NIHR | HealthTech Research Centre

HealthTech Toolkit : Grant Writing for HRC Partners

Budget considerations for PPIE & RI

Name

20 Years Powering life-changing research

NIHR Guidance:
Research inclusion

Include any costs related to ensuring your research is designed, recruited, delivered, and mobilised inclusively. This may be, but is not limited to, costs associated with:

- upskilling research teams with additional expertise relevant to equality, diversity and inclusion - for example, training in understanding how to work with specific groups relevant to the research, sex and gender in research, health inequalities, reasonable adjustments
- inclusive recruitment materials or strategies to attract and retain diverse participants, or those from under-served communities and places
- adjustments to research materials, protocols, methods, or events - this ensures participation and retention of diverse groups
- purchasing specialist software or services
- additional or alternative data collection - this is to ensure data collected from the relevant population is robust, or that findings can be fully applied to different populations
- additional sites or locations to carry out your research
- inclusively mobilising research findings

Clearly indicate staff costs associated with research inclusion in the 'Staff costs' section. NIHR acknowledges that research delivered inclusively may take longer, and this may result in increased staff costs.

Costings for reasonable adjustments that you, or any co-applicants may require, should not be included under the research inclusion costing. Please attribute these costs under 'Other direct costs'.

Funds ear-marked for research inclusion activities cannot be moved to other cost categories.
See our inclusion toolkit and inclusive research funding application guidance for further information.

Inclusion toolkit:
www.rssleicesterresources.org.uk/edi-toolkit?tags=EDI

Inclusive research funding application guidance:
www.nihr.ac.uk/about-us/who-we-are/research-inclusion/funding-application-guidance

NIHR Guidance:
Working with people and communities

Please itemise and describe fully the costs associated with working with diverse people and communities to shape and deliver your research. This must be in line with NIHR's requirements, which are set out in the relevant application form guidance.

- When involving individuals, costs will include:
- out-of-pocket expenses
- payment in recognition of time and experience
- any relevant support, including reasonable adjustments
- training or development costs

When involving groups - for example, charities or community groups - costs may include:

- venue or catering costs for running activities or events with community members
- reasonable adjustments, for example British Sign Language interpretation for events
- a fee covering the organisational costs incurred - this can include apportioned overheads
- a donation in lieu of a fee, where agreed
- individual payments or expenses to community members in recognition of their time and experience
- training or development costs

Whether involving individuals or communities, costs may also include training or development to upskill research teams. Please read our payments guidance for researchers and professionals, to help you plan out the costs for effective involvement.

The cost of the patient and public involvement lead is a staff cost and should be included, as appropriate, in the 'Staff costs' section above.

See our working with people and communities guidance for more about public and patient involvement.

Payments guidance for researchers and professionals:
www.nihr.ac.uk/about-us/who-we-are/policies-and-guidelines/payment-guidance-researchers-and-professionals

Working with people and communities guidance:
ww.nihr.ac.uk/research-funding/application-support/working-with-people-and-communities

NIHR requirements for sex and gender in funding applications

We require research funding applications and funded research to consider sex, gender or both throughout the whole research lifecycle. The requirements of this policy form part of the broader inclusive research design requirements.

To meet the requirement to account for sex and gender in research, researchers must specify dimensions of sex, gender or both throughout the whole research lifecycle. This includes, but is not limited to the below. [Consider specifically in relation to PPIE those highlighted below]:

- the research design
- the definition of the research population
- **working with people and communities**
- research methods
- data collection and analysis
- **knowledge mobilisation and dissemination of findings**

Sex and gender guidance:
https://www.nihr.ac.uk/about-us/who-we-are/policies-and-guidelines/sex-and-gender-research

Budget checklists

Adapted from:
www.rssleicesterresources.org.uk/budgeting

Consider what you need for PPIE:

- [ ] Payment and reward:
  - [ ] Payment to individuals
  - [ ] Vouchers
  - [ ] Fee, donation or gift to a group or network
  - [ ] Funding for additional training or learning
  - [ ] Honorary appointment
- [ ] Expenses for members of the public:
  - [ ] Travel
  - [ ] Remote/ home working costs
  - [ ] Subsistence
  - [ ] Childcare
  - [ ] Carer costs
  - [ ] Personal assistants
  - [ ] Overnight accommodation
- [ ] Involvement activity:
  - [ ] Finding people
  - [ ] Training and learning costs
  - [ ] Venues and catering
  - [ ] Equipment and books
  - [ ] Access to university/ NHS trust facilities
  - [ ] Conference fees
- [ ] Involvement staffing:
  - [ ] Administrative support
  - [ ] Public involvement coordinator and/ or community engagement lead
  - [ ] Independent facilitator
  - [ ] Peer researchers/ interviewers
  - [ ]
- [ ] Other costs:
  - [ ] Disclosure and Barring Service
  - [ ] Language translation and interpretation

Budgeting for involvement guidance:
https://www.nihr.ac.uk/about-us/who-we-are/policies-and-guidelines/payment-guidance-researchers-and-professionals

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Budget checklists

Adapted from:
www.rssleicesterresources.org.uk/budgeting

Considerations for Research inclusion costing. Not all costs may apply, and costs may be covered elsewhere:

- [ ] Staffing:
  - [ ] Training and expertise in research inclusion and cultural competence
  - [ ] Employing community engagement workers or researchers
- [ ] Public involvement (see above):
  - [ ] Involving diverse public co-applicants and contributors
  - [ ] Increased meeting costs for co-production approaches
  - [ ] Costs for community venues, travel, and public contributor support (e.g., respite, accommodation)1
  - [ ] Promotional materials in a range of languages and formats
- [ ] Site selection and participant retention:
  - [ ] Multi-pronged recruitment strategies (e.g., multi-format materials, targeted advertising)
  - [ ] Recruiting, training, and supervising paid community researchers
  - [ ] Costs for larger samples of under-served groups or additional research sites
- [ ] Data collection:
  - [ ] Making information sheets and consent forms available in different formats, languages, and media
  - [ ] Language support (e.g., bi/multi-lingual staff, interpreters, non-English transcription)
  - [ ] Flexible logistics (e.g., varied times/venues, in-person collection in local areas)
  - [ ] Participant support (e.g., childcare, travel, loss of earnings compensation)
  - [ ] Equipment and facilitation for innovative or creative methods
- [ ] Data analysis and presentation:
  - [ ] Wider PPI input for a diverse range of perspectives
  - [ ] Staff time for multiple researchers to analyse data and reduce bias
  - [ ] Statistician costs for analysis related to, or factoring in, demographic characteristics
- [ ] Dissemination, implementation and impact:
  - [ ] Making findings available in different formats, languages, and media (e.g., video, translation, community events)
  - [ ] Financial support for community organisations or charities to assist in dissemination
  - [ ] Accessibility consultant costs to review outputs

PPIE Budget: Payment and Reward

These are payments to members of the public in recognition of their time, skills and expertise.

	Qty	Cost (each)	Total
Fees to individuals (£27.50 per hour)		£	£
Vouchers or tokens for individuals Vouchers or tokens are sometimes used for one off activities and for children and young people		£	£
Other rewards for individuals, such as a prize draw		£	£
Fee or donation to a group or charity If you are working with a partner or service user group, can you offer a financial reward to the group based on your local finance arrangements and procedures		£	£
Funding for additional training and learning Can you fund additional training or learning for the people getting involved as a reward? This would be in addition to any training or learning required for their role		£	£
Honorary appointment For example, lay fellow, research partner		£	£
TOTAL FOR PAYMENT AND REWARD			£

Budget cost calculator:
https://www.learningforinvolvement.org.uk/content/resource/budgeting-for-involvement-cost-calculator #

PPIE Budget: Expenses

Out of pocket expenses that members of the public will incur by getting involved.

	Qty	Cost (each)	Total
Travel What travel costs will you need to cover to ensure people can get involved?		£	£
Subsistence Cover the costs of any meals, snacks and refreshments if people will be away from home for a half day or more, it is recommended to cover the cost based on your local finance arrangements and procedures.		£	£
Childcare Do you need to budget for covering the costs of childcare for the people getting involved?		£	£
Carer costs Do you need to budget for any replacement carers for the people getting involved? This will be especially important if involving people with caring responsibilities		£	£
Personal assistants Do you need to budget for the costs of personal assistants or support workers for any people with disabilities getting involved?		£	£
Overnight accommodation If people are traveling a distance or involved over a number of days, will you need to budget for the costs of their overnight accommodation?		£	£
Home office costs For example, telephone, printing and postage		£	£
Remote working fee		£	£
		TOTAL FOR EXPENSES	£

PPIE Budget: Involvement activity

The cost of the specific activities for involving members of the public.

	Qty	Cost (each)	Total
Finding people How are you going to find people to get involved? Will there be any costs to cover, such as advertising or interviews?		£	£
Training and learning costs What training and support will you need to offer to enable members of the public to be well prepared and effective in their role?		£	£
Venues and catering If you have events or meetings planned, what are the costs of an accessible venue?		£	£
Equipment and books Do you need to provide any equipment or books for the involvement?		£	£
Access to university/ NHS Trust facilities For example, seminar rooms, teleconference phones, training course access. Will there be any costs for members of the public to have access to you organisational facilities?		£	£
Conference fees How much will it cost for the involved members of the public to help with dissemination at any events/ conferences?		£	£
TOTAL FOR INVOLVEMENT ACTIVITY			£

PPIE Budget: Involvement staffing

Costs of any staff required to carry out involvement.

	Qty	Cost (each)	Total
Administrative support Do you need to think about additional administrative support? This can be useful for managing payments and expenses for members of the public.		£	£
Involvement coordinator Do need a dedicated Public Involvement Coordinator for your project?		£	£
Independent facilitator Do you need an independent facilitator or other person with specialist expertise in engaging with the public?		£	£
Peer researchers/ interviewers If you are working with peer interviewers, how are you going to cost for their time – on a sessional basis or as contracted employee?		£	£
TOTAL FOR INVOLVEMENT STAFFING			£

PPIE Budget: Other costs

	Qty	Cost (each)	Total
Disclosure and Barring Service		£	£
Language translation and interpretation costs Will you be working with groups and people who speak a different language?		£	£
Support for people with impairments Will you need to provide support for people with impairments to enable them to get involved?		£	£
TOTAL FOR OTHER COSTS			£

	Total
Total for Payment and Reward	£
Total for Expenses	£
Total for Involvement activity	£
Total for Involvement staffing	£
Total for Other costs	£
OVERALL COST	£

RI Budget: Staffing and Public involvement

Costs for upskilling staff and hiring dedicated inclusion personnel and additional costs for involving diverse groups and ensuring co-production approaches are accessible.

	Qty	Cost (each)	Total
Training and upskilling What training is needed to upskill research teams in research inclusion and cultural competence?		£	£
Do you need to employ dedicated staff, such as community engagement workers or researchers, to support inclusive delivery?		£	£
TOTAL FOR STAFFING			£

	Qty	Cost (each)	Total
Diverse involvement Are there additional costs for involving diverse public co-applicants and contributors beyond standard PPIE costs?		£	£
Co-production Will co-production approaches increase meeting costs (e.g., for venue hire, accessibility)?		£	£
Community involvement What costs are associated with holding activities in community venues and providing necessary support (e.g., respite, accommodation) for public contributors?		£	£
Promotional materials Do you need to budget for promotional materials in a range of languages and accessible formats to reach diverse groups?		£	£
TOTAL FOR PUBLIC INVOLVEMENT			£

Adapted from:
https://www.rssleicesterresources.org.uk/budgeting and
https://www.learningforinvolvement.org.uk/content/resource/budgeting-for-involvement-cost-calculator

RI Budget: Site selection and participant retention

Costs for inclusive recruitment and ensuring representation from under-served groups.

	Qty	Cost (each)	Total
Recruitment strategies What are the costs for multi-pronged recruitment strategies (e.g., multi-format materials, targeted advertising) to attract and retain diverse participants?		£	£
Community researchers What are the costs for recruiting, training, and supervising paid community researchers?		£	£
Additional site consideration costs Do you need to budget for a larger sample size of under-served groups or additional research sites to ensure robust data collection?		£	£
TOTAL FOR SITE SELECTION AND PARTICIPANT RETENTION			£

RI Budget: Data collection, analysis and presentation

Costs for making research materials and logistics accessible to diverse groupsCosts associated with ensuring data analysis is inclusive and addresses demographic characteristics.

	Qty	Cost (each)	Total
Inclusive recruitment materials What costs are involved in making information sheets and consent forms available in multiple accessible formats, languages, and media?		£	£
Interpreters or transcription services Do you need to budget for language support, such as interpreters, bi/multi-lingual staff, or non-English transcription services?		£	£
Inclusive logistics Will flexible logistics, such as varied times/venues or in-person collection in local areas, incur additional costs?		£	£
Support costs What support costs for participants (e.g., childcare, travel, loss of earnings compensation) are needed to ensure retention of diverse groups?		£	£
Do you need to budget for equipment or facilitation to use innovative or creative data collection methods?			
TOTAL FOR DATA COLLECTION			£

	Qty	Cost (each)	Total
Do you require wider PPI input during analysis to include a diverse range of perspectives?		£	£
Is additional staff time needed for multiple researchers to analyze data to reduce bias?		£	£
Do you need to budget for statistician costs to factor demographic characteristics into the analysis?		£	£
TOTAL FOR DATA ANALYSIS AND PRESENTATION			£

RI Budget: Dissemination, implementation and impact

Costs for inclusively mobilising research findings.

	Qty	Cost (each)	Total
Dissemination costs What costs are associated with making findings available in different accessible formats, languages, and media (e.g., video, translation, community events)?		£	£
Will you provide financial support to community organisations or charities to help with inclusive dissemination?		£	£
Do you need to budget for an accessibility consultant to review research outputs?		£	£
TOTAL FOR DISSEMINATION, IMPLEMENTATION AND IMPACT			£

	Total
Total for Staffing	£
Total for Public Involvement	£
Total for Site selection and participant retention	£
Total for Data collection	£
Total for Data analysis and presentation	£
Total for Dissemination, implementation and impact	£
OVERALL COST	£

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