



PPI Ignite @ NUI Galway Programme office:

Supporting research grant applications

Scope

The PPI Ignite @ NUI Galway programme office provides supports to Principal Investigators/researchers when planning for or when drafting a grant application. Support is provided to researchers from any discipline with outcomes that impact human health. This document outlines the process for providing support.

Step 1: Initial contact with the PPI Ignite @ NUI Galway programme office

1. Establish contact with the PPI Ignite programme office as early as possible (preferably before or at the start of the grant application process). Email the name of the PI, the disease area/focus area, and if known, the funding call deadlines, to ppi@nuigalway.ie. Please indicate briefly any public/patient involvement activity relevant to the grant application and/or in other studies with a PPI component that you/the research team have been involved in previously.
2. If necessary, familiarise yourself/the research team with the PPI Ignite programme here: <https://youtu.be/atHtggtcSAg>
3. In most cases, the PPI Ignite @ NUI Galway programme manager will schedule a PPI Support Clinic with (in person or by phone) the PI and/or a nominee for a confidential discussion about the proposed study, focusing on the PPI component. Depending on the study, the programme manager can advise on:
 - a. The definition of PPI in the context of the proposed study
 - b. An overall approach to including the public/patient voice in the research study
 - c. Feasibility of proposed PPI plans
 - d. Existing connections that NUI Galway has with patient and community groups and other potential public/patient partners
 - e. Appropriate methodologies that could be used within the PPI plans
 - f. Particular challenges in including the public/patient voice in the proposed study
 - g. Identifying potential training needs for public representatives and research team members and signposting potential training opportunities
 - h. Budgeting for PPI activities
 - i. Planning the evaluation of the impact of PPI on the proposed study
 - j. Useful resources to support the development of the PPI plans and budget

Step 2: Reviewing PPI section of grant application

The PI/nominee emails the PPI section and the PPI component of the budget of the grant application to the programme manager, who reviews the plans and provides feedback (email or verbal) to the team.

Please contact the PPI Ignite Programme Office early in the grant writing process to schedule a PPI Support Clinic appointment. PPI Support Clinics take place one day per week.

Step 3: Providing a statement of support

When the PPI Programme office is satisfied that the plans outlined in the PPI section of the grant application represent meaningful PPI and is supported by a reasonable budget, the programme office can, if desired, provide a letter of support to the research team, for example, similar to the HRB Infrastructure Support form. This letter of support outlines both the standard services provided by the programme office and any relevant application-specific services that have emerged during the planning phase. There is **no cost** associated with the support provided from the PPI Ignite programme office to a study/research team.

Step 4: Communicating when a study is funded

1. When a grant application is successful and a study commences, the PI/research team is required to keep the Programme Office updated on upcoming PPI activities and the PPI training needs of the research team and public/patient partners.
2. The Programme Office will endeavour to provide training or pointers to training for the research team and any other PPI support required, including access to a PPI clinic and planning the evaluation of the PPI.
3. The programme office will work with research team to develop a communication plan to communicate the research results to the target public/patient population.
4. The research team will contribute to sharing learnings from the PPI with colleagues within NUI Galway and beyond, through seminars, posters, social media and other pathways.

Figure 1: Working with the PPI Ignite @ NUI Galway programme office during grant writing

