you work together with a patient/ charity organisation? Where are you going to run meetings? If you are planning on having face-to-face meetings, think about patient accessibility. Is the location easy to find? Is there parking available? Is it a comfortable room? If you are going to run meetings virtually or ask them to review documents remotely, will this suit the PPI contributors?

4. When?

Identify the key stages of the research project that you would like to get PPI contributors involved (e.g. design, recruitment, analysis, dissemination). This will link back to your 'why'.

5. What?

What will PPI contributors do in your study? Some examples may include:

Advising on the development of study materials

Advising on recruitment/retention strategies

Involvement in analysis, e.g. add patient perspective to the synthesis and interpretation of findings

Involvement in dissemination e.g. reviewing articles/reports, co-delivering presentations, etc.

What way are you going to involve them? E.g. one-to-one discussions, written feedback, group discussions, large citizen assembly type meetings?

Other factors to consider....

(1) Cost

Payment of PPI contributors

Will you provide payment to PPI contributors? Will you cover travel and other expenses? How will you pay PPI contributors? Have you discussed payment with your PPI contributors? Have you taken individual circumstances into account (e.g. how payment may affect welfare payments, tax etc.) Have you thought about non-monetary ways to recognize their time, skills and expertise?

Other costs of involvement

Always budget your PPI appropriately. Think about all the costs that may arise including: room hire, catering, parking, printing, stationary, virtual meeting subscription (e.g. zoom) etc.

