Call for Patient and Public Involvement (PPI) Proposals – Round 3
IMPERIAL BRC PPI GRANT GUIDANCE DOCUMENT

This document provides information about the NIHR Imperial BRC PPI grant scheme and guidance on the application process. **Closing date: Thursday 15th February 2018, 5pm.**

**Introduction to the grant scheme**

Following the success of Round 1 (2015) and Round 2 (2016) of the NIHR Imperial BRC Public and Patient Involvement (PPI) grants scheme, we are delighted to announce the launch of Round 3.

The purpose of this grant scheme is to support motivated researchers and their teams to undertake meaningful and impactful public and patient involvement that will shape their research and enhance the translation of biomedical research from bench to bedside.

**Scope**

Successful proposals will be able to demonstrate clear plans for public and patient involvement that have the potential to result in meaningful impacts within and beyond the research project or theme. Proposals should be clearly linked to current or planned research activity within the BRC.

NIHR INVOLVE definitions should be used in your application. **Patient and Public Involvement (PPI)** is where patients and members of the public are actively involved in the activities, organisation and governance of research. Your proposal may also include relevant **Public Engagement (PE)** where information and knowledge about research is provided and disseminated to the public.

We welcome proposals to support research at any stage of the NIHR Research Cycle. We will consider applications for a range of PPI activities, from small single activities to large innovative programmes. Examples of potential activities can be found in the PERC PPI Resource Hub and the case studies in the PERC PPI in Research blog, which include previously funded projects.

**Eligibility**

This call is open to researchers within the BRC with a substantive contract of employment at either Imperial College London or Imperial College Healthcare NHS Trust (ICHT). The proposed activity must relate to the activity of the NIHR Imperial BRC. The duration of the funding is anticipated to be 6 - 12 months.

**Funding available**

Up to £12,000 is available within this call. Individual proposals may request up to £1,500 and there is no minimum award limit. We aim to support proposals from across the BRC Themes.

Eligible costs may include remuneration and expenses for lay people you involve (lay partners), training costs, professional fees, hospitality (including catering and room hire), materials and consumables, postage or telecommunications specific to the activity, printing. Directly incurred staff time may also be included. Directly allocated, indirect and estate costs are not eligible for funding.
**Application process**

The application form should be completed and submitted by e-mail to the BRC Patient Experience Research Centre: [ppi@imperial.ac.uk](mailto:ppi@imperial.ac.uk). Closing date: **Thursday 15th February 2018, 5pm**. Please do not supply any other supporting information as it will not be considered.

The application is a single-stage process. Proposals will be shortlisted by the NIHR Imperial BRC Patient and Public Panel, which comprises patients and members of the public. Final decisions will be made by a sub-committee including a member of this Panel and the Director of the Imperial Patient Experience Research Centre (PERC).

Eligible applications will be assessed on the rationale for the proposal, the appropriateness of the proposed involvement activities, the quality of support and training to be offered to lay partners and staff, the strength of the evaluation and dissemination plans and the proposed impact on the related research.

Successful applicants will be notified of the outcome by **Friday 2nd March 2018**. Spending on project activities can commence from **1st April 2018** and must be concluded by **1st April 2019**.

Awarded funding will be accessed through the submission of purchase orders to the PERC administration. Further details will be supplied to successful applicants.

**Reporting Requirements**

On completion of the grant, successful applicants will be required to complete a short final report on a template provided, collaborate with PERC to author a post for our [PPI blog](http://www.imperial.ac.uk) and present a summary of your work at a half-day symposium to be held twice yearly in Autumn and Summer or a science café (arranged by PERC).

**Enquiries**

For informal enquiries, please contact Maria Piggin in the PERC team at [ppi@imperial.ac.uk](mailto:ppi@imperial.ac.uk).