**Example of Patient Involvement and Related Costs for XXXXX Project**

**On-going costs**

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| **Project Management Group – Patient Representatives** | |
| **Number of patient representatives** | 2  We will recruit 2 Patient Advisors who are Research-aware with service-user experience (via PenPIG, LEG or similar group). They will also be supported in their role (training, travel costs, paid-for time) by a member of the PenCLAHRC PPI team |
| **Frequency of meetings** | Average of once a month (over three years of project life) = 36 |
| **Cost per person/meeting** | £50 approx. (£25 attendance payment, average £25 travel expenses) |
| **Cost of single meeting** | £50 x 2 = £100 |
| **Cost of meetings over life of project** | £100 x 36 = £3600 |
| **Associated costs** | Potentially catering (light lunch, tea and coffee) |
| **Total costs** | **£3600.00** (plus potential associated costs) |

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| **Trial Steering Committee – Patient Representatives** | |
| **Number of patient representatives** | 2  We will support the recruitment of 2 Patient Advisors who are Research-aware with service-user experience (via PenPIG, LEG or similar group), and support them in their role |
| **Frequency of meetings** | One meeting a year (over three years) = 3 |
| **Cost per person/meeting** | £50 approx. (£25 attendance payment, average £25 travel expenses) |
| **Cost of single meeting** | £50 x 2 = £100 |
| **Cost of meetings over life of project** | £100 x 3 = £300 |
| **Associated costs** | Potentially catering (light lunch, tea and coffee) |
| **Total costs** | **£300.00** (plus potential associated costs) |

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| **Training for Patient Representatives** | |
| The PenCLAHRC PPI team have experience of meeting the training needs that new Patient Advisors might have. The team has access to in-house training courses, including the ‘Making Sense of Evidence’ training which outlines what is ‘evidence’ in a clinical setting and how this is used. For Patient Advisors who are full members of ongoing Committees, we aim to establish training needs as part of their recruitment, and will provide training accordingly. For Patient Advisors who form part of the looser ‘Advisory Group’ from whom the attendees at workshops are drawn, training will be specific to the tasks at each particular workshop | |
| **Total cost** | £500.00 |

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| **(Patient Involvement) Co-applicant x1** | |
| **Frequency of meetings** | Attendance at Trial Management Group meetings x1 per month over life of project; support of Patient Advisors at TMG and Steering Committee; facilitating Patient involvement throughout the trial; conducting workshops etc |
| **Total time on research** | 36 months |
| **% Full-time on research** | 5.0 |
| **Basic salary** | £xxxxx |
| **Total cost @ 5%** | £xxxx.xx |

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| **Total budget for Patient Involvement work** | |
| **Project Management Group Lay reps (3 years = 36 meetings)** | £3600 |
| **Trial Steering Committee Lay reps (3 meetings)** | £300 |
| **Training for patient representatives** | £500 |
| **Co-applicant (3 years)** | £xxxx.xx |
| **TOTAL PPI costs** | **£xxxx.xx** |