# HPRU EZI PPI Bursaries – Application Form

**Purpose and background**

Each PhD student and PDRA funded by the HPRU has the opportunity to request funding to incorporate patient and public involvement (PPI) in their project. Everyone can request a PPI bursary of max. £1,100 to be used anytime during your project. To be able to access this funding, an application has to be approved by the PPIE working group. An application can be max. 3 pages (excluding budget section).

You will always receive feedback on your application and in the case that there are any changes to make, you will have the option to incorporate the feedback and re-submit to the working group. You will be required to fill in a short impact report after your PPI activity has taken place to inform us of the outcome of your activity. Summaries of the impact form may be included on the HPRU EZI website. If you have any questions on the application form, or would like to discuss your plans, please contact the HPRU PPI lead (ashleigh.cheyne@ndm.ox.ac.uk).

Submission deadlines for bursaries are published on the HPRU EZI [website](http://www.hpruezi.nihr.ac.uk/public-involvement/ppi-bursary/).

**Filling out this form**

**As submissions will be reviewed by members of the public in our PPIE working group, make sure you write in plain English.** Guidance on writing a plain English summary of a research project can be found [here](https://www.nihr.ac.uk/documents/plain-english-summaries/27363). You are welcome to write in bullet points and include figures or images to supplement your statements.

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| **Name** |  |
| **Project title** |  |
| **Research group + institution** |  |
| **Supervisor signature** |  |

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| **1) Research summary** *(200 words max)* |
| *Give a short summary of the research you will be conducting. Make sure to write in plain English. Please include a provisional timetable for the activities.* |
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| **2) Aim** *(100 words max)* |
| *How do you think public contribution will improve your research?* |
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| **3) Audience** *(50 words max)* |
| *Who are you aiming to involve in your research? Why do you want them to have this particular experience? How many people do you hope to involve? How do you plan to recruit them?* |
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| **4) Incorporated in research** *(150 words max)* |
| *What stages of the research project do you plan to involve public contributors in? Why these stages?* |
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| **5) Method of involvement** *(150 words max)* |
| *How are you planning to conduct the involvement? Will you have different approaches for different stages in your research?* |
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| **6) Feedback** *(50 words max)* |
| *How are you planning to give feedback to your public contributors?* |
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| **7) Reporting** *(50 words max)* |
| *Each year you will be asked to report on your PPI activities. How will you track this throughout your project? Is there a method you want to use or way you will record this?*  |
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| **Budget** |
| *Please specify the amount you request and provide further information on how you will spend your bursary. Do keep the* [*NIHR Guidance*](https://www.nihr.ac.uk/documents/centre-for-engagement-and-dissemination-recognition-payments-for-public-contributors/24979) *in mind for reimbursing public contributors for their time. Make sure that your budget reflects the eligibility funding criteria of HPRU EZI (i.e. only 2nd class travel, no alcohol reimbursements, research costs, costs covered by other funding)*  |
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