**VOICE OPPORTUNITY SUBMISSION REQUEST FORM**

*Once complete, please email this form to* ***voice@imperial.ac.uk***

The information you provide will help us promote your opportunity on the VOICE digital platform.
It will appear on the ‘[**OPPORTUNITIES’**](https://www.voice-global.org/opportunities/) page (here are some past examples: [workshop opportunity](https://www.voice-global.org/opportunities/archived/public-feedback-on-research-proposal-evaluation-of-nhs-health-checks/), [online survey opportunity](https://www.voice-global.org/opportunities/archived/cancer-research-a-survey-to-improve-how-biomarkers-move-from-the-lab-to-the-clinic/)).

VOICE members are typically members of the public who wish to share their insight and experience to inform biomedical and health research. This may include those with personal experience of a health condition, whether as a patient, carer or relative. However, once your opportunity is live, we highly encourage you to still actively share it directly with your target audience via a mixture of route, e.g. social media, posters, newsletters/email, contact with third-party organisations etc. This will not only ensure you engage the right people but will also help us build a diverse and active online community for future involvement and engagement.

**Section 1 - About you:**

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| **Name** |  |
| **Department/Faculty/Centre** |  |
| **Public Involvement Lead (if known)** |  |
| **Email** |  |
| **Contact Number** |  |
| **Is this your first-time using VOICE?** | **Y/N** (if yes, please answer the question below) |
| **How did you hear about VOICE?** |  |
| **VOICE username** (If not already a member, please sign up and share your username here so we can link you to your opportunity) |  |

**Section 2 - About the opportunity:**

Please select the box that best describes this opportunity:

[ ]  Participation in research

[ ]  Engagement in research

[ ]  Involvement in research

Please complete the following sections as if you were speaking to VOICE members.To help make sure your opportunity is accessible to everyone, please remember to use simple language and avoid using jargon or acronyms.

**Opportunity title [ideally <50 characters (with spaces)]:**

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**Short summary** **[ideally 80-150 characters (with spaces)]:***Enter a short overview of the opportunity. E.g. ‘This is an opportunity to take part in a workshop about...’*

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**Opportunity type [select one]:**

[ ]  Event

[ ]  Debate

[ ]  Workshop

[ ]  Questionnaire

[ ]  Citizen Science

[ ]  Community Researcher

[ ]  Research Participant

[ ]  Public/Patient Representative

[ ]  Discussion

[ ]  Live Stream

[ ]  One-to-one discussion

[ ]  Other – please specify:

**Main image:** [please email a high res landscape image, which you have consent to use and is relevant for this opportunity, when you send this form to the team]

**External link:** [insert if relevant, e.g. to an Eventbrite listing, Qualtrics survey or application form]

**Topics (please select all that apply):**

[ ]  **Health & Social Care Research**

[ ]  Ageing

[ ]  Big Data & Digital Health

[ ]  Blood & Immune System

[ ]  Bones, Joints & Muscles

[ ]  Brain & Mind

[ ]  Cancer

[ ]  Carers

[ ]  Children & young people

[ ]  Dementia

[ ]  Dental

[ ]  Diabetes

[ ]  Ear, Nose & Throat

[ ]  Eyes

[ ]  Gut, bowel & stomach

[ ]  Healthy living & wellbeing

[ ]  Heart & circulation

[ ]  Infectious diseases

[ ]  Inflammation

[ ]  Kidney

[ ]  Liver & Gallbladder

[ ]  Lungs & Airways

[ ]  Men's Health

[ ]  Multiple Conditions

[ ]  Pain

[ ]  Skin

[ ]  Social Care

[ ]  Women's Health

[ ]  **Innovation for Ageing**

[ ]  Culture & Society

[ ]  Finance

[ ]  Health & wellbeing

[ ]  Housing

[ ]  Mobility & Transport

[ ]  Work

 **Topic not listed?** [What topic is missing/what isn’t covered by the above list?]

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[If one of the below sections isn’t relevant, just leave blank]

**Aim** [please outline the aim of the opportunity/event/activity]

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**Involvement Criteria** [please outline who you wish to engage/involve, including any key requirements for involvement, insight or experience that you are looking for such as living/working in London, being of a certain age/gender, having personal experience of a certain health condition etc.]

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**What will members be asked to do?** [please give details of what’s involved including their time commitment]

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**When and where?** [Please include all details about when and where this opportunity will take place (unless it is online only). Where relevant, please also include accessibility information of venues]

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**Will members get anything for taking part?** [Will they get paid for taking part e.g. in line with [NIHR Centre for Engagement and Dissemination Payment Policy](https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979)? Will travel or other expenses be covered? Will any training or support be provided? If none of these, what will people gain in terms of knowledge or experience?]

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| **Do you wish to post a poll as part of this opportunity?** | Yes / No / Not sure |

If yes, please write below your poll question(s) and the response options. Please note, members will only be able to select one response option. You can post as many Polls as you wish although we recommend not more than 5.

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| Poll question:Option 1:Option 2:etc |

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| **Are you happy for us to include your contact details in case members have specific questions about the opportunity?** | Yes / No / Not sure |

If yes, please provide the details you are happy to share below

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| Name:Email:Telephone number: Organisation:  |

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| **Is there a limit to how many people can take part?** (leave empty for no maximum) |  |

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| **Do you want to set an age limit/range for those you involve?**Minimum ageMaximum age | [age]/no limit[age]/no limit |

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| **Do you need to members provide any of the following personal information in order for them to take part in this opportunity and/or for you to be able to make a selection of who you involve?** Please ask for the very minimum that you need in order to have high quality, meaningful involvement. If registration for an event is being managed via Eventbrite, we usually do not capture any information about members at this point.First nameLast namePhone numberPostcodeGenderDate of birthEthnicityDietary requirements?Accessibility requirements?Email is captured as default | Yes / No / Not sureYes / No / Not sure Yes / No / Not sureYes / No / Not sureYes / No / Not sureYes / No / Not sureYes / No / Not sureYes / No / Not sureYes / No / Not sure |

It is possible to ask up to two free text questions when members register to take part in an opportunity. These are useful if you want to adopt a pre-selection process, for example to select members for a workshop or public advisory panel to ensure you choose a diverse mix of backgrounds and experiences. N.B. The question you ask and information you request should be relevant and proportional to the opportunity – only request information that you need in order to select members or ensure they meet the required involvement criteria.]

**Free text question 1 (optional)** [e.g. Please briefly share why you are interested in this opportunity]

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**Free text question 2 (optional)** [e.g. Please tell us about your suitability for this role/activity/event]

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**Registration cut-off:**

This indicates when registration for the opportunity will close to members.

Date:
Time:

**Feedback date:**

This is the date when you will be able to provide feedback to those involved/the VOICE community. An automated reminder email will be sent to you on this date with a feedback form for you to complete.

Date:
Time:

**Section 3 – Member management and data handling**

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| **Would you like members to be automatically accepted as ‘going’ instead of waiting to be accepted as part of a pre-selection process?** This is most common for opportunities where there is no cap on the number of people attending, such as events, questionnaires etc, and where you do not need to optimise the diversity of people attending. | Yes / No / Not sure |

  **If you would like to adopt a pre-selection process where you review applications/contact applicants prior to accepting them, how would you like the applications to be handled?**

[ ]  Initially managed through VOICE – members register/apply using VOICE application form. VOICE at Imperial monitors applications and passes anonymous details and responses on to you after the opportunity closure datefor you to make your selection. You will inform us which members you have selected. We will then provide you with their contact details to follow-up. It is also possible to communicate with members using the internal messaging system within VOICE

[ ]  Handled by me – e.g. members are re-directed from VOICE to a Qualtrics survey (application form)

[ ]  Not sure, I’d like to discuss further

Imperial College of Science, Technology and Medicine (the “College” or “Imperial”) is committed to protecting the privacy and security of VOICE member’s personal information. Please read this [Privacy Notice](https://www.imperial.ac.uk/media/imperial-college/medicine/perc/GDPR-Privacy-Notice-Template-Generic-Public-Involvement-July-FINAL.pdf), which outlines how we collect and use personal information about VOICE members during and after their relationship with us, in accordance with the applicable data protection legislation and the College’s Data Protection Policy.

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| **Do you require VOICE at Imperial to pass personal information about VOICE members to you as part of this opportunity?** This is usually ‘Yes’ if you are recruiting, for example, for Public Advisors of a panel or looking for people to attend a workshop etc. Please get in touch if you are not sure: email voice@imperial.ac.uk or call 0207 594 3417. | Yes / No / Not sure |

**If you answered ‘Yes’ above, please tick the boxes to confirm you understand the following:**

[ ]  I confirm that I have completed GDPR/data management training and have a system in place to safely and appropriately store any details of members that are passed to me by VOICE at Imperial in relation to this opportunity.

[ ]  I confirm that I have read the ‘[Imperial College Privacy Notice for Public Involvement and Engagement](https://www.imperial.ac.uk/media/imperial-college/medicine/perc/GDPR-Privacy-Notice-Template-Generic-Public-Involvement-July-FINAL.pdf)’ and will abide by the details outlined within.

[ ]  I confirm that I will **only** contact VOICE members in relation to the opportunity in which they have provided their consent to take part (including further involvement) and not for any other purpose for which their written consent has not been provided.

[ ]  I confirm that VOICE member’s personal information will be kept only as long as is necessary for the purposes of this opportunity only, i.e. after their involvement with this opportunity has come to an end, all personal information about them will be completed. People can be re-consented for involvement by posting a new opportunity on VOICE.

If you have any data protection queries or require further guidance around this matter, please contact the [Data Protection Co-ordinator for your department or division](https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/data-protection-co-ordinators/).

**Section 4 – Promoting your opportunity (i.e. reaching your audience)**

Do you already have connections with any relevant public/patient groups or organisations that would be relevant to reach out to with this opportunity?

*We encourage researchers to take responsibility for promoting their opportunities to key target audiences. However, it helps if we’re aware too so that we can coordinate any combined efforts for promotion and/or introduce VOICE more generally to these communities.*

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Please list any Twitter accounts that you would like us to mention during any promoted tweets of this opportunity:

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Are there any specific hashtags we should use (if you’re not sure, visit the [Healthcare Hashtag Project](https://www.symplur.com/healthcare-hashtags/) to search for hashtags relevant to your project)?

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Are there any recent new articles or blogs that we could repurpose/publish on the VOICE platform and link to this opportunity to build the context and provide more background information?

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Are there any upcoming key dates or anniversaries relevant to your research or health topic that you could take advantage of when promoting this opportunity?

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**Section 5 – Evaluating your public engagement/involvement**

What is the overall objective of this public engagement/involvement? What insight are you hoping to get from the people you are involving and how will this help with/improve your research plans/design etc?

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| *[please enter text]* |

How do you intend to evaluate the impact of your public involvement/engagement activity? Please include the approach you will take and/or what you will measure or capture. If you need support with this part, please get in touch with the Patient Experience Research Centre (ppi@imperial.ac.uk).

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| *[please enter text]* |

What issues or barriers do you think you may come across with this event/activity, and what could be done to minimise them?

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| *[please enter text]* |

**Section 6 – Things to note:**

* Opportunities can be added to the VOICE opportunity page typically within 7 working days of being received and signed off. However, this is dependent on the plans being relevant and appropriate to VOICE members and the information provided being complete. Public engagement events are typically quicker to post, especially if all the content is already created and if attendees are managed via your own platform, e.g. EventBrite
* The recruitment period starts once all the information is sent in and content signed off so please ensure you provide enough time for recruitment before the registration cut-off
* We encourage you to sense check your public involvement plans against the [National Standards for Public Involvement](https://sites.google.com/nihr.ac.uk/pi-standards/standards)
* Before sending, please check you have:
	+ Provided your contact details for enquiries
	+ Provided all involvement criteria about those you wish to reach and engage/involve
	+ Included all relevant web links - link to a survey, external website, online application form, mentioned people or organisations etc
	+ Attached an accompanying image that reflects the opportunity
	+ Permission to use any photos you send us
	+ Allocated time in your diary to summarise the involvement that takes place, the insight and suggestions you received and what was/wasn’t taken forward and why. This will ensure you are able to complete the feedback form that we will send to you on the date you have requested. We can then share relevant aspects of your feedback both with those who took part and the wider VOICE community

**Once complete, please send this form to** **voice@imperial.ac.uk****.**

**If you have any issues, are not sure about any of the sections or would like to discuss your ideas with the team, please get in touch: email** **voice@imperial.ac.uk** **or call 0207 594 3417.**