 

Patient and Public Involvement Payment

SPCR Guidance document

This document provides brief information and guidance for *researchers* about costing for Patient and Public Involvement (PPI) contributor fees. For more details or information please see your departmental PPI Guide, or speak to your local [PPI coordinator](https://www.spcr.nihr.ac.uk/PPI/ppi-contacts).

# What are the fees?

* Best practice for PPI activities is to offer a contributor payment or ‘involvement fee’, as well as reasonable travel expenses.
* Fees are ‘honorarium’ payments, andare a form of recognition offered for contributions made to each activity. This does not mean that contributors have a contract of employment with your department or organisation.

# Who should be paid fees?

Public contributors who:

* are a member of the public (includes patients, potential patients, carers and people who use health and social care services as well as people from organisations that represent people who use services) **and**
* are being asked to provide a public perspective **and**
* are not in receipt of a full time salary from public funds\*

# Note about Benefit recipients:

* Contributors should be made aware that accepting payment of fees may affect any benefits they currently receive. You are *not* expected to be a source of advice about this potential issue. Read more advice here: <http://www.invo.org.uk/benefits-advice-service-for-involvement-for-nihr-organisations/>
* They can contact INVOLVE on [involve@nihr.ac.uk](mailto:involve@nihr.ac.uk) / 02380 595628

\*If a contributor does work full time in the public sector they may still be entitled to payment of a fee provided that you confirm:

* their paid employment is totally unrelated to the activity being undertaken **and**
* they intend to undertake the activity in their free time.

# What fees should be paid?

* The SPCR uses the payment rates set by the NIHR Central Commissioning Facility (CCF) PPI Payment Guide. The most relevant have been listed below.
* The rates reflect differences in the *volume* and *nature* of activities required before, during and after a meeting. Each rate covers preparation for, attendance at meetings, and any post-activity feedback.
* Involvement fees are a *fixed* ‘honorarium’ payments for specific activities, and *not* an hourly rate. Each preparatory activity will likely take individuals varying amounts of time, this should not be costed for on an individual basis.
* You can use the INVOLVE cost calculator to work out the actual costs of involving people in your study. <http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/>

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| **Fee** | **Description** |
| **£25** | For involvement in a task or activity requiring little or no preparation and which equates to approximately one hour of activity or less.   * For example, participating in a teleconference or advisory group, or reviewing a short document/lay summary. |
| **£50** | For involvement in a task or activity likely to require some preparation and which equates to approximately two hours of activity.   * For example, a teleconference or advisory group with related papers to read or reviewing a few short documents. |
| **£75** | For involvement in a task or activity likely to require some preparation and which equates to approximately half a days of activity.   * For example, a teleconference or advisory group with related papers to read or reviewing a few short documents. |
| **£150** | For involvement in one-off, all-day meetings.   * For example, attending a committee or panel meeting and reading and reviewing related documents. |

# Methods of payment

* Each partner department/organisation will have its own method of payment, and may have slightly varied rates as part of internal or university payment policies. Please see your local [PPI coordinator](https://www.spcr.nihr.ac.uk/PPI/ppi-contacts) for more information.
* Payment can also be made in vouchers if this is the preferred by either the department or contributors.