

# Top Tips...

# 2

## Things to consider when reviewing research applications / proposals

For patients, members of the public and those interested in the public perspective / contribution.

- 1. Make sure that the plain English summary is clear and understandable, and can be used on its own to describe the proposed research**

Further guidance for writing plain English summaries:

[www.invo.org.uk/makeitclear/](http://www.invo.org.uk/makeitclear/)

- 2. Check that there is someone on the research team responsible for managing the public involvement of the project**

For example, overseeing the recruitment / engagement from a diverse population, with the relevant lived / carer experience, and provide the relevant training and support.

Further guidance, INVOLVE Briefing Notes for Researchers:

[www.invo.org.uk/resource-centre/resource-for-researchers/](http://www.invo.org.uk/resource-centre/resource-for-researchers/)

and especially 'Clarify organisational responsibilities' in note 5:

[www.invo.org.uk/clarify-organisational-responsibilities/](http://www.invo.org.uk/clarify-organisational-responsibilities/)

- 3. Check that public involvement is meaningful and evident throughout the research project, from design to dissemination where practical and appropriate for the type of study design and stage of research**

Further guidance, INVOLVE Briefing Notes for Researchers, note eight 'Ways that people can be involved in the different stages of the research cycle'

[www.invo.org.uk/posttypesresource/where-and-how-to-involve-in-the-research-cycle/](http://www.invo.org.uk/posttypesresource/where-and-how-to-involve-in-the-research-cycle/)



## 4. Check that relevant people are involved in the different stages of the research cycle, including dissemination

For example, it's not just members of the public who researchers are accountable for but other parties with an interest, such as other patient / carer / public groups, charities and / or other organisations.

Further guidance, K4Health Stakeholder Engagement & Collaborative Research:  
[www.k4health.org/toolkits/research-utilization/stakeholder-engagement-collaborative-research](http://www.k4health.org/toolkits/research-utilization/stakeholder-engagement-collaborative-research)

INVOLVE's Strategies for diversity and inclusion in public involvement:  
[www.invo.org.uk/wp-content/uploads/2014/10/INVOLVE\\_Inclusion\\_Supplement\\_links-updated-July-2014-WEB.pdf](http://www.invo.org.uk/wp-content/uploads/2014/10/INVOLVE_Inclusion_Supplement_links-updated-July-2014-WEB.pdf)

## 5. Check that public involvement plans are realistic / feasible, and that the proposed intervention (drug, treatment, service) is ethical

Further guidance, INVOLVE Public involvement in research and research ethics committee review:

[www.invo.org.uk/wp-content/uploads/2016/05/HRA-INVOLVE-updated-statement-2016.pdf](http://www.invo.org.uk/wp-content/uploads/2016/05/HRA-INVOLVE-updated-statement-2016.pdf)

INVOLVE Public involvement in research: impact on ethical aspects of research:  
[www.invo.org.uk/wp-content/uploads/2014/10/INVOLVEImpactEthicalAspectsResearch-Links-updated-July-2014\\_WEB.pdf](http://www.invo.org.uk/wp-content/uploads/2014/10/INVOLVEImpactEthicalAspectsResearch-Links-updated-July-2014_WEB.pdf)

WHO Standards and Operational Guidance for Ethics Review of Health-Related Research with Human Participants:

[http://apps.who.int/iris/bitstream/10665/44783/1/9789241502948\\_eng.pdf?ua=1&ua=1](http://apps.who.int/iris/bitstream/10665/44783/1/9789241502948_eng.pdf?ua=1&ua=1)

## 6. Make sure that adequate budget has been allocated for public involvement

Further guidance: INVOLVE cost calculator and 'Budgeting for Involvement':

[www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/](http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/)

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