Reviewing Grant Applications Guidelines for Researchers

***Purpose of document***

This document is a summary sheet that all researchers who are preparing any grant application for review by the PPI Group must complete.

**Grant Application Summary**

Instructions to researchers

This sheet provides a summary to our PPI Members of your grant application. It should be written using the plain English guidelines and in a manner which is understandable to a lay audience explaining all acronyms if used. Before preparing this, it is assumed that you have read the Briefing Notes for Researchers from the INVOLVE website: <http://www.invo.org.uk/resource-centre/resource-for-researchers/>. Be clear as to what you are asking the PPI group to do and ensure you include that you will provide feedback using plain English avoiding excessive medical terminology.

Please ensure you have included funding for PPI expenses including travel reimbursement costs. Once completed contact Amy Rebane [A.K.Rebane@leeds.ac.uk](mailto:A.K.Rebane@leeds.ac.uk) for details how to access the group.

Name of Grant

Applicant/s

Type of Grant

**Funding body:**

**Grant Type:**

**Duration:**

Aim of the Study

Background information and rationale as to why the study is needed

Brief overview of the study plan

**Include a study schedule visit if available.**

What will be the commitment of patients for this study?

How will you recruit patients?

What will happen to patients at the end of the study?

How will you communicate the outcomes of the study to patients who are involved?

How will you communicate your findings to the general public?

How will you feedback to the PPI group as to the outcome of the study?

What PPI Involvement is required in this study?

What funding have you included for PPI Involvement? Please include travel reimbursement costs.

What date would you like feedback from PPI Members by?