

## **Involvement in research planning template for researchers**

This document aims to support you to plan and consider how to involve people with arthritis in your research project or programme.

Involvement refers to an active partnership. This means that people with lived experience work alongside the research team and are actively involved in contributing to the different stages of the research process. It can occur at any point in the research process, from identifying a research question to disseminating the results.

Involvement is not 'participation' nor 'engagement'. Participation is when people take part in projects as a subject. This is when research is done to or for them, not with them. Engagement is when information on research is shared with the public, for example by holding talks or events.

It would be best practice to work through this form and shape your ongoing plan for involvement with people who have lived experience – involving them from the start!

The text in the right hand column is a guide and can be deleted as you add your plan.

<b>Define your aims</b>	<i>Consider why you are involving people? What do you hope they will add/help with? What are you hoping to achieve? What do we need people's views for? What will this influence?</i>
<b>Consider who you need to involve</b>	<i>Who should you involve? Think about representativeness and diversity. Do they need to have lived experience of the research topic? How many people would you like to involve?</i>
<b>How will you find people to get involved?</b>	<i>Where are you going to advertise? Could you work together with a patient organisation?</i>
<b>When do you need to involve people to meet your aims</b>	<i>Identify the key stages of the research project that you would like to get people involved.</i>
<b>Identify what they will specifically do</b>	<i>What approach or method will work best at what stage, for example, reviewing study materials, part of a meeting discussing recruitment and retention strategies, or co-delivering presentations, etc. What way are you going to involve them? E.g. one-to-one discussions, written feedback, group discussions, managerial roles or potential for people to be co-applicants? Think about how you will build relationships with people as part of your team, value their contributions and sharing the decision-making power. It's important to offer a range of ways as different contributions may suit different people.</i>
<b>Explore some of the practical considerations upfront</b>	<i>Think in advance about the time and resource to deliver this well. Communication is key – plan how and when you will do this, giving thought to your language, setting expectations, ensuring transparency, providing enough information to enable meaningful contribution and feeding back to people on the difference they have made. Think about how technology could help you. Think about accessibility of venues for face-face meetings, as well as travel &amp; meeting times and how this can be flexible to support people's health needs. Training and support, what is available for staff and people with lived experience to enhance the experience, does your institution provide anything?</i>

<b>Costs</b>	<i>Always budget your PPI appropriately. Will you provide payment to involved people? Will you cover travel and other expenses? How will you pay PPI contributors? Does your institution have a policy that covers individual circumstances e.g. how payment may affect welfare payments, tax etc. Are there non-monetary ways to recognize time, skills and expertise? Think about all the costs that may arise including: room hire, catering, parking, printing, stationary, virtual meeting subscription (e.g. zoom) etc.</i>
<b>Impact</b>	<i>How will you evaluate how patients were involved and influenced research decisions? This can provide insight into how to develop and improve involvement activities in future.</i>