**PPI Co-applicant Role Descriptor**

## Project Background

Lay summary of project

## Named PPI Contact

Xxx

## What You'll Do

* **Help with Application Process**: Assist the research team in creating project applications and applying for future funding.
* **Shape Involvement Plans**: Help design how patients and the public will be involved in the project and help to write the PPI sections of the application.
* **Coordinate Activities**: Organize and carry out activities that involve the public in the project/programme. Have a specific role within the project; PPI strategy development, PPI training development and delivery, oversight of PPI projects.
* **Join Management Meetings**: Attend senior management meetings to give your perspective as a member of the public on the strategic management of the project/programme.

## What You Need

* **No Special Skills Needed**: You don’t need any special skills for this role. Experience or interest in the project can be helpful.
* **Experience**: The research team would appreciate your input based on your lived experience of **xxx. (delete if not appropriate)**
* **Comfortable Sharing Opinions**: Be ready to share your thoughts and opinions, your named PPI contact will work with you to understand the most accessible way for you to share your thoughts.
* **Enjoy Teamwork**: Be comfortable working with a group of different people.

## What to Expect

* **The Project may not be Successful:** Being involved at a co-applicant stage may mean that the money hasn’t yet been secured, if it isn’t successful then the research team may look at alternative sources of funding.
* **Time Commitment: During the application process there may be drafts of the application to review, as well as requests for additional meetings to talk through PPI activities.**
* **Introductory Meeting**: Once the project has been approved, we'll have a meeting to explain what's expected from this point onwards and answer any questions you have.
* **Get Paid for Your Time**: You’ll be paid for your time based on the ***(insert organisation name)*** PPI Payment Policy. We’ll explain how this works during the induction and will send you a separate sheet outlining the process.
* **Support Available**: You’ll have a named PPI contact from the research team to help you whenever needed.
* **Accessibility and Dietary Needs**: We’ll make sure any accessibility and dietary needs you have are met so you can fully participate.

## How is this different to a more general PPI contributor?

* **A PPI Co-applicant is more involved in the development and delivery of the project.**
* A PPI Co-applicant coordinates public involvement activities at a project/programme level.
* A PPI Co-applicant may sit on the senior management group but has broader responsibilities beyond providing input at meetings.

## Confidentiality and Non-Disclosure of Information SUGGESTION ONLY – PLEASE TAILOR TO YOUR OWN ORGANISATION

Confidentiality must be maintained in relation to any personal information and information related to personal health that public members of the committee gather through personal and electronic contact with other public members.

All information passed onto ***(insert organisation name)*** is securely stored and kept strictly confidential under the provisions of the Data Protection Act 2018.    
(***Insert organisation name***) takes great care to ensure that personal data is handled, stored and disposed of confidentially and securely. Staff receive regular data protection training, and (***Insert organisation name)*** has put in place organisational and technical measures so that personal data is processed in accordance with the data protection principles set out in data protection law. More information on how (***Insert organisation name***) processes personal data can be found on the website on the page (***insert organisation privacy policy here).*** 