

# WALES CANCER RESEARCH CENTRE STANDARD OPERATING PROCEDURE

## FINANCING RESEARCH PARTNERS

**Version:** 1.9

**Division:** WCRC PPI

### Supersedes:

**Author:** Julie Hepburn  
**Position:** Theme Research Partner

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by:** Kate Cleary  
**Position:** PPI Project Officer

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Authorised for Implementation by:

Annmarie Nelson and  
Jim Fitzgibbon

PPI Academic Lead and  
PPI Lead Research Partner

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Effective Date:** 31<sup>st</sup> May 2019

**Expiry Date:** 31<sup>st</sup> May 2020

## Revision Record

Version	Reason for Revision
1.8	Revision of existing SOP
1.9	Updated existing SOP
2.0	
3.0	

Individuals using an SOP should ensure that they have the current version, which can be found via the WCRC internet. Printed SOPs are not version controlled documents.

### Glossary

Research Partner (RP) – members of the public who are involved in research. Also known as Public Contributors

Project Co-ordinator – the main point of contact in a project. This could be the Trial Manager or a Project Officer

The Public Involvement and Engagement Team (PIE) – this team is part of the Health and Care Research Wales Support Centre

## 1. Purpose

This Standard Operating Procedure (SOP) outlines the procedure for providing financial reimbursement to the Wales Cancer Research Centre (WCRC) Research Partners (RPs).

## 2. Scope

This SOP applies to RPs involved within the WCRC.

## 3. Responsible Personnel

This SOP applies to all members of staff recruiting RPs in the WCRC.

## 4. Public involvement in projects in development, prior to funding and when they are funded

The WCRC aims to involve members of the public at the earliest possible stage in its research. Lay involvement in funding applications can help ensure the research is relevant and is managed with a patient focus. Lay involvement can be instrumental in the research project obtaining funding. Involving a Research Partner in writing the lay summary or attending Ethics Committee in particular can have a significant impact. If you would like to read guidance about ensuring that Research Partners involvement informs ethical review, please [click here](#)<sup>1</sup>.

The [Public Involvement and Engagement Team \(PIE\)](#)<sup>2</sup> at the Health and Care Research Wales Support Centre have a budget to support public involvement in the development of research, i.e. prior to it being funded. To access this budget, the Project Co-ordinator should approach the PIE Team to seek approval to fund lay involvement at the earliest possible stage. The Research Partner must be a member of the public involvement community to access funding from the PIE Team. Once the research is funded, financial support must be provided through the project budget.

When involvement is being funded by the PIE Team, the Project Co-ordinator should explain to the RP that any claims should be made to them until the project is funded. As soon as an RP is notified of the date of a meeting or piece of work during this period, (s) he should complete a pre-approval of expenses form and send it to the PIE Team at the Health and Care Research Wales Support Centre. The RP should receive claim forms after the meeting or task is finished; these forms should be completed and returned as directed on the form.

As soon as the project is funded, the Project Co-ordinator should notify the RP and follow the procedure outlined below.

## 5. Eligibility to Claim

The Project Co-ordinator should ensure that an honorarium and travel expenses are payable for all formal study or governance meetings that they invite the RP to attend either in person or by teleconference and communicate this to the RP. Any honorarium paid for participation in meetings is designed to include preparation for the meeting. RPs should also be able to claim for active participation

---

<sup>1</sup> <https://www.healthandcareresearch.gov.wales/noticeboard/ensuring-public-contributions-to-research-help-inform-the-ethical-review-of-studies-guidance-document/>

<sup>2</sup> <https://www.healthandcareresearch.gov.wales/get-in-touch/>

at events (e.g. as conference speakers), as experts at consensus meetings, etc. Payment of the honorarium is in line with the current guidelines for the public involvement community that is used by the HCRW PIE team (see next section below) and mileage is paid either at Public Involvement and Engagement rates or Cardiff University rates depending on who is making the payment

Typically an honorarium is not payable for training or attendance at conferences as a delegate, but may be payable for an active contribution by the RP e.g. running a workshop, giving a talk. This may also include conference fees. Travel expenses will however be paid for such events if the Project Co-ordinator has recommended and agreed the attendance by the RPs. No honorarium is payable for mentoring meetings but every effort should be made to hold these immediately before or after project meetings, or failing that by telephone, so as not to require additional travel by the RPs. If a separate face to face meeting is deemed desirable or unavoidable, travel expenses will be paid for attendance at mentoring meetings.

It is important for the Project Co-ordinator to provide clear guidance to the RPs on what they can and cannot claim.

## **6. Budgeting for Public and Patients Involvement (PPI) Projects:**

Funding applications should include a realistic budget for PPI.

It is WCRC policy that payment should be made for time attending meetings and reimbursement of travel expenses incurred in accordance with current guidelines from the PIE Team. If there are any issues with costs that cannot be administered via Cardiff University, then please contact the Health and Care Research Wales Support and Delivery Centre Public Involvement and Engagement team [Research-involvement@wales.nhs.uk](mailto:Research-involvement@wales.nhs.uk) for advice. The budget should assume two RPs for the duration of the project and should include travel expenses (mileage will be paid according to Cardiff University rates) and costs of an honorarium for any meetings the RPs will be required to attend, including preparation and work resulting from the meeting. The WCRC follows HCRW three categories for public involvement opportunities and opportunities should be costed according to these categories up to £20 per hour. For further guidance on these categories, please see the following link:

[https://www.healthandcareresearch.gov.wales/uploads/Three\\_categories\\_A4.pdf](https://www.healthandcareresearch.gov.wales/uploads/Three_categories_A4.pdf)

Provision should also be made for a training budget for each RP of at least £100 or more if it is anticipated that particular specialist training of RPs might be required.

## **7. Budgeting for Public Involvement in the Steering and any other Groups**

The membership of other governance groups for projects or for overarching/monitoring/strategy groups should also include two RPs. They will also be entitled to claim an honorarium and travel expenses for attendance per meeting and this will be funded from the core project budget. The costs for these groups will need to be calculated in a similar way as for the project and included in the budget.

## **8. Benefits Advice Service to members of the public involved in research**

It is possible that RPs' eligibility to claim for state benefits may be affected by accepting payment for their time and expenses. Members of the PIE Team are able to access confidential advice on this issue

from a service run by Bedford Citizens Advice Bureau, part funded by Public Involvement and Engagement, who can be contacted for referral to the service on 02920 230 457.

## 9. Liability for tax

The honorarium is a taxable payment and it is the responsibility of RPs to declare these payments to HMRC.

## 10. Completion of forms for reimbursement

The Project Coordinator should provide RPs with the claims forms promptly after every meeting attended. Travel and subsistence claims are to be completed on the expenses form (EXP3). If an RP has travelled to the meeting by car, details of the journey should be included in the section 'Mileage Claims'. Parking costs should be included in the section 'Other' and a receipt or copy of the parking ticket attached. If an RP has travelled by public transport, details should be included in the section 'Other' and receipts attached. If an RP wishes to claim an honorarium, this should be claimed separately by using the 'Research Volunteers and lay participants\_Pymt' form. The RP should state the meeting name or description of involvement with its date, the location of the meeting, and time of arrival and departure. The number of hours claimed for must be confirmed with the Project Co-ordinator prior to submitting the form. Once the form has been completed and signed, the RP should send or give it together with any receipts to the Project Co-ordinator who will check and authorise payment. Any late payment should be referred to the Project Co-ordinator.

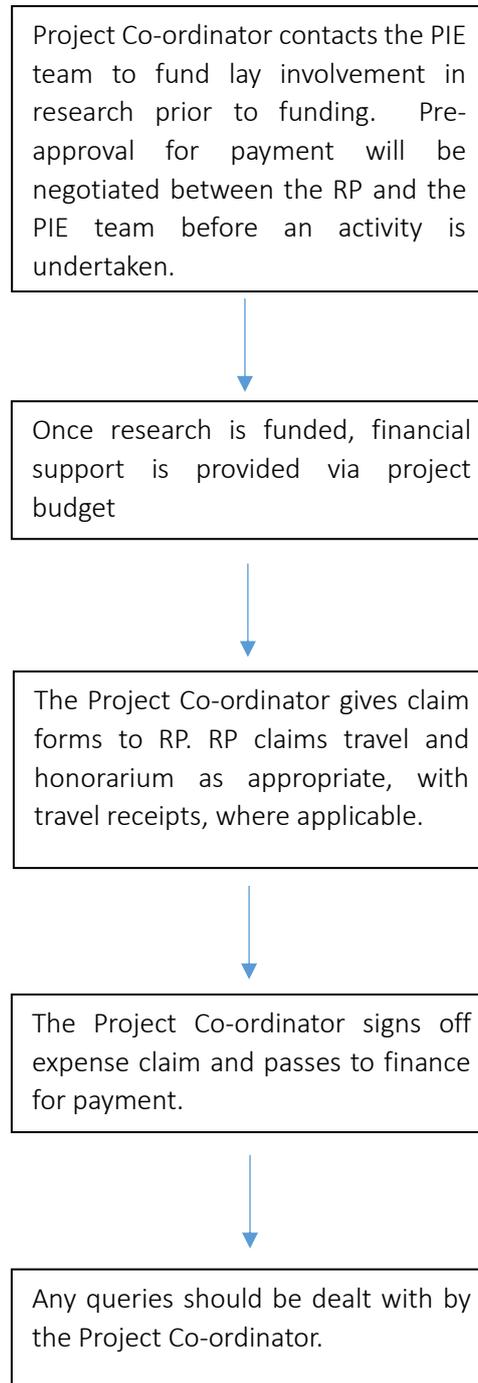
### Further advice and assistance

If you require advice or guidance on how to implement this SOP, please contact your Theme RPs. For contact details of your theme RPs, contact the WCRC's PPI Project Officer.

It is essential to read the National Standards for Public Involvement: these standards are a national framework to improve the quality and consistency of public involvement in research. They include indicators to signal whether PPI in research meets the standards and can be found at <https://sites.google.com/nih.ac.uk/pi-standards/home>

Step	Action	Responsibility
1	For PPI assistance prior to external funding being awarded, Project Co-ordinator contacts the PIE team to request funding for lay involvement in research at this stage. Once approval has been given by PIE, the RP is responsible for seeking pre-approval from PIE before activities are undertaken and for completing the relevant claim forms supplied by PIE for payment.	Project Co-ordinator
2	Once research is funded, financial support is provided via project budget.	Project Co-ordinator
3	When an RP wishes to claim for attendance at a funded project or governance meeting, they are required to fill out a visitor travel claim form EXP3 and Research Volunteers and lay participants_Pymt form. The form must be completed at the time or returned to the Project Co-ordinator as soon as possible.	RP, Project Co-ordinator
4	The Project Co-ordinator checks the claim and passes onto finance for processing.	Project Co-ordinator
5	Any queries from the RP or finance or difficulties to be dealt with by the Project Co-ordinator.	Project Co-ordinator

## Flow Chart





Appendix 2 Research Volunteers and lay participants\_Pymt form

<b>Participation Event:</b> _____
<b>PPI – _____ DATE _____</b>
<b>Amount due:</b> _____

<b>Name</b>	
<b>Address</b>	
<b>Payment by Cheque</b>	<b>Yes/No</b>
<b>Payment by BACS</b>	<b>Yes/No</b>
<b>Sort Code</b>	
<b>Account Number</b>	
<b>Name of Account</b>	

<b>Name</b>	<b>Signature</b>	<b>Date</b>

*Please note that this information will be used for processing your fee payment only.*

**Wales Cancer Research Centre**