

# WIPH PPI Newsletter Toolkit:

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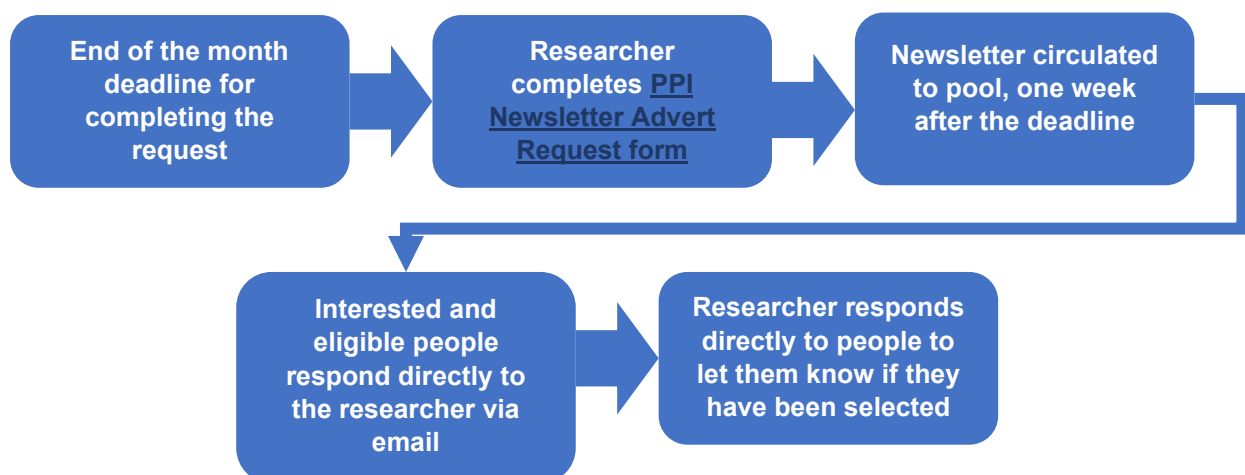
## 1. What is the WIPH PPI Opportunities Newsletter?

The WIPH PPI Opportunities Newsletter is a place to share your upcoming PPI opportunities to a pool of members of the public, who have expressed interest in contributing to health research at WIPH.

The newsletter will be circulated monthly, and the deadline for requests will be the last working day of each month.

**Please help us to increase the size and diversity of the pool by sharing the sign-up link: [WIPH PPI Survey](#)**

## 2. Process: From request to selection



### 3. Terms of Reference:

By submitting a PPI request to the WIPH PPI Opportunity Newsletter, you are agreeing to the following terms. These terms are designed to foster and maintain positive relationships with members of the public, and to uphold QMUL's reputation in the public's opinion.

#### **Communication:**

I agree to:

1. Communicate in a professional, respectful and friendly manner.
2. Maintain timely communication with potential and selected PPI contributors at all stages of the process (Replying to emails within a maximum of 4 working days).
3. Respond to everyone who expresses interest in contributing to your study, even if they are not selected to take part. (Please see template emails attached)
4. Give people plenty of time to digest and understand information.
5. Not exhibit any inappropriate or unprofessional behaviour
6. Ensure that contributors receive feedback about the impact of their involvement, and any subsequent updates to the study.

#### **Payment:**

Following QMUL PPIE Reimbursement Guidance (this is currently a work in progress), I agree to:

1. Ensure that contributors receive the appropriate reimbursement in a timely manner (Where possible, within one month of the activity – and if there are delays, to communicate this)
2. Keep a detailed log of reimbursements to ensure that these can be checked if queries arise

#### **Data:**

I agree to:

1. Keep any personal information shared confidential i.e. identifiable information.
2. Be transparent about how PPI contributors' information will be used.

***If you do not comply with these Terms of Reference, you may be excluded from using the WIPH PPI Opportunity Newsletter in the future.***

## 4. Requesting an advert in the WIPH PPI Newsletter:

Fill out this form **by the last working day of the month:**

<https://forms.office.com/e/Pyv7V3EYLt>

To avoid time consuming back and forth via email, please spend time ensuring that the form is filled out carefully and in line with the following guidance


Please ensure that all answers are written in plain English, avoiding jargon and acronyms as much as possible.

### Circulation of the newsletter:

Your request will be reviewed by WIPH's Public Advisory Panel ([involve-wiph@qmul.ac.uk](mailto:involve-wiph@qmul.ac.uk)) and checked for any missing information or errors.

If you are contacted to make any amendments to your request, please make sure that you respond as soon as possible to make sure that your request is included in the newsletter.

Here is an example of what the newsletter will look like:



Queen Mary University of London Wolfson Institute of Population Health

### WIPH Patient and Public Involvement Opportunities Newsletter

[View this email in your browser](#)

Welcome to the Wolfson Institute of Population Health's monthly PPI Opportunities Newsletter, where we share upcoming opportunities to get involved in exciting research across the institute!

#### This month's PPI opportunities:

**MATERNITY STUDY**  
**Women's Health research**

The MATERNITY study is looking at whether pregnancy outcomes differ between different ethnic groups.

**What?**  
We are looking for people to take part in two 2-hour sessions to review patient facing materials.

**Who?**  
Women, from Black African and Caribbean backgrounds, who have experienced pregnancy in the last 3 years.

**Where?**  
Whitechapel, London.

**Will I be reimbursed?**  
Participants will be paid a total of £100, with a choice of voucher or BACS. Any travel expenses will also be reimbursed.

*If you fit the above criteria and are interested in taking part, email [hy7987@qmul.ac.uk](mailto:hy7987@qmul.ac.uk) with the subject: PPI: MATERNITY study*  
**Closing date: 05.12.24**

**DETECT STUDY**  
**Cancer research**

The DETECT study is looking at developing screening tools to detect early stage bowel cancer.

**What?**  
We are looking for people to take part in a 1-hour focus group to discuss how they would feel about being invited to a screening test.

**Who?**  
Men, aged 50-75.

**Where?**  
Online, on Teams.

**Will I be reimbursed?**  
Participants will be paid £50, with a choice of e-voucher or BACS.

*If you fit the above criteria and are interested in taking part, email [hy7987@qmul.ac.uk](mailto:hy7987@qmul.ac.uk) with the subject: PPI: DETECT study*  
**Closing date: 25.10.24**

## 5. Responding to potential PPI contributors:

As set out in the terms of reference, **you must respond to everyone who expresses interest in contributing to your study** even if they are not selected to take part, and do so within 4 working days.

Please see the below email templates on how to respond to potential PPI contributors and what to include:

### **Acceptance email:**

**Subject line: PPI opportunity at WIPH: Study name**

Dear (their name)

Thank you for expressing interest in being part of (study name).

We are very happy to let you know that **you have been selected to take part in (PPI activity)**.

We will be following up via (phone/ email) to give you some more information on what you will be asked to do as part of the (PPI activity).

(Add information on dates or ask about availability)

(Add any questions you need to ask)

(Add any information on any pre-reading or preparation you require them to do)

(Add detail on the task, and reimbursement they will receive)

Please let me know if you are receiving welfare benefits, as there are steps we will need to take to make sure reimbursement for this activity does not affect your ability to claim welfare benefits.

Thanks again for agreeing to support our research and we look forward to working with you.

Best wishes,

(Your name)

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### **Rejection email:**

**Subject line: PPI opportunity at WIPH: Study name**

Dear (their name)

Thank you for expressing interest in being part of (study name).

Unfortunately, **you have not been selected to take part in (PPI activity)**, (e.g as we received a lot of interest/ as you did not meet the criteria for the study).

Thank you again for your interest. We hope to work with you in the future.

Best wishes,

(Your name)

## 7. Budgeting and payment:

All PPI contributors must be properly remunerated for their time and contributions.

**Detailed guidance for the reimbursement of PPI contributors is currently being developed. Please keep an eye out for communications regarding the guidance.**

*If you are part of Centre for Cancer Screening, Prevention and Early Diagnosis (CCSPED) contact Nia ([n.otakejohn@qmul.ac.uk](mailto:n.otakejohn@qmul.ac.uk)) regarding reimbursement of PPI contributors.*

*If you are part of Centre for Evaluation and Methods (CEM) contact Chelle ([c.salmon@qmul.ac.uk](mailto:c.salmon@qmul.ac.uk)) regarding reimbursement of PPI contributors.*

*For other centres, if you require support for the administrative side of reimbursement (i.e. processing payment forms, raising POs) please contact your centre administrators or managers.*

### Payment Rates:

WIPH works with recommended NIHR payment rates for PPI contributors:

Rate	PPI Involvement
£12.50	A half-hour activity, such as reading and commenting on an abstract
£25	A one-hour activity, requiring little or no preparation
£50	A two-hour activity, requiring some preparation
£75	A half day activity, requiring substantial preparation
£150	Involvement in all-day meetings
£300	Involvement in all-day meetings requiring substantial preparation

**Please use [these slides](#) to inform your PPI contributors of their choices of payment methods:**

Please note that any participants who are claiming benefits can only be paid up to £184.30 total in any given week, without their ability to claim benefits being affected.

Participants who are claiming benefits will need to notify their Jobcentre **BEFORE** they take part in PPI activities, and will need [this signed letter](#) from researchers to notify the Jobcentre of their plans to be involved in research.

## 8. Limitations of the newsletter

Please note that while our pool of PPI contributors and engagement efforts are evolving, those signed up to the newsletter will most likely be individuals who are already relatively engaged with their health and in some cases will have previous experience of being involved in research.

As this is a digital platform and requires people to sign up via an online form and check their emails, all will be digitally literate.

Considering the above, please understand that this newsletter is not an exhaustive means of recruiting PPI members. If you are trying to reach groups who are unlikely to be signed up to the newsletter, please carefully consider other methods of recruitment. These could include face-to-face community engagement or communicating via Whatsapp or phone call.