

**NIHR Oxford BRC Patient and Public Involvement (PPI) in Research  
Payment Policy**

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## Notes

This policy document sets out the process by which NIHR Oxford BRC themes are advised to make payments to those involved in their PPI activities. A second document (*“Patient and Public Involvement (PPI) in Research Payment Policy: Guidance for patients and members of the public”*) should be used to ensure those involved in your PPI understand the nature of and process for PPI payment.

In many cases, patients and members of the public do not wish to accept payment for PPI, but the offer should always be made. We thus encourage themes and working groups to include budgeting for this as soon as possible.

**If you need help to implement this policy please contact:**

BRC Patient Involvement Manager Polly Kerr: [polly.kerr@phc.ox.ac.uk](mailto:polly.kerr@phc.ox.ac.uk) or BRC Director of Operations, Vasiliki Kiparoglou: [vasiliki.kiparoglou@ouh.nhs.uk](mailto:vasiliki.kiparoglou@ouh.nhs.uk)

The INVOLVE cost calculator for PPI in research can be found here:

<http://www.invo.org.uk/resource-centre/involvement-cost-calculator/>

And further information here:

INVOLVE: <http://www.invo.org.uk/resource-centre/payment/>

RDS South Central: supports research teams to develop and submit high quality applied health and social care grant applications to NIHR and other national peer-reviewed funding programmes <http://www.rds-sc.nihr.ac.uk/>

## **Introduction**

NIHR Oxford BRC aims to involve patients and carers in research at all stages. This does not mean joining medical trials or studies, for which patients are not usually paid, but, for example:

- advising on priorities for new research
- advising on what we need to measure when doing research so that the answers we get are relevant to patients
- helping plan and run studies so that patients want to join them
- helping explain studies to patients (for example in information leaflets or on websites) in ways that make them fully accessible
- helping make applications for research funding so that potential funders know we are addressing patients' priorities
- helping monitor studies, telling other patients about them and communicating new research findings to the public

Just as the researchers, doctors or other professionals who work here are paid, so we offer involved patients, carers and members of the public payment for their time spent on these tasks, as detailed in this document.

Not all patients who are offered payment choose to accept it, but this document sets out what should be offered and how it should be paid. It uses the payroll process set out by OUH NHS Trust; where budgets are held by the University<sup>1</sup> they may make different practical arrangements, **but should adhere to the principles of this policy.**

## **1. What are the principles of payment?**

This document sets out how to offer payment and recommended amounts for patients and members of the public who spend time working on the design and planning of research or in strategic advisory roles. This is distinct from reimbursing expenses: travel costs must always be reimbursed or, where possible, paid for in advance, for example, booking train tickets or paying for a hotel if overnight accommodation is needed. Subject to agreement, significant costs of home-working such as printing large documents or making telephone calls may also be reimbursed.

In addition to covering or refunding expenses as above, payment should be offered for people's time; this does not mean they have a contract of employment. The rates in this document are a guide, and details should be agreed alongside work plans.

Themes and working groups may also wish to offer: help with childcare costs to enable people to work with you; costs for a carer to come to meetings with the involved patient or to provide respite care at home; payment for time taken to travel to meetings where this is significant. It is not necessary to offer payment for time taken for training to enable patients/public to carry out their PPI work.

## **2. Who is eligible for payment?**

Anyone who does not have a full time public sector salary is eligible to receive payment for PPI, as are those who do work full time in the public sector but carry out PPI work that is unrelated to their job and do so in their free time.

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<sup>1</sup> November 2016: the 'AP Payment Request form' should be used, available here: <http://www.admin.ox.ac.uk/finance/epp/forms/expensesand relocation/> - please check with your Departmental Administration for further help.

### 3. How is payment made?

**N.B. this section sets out the process that must be used where budgets are held by OUH NHS Trust. Those with budgets held within the University may make different arrangements - see footnote 1 above.**

As noted above, travel and other expenses should be paid where possible in advance, or reimbursed as soon as possible if paid for by the patient/public participant on receipt of original receipts and a signed claim form (to be provided by themes/working groups).

If payment is made for their time, this should be submitted on form NEP01 (see appendix A), with a separate claim form being provided for reimbursement of expenses.

Payment for time is based on two simple steps:

1. Agreeing with the involved patient/public participant in advance what will be paid, based on rates below.
2. The patient/public participant filling in the NEP01 form (appendix A), signing and returning it to the theme/working group named contact, together with separate expense claim and original receipts if applicable. The OUH finance department will usually process these within 4-6 weeks depending at what stage in the month they are submitted.

### 4. How much should be offered in payment for PPI?

The below rates are based on those of other similar organisations, as a guide. Exact amounts should be agreed before work is done, in part as there will be times when the activity does not fit the categories below.

#### Payment rate guide

- Full day meetings: £150 - to include all preparation and follow-up
- Half day meetings: £75 - to include all preparation and follow-up
- All day meetings where the involved patient/public member is chair or has considerable preparation and/or follow-up: £225
- Half day as above: £110
- Meetings or other work totalling approx 2-3 hours: £50
- Short pieces of work which require little preparation or follow-up, such as a telephone meeting or reviewing short documents; approx 1-2 hours: £20.00

Where patients/members of the public are asked to get involved with reviewing/commenting on documents, research plans etc via email or post; approximate rates are:

- Reviewing short documents, up to approx 50 pages: £50

- Reviewing e.g. grant applications/mid-length reports (50-100 pages): £150
- Reviewing large reports/documents, (over 200 pages): £200.

#### **5. What are the arrangements for paying tax and National Insurance?**

OxH NHS Trust will normally deduct income tax and National Insurance (NI) at source (“PAYE”), but PPI payment does not involve a contract of employment. Those who are self-employed can fill in an additional form (see Appendix B), return it with the NEP01 and the Trust will make no deductions, with the individual responsible for all declarations of earnings.

#### **6. Can payment be made to those on benefits or who have a pension?**

Reimbursement of expenses can and should always be made. However, receipt of payment is a very complex area for those on state benefits of any kind and/or a state pension and getting this wrong can put their benefits at risk. Themes and working groups are thus urged to ensure PPI members who are in this situation take specialist advice before agreeing to accept payment. This should only be sought from the free national confidential service designed specifically to help patients and members of the public in this situation, provided by NIHR and the Bedford Citizens Advice Bureau: <http://www.invo.org.uk/benefits-advice-service-for-involvement-for-members-of-the-public/>

#### **7. Useful contacts**

Each theme/working group needs to ensure that a contact for PPI payment is named on the form below who can liaise directly with patients/members of the public to ensure prompt payment.

General queries about this policy can be addressed to:

The Patient Involvement Manager at the BRC, Polly Kerr:  
[polly.kerr@phc.ox.ac.uk](mailto:polly.kerr@phc.ox.ac.uk)  
or BRC Director of Operations, Vasiliki Kiparoglou:  
[vasiliki.kiparoglou@ouh.nhs.uk](mailto:vasiliki.kiparoglou@ouh.nhs.uk).

## Appendix A

## Form NEP01 – Non-Employee Payment Form

All sections of this form must be completed in order for it to be processed.  
Please return it to **\*\*EACH THEME/WORKING GROUP TO INSERT NAMED CONTACT\*\***

<b>Personal Details</b>	
Title:	
Forename(s):	
Surname:	
Date of Birth:	
National Insurance Number:	
Home Address:	
Postcode:	
<b>Bank Details</b>	
Bank Name	
Account Name	
Account Number:	
Sort Code:	
<b>Claim Details</b>	
Details of Claim:	
Total Amount:	
<b>Authorisation</b>	
Claimant Signature:	
<b>Office Use Only</b>	
Cost Centre:	
Subjective:	
Confirmation of Total Amount:	
Approved By:	
Authorised Signature:	
Finance Manager Signature:	
HRR Processed By & Date:	



**National Institute for  
Health Research**

Appendix B

**OXFORD UNIVERSITY HOSPITALS NHS TRUST**

**INLAND REVENUE AND DEPARTMENT FOR WORK AND PENSIONS QUESTIONNAIRE**

**FOR THE DETERMINATION OF SELF-EMPLOYMENT STATUS**

**Details of Individual**

Full Name:

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Address:

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Telephone Number: \_\_\_\_\_

National Insurance No.

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If you are registered self-employed with the Inland Revenue please complete Section A and Section B. If you have not registered with the Inland Revenue please complete Section B.

***Section A***

Unique Tax Reference Number:

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Name, address and reference number of respective tax office:

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**Section B**

Details of services provided to the Oxford University Hospitals NHS Trust:

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1. Was there an agreement in writing? (circle as appropriate)

A). Contract of Employment

Yes/No

b). Letter

Yes/No

If "Yes" please give details:

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2. Was there any agreement to pay for sick/annual leave periods? (Circle as appropriate)

Yes/No

If "Yes" please give details:

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3. Is this your sole employment? (Circle as appropriate)

Yes/No

Please give details:

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# National Institute for Health Research

4. Did you use your own equipment? (Circle as appropriate)

Yes/No

Please give details:

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Method of payment: (circle as appropriate)

a fixed amount on completion

A rate per day/our/week/month

Any other, e.g. Expenses, please give details:

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**N.B. ALL QUESTIONS MUST BE ANSWERED FOR THE INLAND REVENUE AND DEPARTMENT FOR WORK AND PENSIONS IN ORDER TO DETERMINE STATUS.**

**N.B. IT IS THE POLICY OF THE OXFORD UNIVERSITY HOSPITALS NHS TRUST TO REFER ALL PAYMENTS NOT SUPPORTED BY A UNIQUE TAX REFERENCE NUMBER, TO UHB PAYROLL SERVICES FOR PAYMENT, AFTER DEDUCTION OF INCOME TAX.**

Signed

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Date

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