**Public participation in research**

The Doctorate in Clinical Psychology Training Programme at Lancaster University is committed to involving the expertise and perspectives of experts by experience in research. Trainees should discuss options with their supervisor early on in their thesis development. 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).

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. All payments will be charged to your training budget. For those within the 2022 intake and later, £100 of your training budget is ring-fenced for this funding. You can go over this amount if needs be and this will be taken from the remainder of your budget.

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 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 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.

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). 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. Those paid via engagement contracts become employees at Lancaster University and cannot receive out of pocket expenses. Where ‘thank you’ gifts are made through ‘store card’ vouchers, these can only be used as *one offs* and cannot be given to anyone already employed by Lancaster University.

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 or ‘payment voucher’ are able to claim out of pocket expenses, in addition to their voucher. If you have any queries about the above processes, please contact the Research Coordinator in the first instance.

The NIHR sets out the following rates for honorarium payments, which can be used as a guide for your 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.

**Further Resources**

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

Language matters. Please source resources appropriate for your specific topic area throughout your research development process and consider drawing upon documents such as [Guidelines for Writing About People With Disabilities](https://adata.org/factsheet/ADANN-writing) and [Talking about mental health](https://www.mentalhealth.org.uk/explore-mental-health/a-z-topics/talking-about-mental-health) to ensure your language use is suitable.