

## How to guide

# How to estimate the costs of public involvement

Updated 19/01/2020

Download this from <http://www.emahsn.org.uk/public-involvement>



### Purpose of this paper

This document is designed to assist project managers or research bid writers ensure adequate provision for involvement activities in their budget applications. It is provided as a guide only, as information within it is liable to change in line with national and local agendas. It is not a list of entitlements, as funded projects may have lower awards than are suggested by this paper and so be unable to afford the rates suggested here. Furthermore, some of the items listed in this paper will be simply irrelevant or unnecessary to specific applications.

It was collated by the [East Midlands Academic Health Science Network](#) as part of its work on Patient and Public Leadership, and based on ideas from people<sup>1</sup> in a variety of organisations.

As readers provide feedback, further details and insights will be used to update the paper. Please contact [shahnaz.aziz@nottingham.ac.uk](mailto:shahnaz.aziz@nottingham.ac.uk) to suggest improvements or tell us how you have made use of this paper.

## Introduction

Funding agencies, such as the National Institute for Health Research<sup>2</sup> and others<sup>3</sup>, expect researchers to allocate sufficient funds from their budget to engage public contributors. Funding to support public involvement in the development of the application may be available from elsewhere<sup>4</sup>. For example, one project has allocated 10% of its operating budget for public involvement activities<sup>5</sup>. This requires careful consideration and support from colleagues specialising in this field. We recommend that you have a detailed conversation with a Patient and Public Involvement worker before settling on your plans and budget. Once you have a plan for how to involve public contributors, this document will help you calculate appropriate costs to support your public involvement activities.

The activities listed below and their associated costs are elements you may wish to consider in your budget forecast. Not all activities will be applicable to all projects and costs may vary. The examples in this document come from a variety of projects and periods of time, and it would be unwise to assume that the largest figure is the most recent or most commonly used.

This document assumes that all members of the public will claim full entitlements for their involvement and thus has adopted the principle of full cost inclusion in projects or full cost replacement in funding bids<sup>6</sup>. Not all participants will expect or wish to receive payment. It also treats free offers of time or accommodation as insecure and therefore budgets for the full cost of room hire and other resources. For most funders, the duration of an activity does not include travel time, but there are exceptions to this<sup>7</sup>.

Many ethical and practical issues are involved in recompensing people for their involvement, and they demand care and attention. Payments need to be legal and non-coercive<sup>8</sup>. 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<sup>9</sup>. This paper is confined to setting the budget figure itself and advice should be sought regarding the wider issues.

In constructing your project proposal you will need to create a detailed spreadsheet, listing each event and all the attendant costs. The list below attempts to describe and sometimes capture the rationale for each cost. It builds on the general information provided via the Cost Calculator<sup>10</sup> created by NIHR INVOLVE and uses the structure of the 2013 NIHR paper *Budgeting for Involvement*<sup>11</sup>. Other figures are drawn from individual proposals and advice from project management staff.

## 1. Payment and reward – Payments for research participation - Fees to Individuals

### **Item: Research Participation Fee**

**Unit Cost:** £10<sup>12</sup>

**Description:** On some occasions, the Ethics Committee give their approval for people who give their informed consent to becoming a research participant to receive a participation fee as acknowledgement of their contribution and recognition of any inconvenience<sup>13</sup>. In addition, they are also offered travel costs for additional healthcare appointments and travel to interview locations. Healthy volunteers are sometimes paid an inconvenience allowance which may include travel costs or these may be additionally reimbursed. This is for an activity that takes an hour.

### **Item: Participant Workbook.**

**Unit Cost:** £20

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

### **Item: Voucher, token or other reward.**

**Unit Cost:** Varies. In one study, participants who completed their research measures at every stage were entered into a prize draw to win £100 of high street vouchers and 30 such prizes were awarded<sup>14</sup>.

**Description:** Vouchers or tokens may be offered either to each participant or a prize draw to encourage people to participate. The welfare benefits agency may treat payments made in these forms as if they were cash.

## 2. Payment and reward – Obtaining advice from a group

### **Item: Reference Group**

**Unit Cost:** £19.50<sup>15</sup> up to £30<sup>16</sup> or even £100<sup>17</sup> per person per meeting

**Description:** This group of public representatives will meet on a regular basis with a specific commitment to the project.

See also the item in Section 7 below “Steering Group or Reference Group member”. The distinction between the role described here in Section 2 and that in Section 7 can be somewhat blurred.

Part of each meeting is spent with the Project Lead / Principal Investigator or their deputy. These rates are applied to all regular attendees of a Reference Group who meet their obligations for constructive and active participation as set out in the role description and help with shaping the course of the research. Meetings may be more frequent at the beginning of the study to enable relationships to form. On average, the group may meet every two months. We estimate an average of six people will attend each meeting. Meetings are likely to last for three hours or less (this is the duration of a 'session'), documents will be read without need for 'preparation or follow up payments'. We calculate the budget on the basis that everyone will claim but anticipate only two thirds of the people will actually do so.

**Item: Fee, donation or gift to a group**

**Unit Cost:** £300<sup>18</sup>. This is for the group as a whole, not for individuals

**Description:** 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<sup>19</sup>.

**Item: Honoraria payment**

**Unit Cost:** £2000<sup>20</sup> (this is an illustrative cost only)

**Description:** A Voluntary sector partner organisation receives 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.

### **3. Payment and reward – Fees to Individuals for acquiring the skills, access and permission needed to be effectively involved<sup>21</sup>**

**Item: Funding for time spent in attending additional training.**

**Unit Cost:** £50<sup>22</sup> - £60<sup>23</sup> - £150<sup>24</sup>

**Description:** Where public representatives need to be trained in order 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.

**Item: Conference fees.**

**Unit Cost:** £200 - £400

**Description:** 'Involved members of the public may need to attend conferences'<sup>25</sup> to improve their understanding of the work. Not everyone

will be able to attend such an event<sup>26</sup>. Don't forget to add travel, hotel and carer costs in addition to this conference fee.

**Item: Honorary appointment**

**Unit Cost:**

**Description:** Appointing the person as lay fellow or research partner can give access to the university library, seminars and other research opportunities.<sup>27</sup>

**Item: Equipment and Books**

**Unit Cost:** £

**Description:** Co-researchers may need books, audio recording equipment and a laptop.

**Item: DBS check**

**Unit Cost:** £25-£44

**Description:** '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.'<sup>28</sup> An enhanced check costs the higher rate (£44).

## 4. Expenses for members of the public

**Item: International travel costs**

**Unit Cost:** Varies

**Description:** 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.

**Item: Travel costs**

**Unit Cost:** £0.45 per mile<sup>29</sup> or £10 for local journeys<sup>30</sup>

**Description:** Journeys to attend the Reference Group meeting could be significant i.e. 50 miles. It is prudent to assume all attendees will claim when forecasting. The standard HMRC rate is 45p per mile for the first 10,000 miles at July 2014<sup>31</sup>. Parking costs should also be included. Where trains are used, the standard off-peak fare is preferred. Note that the Benefits Agency may count any payment in excess of exact reimbursement of travel costs as income in its calculations.

**Item: Subsistence****Unit Cost:** £5 to £10 per meal<sup>32</sup>**Description:** 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<sup>33</sup>. The NHS Leadership Academy offers up to £15 for an evening meal where meetings/events last more than 10 hours and finish at 7pm or later – and a meal is not provided.”<sup>34</sup>**Item: Childcare****Unit Cost:** £50 - £60 per day**Description:** **Childcare** organised through an agency will cost £50-60 per day<sup>35</sup>.**Item: Carer or personal assistant costs****Unit Cost:** £7.50 to £40 per hour. Maximum £200 per day**Description:** Some public representatives need a carer to sit with the person they support while they attend a meeting<sup>36</sup>. This price is for a two hour meeting plus travel. For practical purposes, we might assume 50% of relevant public representatives need a sitter. This price assumes that the care is organised through an agency<sup>37</sup>.**Item: Overnight accommodation****Unit Cost:** £68 - £75<sup>38</sup>**Description:** Reasonable rates vary from £68-£75 per room per night depending on location and advance booking<sup>39</sup>.**Item: Home office costs****Unit Cost:****Description:** ‘

## 5. Involvement activity

**Item: Advertising to find people****Unit Cost:** £200. This is the approximate cost of an advert in a local newspaper.**Description:** “In order to recruit members of the public you may want to advertise the opportunity in local or national newspapers.”<sup>40</sup>**Item: Meeting room hire****Unit Cost:** £60-100<sup>41</sup>

**Description:** This is for a meeting with public representatives. While a meeting room may be available for free, this cannot always be guaranteed and so an indicative cost for a half day is included here. NIHR say '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'<sup>42</sup>.

**Item: Lunch**

**Unit Cost:** £7.50 per person<sup>43</sup>

**Description:** This is the price per person. Don't forget to include water or juice with the food order.

**Item: Tea and coffee.**

**Unit Cost:** £2.50 per person

## 6. Making meetings inclusive

**Item: Language translation and interpretation**

**Unit Cost:** The cost is approximately £600 for a full day<sup>44</sup>.

**Description:** 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.

**Item: Hearing support**

**Unit Cost:** £160<sup>45</sup>

**Description:** Hire of a personal address system and two microphones for a day

**Item: Speech to text reporter**

**Unit Cost:** £250 for half a day<sup>46</sup>

**Description:** 'Speech-to-text reporter for half a day

**Item: Mobility scooter**

**Unit Cost:** £80 for a day<sup>47</sup>

**Description:** Hire a mobility scooter

## 7. Specific roles for the public

**Item: Steering Group or Operational Group member**

**Unit Cost:** £20 per hour to £120<sup>48</sup> - £150<sup>49</sup> and exceptionally up to £400<sup>50</sup> per person per meeting

**Description:** Public representatives may be invited to become members of the Steering Group and Operational Group. This is the payment made to each public representative for attending and contributing to one meeting.

**Item: Public Co-applicant.**

**Unit Cost:** £400

**Description:** The example given by NIHR Involve suggests 10 days a year at £400 per day<sup>51</sup>.

**Item: Staff recruitment and selection panel.**

**Unit Cost:** £150

**Description:** 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 NIHR Involve committee rate.

**Item: Focus group**

**Unit Cost:** £10 - £50<sup>52</sup>

**Description:** This is a group of public representatives that meet on a single occasion to hear about a decision point in the research study and offer their advice. Each attendee will receive this money as a thankyou gift for their inconvenience. It is a one hour meeting.

**Item: Single Study PPI Facilitator**

**Unit Cost:** £15.28 per hour

**Description:** The Reference Group will be supported on a day to day basis by a Single Study Facilitator paid the equivalent of NHS mid-point AfC Band 5. The Facilitator receives regular supervision and support from the PPI Lead. EMAHSN has engaged a Single Study Facilitator 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.

**Item: Delivering a presentation**

**Unit Cost:** £30<sup>53</sup> - £40<sup>54</sup> - £150<sup>55</sup>

**Description:** A pair of Reference Group members may prepare and deliver a presentation to an external audience during the course of the project, perhaps as part of the dissemination of findings. Both presenters are paid the rate shown.



## 8. Working with documents

**Item: Evaluating a document**

**Unit Cost:** £10 - £50<sup>56</sup> - £100<sup>57</sup> and exceptionally £200<sup>58</sup>.

**Description:** 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.

**Item: Writing a document**

**Unit Cost:** £100<sup>59</sup>

**Description:** Such as writing a lay summary of the research findings

## 9. Carrying out research

**Item: Peer researchers and interviewers**

**Unit Cost:** £60 - £75 per interview or £15 per hour.

**Description:** 'Sometimes this is done on a sessional basis with peer interviewers being paid for each interview carried out'<sup>60</sup>. Alternatively, an hourly rate can be paid<sup>61</sup>.

## 10. Involvement staffing

**Item: Public Involvement Coordinator**

**Unit Cost:** £18.80 per hour.

**Description:** Strategic coordination and developmental work will be coordinated by the PPI lead paid the equivalent of NHS mid-point AfC Band 6<sup>62</sup>. This is the hourly rate including employer's national insurance and employer's pension contributions.

**Item: Independent facilitator**

**Unit Cost:** £400 - £1,000<sup>63</sup>

**Description:** '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.'<sup>64</sup> This is the daily rate.

**Item: Transcription, printing and postal costs**

**Unit Cost:**

**Description:**

**Item: Administrative support**

**Unit Cost:**

**Description:**

## 11. Other costs

**Item: Excess treatment costs**

**Unit Cost:**

**Description:** This is not generally a patient and public involvement related expense, but it is worth checking whether there are any PPI related issues that link to it.

**Item: Contingency**

**Unit Cost:**

**Description:** Sometimes a public representative has unusual travel costs, such as needing a taxi or travelling a long way.

**Item: On-costs**

**Unit Cost:**

**Description:** These are applied to some of the above items, notably salary, but may include non-pay. The general term 'on-costs' covers employers national insurance, employers pension contributions and in some organisations, an operating margin to cover other corporate overheads. Consult your organisation on what the rates are, but they may vary from 25-40%.

---

<sup>1</sup> Contributions have been received from 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.

<sup>2</sup> We use the term 'public contributor' where others may say patient, carer, service user or member of the public. 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).

<sup>3</sup> 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>.

<sup>4</sup> Funding for earlier public involvement to help develop the grant application could be sought from the researcher's host organisation. In addition, the local Research Design Service may offer a small fund via an application process (<http://www.rds.nihr.ac.uk/patient-and-public-involvement/for-researchers/>).

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

<sup>6</sup> As 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. Available at <http://www.invo.org.uk/wp-content/uploads/2014/11/10002-INVOLVE-Budgeting-Tool-Publication-WEB.pdf>.

<sup>7</sup> The NHS Leadership Academy *Policy - payment to patients, carers and NHS staff supporting the delivery of Academy programmes* (26/09/2013) says "The time paid for must include time taken to travel to and from the venue required."

<sup>8</sup> Payments must not be used as a mechanism to persuade people to engage in these activities when they otherwise would have chosen not to participate. 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 itself.

<sup>9</sup> General information about the interaction between participation payments and welfare benefits may be obtained from <http://www.invo.org.uk/resource-centre/payment/> and an advice line for individuals is available at <http://www.invo.org.uk/resource-centre/benefits-advice-service/>.

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

<sup>11</sup> We note that INVOLVE stop short of recommending actual figures for other organisations, but simply publish the amounts that they have decided to allocate to their own activities. Local circumstances should influence local decisions. 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.

<sup>12</sup> Christina Brindley has noticed inconvenience allowances being paid at around £5 for 35 minutes to £6-£7.50 for an hour. The Institute of Mental Health in Nottingham offers £10 per hour.

<sup>13</sup> See [www.nres.nhs.uk/applications/guidance/](http://www.nres.nhs.uk/applications/guidance/). 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.

<sup>14</sup> See the Reboot study running from 2016 to 2018 - <https://www.rebootnotts.com/about>.

<sup>15</sup> 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 *Budgeting for Involvement* 2013. The new 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](#).

<sup>16</sup> Page 12 of NIHR (2013) *Budgeting for Involvement* gives the example of £30 per meeting for Advisory Groups.

<sup>17</sup> £100 per person per meeting was offered 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."

<sup>18</sup> Page 25 of NIHR (2013) *Budgeting for Involvement* gives an example of a group receiving £300 per consultation for two consultations during a study.

<sup>19</sup> Page 10 of NIHR (2013) *Budgeting for Involvement*.

<sup>20</sup> Page 25 of NIHR (2013) *Budgeting for Involvement* gives this example.

<sup>21</sup> 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.

<sup>22</sup> Page 20 of NIHR (2013) *Budgeting for Involvement* gives an example in which peer interviewers are paid £50 for attending the training and then £75 per interview.

<sup>23</sup> 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.

<sup>24</sup> "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 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. National Institute for Health Research Programmes (October 2009) *Payment and reimbursement rates for public involvement*.

<sup>25</sup> Page 14 of NIHR (2013) *Budgeting for Involvement* suggests this range of fees.

<sup>26</sup> 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 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.

<sup>27</sup> Page 10 of NIHR (2013) *Budgeting for Involvement*.

<sup>28</sup> Page 15 of NIHR (2013) *Budgeting for Involvement*

<sup>29</sup> In October 2014, Nottingham University Hospitals NHS Trust were paying 40p per mile (email from Katie Moore), while Nottinghamshire Healthcare NHS Trust were paying 45p (email from Toni Morley, April 2014). A sliding scale 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.

<sup>30</sup> Page 19 of NIHR (2013) *Budgeting for Involvement* gives an example in which £10 per person is budgeted for local travel.

<sup>31</sup> Page 10 of NIHR (2013) *Budgeting for Involvement*.

<sup>32</sup> £8 per person per meeting was provided 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.

<sup>33</sup> Page 11 of NIHR (2013) *Budgeting for Involvement*.

<sup>34</sup> The NHS Leadership Academy *Policy - payment to patients, carers and NHS staff supporting the delivery of Academy programmes* (26/09/2013).

<sup>35</sup> Page 11 of NIHR (2013) *Budgeting for Involvement*. See also the Cost of Childcare Calculator [here](#).

<sup>36</sup> 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 <https://www.tandfonline.com/doi/full/10.1080/13607863.2017.1317334>

<sup>37</sup> Page 11 of NIHR (2013) *Budgeting for Involvement*.

<sup>38</sup> The NHS Leadership Academy *Policy - payment to patients, carers and NHS staff supporting the delivery of Academy programmes* (26/09/2013) says: "The most economic room rate, including bed and breakfast only, should be obtained with the following maximum cap: London £140, Rest of United Kingdom £90"

<sup>39</sup> Page 11 of NIHR (2013) *Budgeting for Involvement*.

<sup>40</sup> Page 12 of NIHR (2013) *Budgeting for Involvement*

<sup>41</sup> Page 12 of NIHR (2013) *Budgeting for Involvement* suggests £60.

<sup>42</sup> Page 12 of NIHR (2013) *Budgeting for Involvement*

<sup>43</sup> Page 12 of NIHR (2013) *Budgeting for Involvement* suggests that an average cost for coffee and buffet lunch is £10-£20 per head. The NHS Leadership Academy *Policy - payment to patients, carers and NHS staff supporting the delivery of Academy programmes* (26/09/2013) 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."

<sup>44</sup> Estimate from Lynne Maddocks, August 2015.

<sup>45</sup> Page 15 of NIHR (2013) *Budgeting for Involvement*

<sup>46</sup> Page 15 of NIHR (2013) *Budgeting for Involvement*

<sup>47</sup> Page 15 of NIHR (2013) *Budgeting for Involvement*

<sup>48</sup> The East Midlands Research Design Service offer Public Contributors £120 for the preparation for and attendance at their Scientific Panel meeting. This includes summarising comments on the funding applications being considered.

<sup>49</sup> Page 12 of NIHR (2013) *Budgeting for Involvement* gives the example of £110 per meeting for Steering and Management Groups, but this amount includes an acknowledged overhead for the PPI group, so that members receive £25 per meeting and £25 per specialist lay pre-meeting. Page 19 of NIHR (2013) *Budgeting for Involvement* gives an example of £150. The NHS Leadership Academy *Policy - payment to patients, carers and NHS staff supporting the delivery of Academy programmes* (26/09/2013) says "£150 for a full day." Cancer Research UK (undated document) pays £80 per day (where more than 4 hours is contributed), £50 per half day (where between 2-4 hours is contributed) or £30 for up to 2 hours, excluding breaks and social time.

<sup>50</sup> "£150 - the daily committee fee includes payment for both preparation and attendance at a meeting (e.g. reviewing up to 10 full research proposals, reading suggested research topics (up to 40) and reviewing up to 8 vignettes for the Health Technology Assessment programme, reviewing up to 20 applications at the scrutiny stage of Research for Patient Benefit, or 1-2 applications for Programme Grants for Applied Research). In certain circumstances where there is considerable additional preparation and / or responsibilities for the meeting, the following higher rates can be offered: £225 for attendance at and considerable additional preparation and / or responsibilities for the meeting. (e.g. reviewing between 11 and 14 full research proposals, or 21 or more applications at the scrutiny stage of Research for Patient Benefit). £300.00 for attendance at and extensive additional preparation and or responsibilities for the meeting. (e.g. reviewing 15 or over full research proposals, 3-4 applications for Programme Grants for Applied Research). £450.00 for attendance at and preparation for meetings involving assessment of multi-stage, complex grant applications. (e.g. reviewing 5-6 Programme Grants for Applied Research applications)." National Institute for Health Research Programmes (October 2009) *Payment and reimbursement rates for*

---

*public involvement*. These amounts are reproduced without uplift in NIHR CCF (Dec 2017) Central Commissioning Facility *Reward and recognition for public contributors: A guide to the payment of fees and expenses*.

<sup>51</sup> Page 29 of NIHR (2013) *Budgeting for Involvement*

<sup>52</sup> Page 19 of NIHR (2013) *Budgeting for Involvement* gives an example in which people are paid £50. Christina Brindley paid £20 for a two hour focus group meeting. The NHS Leadership Academy *Policy - payment to patients, carers and NHS staff supporting the delivery of Academy programmes* (26/09/2013) says “£25 for a 1 hour session, £50 for 2 hours, £75 to input into a workshop if half a day.” These amounts are reproduced without uplift in NIHR CCF (Dec 2017) Central Commissioning Facility *Reward and recognition for public contributors: A guide to the payment of fees and expenses*

<sup>53</sup> 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.

<sup>54</sup> The Policy Research Unit for mental health at UCL/KCL in 2018 offers £40 for preparing workshops, facilitating focus groups, preparing presentations. See [here](#).

<sup>55</sup> 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 NIHR (2013) *Budgeting for Involvement*. The example given on page 20 of *Budgeting for Involvement* pays £150 for presenting at a national conference.

<sup>56</sup> The East Midlands Research Design Service offers Public Contributors £50 for reviewing a research proposal.

<sup>57</sup> EMAHSN offers a flat rate of £10 for most exercises of this sort in return for a page of comments. Page 19 of NIHR (2013) *Budgeting for Involvement* 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](#).

<sup>58</sup> 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). Higher level £200.00 - for reviews of large reports or documents; for example reviewing long reports (over 200 pages). National Institute for Health Research Programmes (October 2009) *Payment and reimbursement rates for public involvement*. These amounts are reproduced without uplift in NIHR CCF (Dec 2017) Central Commissioning Facility *Reward and recognition for public contributors: A guide to the payment of fees and expenses*

<sup>59</sup> Page 20 of NIHR (2013) *Budgeting for Involvement*

<sup>60</sup> Page 16 of NIHR (2013) *Budgeting for Involvement*

<sup>61</sup> Page 29 of NIHR (2013) *Budgeting for Involvement* gives an example where peer researchers are paid £15 per hour.

<sup>62</sup> Page 14 of NIHR (2013) *Budgeting for Involvement* 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.

<sup>63</sup> Page 19 of NIHR (2013) *Budgeting for Involvement* gives an example of an independent facilitator to moderate the focus group at a cost of £650.

<sup>64</sup> Page 15 of NIHR (2013) *Budgeting for Involvement*