**Patient and Public Involvement (PPI) Template 3**

**PPI Template 3: Payment agreement form for PPI contributors**

This guidance has been developed by PPI leads from the Oxford PPI Staff Group[[1]](#footnote-1). It is being piloted with researchers[[2]](#footnote-2).

Researchers and PPI leads are invited to adapt for their use. Any changes to the original document are those of the users and not necessarily those of the Oxford PPI leads group. Original versions of Researcher PPI guidance and templates are available on the Oxford BRC website or from one of the [PPI staff leads](https://www.medsci.ox.ac.uk/research/patient-and-public-involvement/section-5-ppi-resources-for-researchers/ppi-leads-and-coordinators).

**NIHR Oxford Biomedical Research Centre and NIHR Oxford Health Biomedical Research Centre                         Date:**

Information for: patient and public involvement (PPI) contributors on payment and expenses information work related to “x study/activities”.

This document outlines:

* Payment amounts for activities.
* PPI contributors’ responsibilities relating to tax and benefits of payment.
* Expenses reimbursement.
* Timescale for payment and reimbursement.

Please note: all work is voluntary and you are not required to undertake it, it is solely undertaken if you want to do it. This document does not constitute a contract.

1. **Payments**

PPI contributors are paid at the NIHR rate of £25 per hour plus £5 per meeting for online meetings.

Please note: if you are unable to attend on the meeting or undertake activities, we will not be able to pay the fee.

[The amounts are NIHR guidance on PPI payments as outlined below](https://www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392#Attending_training_courses_and_conferences).

1. **PPI contributors’ responsibilities in relation to tax and benefits**

PPI contributors are responsible for ensuring that any tax due is paid on payments and for informing the job centre of payments if in receipt of benefits.

[The NIHR Payment guidance for members of the public considering involvement in research provides more information.](https://www.nihr.ac.uk/documents/payment-guidance-for-members-of-the-public-considering-involvement-in-research/27372%22%20/l%20%22If_you_are_receiving_state_benefits)

The Section “The implications of being paid for involvement” explains responsibilities and has helpful information.

A letter outlining the NIHR work you are doing can be provided for the Job Centre. This applies in particular cases, please see Section “If you are receiving state benefits”.

1. **Expenses reimbursement**

Please note petrol and subsistence allowance rates have recently changed. We have looked at both the [Oxford University rates](https://finance.admin.ox.ac.uk/departmental-expenses-guidance) and the UK [government guidance](file:///\\oxnethome02.oxnet.nhs.uk\users$\rachel.taylor\Documents\22nd%20March\Payment%20guidance%20for%2022nd%20March\Travel%20and%20subsistence%20costs%20-%20GOV.UK%20(www.gov.uk)). We have discussed with PPI staff across the university to agree the new rates.

**Travel expenses**

Please try to travel by the most economical means as far as is possible due to your circumstances e.g. travel off peak where possible or take public transport rather than drive.

**Petrol**

45 pence per mile. Please provide information on where you travel from. NB this has recently changed as we are now using [Oxford University Staff rates.](https://finance.admin.ox.ac.uk/travel-expenses-departmental-guide#collapse1031411)

**Parking**

Please provide receipts.

**Taxis**

Where possible we will arrange a taxi for you. If you need to get your own taxi, please keep receipt and we will reimburse.

**Accommodation**

For those staying overnight, please contact us to arrange accommodation.  The maximum allowance for accommodation is £100 per night (excluding breakfast).

**Meals**

Lunch is provided. If you are travelling a distance, you can also claim the following. Please note this has recently changed and is now more closely in line with Oxford University Staff rates and UK government guidance.

|  |  |
| --- | --- |
| ***Breakfast***: if leaving home before 7.00 | Up to a maximum of £10.00 |
| ***Lunch***: if at a meeting away from home for more than four hours and covering 12.00 – 14.00 | Up to a maximum of £10.00 |
| ***Evening meal***: if at an event away from home after 17.00 | Up to a maximum of £25.00 |

**Other expenses**

If you need to arrange a carer either to care for someone you care for or to support you, we will reimburse you for this.

The maximum carer payment is £20 per hour.

Please keep receipts and submit with expenses.

1. **Date for receiving payment and reimbursement of expenses**

Please provide receipts and details of expenses within 2 months of the event. Payments will be made by the end of the month following receipt of expenses details. For example, is receipts are received on 15th April, payment will be made by 31st May.

Payment for the event will be made by 31st May.

Please send all expenses information to rache.taylor@ouh.nhs.uk

**PPI contributor signature:**

Please type your name below to indicate that you have read and understood the information in this guidance **at the event** or **email** to [Rachel.taylor@ouh.nhs.uk](mailto:Rachel.taylor@ouh.nhs.uk).

**PPI contributor name:**

**Contacts:**

Rachel Taylor [**Rachel.Taylor@ouh.nhs.uk**](mailto:Rachel.Taylor@ouh.nhs.uk) – Oxford BRC Public and Community Involvement, Engagement and Participation Lead

Angeli Vaid [**Angeli.Vaid@ouh.nsh.uk**](mailto:Angeli.Vaid@ouh.nsh.uk) – Oxford BRC Training and Inclusion Manager

Template developed: November 2023, Oxford PPI Staff Group. Contact: Rachel.Taylor@ouh.nhs.uk

1. The group meets quarterly and includes leads from the [local NIHR organisations](https://www.healthinnovationoxford.org/our-work/our-programmes/community-involvement-and-workforce-innovation/community-involvement/working-together-thames-valley/) and departments of the Oxford University Medical Sciences Division.  [↑](#footnote-ref-1)
2. This document is being piloted (December 2023-April 2024) with researchers. Any suggestions for improvements should be sent to [Rachel.taylor@ouh.nhs.uk](mailto:Rachel.taylor@ouh.nhs.uk). [↑](#footnote-ref-2)