

The Five-Minute PPI Survey

Use this as a conversation starter about Patient and Public Involvement (PPI¹) within research teams. The survey form will be available for discussion from the start of your planning and should be completed at the time you hold your Project Initiation Meeting (to show what you intend to do), and then repeated at the Project Closedown Meeting (to show what actually happened). As a very short survey it does not cover things that we hope everyone is doing, such as asking patients and the public to comment on your draft information sheets or dissemination of your findings to community audiences.

1 How will patients and the public be involved in managing your project? (tick all that apply).

- 1a. At least one PPI rep² sits on our project management group or equivalent
- 1b. We have formed a new PPI Advisory Group for our study and it meets regularly.
- 1c. We have invited a variety of patients and public to meet in a single event so that we can ask them their views.
- 1d. We have consulted existing groups.
- 1e. None of these

2 Will there be any known, salaried 'User Researchers'³ on your research team? (tick if 'yes')

3 Driving the PPI agenda in your research project will be supported by... (tick all that apply)

- 3a. A designated staff member in our team will lead on PPI.
- 3b. Our project budget includes designated funds for PPI.

¹ There are lots of alternative titles.

² This is a person with lived experience, not a staff member employed to coordinate PPI activities.

³ This is a fully qualified academic researcher who is dually qualified in that they have lived experience of the issue being researched that they bring to the table along with their academic expertise. If you have not yet recruited, tick the box if the Person Specification will specify lived experience as 'essential or desirable'.

4 Does your research include one or more PPI representatives getting involved... (tick all that apply)

- 4a as a named co-applicant on the funding bid.
- 4b by sitting on the recruitment and selection panel that appoints staff to work on our research team.
- 4c in conducting data collection interviews with research participants.
- 4d in facilitating focus groups to collect data from research participants.
- 4e in collaborative data analysis.
- 4f by delivering conference presentations to disseminate the findings of the research.
- 4g by taking up free or paid-for places at our conferences and presentations, so that no costs are borne by the PPI representative
- 4h By co-authoring academic papers.

5 Please tell us a bit about the research so that we can remove duplicate returns and understand more about the data.

- 5a What is the unique reference code for your study?
- 5b On what date did you complete this survey?