**Are you interested in xx?**

The xx project would like to involve members of the public in shaping its research projects.

**What is the xx project?**

Part of the University of Exeter Medical School and based in Exeter, I am a PhD student/researcher looking at <project brief description>. Further information can be found on the website: <URL>

**What will being a member of the public engagement group / project steering group entail?**

* **Attendance at xxx Group meetings**

Meetings will be held about <four> times a year. You may also be contacted at other times to ask for your advice about matters related to the research project, or invited to attend meetings in addition to the <xxx> group, for specific projects.

**You may be asked to read some paperwork before meetings.**

* **During xxxx Group Meetings**

You will be asked to offer your perspective as a member of the public / person with <a condition> on the development of the research, carrying out the research and putting the findings into practice. This is an important part of making sure the research we do is relevant to you, your life and other people with <condition>.

**What sort of people are we looking for?**

**Person specification**

* Someone with experience of the issues that matter to people living with <condition>
* Confident to speak at meetings.
* Able to listen to others.
* Have a friendly and approachable manner.
* An interest in xxx.
* Reliable, trustworthy and with integrity.
* To be aware of different perspectives.

**Our responsibilities or what you can expect from us:**

* To be able to contact a designated member of staff before and after each meeting by phone or in writing.
* To be welcomed and listened to.
* To be made aware of opportunities to be involved in research.
* To have any accessibility needs taken into account where possible.
* To be kept up to date with research progress and receive feedback on meetings.
* To receive travel expenses for attending. If you come by public transport or use a taxi, please bring along a receipt.
* To receive a ‘thank you’ payment to acknowledge your time (usually £25, depending on length of meeting).

If you are interested or would like further information about the getting involved please contact:

<name> on <phone number>

email: <email address>