

How to guide

How to estimate the costs of public involvement

This version¹ is dated 12 December 2021. A shorter version of this document is available.

Purpose of this paper

This Guide helps people to estimate the full costs for Patient and Public Involvement activities. The exact sums will change over time, local costs may vary, funders may offer smaller sums than suggested here and some of the items will be unnecessary in a particular bid or project. While general advice is available elsewhere, figures are sometimes missing or buried in detailed advice about each item, so this price list focuses upon the actual sums involved. Such considerations, whether that is compliance with tax rules or the need to achieve value for money, are, of course, important, but this guide simply lists prices to help those who wish to consider the potential costs of involvement in their work.

Introduction

Funding agencies such as the National Institute for Health Research and others² expect researchers they support to assign a portion of their budget³ for the purpose of engaging with Public Contributors⁴. For example, one project has allocated 10% of its operating budget for public involvement activities⁵. In addition, some research organisations allocate centrally managed resources and employ a specialist facilitator for public involvement to provide free advice and support to individual research studies. This Guide attempts to put a price on all the items that might be necessary to achieve effective public involvement.

The figures that appear in the price list below are drawn from research into health and social care, as this is the field where the contributions of Public Contributors have most often been assigned a monetary value⁶. There is no reason why they should not be used to acknowledge contribution in other areas where historically patients and the public have contributed as unpaid volunteers.

The sums listed here have been drawn from NIHR published guidance and successful funding applications. They have been collected over a number of years, but there is no evidence that rates have increased over time, so it would not be wise to assume that the largest figure in a range is the most recent or most often used. The short version of this Guide omits the sources for each figure. NIHR recommends full cost inclusion in funding bids⁷, so it is unwise to reduce the forecast in the hope that some members of the public will choose not to submit a claim or that other resources, such as room hire, will be available for free.

Payments and other benefits offered to Public Contributors must be legal and non-coercive⁸. They should not leave the person worse off, harm their relationship with the benefits agency, discourage them from obtaining paid work, or inadvertently establish a contract of employment by defining productivity expectations in exchange for rights to remuneration⁹. This paper is confined to setting the budget figure itself and advice should be sought regarding these wider issues.

Where possible, the research team make payments directly and supply train tickets or book hotel rooms on behalf of the Public Contributor, helping with cash-flow challenges that might otherwise arise if the Public Contributor had to pay out of their own pocket and then wait for reimbursement. This is part of the administrative support needed to support Public Contributors.

This Guide has built on figures offered by the NIHR Centre for Engagement and Dissemination as well as the Cost Calculator¹⁰ previously published by NIHR INVOLVE¹¹, and notes that NIHR stops short of recommending that others adopt the rates they set for their own activities, advising instead that local circumstances should influence local decisions¹². Readers will have their own response to these figures, perhaps deciding that some are low and others are high, but such reactions were set aside in the creation of this Guide, so that the figures recorded here are simply those that have been cited in guidance or funded in other studies. Furthermore, the complexity of the task to be carried out by Public Contributors has generally not been defined, so readers need to treat these figures as no more than a general reference point for their own decision-making process.

Description	Unit cost
Payments for research participants¹³	
Payments or vouchers for research participation	£10 ¹⁴ - £25 per hour plus expenses
Participant diary, journal or workbook	£20 ¹⁵
Prize for lottery ¹⁶	£50 - £100
Payments for acquiring skills, access and permission to be involved¹⁷	
Funding for time spent in attending training ¹⁸ .	£50 ¹⁹ - £150 ²⁰
Conference or training registration fee ²¹ .	£200 ²² - £400
Books ²³ and equipment (tablet, laptop, internet access, audio recorder or other equipment, library access ²⁴)	Varies
Check with the Disclosure and Barring Service ²⁵	£23 - £44
Expenses incurred by Public Contributors	
International travel costs ²⁶	Varies
Domestic travel costs (notice that for most funders, the duration of an activity does not include travel time, but there are exceptions to this ²⁷)	£0.45 per mile ²⁸ or standard public transport ²⁹ costs, plus parking ³⁰
Subsistence ³¹	£5 to £10 per meal ³²
Childcare	£5 - £6 per hour ³³
Carer or personal assistant costs ³⁴	£8.72 ³⁵ to £40 per hour
Overnight accommodation ³⁶	London £115 - £150; rest of UK £85 - £95 ³⁷

Description	Unit cost
Home and mobile office costs ³⁸	£5 per meeting
Engaging and hosting Public Contributors	
Advertising in the local newspaper to find people ³⁹	£200 ⁴⁰
Accessible meeting room hire ⁴¹ .	£60-100 ⁴² for half a day
Lunch ⁴³	£7.50 per person ⁴⁴
Tea or coffee	£2.50
Fee, donation or honoraria payment ⁴⁵ to an organised 'experts by experience' group or patients organisation (this is for the group as a whole, not for each individual member) ⁴⁶ .	£300 ⁴⁷ - £2000 ⁴⁸
Making meetings inclusive	
Language translation and interpretation ⁴⁹	£600 per day ⁵⁰ .
PA system and two microphones to support participants with hearing loss	£160 ⁵¹
Speech to text reporter	£500 per day ⁵²
Mobility scooter	£80 per day ⁵³
Specific roles for Public Contributors	
Conducting an interview to collect research data ⁵⁴	£25 per hour ⁵⁵ .
Individual telephone or online conversation ⁵⁶	£20 ⁵⁷
Reading, evaluating and commenting on a document ⁵⁸ (papers relating to the task of preparing for meetings are counted within the meeting rates)	50p - £1 per page ⁵⁹
Writing or co-authoring a document ⁶⁰	£100 ⁶¹
Named member of a formal group ⁶²	£100 - £150 per day ⁶³
Chair or co-chair	£225 per day ⁶⁴
Public Co-Applicant for research bid ⁶⁵ .	£400 per day
Staff recruitment and selection panel ⁶⁶	£150 per day
Delivering a presentation ⁶⁷	£30 ⁶⁸ - £150 ⁶⁹
Involvement staffing and other items	
Public Involvement Coordinator ⁷⁰	£18.80 per hour ⁷¹
Independent facilitator ⁷²	£400 - £1,000 ⁷³ per day
Transcription, printing and postal costs	Varies
Administrative support ⁷⁴ .	Varies
Contingency (such as taxi costs, additional staff recruitment due to high turnover, or other unanticipated expenses)	Varies
On-costs (employer's national insurance, employer's pension contributions and perhaps a margin to cover corporate overheads)	25 - 40%

¹ Contributions have been received from Shahnaz Aziz, Steven Blackburn, Christina Brindley, Pam Carter, Sarah Goldberg, John Lewin, Hazel Sayers, Kirsty Widdowson and Andy Wragg. Any errors and omissions are the responsibility of the author,

Peter Bates. Please contact shahnaz.aziz@nottingham.ac.uk to suggest improvements or tell us how you have made use of this paper.

² Advice has been published by PCORI (Patient Centered Research Outcomes Institute) – see *Budgeting for engagement activities*, published 2016 available at <https://www.patientlibrary.net/tempgen/174110.pdf>, also *Financial compensation of patients, caregivers, and patient/caregiver organizations engaged in pcori-funded research as engaged research partners* published 2015 available at <https://www.pcori.org/sites/default/files/PCORI-Compensation-Framework-for-Engaged-Research-Partners.pdf>.

³ Martin Lodemore from NIHR Involve said that he had never heard of a research funding application being rejected because the PPI budget was too high, while many applications are rejected because PPI was underfunded (conference presentation, Leicester 15 May 2018).

⁴ We use the term ‘public contributor’ where others may say patient, carer, service user or member of the public.

⁵ NIHR Greater Manchester Primary Care Patient Safety Translational Research Centre allocated 10% of their £6 million budget towards PPI activity.

⁶ A broader version of this price list might be envisaged that drew figures from other activities, such as research participation, consultancy and open employment – see Bates P (2021) *How to set payment levels for research participants* and Bates P (2018, revised 2021) *Experience Pays: How to make money from your lived experience*.

⁷ See NIHR (2021) [Payment guidance for researchers and professionals \(nihr.ac.uk\)](https://www.nihr.ac.uk/resources/infrastructure/contracts-and-agreements/payment-guidance-for-researchers-and-professionals). Full cost calculation was first recommended on page 7 of Mental Health Research Network and INVOLVE (2013) *Budgeting for involvement: Practical advice on budgeting for actively involving the public in research studies* Mental Health Research Network, London and INVOLVE, Eastleigh, downloaded from <http://www.invo.org.uk/wp-content/uploads/2014/11/10002-INVOLVE-Budgeting-Tool-Publication-WEB.pdf>.

⁸ Payments must not be used to coerce or exert undue influence over Public Contributors. A separate submission to a Research Ethics Committee is not needed, as the Committee will review the budget for involvement within its broad view of the research study itself.

⁹ See [Payment guidance for members of the public considering involvement in research \(nihr.ac.uk\)](https://www.nihr.ac.uk/resources/infrastructure/contracts-and-agreements/payment-guidance-for-members-of-the-public-considering-involvement-in-research) and an advice line for individuals is available at <http://www.invo.org.uk/resource-centre/benefits-advice-service/>.

¹⁰ <http://www.invo.org.uk/resource-centre/involvement-cost-calculator/>

¹¹ ‘The rate of payment that you make is at your discretion... There are no nationally recommended rates... and the amounts that public contributors are paid for involvement varies widely...’ Centre for Engagement and Dissemination, NIHR – see [Payment guidance for researchers and professionals \(nihr.ac.uk\)](https://www.nihr.ac.uk/resources/infrastructure/contracts-and-agreements/payment-guidance-for-researchers-and-professionals).

¹² Back in 2013, in its Cost Calculator (op cit), MHRN & INVOLVE clearly stated that they stopped short of recommending actual figures for other organisations, but simply published the amounts that they decided to allocate to their own activities and advised that local circumstances should influence local decisions. The NIHR Centre for Public Engagement has made no declarations that revise this position.

¹³ Payments for research participation are not part of public involvement but are listed here to emphasise the distinction. See guidance on completing Q14.1 at [IRAS Help - Reference - Collated Guidance - IRAS Form \(myresearchproject.org.uk\)](https://www.myresearchproject.org.uk/iras-help-reference-collated-guidance-iras-form). Care is needed to avoid any inducement or coercion, so that people acting as research participants do so freely, and the Research Ethics committees are sensitive to such concerns.

¹⁴ There are numerous examples of payment levels for research participation in Bates P (2021) *How to set payment levels for research participants*.

¹⁵ Some projects expect participants to complete a diary, journal or workbook. This is a small thank you to acknowledge receipt of the completed work.

¹⁶ In the Reboot study (2016 to 2018) participants who completed their research measures at every stage and then gave their consent were entered into a prize draw to win £100 of high street vouchers and 30 such prizes were awarded - <https://institutemh.org.uk/research/projects-and-studies/completed-studies/reboot/249-the-reboot-study>. The welfare benefits agency may treat vouchers as if they were cash.

¹⁷ The example of training in paid employment might provide some helpful concepts. When recruiting to a vacancy, the employer can mandate that previously obtained qualifications or experience are necessary without offering any payment. Once in post, essential training that is demanded for the safe completion of the work is paid for by the employer, while voluntary training that might enable the person to work above their grade or gain promotion is not routinely paid for by the employer. While Public Contributors are not employed, the distinctions drawn between different kinds of training may help the research team to decide what to fund.

¹⁸ See guidance issued by NIHR CCF on 1/4/18 at <https://www.nihr.ac.uk/documents/reward-and-recognition-for-public-contributors-a-guide-to-the-payment-of-fees-and-expenses/12248>. Where public representatives need to be trained to carry out specific involvement activities, then it is possible to pay them a fee for attending that training, in the same way as staff are paid for attending courses to equip them to meet their obligations. Where the training is not essential, the organisation may still wish to pay the conference fee to enable the Public Contributor to attend, but in this situation, a payment for time would not be made.

¹⁹ Page 20 of MHRN & INVOLVE (2013) op cit. gives an example in which peer interviewers are paid £50 for attending the training and then £75 per interview. East Midlands Research Design Service offer £60 to Public Contributors who attend a briefing event to understand the function of the RDS and their unique contribution. The event would be up to a full day, but usually run from mid-morning to mid-afternoon.

²⁰ "Payments may also be offered by Programmes for attending training courses and conferences. For attending a full day of training or event organised by INVOLVE / NIHR programmes, which is considered essential for the involvement activity, a payment rate of £150.00 may be offered for the person's time. This figure is reproduced without uplift in the NETSCC guidance dated 18/12/19 at <https://www.nihr.ac.uk/documents/payments-to-public-contributors/23436>. These are long-established principles – for an early example, see National Institute for Health Research Programmes (October 2009) *Payment and reimbursement rates for public involvement*, downloaded from [NATIONAL INSTITUTE FOR HEALTH RESEARCH PROGRAMMES \(invo.org.uk\)](https://www.invo.org.uk) that sets out the following arrangements: For attending other relevant training courses / conferences, agreed in advance between the NIHR programme and the individual, the following should be covered: paying the fee for the course / event, plus paying out of pocket expenses. In addition, a nominal payment for attending the event may be offered.

²¹ The organisation pays the registration fee so that the Public Contributor may attend a conference. 'Involved members of the public may need to attend conferences' to improve their understanding of the work. Don't forget to add payments for travel, hotel and carer costs in addition to this conference fee. Not everyone will be able to attend such an event. Page 14 of MHRN & INVOLVE (2013) op cit. suggests this range of fees. In the EMCLAHRC study led by Professor Graham Martin and delivered by Dr Pam Carter "*A stronger voice? The role of patient and public involvement in the commissioning and provision of evidence-informed health and social care in the East Midlands* ([A stronger voice? The role of patient and public involvement in health and social care commissioning and provision in the East Midlands | CLAHRC Partnership Programme \(clahrcprojects.co.uk\)](https://www.clahrcpartnership.org.uk)) a budget of £1,000 was provided for the six public contributors to attend a training event or conference to equip them to meet their responsibilities.

²² [Payment guidance for researchers and professionals \(nihr.ac.uk\)](https://www.nihr.ac.uk) says that conference fees are often upwards of £200 and it is always worth checking if there are bursaries available for Public Contributors.

²³ [Payment guidance for researchers and professionals \(nihr.ac.uk\)](https://www.nihr.ac.uk) suggests that it might be cost effective to supply the Public Contributor with a tablet computer for teleconferencing instead of face-to-face discussions, especially if long distances are involved. The organisation may have purchasing agreements that will reduce costs.

²⁴ Appointing the person as honorary lecturer, lay fellow or research partner can give access to the university library, seminars and other research opportunities. This was first suggested on page 10 of MHRN & INVOLVE (2013) op cit.

²⁵ [Payment guidance for researchers and professionals \(nihr.ac.uk\)](https://www.nihr.ac.uk) states 'Public members may require a Disclosure and Barring Service check, for example involvement activities requiring members of the public to take part in peer interviews in a healthcare setting or having direct contact with children.' A basic check costs £23 and an enhanced check costs £44.

²⁶ Public Contributors may join the team attending a conference in another country to present papers or posters. International collaborations may include attending meetings or forums to plan, execute or disseminate the work. Air travel may reduce overall costs, so will be decided on a case-by-case basis by staff and will be restricted to economy class with low fare airlines. See the guidance issued by CED on 2/6/20 at [Centre for Engagement and Dissemination - Recognition payments for public contributors \(nihr.ac.uk\)](https://www.nihr.ac.uk).

²⁷ Note that the Benefits Agency may count any payment in excess of exact reimbursement of travel costs as income in its calculations. The policy of the NHS Leadership Academy (dated 26 September 2013) says "The time paid for must include time taken to travel to and from the venue required." (see [https://emahsn.org.uk/images/resource-hub/PPI%20documents/Useful%20documents/Policy-payment to NHS staff and patient input to programmes-v5.pdf](https://emahsn.org.uk/images/resource-hub/PPI%20documents/Useful%20documents/Policy-payment%20to%20NHS%20staff%20and%20patient%20input%20to%20programmes-v5.pdf)).

²⁸ NIHR CCF guidance dated 18/4/18 indicates that 45p per mile may be charged, in line with HMRC guidance on taxation. Motorcycles attract 24p per mile, and bicycles 20p per mile – see [Reward and recognition for public contributors - a guide to the payment of fees and expenses \(nihr.ac.uk\)](https://www.nihr.ac.uk). These rates are reproduced without uplift in the guidance issued by CED on 2/6/20 at <https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979>. Historically, different approaches were used, such as the sliding scale that appears in the NHS Leadership Academy *Policy - payment to patients, carers and NHS staff supporting the delivery of Academy programmes* (26/09/2013): Cars 67p per mile up to 3,500 miles per annum, 24p per mile beyond this; motorcycle 33p per mile; pedal cycle 20p per mile; carrying heavy or bulky equipment, 3p per mile. A different approach appears on Page 19 of MHRN & INVOLVE (2013) op cit. where £10 per person was budgeted for local travel (this example was for predicting the total amount of call on a budget rather than an entitlement for an individual).

²⁹ Where trains are used, the standard off-peak fare is preferred.

³⁰ Parking costs may be claimed on production of a receipt. Parking fines will not be reimbursed.

³¹ The rates are mentioned in NIHR (2021) *Payment guidance for researchers and professionals* page 10. HMRC advises benchmark rates of £5 for one meal or five hours away from home and £10 for two meals or 10 hours away from home. The NHS Leadership Academy (2013, op cit) offered up to £15 for an evening meal where meetings/events last more than 10 hours and finish at 7pm or later – and only where a meal is not provided. If the hotel does not provide breakfast on an overnight stay, then a maximum of £5-£10 may be claimed for this. 2017 guidance from NHS England caps breakfast at £5 and will only pay if the claimant has been obliged to leave home before 7am – see [B0869 Working-with-patient-and-public-voice-partners-reimbursing-expenses-and-paying-involvement-payments.pdf \(england.nhs.uk\)](https://www.nihr.ac.uk). Guidance from NIHR CCF issued on 1/4/18 caps claims for breakfast at £10 – see <https://www.nihr.ac.uk/documents/reward-and-recognition-for-public-contributors-a-guide-to-the-payment-of-fees-and-expenses/12248>. The same rates are given in guidance issued by CED on 2/6/20 – see <https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979>. The maximum claim may be capped at £25-£30 per day for subsistence. Guidance from NHS England (2017, op cit.) caps the daily claim at £25. Guidance from NIHR CCF issued on 1/4/18 caps claims for subsistence at £30 per day – see <https://www.nihr.ac.uk/documents/reward-and-recognition-for-public-contributors-a-guide-to-the-payment-of-fees-and-expenses/12248>.

³² £8 per person per meeting was provided in the 'A stronger voice' study (op cit).

³³ See the Cost of Childcare Calculator [here](#) or this [page](#) recommended in NIHR (2021) [Payment guidance for researchers and professionals \(nihr.ac.uk\)](https://www.nihr.ac.uk), which indicates that the UK average cost for 25 hours of registered childminder care in a week is £138.

³⁴ We might assume 50% of relevant public representatives need a sitter. This price assumes that the care is organised through an agency. Alzheimer Europe note that people with dementia are more likely to need accompanying, as well as a range of other supports to enable them to participate effectively. See [Full article: Alzheimer Europe's position on involving people with dementia in research through PPI \(patient and public involvement\) \(tandfonline.com\)](#). Some public representatives need a carer to sit with the person they support while they attend a meeting.

³⁵ [Payment guidance for researchers and professionals \(nihr.ac.uk\)](#) suggests that personal assistants can be engaged for the National Living Wage which is £8.72 per hour for a worker aged 25 or over and this rate may be reduced for overnight stays. In contrast, the same page directs readers to this [website](#) where carer costs can be calculated and indicates that the average for Nottingham is £23 per hour.

³⁶ Where accommodation needs to be paid for in advance, this should be done by the organisation engaging the Public Contributor, so the person is not out of pocket.

³⁷ Guidance issued by the NIHR CCF on 1/4/18 gave the following caps on charges for overnight accommodation: London £115, Rest of United Kingdom £85. They also indicate that "If overnight accommodation is required and you would prefer to stay with a relative or friend, you can claim an allowance of £25 per night." – see <https://www.nihr.ac.uk/documents/reward-and-recognition-for-public-contributors-a-guide-to-the-payment-of-fees-and-expenses/12248>. In contrast, CED cap London hotels at £150 and others at £95 - see <https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979>. NHS England (2017, op cit.) offer a cap of £150 for London hotels and £100 elsewhere.

³⁸ A flat rate of £5 per meeting is paid by some organisations for 'remote working costs'. This is intended to acknowledge the cost of telephone calls, paper, printing ink and paper, internet connection and other home sundries. Note that the Benefits Agency may include in its income assessment the full amount of any payment that does not exactly match receipted expenses. See [Centre for Engagement and Dissemination - Recognition payments for public contributors \(nihr.ac.uk\)](#). This also appears in the CCF guidance dated 1/4/18 at <https://www.nihr.ac.uk/documents/reward-and-recognition-for-public-contributors-a-guide-to-the-payment-of-fees-and-expenses/12248>. It is also reproduced in the NHS England guidance (2017, op cit). Earlier guidance offered 5p per sheet for printing, but this has been absorbed into the flat rate.

³⁹ "In order to recruit members of the public you may want to advertise the opportunity in local or national newspapers." Page 12 of MHRN & INVOLVE (2013) op cit.

⁴⁰ [Payment guidance for researchers and professionals \(nihr.ac.uk\)](#) suggests that a small advertisement in a local newspaper would start at around £200.

⁴¹ This is for a meeting with public representatives. While a meeting room may be available for free, this cannot always be guaranteed. 'It is better to have an accessible venue that accommodates all public needs at a higher cost than a cheaper one that proves to be inaccessible' Page 12 of MHRN & INVOLVE (2013) op cit.

⁴² Page 12 of MHRN & INVOLVE (2013) op cit. suggests £60.

⁴³ Venues that provide teas, coffees and lunch typically charge £10-£20 per head. Don't forget to include water or juice with the food order. [Payment guidance for researchers and professionals \(nihr.ac.uk\)](#)

⁴⁴ Page 12 of MHRN & INVOLVE (2013) op cit. suggests that an average cost for coffee and buffet lunch is £10-£20 per head. The NHS Leadership Academy op cit) says "£5 lunch where meetings take place from 12noon (or earlier) through to 2pm (or later) and no lunch is provided. Meetings last more than 4 hours and no lunch is provided."

⁴⁵ A Voluntary sector partner organisation may receive an honoraria payment to cover the cost of using their rooms and support from the administrative staff in the recruitment and training of co-researchers.

⁴⁶ Page 10 of MHRN & INVOLVE (2013) op cit. A fee or donation gives the group control over how they use the money for their own interests. The group should open its own bank account so that single individuals do not receive the money.

⁴⁷ Page 25 of MHRN & INVOLVE (2013) op cit. gives an example of a group receiving £300 per consultation for two consultations during a study.

⁴⁸ Page 25 of MHRN & INVOLVE (2013) op cit. gives this example.

⁴⁹ British Sign Language translators tend to work in pairs. See <http://www.absolutetranslations.com/en/> for an example of a commercial business that offers translation services. Costs vary in response to the languages involved and the nature of the translating, which might be needed for focus group topic guides, research protocols and findings.

⁵⁰ Estimate from Lynne Maddocks, August 2015. [Payment guidance for researchers and professionals \(nihr.ac.uk\)](http://www.nihr.ac.uk) suggests the [Big Word](#) translation service.

⁵¹ Page 15 of MHRN & INVOLVE (2013) op cit.

⁵² Page 15 of MHRN & INVOLVE (2013) op cit.

⁵³ Page 15 of MHRN & INVOLVE (2013) op cit.

⁵⁴ 'Sometimes this is done on a sessional basis with peer interviewers being paid for each interview carried out' Page 16 of MHRN & INVOLVE (2013) op cit.

⁵⁵ Page 29 of MHRN & INVOLVE (2013) op cit. gives an example where peer researchers are paid £15 per hour.

⁵⁶ This is a conversation that does not require specific preparation and lasts for between one and two hours.

⁵⁷ Guidance issued by NIHR Oxford BRC in April 2017 – see https://oxfordbrc.nihr.ac.uk/wp-content/uploads/2017/03/PPIPaymentPolicy_forPublic_April2017.pdf.

⁵⁸ Some document reviews can be conducted at home, where nobody else knows how long the person spends on the task. The same approach can be applied to websites and other media. NETSCC guidance (18 Dec 2019) indicates that the single payment would be made for evaluation of several documents in a single funding round - see <https://www.nihr.ac.uk/documents/payments-to-public-contributors/23436>.

⁵⁹ Small tasks begin at £5, £10 (for reviewing and commenting on up to 20 pages in an hour) or £12.50, while NETSCC (op cit.) and others pay £50 for reviewing up to 50 pages, £125 for 50-200 pages and £200 for more than 200 pages. The North Bristol NHS Trust policy dated 2017 offers £5 for tasks taking 30 minutes or less and £10 for reviewing up to 20 pages and writing comments, a task that they believe will take about an hour. See <https://www.nbt.nhs.uk/sites/default/files/attachments/R%26I%20P05%20-%20PPI%20in%20Research%20Payment%20Policy.pdf>. Guidance published by CED on 2/6/20 indicates that brief reviews expected to take half an hour or less will attract £12.50 – see <https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979>. The East Midlands Research Design Service offers Public Contributors £50 for reviewing a research proposal. EMAHSN offers a flat rate of £10 for most exercises of this sort in return for a page of comments. Page 19 of MHRN & INVOLVE (2013) op cit. gives an example where two members of the public review the analysis document summarising the messages from a focus group and receive £100 each for this. The Policy Research Unit for mental health at UCL/KCL in 2018 offers £20 for reading and commenting on a document up to 25 pages long; £40 for reading and commenting on a document up to 50 pages long. See [here](#). Historically, NIHR had a graduated approach, offering a Lower level £50.00 (for reviews of short documents; for example research briefs, commissioning briefs, vignettes, outline proposals or lay summaries of reports (less than 50 pages)); Middle level £125.00 (for reviews of larger amounts of information; for example reviewing several grant applications, or medium length reports (50 - 200 pages); and a Higher level £200.00 - for reviews of large reports or documents; for example reviewing long reports (over 200 pages) - see National Institute for Health Research Programmes (October 2009, op cit.). NIHR CCF guidance dated 1/04/18 adds a new rate to this (£300 for 400+ pages) but otherwise leaves the rates unchanged. The £50, £125 and £200 options are reproduced without uplift in the NETSCC guidance dated 18/12/2019 at <https://www.nihr.ac.uk/documents/payments-to-public-contributors/23436>.

⁶⁰ Such as writing a lay summary of the research findings.

⁶¹ Page 20 of MHRN & INVOLVE (2013) op cit.

⁶² Public Contributors may be invited to become members of a group that has a clear membership and terms of reference, programme of work and commitment to attend and contribute, This could be a Lived Experience Advisory Panel, Steering Group, Operational Group, Trial Steering Committee, Data Management and Ethics Committee or a host of other entities. Public Contributors may be expected to bring 'strategic and accountable leadership and decision making' to gain the £150 day rate. For a Lived Experience Advisory Panel, part or all of each meeting will be spent with the Project Lead / Principal Investigator or their deputy. These payment rates are offered to all regular attendees of a Panel. Meetings may be more frequent at the beginning of the study to enable relationships to form. On average, the group may meet every two or three months. A Panel may comprise 6-10 people with meetings lasting around three hours and documents will be read without need for 'preparation or follow up payments'. The budget is calculated on the basis that everyone will claim but anticipate only two thirds of the people will actually do so. There can also be payment rates set for a group of public representatives that meet on a single occasion, perhaps to hear about a decision point in the research study and offer their advice. A newcomer who attends a formal meeting (i.e. a group with formal membership, terms of reference and continuing responsibilities) as an observer prior to formally joining the committee is also eligible for payment.

⁶³ Sometimes a larger sum is offered. For example, 'members of the public who become involved with research in the Faculty of Health and Life Sciences at UWE are offered £19.40 per hour for attending meetings.' P9 of MHRN & INVOLVE (2013) op cit. The Policy Research Unit for mental health at UCL/KCL in 2018 offers a flat hourly rate for involvement activity of £20 per hour – see [here](#). Page 12 of MHRN & INVOLVE (2013) op cit. gives the example of £30 per meeting for Advisory Groups. £100 per person per meeting was offered in the "A stronger voice? study (op cit.). NHS England (2017, op cit.) offered £150 for a full day and £75 for a half day of strategic leadership and accountable decision-making from their Patient and Public Voice Expert Advisers. A day was considered to be 'more than four hours'. North Bristol NHS Trust policy dated 2017 (op cit.) offers £10 per hour for an exploratory discussion meeting, and this doubles to £20 for membership of a Steering Group where the Public Contributor is also expected to carry out preparatory reading as part of this arrangement – and notably where there are no more than two Public Contributors in the meeting.

⁶⁴ At NIHR Oxford BRC guidance (2017 op cit.) indicates that Public Contributors who attend an all-day meeting are offered £150, while Public Contributors who chair such a meeting receive £225.

⁶⁵ Page 29 of MHRN & INVOLVE (2013) op cit. suggests 10 days a year at £400 per day.

⁶⁶ Members of the public may be invited to join the panel for appointing research assistants or other staff who will work on the project. It is assumed that there will be a set-up meeting, another to agree the shortlisted applicants and design the interview process, and the third to sit on the selection panel. Initial or refresher training in the recruitment and selection process may be needed. This is the cost for a whole day, based on the NIHR committee rate.

⁶⁷ A pair of Public Contributors may prepare and deliver a presentation together to an external audience during the course of the project, perhaps as part of the dissemination of findings. Both presenters are paid.

⁶⁸ The East Midlands Research Design Service pays the conference fee and offers the Public Contributor £30 as a participation fee for giving input to a conference poster or presentation. The Policy Research Unit for mental health at UCL/KCL in 2018 offered £40 for preparing workshops, facilitating focus groups, preparing presentations.

⁶⁹ NIHR make a distinction between a 'short presentation' (worth £45) and a longer one that attracts a larger payment. Norfolk and Suffolk offer up to £75 per day for presenting at a local conference and up to £100 per day for presenting at a national conference. See Page 12 of MHRN & INVOLVE (2013) op cit. The example given on page 20 of MHRN & INVOLVE (2013) op cit. pays £150 for presenting at a national conference.

⁷⁰ Looking after a single research study may be paid at NHS mid-point AfC Band 5 for an average of 4 hours per week for 52 weeks a year. This is the hourly rate including employer's national insurance and employer's pension contributions.

⁷¹ Strategic coordination and developmental work may be coordinated by the PPI lead paid the equivalent of NHS mid-point AfC Band 6. This is the hourly rate including employer's national insurance and employer's pension contributions. Page 14 of

MHRN & INVOLVE (2013) op cit. suggests a public involvement coordinator costs £20,000 to £30,000 per annum, depending on skills and responsibilities and page 29 of the same document suggests Band 5, not Band 6.

⁷² 'An independent facilitator with expertise in engaging with patients and the public might be useful if they have very specific skills which are not available within the project, for example running a focus group with very young children or with participants with communication problems.' Page 15 of MHRN & INVOLVE (2013) op cit.

⁷³ Page 19 of MHRN & INVOLVE (2013) op cit. gives an example of an independent facilitator to moderate the focus group at a cost of £650. The general estimate is upwards of around £400 per day – see [Payment guidance for researchers and professionals \(nhr.ac.uk\)](#).

⁷⁴ Engaging Public Contributors will require events to be organised and written up and payments to be administered. This need is identified but not quantified or costed in [Payment guidance for researchers and professionals \(nhr.ac.uk\)](#).