

Guidance on funding and grant bid costings for public involvement activities

This document gives guidance on how to budget for, and access funding and support for public involvement in health and care research in Wales. Specifically it covers:

- [Public involvement funding sources in Wales & working with members of the Health and Care Research Wales Public Involvement Community](#)
- [Categories of public involvement activity, to be used in all budgeting and grant bid submissions](#)

1) Introduction: What public involvement is and why it matters

Public involvement describes working directly with members of the public in developing research proposals, delivering studies and ensuring effective uptake of research outputs.

Health and Care Research Wales believes this results in higher quality research, more relevant to health and care needs, and is committed to embedding it in all that it funds and does.

We seek to ensure inclusion of involvement costs in all budgeting and grant submissions, in line with the UK-wide National Standards for Public Involvement (*Ref: Standard 3: 'Support and Learning' states that resources are designated to ensure and support effective public involvement*).

2) Public involvement costs

Public involvement costs include staff and material resources needed to involve people in research effectively, and the cost of expenses and honoraria offered to members of the public.

Researchers should use the new Health and Care Research Wales categorised model of involvement activity types in budgeting for offers of expenses and honoraria payments for members of the public. Further information can be found in section 6.

3) Sources of funding for public involvement activity

In Wales involvement activity is funded either through:

- 1) Budgets included in research grants and contracts, including infrastructure awards
- 2) The Enabling Involvement Fund, available to researchers involving people in developing unfunded research proposals or ideas

It is therefore imperative that sufficient, appropriate budgets for public involvement activity are included in all grant submissions and other research funding agreements/awards, to cover the cost of involvement over the lifetime of that research.

4) Public involvement support and guidance

Public involvement support is available to all researchers in Wales via the Public Involvement and Engagement team of the Health and Care Research Wales Support & Delivery Centre.

They provide expert advice, deliver involvement training and resources, and manage both the Enabling Involvement Fund and the Public Involvement Community.

That community is a register of people interested in being involved in research, able to access training and guidance on working effectively with researchers, and able to be involved in research via the Enabling Involvement Fund.

The team also ensure Wales-wide development, and UK-wide alignment, of involvement through initiatives like the development and implementation of the National Standards for Public Involvement, and linking of researchers with professionals and public able to advance their involvement.

Contact the Health and Care Research Wales Public Involvement and Engagement team at research-involvement@wales.nhs.uk or call 02920 230 457.

The sources of the funding and support for involvement in Wales are summarised in the table below.

Table of research involvement activities, expected funding sources and support:

Activity	Funding Grant or other external source	Enabling Involvement Fund	Access to the support of the Support & Delivery Centre Public Involvement & Engagement Team
Research development aligned with infrastructure, with investigators or within groups/ clinics/ surgeries			
Studies that have received funding via a grant or other external source			
Infrastructure public involvement groups			
Welsh Government public involvement on review panels and governance			
Health and social care public involvement development outside the infrastructure			

5) Examples of public involvement activities and applicable funding sources

5.1) Research development

Example: An Investigator receiving support from the 'Research Design and Conduct Service' to submit a funding call bid requires a public perspective for their proposal and submission.

The costs of expenses and honoraria offered to members of the public here can be met through the Enabling Involvement Fund, on condition that they are registered with the Health and Care Research Wales Public Involvement Community.

Costs associated with facilitating the involvement may also be eligible under the Fund, subject to discussion with the Public Involvement and Engagement team, who may also be able to identify appropriate people from within the Public Involvement Community.

5.2) Research development undertaken by infrastructure groups

Example: The National Centre for Mental Health Public Involvement Group research development sessions where researchers discuss their research proposals with public members.

Such research development clinics or surgeries with infrastructure involvement groups can access the Enabling Involvement Fund, provided that the members of the public involved are registered with the Health and Care Research Wales Public Involvement Community. It is expected that researchers accessing such groups are directed to the Public Involvement and Engagement team for further support.

5.3) Funded studies

Example: Investigator has received 'Research for Public and Patient Benefit' funding and requires a member of the public to join their study management group.

This activity should be funded from budgets included within the grant submission and award, and is not eligible for support via the Enabling Involvement Fund. An Involvement Cost Calculator can be accessed [here](#), and reference should be made to the categorised model described in section 6. Administration of payments to members of the public will usually be via the award-holding institution, and processes will need to be defined and communicated locally.

5.4) Costs associated with infrastructure public involvement groups

Example: The Wales Cancer Research Centre's [patient and public involvement group](#).

Infrastructure public involvement groups should have their own budget under their infrastructure award. The role, activity and evaluation will be specific to the speciality and described fully in the bid for research infrastructure funding call submission. *N.B. Public involvement costs in the development of these bids will be met by the lead applicants, and are not eligible via the Enabling Involvement Fund.*

An Involvement Cost Calculator can be accessed [here](#), and reference should be made to the categorised model described in the following section. Administration of payments to members of the public will usually be via the award-holding institution, and processes will need to be defined and communicated locally.

The Public Involvement and Engagement team can provide advice and help advertise for members of the public to involve in bid development.

6) The Health and Care Research Wales categories of involvement activity in budgeting

(Effective from April 2019 so therefore required for grant submissions and access to the Enabling Involvement Fund from that date)

The valued contributions of members of the public to health and care research vary greatly in terms of time commitment, experience, knowledge and support required. Recognising this, Health and Care Research Wales has developed a categorised model of public involvement opportunities, summarised in the table below. This replaces the current flat-rate, half-day/full-day model of costs for expenses and honoraria offered to members of the public.

Researchers are expected to use this model to budget for public involvement costs in grant submissions and other funding agreements. They will also be asked to provide the category when seeking support and advertisement of opportunities via the Public Involvement and Engagement team. For categories where there is an offer of an honorarium this will be an offer of up to £20 for each hour of time that the opportunity requires.

Definition of the three categories of involvement:

Category Blue		
Public members knowledge, experience and time commitment	Examples	Reward
<ul style="list-style-type: none"> • Experiential knowledge • No experience of public involvement required • Limited time commitment and no requirement for travel or personal attendance • No expenses incurred 	<ul style="list-style-type: none"> • Surveys where large numbers are required • Short telephone interviews • Researcher attending community events to gather opinions 	<ul style="list-style-type: none"> • Contribution valued • Opportunity to access training and support • No offer of payment

Category Green		
Public members knowledge, experience and time commitment	Examples	Reward
<ul style="list-style-type: none"> • Experiential knowledge • Evidence of some experience and understanding of public involvement • Basic training/ introduction to public involvement • Able to commit their time • Commitment to confidentiality and possibly an 'Opportunity Agreement' 	<ul style="list-style-type: none"> • Public involvement with research development, (e.g.: advisory panel or surgery, research development group) • Commenting on public facing material, study conduct (e.g.: Trial Management/ Steering groups etc.) • Dissemination of results to bring a consumer/ public perspective • To include public involvement panels/ surgeries that can be accessed by researchers 	<ul style="list-style-type: none"> • Opportunity to access training and support • Peer support • Reimbursement of expenses and or booking of travel etc. • Offer of up to £20 per hour or equivalent token/ voucher/time banking for the public involvement

<ul style="list-style-type: none"> • Attendance at meetings, skype or teleconference • Could involve researchers arranging a mutually acceptable venue and time 	<ul style="list-style-type: none"> • Infrastructure public involvement groups • Lay faculties 	<p>undertaken (time to be stipulated)</p>
---	---	---

Category Red		
Public members knowledge, experience and time commitment	Examples	Reward
<ul style="list-style-type: none"> • Evidence of experience and training in public involvement as well as specific expertise or experience such as chairing or reviewing documents for a research funding application • A clear commitment of their time is required which includes preparation, such as reading documents • Commitment to confidentiality, an 'Opportunity Agreement' and possibly a 'Code of Conduct' or 'Charter' is required • Attendance at meetings, skype or teleconference • Less likely to involve researchers arranging a mutually acceptable venue and time 	<ul style="list-style-type: none"> • Public involvement governance, strategy and policy development • Member of board • Member of management group • Member of review panel. • Member of interview panel • Presentation development and delivery • Facilitation of public involvement training 	<ul style="list-style-type: none"> • Opportunity to access training and support • Peer support • Training specific to the opportunity if required • Possible secretarial support • Reimbursement of expenses and or booking of travel etc. • Offer of up to £20 for per hour of PI undertaken including preparation (the time to be stipulated)

7) FAQs on the new categorised model of involvement and its application

Why these categories and what difference do they make?

The model aims to make clear, and recognise the value of, the varied ways in which people can be directly involved in research across health and care research settings.

For people registering with the Public Involvement Community it will be clear that all levels of knowledge and experience are valuable, with opportunities for all across categories as appropriate to them.

The model means that it is the nature of involvement activity/opportunity being defined, not the abilities or character of the person involved.

In asking researchers to categorise their expectations of involving people this should clarify both the purposes of the activity, and their commitment to the individuals in terms of the reward and support required. There are likely to be occasions where categorisation is not clear but researchers will be able to access the Public Involvement and Engagement team for support.

Where can researchers go for help and guidance?

There are many resources on the website but if researchers require any clarity and or need support or advice with their public involvement they are encouraged to contact the team on 02920 230 457 or email research-involvement@wales.nhs.uk

Is there any help available for developing blue category opportunities and accessing large groups of people?

For category blue opportunities the team are able to advise on and disseminate surveys via conventional and social media channels and are able to identify community groups.

Do expenses and honoraria have to be offered?

Members of the public should never be out of pocket so expenses should always be budgeted for. Honoraria do not have to be offered and would not be offered for blue category opportunities, such as completing surveys. Offering an honorarium where there is an expectation of significant commitment or knowledge/experience is a recognition of the value of this.

What happens if there is no allocated public involvement budget for a funded study?

If a researcher has not budgeted for public involvement in a funded study then they can still advertise for a member of the public but the advert has to be clear that there is no offer of honorarium. The Public Involvement and Engagement team is there to advice, including on ways of avoiding expenses being incurred, and potential alternative sources of support.

Do honorariums have to be accepted?

Honorariums are offered and do not have to be accepted and it should be clear that lesser amounts can be requested. Members of the public should be directed to the information available for those on state benefits which can be found [here](#)