# **Public Involvement Strategy and Implementation Group (PI-SIG)**

# QSO projects- requests for PPI/E and Research Advisor involvement

PPI/E guidance and support is available from Sarah Birch, Public Involvement and Engagement Manager, or Research Advisors within the Public Involvement Strategy and Implementation Group (PI-SIG). Please e mail Sarah in the first instance to request advice or support for PPI/E activities.

Email: s.j.birch@kent.ac.uk

## **Please complete this form if you want to request involvement from a**

## **Research Advisor in the Public Involvement Research Advisor Network (PIRAN)**

## Title of project:

## QSO Theme:

## Name of researcher (*person in the research team who will be the lead contact for PPI/E*):

## Deadline for Research Advisors expression of interest (*please allow at least two weeks*):

## **Plain English Summary (PES) of project**

*(Please attach your PES with this form or complete below information)*

* *Background to the project/ why is the research important?*
* *What are the research questions?*
* *How will the research be conducted?*
* *Length of project?*
* *Patient and Public Involvement ideas/plans? (also see page 2 role description)*
* *Public engagement plans (dissemination, knowledge exchange and impact)?*

## **Tell us more about your project and planned PPI activities-**

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| --- | --- |
| **PPI in your project, consider…** | **Please provide details…** |
| **How many Research Advisors are you looking for?** *We recommend a minimum of two people.* |  |
| **What perspective do you want advisors to bring?***What specific knowledge and/or experience would be useful?*  |  |
| **Have you developed a role description for the research advisor?***If yes- please attach it with this form.**If no- Sarah can support you to develop one (also see guidance available below)* |  |
| **How do you want to involve people in the research?***For example, as an advisory group member, co-researcher, review project materials, analysis and interpretation, dissemination activities (link below for further ideas).* |  |
| **Time commitment?***Timing and frequency of any planned meetings/activities, for example:* * *One full or half day meeting in London per year*
* *One teleconference/Zoom/Teams call per month lasting no longer than one hour*
* *Half day to review a project Information sheet*
 |  |

* If you are unsure about **who to involve**, INVOLVE resources are available here- <https://www.invo.org.uk/posttyperesource/how-to-find-people-to-involve/>
* If you want to know **what to include in a role description**, useful guidance from INVOLVE is here- <https://www.invo.org.uk/be-clear-with-the-people-you-want-to-involve/template-two/>
* If you want to know more about the **different ways people could be involved** in the research cycle, you can access INVOLVE guidance here- <https://www.invo.org.uk/posttyperesource/where-and-how-to-involve-in-the-research-cycle/>