

RDS-SE Public Involvement Fund Researcher Checklist

The RDSSE Public Involvement Fund provides up to a maximum of £300 or £400 in exceptional circumstances. As part of the review process support and advice is provided to promote quality public involvement and to enhance research grant applications. Outlined below are the main areas that are considered by the review panel when reviewing applications to the Fund.

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- 1 There is a clear summary of the project with the research idea given in plain English.

 - 2 There is a clear purpose of the planned involvement activity.

 - 3 It is clear who are the intended population to take part in the planned activities. e.g. are those that will benefit from the project involved or taken into account?

 - 4 The planned involvement activities look to see
 - i. If the **research idea** is important to patients, service users and/or carers.
 - ii. If the research is looking at **outcomes** that are important to patients, service users and/or carers.

 - 5 There is a clear explanation on how the planned involvement activities will be coordinated, supported and delivered.
 - i) There is an assigned person leading the planned PPI activities and they are suitably experienced.

 - ii) There is a clear plan of how public contributors will be recruited.

 - iii) The activities are realistic and achievable within the planned events/meetings? e.g. there is enough time to cover all the planned activities.

 - iv) The information provided and the expectations of public contributors will be made clear and the researchers will make sure that public contributors have full understanding.

 - v) The planned arrangements are appropriate and acceptable to public contributors, such as venue & refreshments?

 - 6 It is clear that the researchers will tell the public contributors how their feedback on the project was used.

 - 7 There is information on future public involvement for the project

 - 8 The budget is appropriate for:
 - i) Travel expenses
 - ii) Valuing the time of the public contributors

 - 9 It is clear that the findings from the planned activities will be used towards a funding application.
