



Appendix O: Request Form & Application Information

Introduction

Patient and Public Involvement and Engagement (PPIE) is crucial in enhancing the overall quality and relevance of health research. Incorporating the unique perspectives of patients and the public not only aligns with ethical principles but also improves study design, conduct and outcomes. This document aims to guide investigators in identifying opportunities for effective PPIE within their research.

Benefits of PPIE

- Enhanced Research Quality**
Patients and the public offer valuable insights into what matters most to them, which can be used to improve the relevance and acceptability of research. Patient insights into the feasibility of a study assist in ensuring successful and efficient research conduct.
- Improved Recruitment and Retention**
Patients and the public are best placed to identify the most appropriate and successful strategies to recruit participants and keep them motivated to remain in a study. This can be achieved by ensuring the information provided to the participants is accessible and comprehensible.
- Ethical Conduct of Health Research**
Involving patients and the public aligns with the ethical principle of "nothing about us without us" and helps ensure adherence to ethical standards. Patient input also helps with gaining ethical approvals.
- Increased Awareness & Impact**
Engaging with patients and the public raises awareness of the research and results, which assists with acceptability, recruitment and implementation of results after the conclusion of the study. Effective engagement also provides a mechanism for participant feedback during and after the study.
- Success with Funding Applications**
Funding agencies are increasingly requiring the involvement of patients and the public in study design and conduct due to the multiple benefits of PPIE on study quality and efficiency. Studies that incorporate the patient voice in design are more likely to succeed in gaining funding.

Support offered by the PPIE group

Our PPIE group at the [your site or affiliation] is able to support all aspects of study design, conduct and dissemination, and welcomes requests from all. Our recommendation is to involve the PPIE group as early as possible in order to maximize benefits.

The PPIE group can:

- Advise on research priorities to help identify the most relevant health topics, populations & interventions to study from the perspectives of patients and the public.
- Advise on the design of study protocols to help improve study design by making it more feasible, acceptable and relevant to the patients and the public. This can include advice on participant selection, intervention protocols and outcome measures.
- Contribute to the ethical review of studies to ensure that the proposed research is acceptable to patients and the public prior to formal institutional ethics review.
- Safeguard patient and participant rights to ensure no harm is done during research.
- Support the development of study materials such as participant information sheets, informed consent forms and recruitment leaflets, posters and social media content.
- Support the conduct and implementation of studies by improving the recruitment strategy, informed consent processes, administration of interventions, data collection and follow-up.
- Participate in data analysis to ensure the patient perspective is incorporated in the interpretation of the results of the study.
- Support the dissemination of results to the public by providing advice and feedback on dissemination strategies and materials (e.g. posters, infographics, video, articles, presentations, workshops, public events, social media content).

Please note that this list is not exhaustive and that our group is willing to provide the patient and public voice and support to any aspect of health research.

Request for Input from the PPIE Group

Complete all sections of the form below and submit it electronically via email to [email address] to request input from our PPIE group. The form will be pre-screened for quality and completeness by coordinators.

Following submission, the PPIE group will review the submission within two weeks and ask for further details as necessary. If the PPIE group thinks they can offer support (decided by a majority vote), a member of the research team will be invited to attend the next in-person PPIE group meeting to discuss the study and request. Further steps will be mutually agreed.

In the unlikely event that the PPIE group is unable to offer support, this will be confirmed in writing with a reason to the person who made the request. If applicable, the PPIE group will provide written suggestions for the study or an invitation to resubmit with suggested changes.

The advice and support provided by our PPIE group is independent and made based on the principles and values guiding our group.

Please do not hesitate to contact us at [email address] or via phone [phone number] if you have any feedback or questions about the process of requesting input from our PPIE group. All details provided to the PPIE group will remain confidential and will not be shared outside of the PPIE group.

We look forward to receiving your request and collaborating on high-quality patient-centered research together!

Request Form: PPIE Input in Research

Study Information

Study Title

Principal Investigator/Lead Clinician

Study Team Contact Information

Research focus

The discipline or field (e.g. health services research, public health, critical care, mental health, oncology, etc)

Lay Summary of the Study

Provide a summary of <250 words

Purpose & Scope PPIE Engagement

Identify what support you are requesting from the PPIE group by selecting all the categories that apply (see section titled 'Support offered by the PPIE group' above)

Advice on research priorities	
Advice on the design of the study protocol	
Contribution to the ethical review of the study	
Support in the development of study materials	
Support in the conduct and implementation of the study	
Participation in data analysis	
Support in the dissemination of results to the public	
Support in making data or therapeutics available to patients and participants	
Other (please specify):	

Detail

Provide further detail about the type of support you are requesting from the PPIE group: specific advice you are seeking, any processes or documents you want the PPIE group to review, stages of involvement of the PPIE group in the research etc.

Desired Outcome

Describe how input from the PPIE group will enhance the study. What will demonstrate success of PPIE in the study?

Population of Interest

Highlight the specific population or groups of individuals you are seeking to engage (if applicable)

Timing

Specify when input from the PPIE group will be needed, over what time period and what the expected time commitment for our PPIE group members would be. Specify if PPIE members are being asked to attend any meetings associated with the study - If yes, provide frequency, format and tentative dates and times

Compensation & Recognition

Compensation

Outline any compensation provided to PPIE members for their contribution.

Recognition

Outline any recognition provided to PPIE members for their contribution. At a minimum, we expect the PPIE group members to be acknowledged in all resulting presentations and publications.

Additional Information

Please provide any further information relevant to this request (if applicable)

By adding my name and date below electronically, I confirm that I have reviewed and completed the form accurately

Name:

Date: