**ISSF@Aberdeen**



**Patient and Public Involvement Fund**

# Summary of Eligibility

1. This Fund is intended to support a Patient and Public Involvement (PPI) project that will contribute to one or more stages of the research cycle (for more information: [definition of PPI](https://www.abdn.ac.uk/smmsn/research/patient-and-public-involvement-group-1084.php) and [UK Standards for Public Involvement](https://www.invo.org.uk/wp-content/uploads/2019/11/UK-standards-for-public-involvement-v6.pdf)).
2. Projects must demonstrate potential for improving the quality and outcomes of research conducted at the University of Aberdeen, in particular for leveraging further funding.
3. Priority will be given to projects that clearly justify the need for PPI in the lead up to an external grant application.
4. Proposals are expected to articulate if and how the PPI activities will continue beyond the grant application, e.g. do costs cover a longer-term involvement or are further costs requested in the grant application?
5. Applications are made by an individual (the lead applicant) and may be made on behalf of a wider team.
6. The lead applicant must be a University of Aberdeen member of staff.
7. For proposals that involve academic or non-academic external partners, we recommend seeking their support ahead of this application and including letters of support where appropriate.
8. Applications must include an evaluation plan that assesses benefits to both the research and patients/public, and we expect learning to be shared within the research community.
9. Costs for staff who will coordinate the project may be included. However, the Fund will not cover the salaries of staff already employed by the University.
10. Applicants are encouraged to seek advice and support from the PERU team by emailing peru@abdn.ac.uk.

# Summary of Terms

1. There is no upper limit to awards but we expect to fund applications in the range of £2,000. For guidance on what costs could be included please check [NIHR payment guidance](https://www.invo.org.uk/wp-content/uploads/2014/11/10002-INVOLVE-Budgeting-Tool-Publication-WEB.pdf).
2. Applications are assessed competitively against a set of quality criteria and where appropriate, comparatively with other proposals received.
3. Applications must be made on the form provided at [www.abdn.ac.uk/issf](http://www.abdn.ac.uk/issf) and submitted by email to peru@abdn.ac.uk indicating ‘PPI Fund’ in the subject field.
4. The decision of the assessment panel is final.
5. Successful applicants must provide a brief report of their activity within 6 weeks of its completion and agree to its potential use as a case study.

# Application Form – ISSF Patient and Public Involvement Fund

Please read the guidance summary above.

Please email completed applications to peru@abdn.ac.uk

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| **Lead Applicant details** |
| **Title** |  |
| **First name** |  | **Last name** |  |
| **Email address** |  |
| **Telephone number** |  |
| **School or Section** |  |
| **Research area or group** |  |
| **Post held** |  |
| **Proposed project details** |
| **Project title** |  |
| **Start Date** |  | **End Date** |  |
| **Amount requested** |  |
|  **Please provide a summary of your research/research plans in plain English.** *300 words max.* |
| **Please outline the purpose of the PPI activity.** Indicate benefits to both your research and patients/members of the public. Provide details of any planned grant application(s), including prospective deadlines, and how this group will support their development. If you are not planning to apply for funding in the near future, please explain why you want to establish a PPI group. Note that the aim of ISSF is to lever further research funds and priority will be given to applications that clearly describe future plans.3*00 words max.* |
| **Please describe the PPI activities in detail. You must provide the following information:**1. Who you would like to involve (e.g. a specific patient/service user/carer group, older people, children etc.) and why.
2. How will you find and approach those people.
3. How will the involvement activities be delivered and facilitated, including an indication of the duration, location and type of activities.
4. How will members of the public be supported (e.g. training).
5. Who will be responsible for managing the PPI members and details of colleagues and partners who will contribute, including their relevant experience/expertise.

*1500 words max*. |
| **Please describe how you will monitor and evaluate your PPI activities and how you will share learning from the project.***300 words max.* |
| **Please provide a detailed breakdown of the costs you are requesting from ISSF, including a brief justification.** Include any additional funds or resources that will be used to contribute to the project. |

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| **Place an X in this box to confirm that you have read and agree to the terms of the call** |  |
| **Endorsement by Head of School/Institute/Section** |  |
| **Name** | **Signature** | **Date** |
| **Signature of Lead Applicant** |
| **Name** | **Signature** | **Date** |