

WORKING TOGETHER



Public Involvement in research design and development positively impacts on projects by improving the quality and relevance of research.

**Public involvement in research has been defined as:
“doing research ‘with’ or ‘by’ members of the public, rather than
‘to’, ‘about’ or ‘for’ them” (INVOLVE)**

Sheffield Teaching Hospitals want to provide the public with opportunities to take part in all aspects of research.

We have a number of established panels who provide our researchers with insight into how specific research studies should be designed, and which areas of research would benefit and further improve health and healthcare.

Based on feedback from researchers and the panels, we have laid out the following brief guidelines to ensure ongoing support and success of the panels and relevant and beneficial advice for the researchers.

Researchers and panel members should:

1 - Work collaboratively and with mutual respect

2 – Communicate clearly and appropriately

3 – Share their expertise and experience

For researchers

Work collaboratively and with mutual respect:

- Seeking involvement early
- Costing in funds for Panel members' involvement in project-specific steering groups
- Welcoming comments and feedback from Panel members including about, but not limited to, the research question/study documentation

Communicate clearly and appropriately:

- From initial involvement, ensure ongoing communication with the Panel including:
 - ✓ Reporting back to the panel regarding outcomes of grant applications
 - ✓ Presenting interim or study findings
 - ✓ Requesting review of findings for dissemination to study participants
- Providing papers in good time (~2 weeks before the meeting)
- Avoiding jargon and acronyms
- Providing the priority issues/questions on which advice is requested
- Explaining openly and clearly when, and why, advice cannot be taken
- Demonstrating how documents have been amended in response to panel feedback

Share their particular expertise and experience:

- Making the research process as accessible as possible
- Informing the Panel of significant phases of the research process

For panel members

Work collaboratively and with mutual respect:

- Being accessible to the research community e.g. by holding regular meetings
- Trying to accommodate short term requests for meetings
- Offering advice and support to researchers at all phases of the research process;
- Welcoming honest feedback from researchers on the Panel's performance and ways to enhance its future support

Communicate clearly and appropriately:

- Providing advice to help research be carried out in an ethical and respectful way

Share their particular expertise and experience:

- Helping to develop funding applications including being co-applicants;
- Advising researchers on how best to involve patients, carers and the public in their research;
- Commenting on documents such as patient information leaflets;
- Helping to disseminate research findings to non-specialist audiences;
- Participating in relevant development opportunities and sharing learning with fellow Panel members.