

<b>Standard 1: Inclusive Opportunities</b>		
We offer public opportunities that are accessible and that reach people and groups according to research needs		
Indicator 1.1	We involve people affected by and interested in research topic/issue at the earliest stage	
<u>Prompt</u>	Are public contributors involved in:	<input type="checkbox"/> Trial/study design <input type="checkbox"/> Research prioritisation processes <input type="checkbox"/> Formulating the research question
Indicator 1.2	We identify and address barriers to taking up public involvement in research	
<u>Prompt</u>	Are there particular challenges in involving public contributors effectively e.g. payment, nature of research, ability to travel, use of IT, accessing diverse communities or other.	
	What solutions have been found to these challenges?	
Indicator 1.3	We make information about opportunities for public involvement available, using different methods so that we reach relevant and interested people	
<u>Prompt</u>	From where are public contributors drawn?	<input type="checkbox"/> Local PPI networks e.g. Involving People (Wales) <input type="checkbox"/> Existing or active groups <input type="checkbox"/> Recruited from specific communities. Please give examples.
	How might people find out about involvement opportunities?	<input type="checkbox"/> Websites <input type="checkbox"/> Direct email <input type="checkbox"/> Twitter <input type="checkbox"/> Radio <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other
Indicator 1.4	We have a fair and transparent recruitment processes for involving the public in research	
<u>Prompt</u>	The recruitment process includes:	<input type="checkbox"/> Role descriptions <input type="checkbox"/> Person specifications <input type="checkbox"/> Adverts <input type="checkbox"/> Interviews <input type="checkbox"/> Recruiter feedback post applications
Indicator 1.5	We offer choice and flexibility in opportunities for public involvement in research	

<u>Prompt</u>	Is there a choice of types of opportunities for public involvement, e.g.: meetings, reviewing documents, governance?	Please list opportunities:
	Is there flexibility in undertaking public involvement opportunities e.g.: working remotely, attending meetings via teleconference	Please list:
	Are public contributors free to identify and develop projects of interest?	<input type="checkbox"/> Yes Can you give an example:

<b>Standard 2: Working Together</b>		
We work together in a way that values all contributions, and that builds and sustains mutually respectful and productive relationships		
Indicator 2.1	We jointly define and record the purpose of our public involvement activity	
<u>Prompt</u>	Is there a role description to fit the involvement activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are objectives set per involvement activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicator 2.2	We develop public involvement plans and activities together	
<u>Prompt</u>	Do public contributors take part in reviewing, developing and coordinating involvement activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicator 2.3	We ensure there is a shared understanding of roles, responsibilities and expectations, which may evolve over time	
<u>Prompt</u>	Are public contributors offered an individual annual review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are public contributors offered the chance to contribute to a report identifying progress within the PPI work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is there a document that sets the mutual expectations of the role and responsibilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are researchers asked about public involvement in progress meetings or annual review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicator 2.4	We recognise individual ideas and contributions and uphold decisions together	
<u>Prompt</u>	Are suggestions implemented as a result of public involvement inputs? Are actions recorded?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Standard 3: Support and Learning</b>		
We offer and promote support and learning which builds confidence and skills for public involvement in research		
<b>Indicator 3.1</b>	We designate and monitor resources to ensure and support effective public involvement	
<u>Prompt</u>	Is there a system for financial support for public contributors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is there dedicated public involvement support/resource for researchers? E.g. admin support/academic lead for public involvement.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are researchers given core time to undertake public involvement in their role?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Indicator 3.2</b>	We offer a range of support to address identified needs	
<u>Prompt</u>	Is access provided to people with additional needs such as mobility issues, carer support, or learning difficulties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Please give examples of support given.	
<b>Indicator 3.3</b>	We have a clearly identified point of contact for information and support	
<u>Prompt</u>	Is there a named lead for public involvement within research teams/staff groups?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do public contributors have a named mentor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Indicator 3.4</b>	We develop, deliver and monitor learning opportunities in partnership, for all involved in research	
<u>Prompt</u>	Is information about accessing training for public contributors provided? E.g. from local public involvement networks	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is ad hoc training, provided by researchers, available to public contributors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is public involvement training available to researchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have standard operating procedures on areas such as recruitment, training, supporting and financing public involvement been developed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are researchers trained and updated on standard operating procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Indicator 3.5	We actively learn from others, we build on what we have learned and share our learning	
Prompt	Do researchers:	<input type="checkbox"/> Attend conferences/workshops? If yes, how many in the last 12 months _____ <input type="checkbox"/> Present at conferences/workshops? If yes, how many in the last 12 months _____ <input type="checkbox"/> Do they publish aspects of their work with public contributors? <input type="checkbox"/> Engage with other groups working with public involvement.

<b>Standard 4: Communications</b>		
We use plain language for timely, two way and targeted communications, as part of involvement plans and activities		
Indicator 4.1	We develop and deliver a communications plan for our involvement activities	
Prompt	Are different media platforms used to communicate about public involvement plans and activities?	<input type="checkbox"/> Annual report <input type="checkbox"/> Newsletter <input type="checkbox"/> Website presence <input type="checkbox"/> Blog <input type="checkbox"/> Twitter <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other
Indicator 4.2	We are inclusive and flexible in our communication methods to meet the need of different people	
Prompt	Is information available in different formats such as easy to read format or translated upon request (Wales)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicator 4.3	We gather, offer and act on feedback, which we then share	
Prompt	Is feedback invited from public contributors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is feedback shared and acted upon?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how?

<b>Standard 5: Impact</b>		
To drive improvement, we capture and share the difference that public involvement makes to research		
Indicator 5.1	We involve the public in the assessment of public involvement in research	
Prompt	Are public contributors involved in reporting, auditing, impact recording, or review processes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are the outcomes of these assessments acted on?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please provide an example:
Indicator 5.2	We record our agreed purpose for public involvement and its intended outcomes	
Prompt	Is there an agreed policy detailing purposes of public involvement and intended outcomes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are there set objectives per involvement activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicator 5.3	We collect information that will help us assess the impact of public involvement in research	
Prompt	Are public involvement activities collated and reported against objectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how? e.g. online diaries
Indicator 5.4	We reflect, learn and report the extent to which we have met our intended purpose and predicted outcomes	
Prompt	Are public involvement specific outcomes reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how are outcomes reported:
	Is the impact of public involvement recorded?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how is impact recorded:
	Are best practice case studies collected and reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are valuable lessons from best practice examples acted upon?	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, how is impact recorded:

<b>Standard 6: Governance</b>		
We involve the public in our governance and leadership so that our decisions promote and protect public interest		
Indicator 6.1	Public voices are heard, valued and included in decision making	
<u>Prompt</u>	Are the public involved in setting research questions via:	<input type="checkbox"/> Priority setting exercises <input type="checkbox"/> Steering groups <input type="checkbox"/> Executive groups <input type="checkbox"/> Research management groups <input type="checkbox"/> Funding committees
Indicator 6.2	We have public involvement strategies and/or plans in place that we regularly monitor, review and report on	
<u>Prompt</u>	Are public involvement activities included in reports to funders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Is public involvement policy and objectives reviewed on an annual basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicator 6.3	Responsibility for public involvement is visible and accountable through our management structure	
<u>Prompt</u>	Are public contributors invited to join management groups?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, at what level? e.g. executive/senior/project
	Are public contributors visible in organisational structures e.g. included on organograms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indicator 6.4	We allocate money and other resources for public involvement	
<u>Prompt</u>	Is there specific funding for public involvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	From where does public involvement funding originate?	
	Does the public involvement budget include costs for:	<input type="checkbox"/> Staff <input type="checkbox"/> Volunteers <input type="checkbox"/> Involvement activities <input type="checkbox"/> Senior leadership
	Is there communications support available for public involvement?	<input type="checkbox"/> Yes <input type="checkbox"/> No