



UNTRAP - Helping researchers with Public and Patient Involvement (PPI) aspects of their Research Proposals and Grants

What is UNTRAP

UNTRAP (University/User Teaching and Research Action Partnership) is a partnership between service users, carers, and academics, based at the University of Warwick. The organisation currently has 200+ members, who are all service users and carers interested in being involved in teaching and research activities in health and social care. UNTRAP provides a link between service users, carers and academics, who wish to involve them in their teaching activities and research projects. UNTRAP furthermore provides advice and support for academics on how best to involve service users and carers on developing research proposals and in projects.

Recruitment

UNTRAP helps researchers recruit members of the public for all aspects of their grant, including:

- Identification of research questions/research design
- Development of the proposal
- Management of the research (Steering/advisory groups)
- Development of research instruments – informed consent, information sheets, questionnaires, topic guides
- Undertaking research (peer-researchers)
- Dissemination (briefings, reports and conferences).

All requests for user involvement should be made in writing by email and should include a role description, which indicates

- What the project or opportunity is about
- What role the UNTRAP members will be expected to undertake
- Which skills and experiences are required
- The amount of time and preparation involved
- Time and date
- Reimbursement rates (see Code of Practice for organisations)
- What support the organisation will provide to the UNTRAP members.

If needed, UNTRAP provides advice on how to develop this role description, in terms of what language to use, and information to include. Once the role description has been agreed it will be circulated to people on the UNTRAP database. Following this, the UNTRAP co-ordinator will send names and contact details of users, who have expressed an interest in being involved to the requesting researcher/research team. UNTRAP does not get involved in the selection process but will offer advice if required.

Advice throughout the involvement process:

UNTRAP provides individual advice to researchers on all aspects of user involvement, including:

- Appropriate ways to involve service-users and carers in a given research project
- How many service users and carers to involve
- Time needed to plan and carry out a given involvement activity
- Communication with service users and carers
- What support researchers will have to provide to service users and carers
- The costs of involving service users and carers in research proposals and projects
- Training needs and opportunities

Payment

Service users and carers recruited through UNTRAP are reimbursed for their participation according to general UNTRAP guidelines. The current hourly fee is £20 + travel expenses. UNTRAP offers advice on how to cost in user-involvement on project proposals and which forms to use, when paying users.

Training

UNTRAP provides training for service users and carers involved in research, including:

- Introduction to research and research ethics
- Presentation skills, assessment and feedback
- Committee work
- Interview skills

For more information on training opportunities and their relevance to a given research project, please contact the UNTRAP co-ordinator, Dr Clara Joergensen on: untrap@warwick.ac.uk.

Fee:

UNTRAP charges an administrative fee of £1000 from researchers applying for NIHR funding, which is to be included in the research budget and paid, if a project receives funding. This fee includes:

- Advice on recruitment strategy and role description
- Distribution of call for involvement to all members of UNTRAP
- Administrative work involved in the call and support to UNTRAP members involved
- Advice on all aspects of the involvement process, including roles and responsibilities, payment procedures, and training

Aspects of PPI for research proposals and programmes, as listed on the NIHR application form (p. 8-9)

All the below involvement activities are supported by the UNTRAP co-ordinator. Service-users are paid at the rate of £20 per hour + travel expenses (or a negotiated day rate when applicable).

| | Research stage | Possible involvement activities |
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| Proposal | Identification of research topic/research questions | Research consultation |
| | Preparation of application | Research meeting to review proposal Possibility of recruiting co-investigators |
| Research project | Design of the research | Research meeting Review of information sheets and consent forms |
| | Management of the research | Steering group meetings/Advisory Group meetings |
| | Developing participant information resources | Research meeting Focus group discussion Circulation of Participant Information Resources for feedback from UNTRAP members |
| | Undertaking/analysing the research | Peer-researchers collecting data (Training of peer-researchers provided by UNTRAP at £100 per day, depending on the size of the group and the exact training needs). UNTRAP members formulate the lay summary or comment on drafts |

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| | Contributing to the reporting of the study report | UNTRAP members read the report and provide comments and feedback at research meeting |
| | Dissemination of research findings | <p>Research meeting to discuss dissemination strategies</p> <p>Conferences presentations (Training in presentation skills provided by UNTRAP at £100 per person for a 1 day workshop)</p> |