

## Tips for writing the PPI section in a grant application.

Author: Dr Emmy Racine, Programme Manager, PPI Ignite Network@UCC.

Firstly, you should decide on what involvement approach you are going to take. There are three common approaches to involvement: consultation, collaboration and user led.

- **Consultation** is when you ask patients and members of the public for their views and you use their view to inform your decision making.
- **Collaboration** involves an ongoing partnership between you and the members of the public you are working with, where decisions about the research are shared.
- **User controlled** is when the research is actively controlled, directed, and managed by service users and their service user organisation.

You can pick one approach and stick with it throughout the research project or you can use different approaches at different stages of the research project. This will depend on the nature of your research project and what you are looking to achieve from the involvement of PPI contributors.

**If you are new to PPI, keep things simple and achievable. If you want to write a realistic plan, it can be useful to think about the 5 W's of meaningful PPI. These are:**

### 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?** Patient organisations/representatives, individual patients, general members of the public, do they have lived experience of the research topic? Are you aiming for representativeness or diversity? How will you identify or recruit these people? How many people will you involve?

**Who is facilitating/ co-ordinating the involvement?** Do they have PPI experience? Do they have experience facilitating groups? Think about the power dynamic here.

### 3. **Where?**

**Where are you going to do the involvement?** If you are planning on having face-to-face meetings, think about 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?**

**When are you going to do the involvement?** Identify the key stages of the research project that you would like to get PPI contributors involved. This will link back to your why.

### 5. **What?**

**What will PPI contributors do in your study?** Once you know your why and you have identified your key stages, you need to decide what you are going to ask them to do? E.g. If you would like PPI contributors to have input on a patient information leaflet, you need to decide whether you are going to ask them to review a PIL that you have written or whether you will work on writing one together etc.

## **Other important things to consider:**

**Cost:** Always budget your PPI appropriately. Think about all the costs that may arise including room hire, catering, parking and travel expenses for PPI contributors, payment of PPI contributors etc. If you allocate enough budget to these costs from the outset, it will show the reviewers that you are serious about doing meaningful PPI.

**Feedback:** Think about how you will give feedback to PPI contributors about how their suggestions were incorporated into the research project. You could give feedback at the beginning of each PPI meeting or by circulating update emails or by holding a public event. Feedback is the key to keeping people involved and interested throughout the research project.

## **More information is available at the following links:**

[https://www.invo.org.uk/wp-content/uploads/2014/11/9938\\_INVOLVE\\_Briefing\\_Notes\\_WEB.pdf](https://www.invo.org.uk/wp-content/uploads/2014/11/9938_INVOLVE_Briefing_Notes_WEB.pdf)

<https://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/>