Guidance for programme staff and trainees on including people with lived experience of health, mental health, and social inequalities in research.

# Participation in Activities with the Doctorate in Clinical Psychology Programme

Overview

The Doctorate in Clinical Psychology Training Programme at Lancaster University is committed to involving the expertise and perspectives of experts by experience in our programme. We recommend all members of the programme familiarise themselves with important frameworks in relation to supporting people take part in research, specifically the [NIHR Race Equality Framework](https://www.nihr.ac.uk/documents/nihr-race-equality-framework/30388) and [UK Standards for Public Involvement in Research](https://sites.google.com/nihr.ac.uk/pi-standards/home).

The [Public Involvement Resource Hub of Imperial College London](https://www.imperial.ac.uk/patient-experience-research-centre/ppi/ppi-resource-hub/) is also an excellent resource for developing knowledge and skills in this area. Specifically in relation to mental health research, this page provides useful resources: <https://mentalhealthresearchmatters.org.uk/what-good-mental-health-research-look-like/inclusive-antiracist-research/>

Research Activities

Trainees who wish to seek LUPIN support for their thesis projects should discuss options with their supervisor early on in their thesis development, drawing further upon national guidance, such as the aforementioned resources from [NIHR](https://www.nihr.ac.uk/documents/ppi-patient-and-public-involvement-resources-for-applicants-to-nihr-research-programmes/23437). Plans then need to be discussed and agreed with Sarah Heard, Research Coordinator, prior to making arrangements with people for the purposes of research support and consultation.

Payments

There are several ways in which experts by experience can be remunerated for their involvement and contribution. Funding must be approved by the Research Director before you finalise planning in relation to the giving of such payments or gifts. Payments can be made through (1) engagement contracts for members, (2) payment vouchers processed through the university finance team, (3) ‘thank you’ store vouchers, or (4) payment by invoice if the stakeholder is already established in a consultancy role. Sarah Heard will need to be told about the planned activities at least one month prior to their occurrence to ensure a suitable payment option can be put in place.

Remuneration Payments

The NIHR sets out the following rates for honorarium payments, which can be used as a guide for planning and supervision discussions:

£12.50 - For involvement in a task or activity such as reading and commenting on an abstract which equates to less than half an hour. For example, reviewing papers for the development of Alerts.

£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 focus group to provide feedback on a proposal.

£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 with related papers to read or review a few short documents.

£75 - For involvement in a task or activity where preparation is required and which equates to approximately half a day’s activity. For example, participating in a meeting to interview a small number of candidates who have applied to join a committee or panel, participating in a focus group, or delivering training.

£150 - For involvement in all-day meetings. For example, attending a committee or panel meeting as an observer prior to becoming an active public member of a committee/panel.

£300 - For involvement in all-day meetings that require substantial preparation. For example, when chairing or co-chairing a meeting or when carrying out other discretionary work, which requires additional responsibilities.

## Guidance for involving LUPIN members and volunteers in research.

The Lancaster University Public Involvement Network ([LUPIN](https://www.lancaster.ac.uk/health-and-medicine/dhr/dclinpsy/lupin/)) is a group of people with direct and indirect experience of accessing services, who have an interest in contributing towards clinical training. Members and volunteers within LUPIN are often able to offer valuable advice and perspectives on research matters for trainees. However, you can also liaise with a range of external Voluntary, Community and Social Enterprise (VCSE) groups, relevant to your topic. The guidance in this document usually applies to external stakeholders as well as programme-based resources. Please discuss details pertaining to your specific study with your supervisor in the first instance.

Engagement Contracts for Members

If the person with lived experience is going to be paid directly for their time, this payment must be made through an engagement contract (arranged through Sarah Heard, Research Coordinator). You should therefore discuss this arrangement with Sarah Heard once you have obtained approval from the Research Director. This conversation should take place at least one month before the consultation meeting occurs to ensure there is sufficient time for the contract to be put in place. The contract must then be completed as soon as the person you have invited to be involved agrees to be paid in this way, so that the paperwork can be processed in time. Please note, as it can take up to a month for this to be done, you should inform people of this likely timeline. It is also essential that the person engaging with the contract has an email address, which should be checked beforehand.

The contract **must** be in place **before** the work is conducted. If payment is made through and engagement contract, the recipient does not have to undertake a Self-Assessment as the university processes tax through PAYE. However, if payment is made via invoice, the payee is required to declare this payment to HMRC. Although it is unlikely stakeholders will ask you about these financial implications, please refer people to [HMRC](https://www.gov.uk/self-assessment-tax-returns) or the Citizens Advice consumer helpline (0808 223 1133) if they have queries; do not attempt to provide financial advice yourself.

Payment Vouchers for LUPIN Volunteers

Whilst LUPIN Members are usually involved in several aspects of the programme, LUPIN Volunteers offer their time on an occasional and flexible basis, and are therefore unlikely to hold an engagement contract with the university. Therefore, it is often appropriate to pay out of pocket expenses, unexpected ‘thank you’ gifts in recognition of a contribution, or a cash payment voucher processed through the university finance team. To make payment in this way, the stakeholder would need to complete the fees expenses form.

* Out of pocket expenses can be paid for things such as childcare, carer time or electricity if meetings are remote.
* Out of pocket expenses can also be used for travel.

Please discuss your plans with your supervisor and the Research Coordinator before making firm offers on what is available. Thank-you gifts can be made by giving unexpected vouchers (arranged through the Research Coordinator). These can be purchased for any company. Amazon and supermarket vouchers (e.g. Love2Shop) are commonly used for these purposes. If this option is used, the recipient should not be aware that they will be in receipt of this gift until after they have contributed to the research activity.

Additionally, the amounts should be small *one offs* and cannot be given to anyone already employed by Lancaster University. People paid via engagement contracts are classed as employees at Lancaster University. The vouchers should never be used to renumerate individuals for their time, as per the financial regulations.

## Summary

In summary, people already employed by Lancaster University or people on engagement contracts cannot receive out of pocket and/or travel expenses. People receiving a 'thank you' gift are able to claim out of pocket expenses, in addition to their 'thank you' voucher.' If you have any queries about the above processes, please contact the Research Coordinator in the first instance.