Guidelines for Applicants

Expression of Interest

Updated: 03.02.20

Irish Cancer Society Translational Research Fellowship Scheme 2020

1. General

The Irish Cancer Society is now accepting Expression of Interest applications for the Translational Research Fellowship Scheme 2020.

The objective of the Irish Cancer Society Translational Research Fellowship Scheme 2020 is to support excellent **early-stage** (0-4 years' experience post-PhD) cancer researchers to develop as independent researchers in their chosen area of **translational cancer research**. It is expected that the successful fellow will plan on pursuing a long-term career in academic research.

Translational research can be defined as "bench to bedside" or patient-focused research, whereby the aim of the research is to **translate existing knowledge about cancer biology into techniques and tools that will accelerate progress towards patient benefit**.

For the translational research fellowship scheme, we will only accept translational research projects (**$T_{0.5}$ and/or T_1 phase) ****. Applications where the research is predominantly at T_0 phase with some proposed aspects of the project being $T_{0.5}$ phase will not be accepted.

In the EOI application form applicants will be asked to describe how the research is translational ($T_{0.5}$ and/or T_1 phase) as opposed to discovery research (T_0 phase). As part of this, applicants will also be asked to describe the ultimate long term end goal of the research in terms of having an impact on patients.

*Please note, applications in the areas of prevention, survivorship, drug design, SAR (structure–activity relationship) analysis, or drug screening will not be considered at this time.

** Please see Section 2.3 and the FAQ documents for more information. It is the responsibility of the applicant to ensure that the project fulfils the project eligibility criteria for this scheme. If you are uncertain about your project's eligibility, please contact us (details provided below) in advance of preparing your application.

All eligible Expression of Interest applications will be reviewed by an international scientific panel. Shortlisted applicants will be invited to submit a full application.

There is funding available for one Fellowship.

1.1 Funding

The maximum funding granted for a Fellowship is €223,000 over three years. Applicants may also apply for a further €7,000 for mobility funding to travel to a national or an international research institution for up to a maximum of six months during the Fellowship.

1.2 Timeframe

Opening of call for Expression of Interest	Monday 3rd February 2020
Deadline for online submission of Expression of Interest	**3pm Wednesday 11th March 2020**
Detailed review of applications and shortlisting	March-April 2020
Outcome announced. Shortlisted applicants invited to submit Full Application	Early-April 2020
Full Application Deadline	Early-May 2020
Detailed review of applications and shortlisting for interview	May 2020
Interviews in Dublin	Early-Mid June 2020

Further details of important dates for the Full Application stage will be given to shortlisted applicants.

2. Eligibility Criteria

The objective of the Irish Cancer Society Biomedical Research Fellowship Scheme is to support excellent **early-stage (0-4 years' experience post-PhD)** cancer researchers to develop as independent researchers in their chosen area of translational cancer research.

2.1 Applicants

Applications from individuals that do not meet the eligibility criteria will not be assessed. Therefore, we strongly recommend you read the following to be made aware of requirements:

The Research Fellowship scheme is open to:
- untenured postdoctoral scientists
- medical doctors in training

Applicants must:
- graduated with or be certified as having fulfilled all the requirements for the award of a Doctoral Degree, including the submission of the hardbound corrected thesis, but have not yet graduated by the Fellowship EOI submission date*
- have a maximum four years* research experience following graduation from their doctoral degree
- not be tenured for a lectureship position at the time of applying for the Research Fellowship
- have a strong commitment to progress their career in academic cancer research

Applicants must have submitted their final post-viva hard-bound thesis at the time of application and must graduate before commencement of this fellowship.

**In certain circumstances where eligible leave has been taken applicants may extend their period of eligibility. Please contact grants@irishcancer.ie for more information.

2.2 Mentor

At least one primary Mentor is required for each application. A mentor should be an established senior researcher who will guide and support the Fellow. They must hold a post either permanent or on contract basis at the proposed research institute that covers the entire duration of the Research Fellowship.

2.3 Application Eligibility Criteria

- *Translational Research Project Eligibility*

Translational research can be defined as "bench to bedside" or patient-focused research, the aim of translational research is to translate existing knowledge about cancer biology into techniques and tools that will accelerate progress towards patient benefit.

Figure 1 outlines the Irish Cancer Society Phases of Translational Biomedical Research. T_0 research is defined as discovery research, it involves gaining knowledge and the understanding of biological or disease-specific mechanisms. $T_{0.5}$ research builds upon the discoveries from phase T_0 and improves the translational potential of basic biomedical discoveries through testing pre-clinical studies. T_1 research yields knowledge that demonstrates potential new strategies for treatment and diagnosis, through proof-of-concept phase 1 clinical trials.

For the translational research fellowship scheme, we will only accept translational research projects (**$T_{0.5}$ and/or T_1 phase) ***. Applications where the research is predominantly at T_0 phase with some proposed aspects of the project being $T_{0.5}$ phase will not be accepted.

** It is the responsibility of the applicant to ensure that the project fulfils the project eligibility criteria for this scheme. If you are uncertain about your project's eligibility, please contact us (details provided below) in advance of preparing your application.
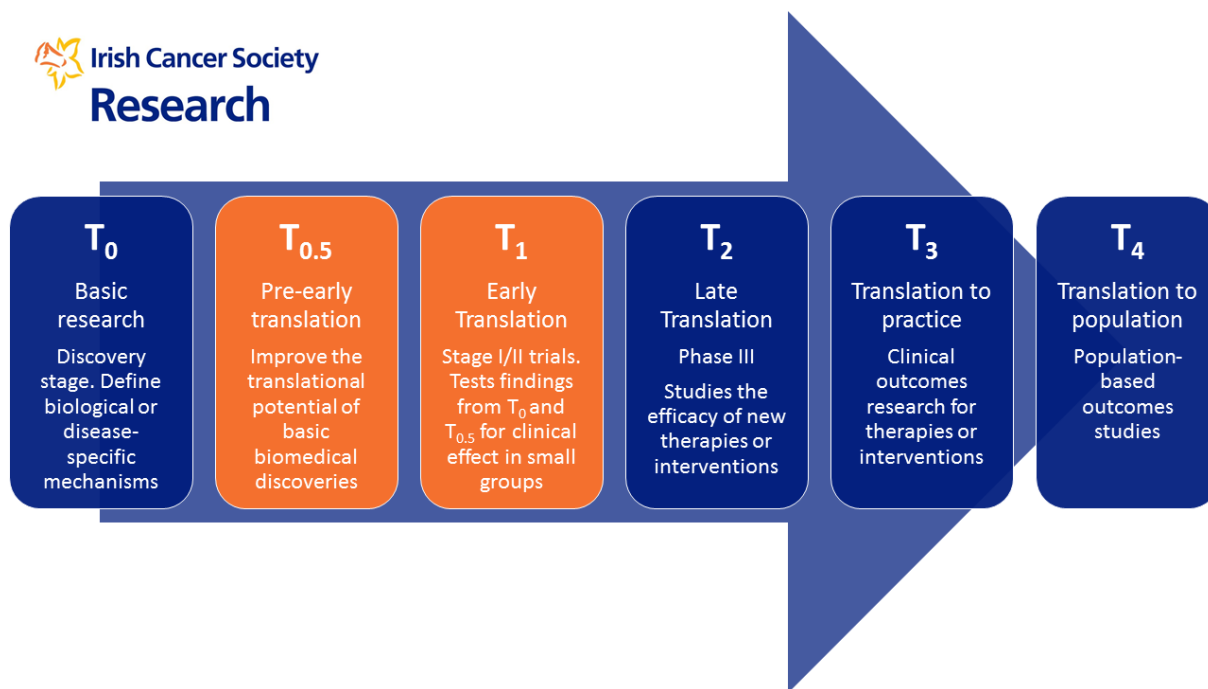
Figure 1: The Irish Cancer Society Phases of Translational Biomedical Research.

2.4 Host institution

The host institution is the organisation that receives and administers grant funding and is responsible for compliance with all general and specific terms and conditions of awards. In order to be eligible to apply for funding, a proposed host institution must be a higher education institution in the Republic of Ireland and must be one of the HRB's approved host institutions: https://www.hrb.ie/funding/funding-schemes/before-you-apply/all-grant-policies/hrb-policy-on-approval-of-host-institutions.

3. Public and Patient Involvement

The Irish Cancer Society is dedicated to putting patients, families, survivors, supporters, and the public at the very heart of what we do. Public and Patient Involvement (PPI) in the research process ensures that research is meaningful and of benefit to those affected by cancer. PPI can be involved at any stage of a research project, from development and design to interpretation and dissemination.

In line with this commitment, it is expected that all applicants include a patient involvement plan (and the associated €1,000 budget allocation) within their application. This plan will outline how patients will be involved in the project. Please see Appendix 1 for more information on PPI and PPI plans.

Summarised details of this plan is expected at the Expression of Interest stage. All applicants that are shortlisted to progress to full application will be required to incorporate comments from the PPI reviewers where relevant and provide a revised patient involvement plan in their full application.

It is expected that all applicants will predominately incorporate patient "involvement" activities as part of their patient involvement plan and will be required to submit a budget and dissemination plan.

Please note the successful fellowship recipient will be expected to attend a PPI development workshop toward the end of 2020.

4. Application Procedure

Prior to applying, you **must** read this document through to completion. You must identify a suitable Mentor before completing the application form.

3.1 How to Apply

Applications must be completed and submitted through the Irish Cancer Society Grant Tracker online system. In order to submit an online application you are required to register at the following address: https://grants.cancer.ie.

When registering please fill out all the fields on the registration form.

3.2 Overview of the Application Process

When you enter your login details you will be directed to the Portal Home page. From here you can:

1. Update your basic information (please make sure all fields are completed)
2. Make a new grant application
3. Access previous grant applications

3.3 Making an application

When you have ensured that all your basic details are inputted then you can proceed to apply for a new grant application. This can be done by returning to the Portal Home page and clicking to apply for funding from one of our grant streams. Or alternatively through the 'My Applications' tab on the left hand side of the page, and clicking the 'New Application' button.

You will then be asked what Grant Type you would like to apply for. Click 'Apply' for the Grant Type detailed as 'Translational Fellowship - EOI 2020'.

3.4 Eligibility Criteria

Once you click 'Apply' you will be required to tick that you meet all of the eligibility criteria before you can proceed to make an application. If you do not meet all criteria then you will be unable to make an application.

5. The Application Form

Once you have indicated that you meet all eligibility criteria you will then be directed to the application form.

There are 12 sections outlined on the left hand side of the page:

1. Introduction
2. Project Outline
3. Applicant CV
4. Mentor
5. Mentor CV
6. Project Summary

7. Personal Statement
8. Patient involvement plan
9. Sharing of Research Findings
10. Declaration of Support- Mentor
11. Declaration of Support- Head of Department
12. Validation Summary

These sections are to be viewed and completed. It is recommended that you save the information as you complete each section. This can be done by clicking 'Save' as you go along. Alternatively the information will be saved when you click 'Save and Close'. By clicking 'Previous' you will be brought to the previous section and by clicking 'Next' you will be brought to the next section.

As you proceed through the sections you will see a small blue question mark icon next to some of the sections. By clicking on this icon you will get more information on the section to be completed.

Sections that are required to be filled out have a red circle icon next to them. You will not be able to proceed with the application if these sections are not completed.

1. Introduction

This section gives overview information on the Fellowship Scheme.

2. Project Outline

Details of your application are entered into this section. Input and save the information as required under the following headings:

a) Proposed Fellowship Title
b) Proposed Start Date (not before October 2020)
c) Duration
d) Proposed Research Institute
e) Cancer Type
f) Keywords
g) Research type
h) Discipline
i) Translational Research

3. Applicant Curriculum Vitae

Please upload your CV - completed using the template provided (the template is downloadable in this section on the online system or on the website).

4. Mentor

You must add your at least one primary **Mentor** to the application. Your mentor will have to confirm participation in the application and also approve the application after you submit it and before it is finally submitted to the Society.

To add your Mentor you can search for them by entering their email. If the Mentor has already created an account then they will appear on the list. To add them as your Mentor click 'Select'. Please note that on saving, the contact will be added to the Application as a Mentor and they will receive a notification of this via email*.*

If your Mentor does not already have an account you can click 'Add a New Contact' and enter their name and email address. Please note that on saving, the contact will be added to the Application as a Mentor. They will receive a notification of this via email.

Please note you must upload a CV from proposed mentor uploaded in Section 5- *Mentor CV*.

You may also detail any other mentorship that you will receive (other than your primary mentor) over the course of your fellowship. Please describe the individual, their role and level of involvement, and how they will add value to your fellowship.

5. Project Summary

Please give a summary of your proposed research fellowship project **(1000 words max)**.

This should include summary details of the following:

- Background information/existing literature
- The hypothesis and the objectives
- Methodology
- Why the research is important and how the research will benefit people affected by cancer
- Summary and conclusions

6. Personal Statement

It is expected that the successful fellow will plan on pursuing a long-term career in academic research.

Please outline why you are applying to the Fellowship scheme and how it fits intoyour long-term plan of pursuing a career in academic research. **(300 words max)**.

7. Patient involvement plan

The Irish Cancer Society is dedicated to putting patients, families, survivors, supporters, and the public at the very heart of what we. In this section, please provide a lay summary of your research and an overview of your plan for integrating Patient involvement into your research project. Please note that patient involvement is a fundamental aspect of the application, a full-detailed patient involvement plan will be required at the full application stage, feedback from the EOI PPI review should be incorporated into the full application. Please see appendix 1 for more information on PPI.

PPI reviewers will review this section. Please see information from the Irish Cancer Society on Public and Patient Involvement (PPI) in Research Guidelines (Appendix 1).

Please detail the following:

A. Project Summary:
The purpose of the summary is to set the context in terms of your project for the PPI reviewers. It is important for the PPI reviewers to know details on your project to be able to adequately review the patient involvement plan and Sharing of Research Findings sections.

When completing this section, please outline: **(150 words max)**

- the overall aims of your research project
- steps in the research project
- how the proposed research relevant and important to patients and the public

B. Patient involvement plan:
When completing this section, please carefully consider the following questions: **(200 words max)**

- What area/areas will patient involvement be included in your research project? E.g. planning, design, implementation, management, evaluation and/or dissemination.
- What is the overall goal of your patient involvement plan?
- What do you want from the people involved and how will it influence your research?

Please note, while patient participation and engagement activities are permitted and encouraged as part of an application and can be detailed as part of the patient involvement plan, the Society will only fund applicants who predominately include "involvement" activities as part of their plan. Please see appendix 1 for further details and examples.

8. Sharing of Research Findings

As the largest voluntary funder of cancer research in Ireland, the Irish Cancer Society relies on the generous donations from the public in order to fund cancer research. A key priority is, therefore, to ensure that the public (including people affected by cancer) are kept up to date on research that is funded by the Society. In line with this, it is a requirement that all applicants produce a dissemination plan to include communication of their research to all relevant audiences (including the public and people affected by cancer).

Please describe your plan for sharing your findings. This may include printed or electronic articles, presentations, public engagement events, social media content, etc. **(200 words max)**.

9. Declaration of Support- Mentor

Please upload a Declaration of Support from your Mentor. The Declaration of Support Template is downloadable from this section on the online system or on the website. This must be completed on headed paper.

10. Declaration of Support- Head of Department

Please upload a Declaration of Support from the Head of Department. The Declaration of Support Template is downloadable from this section on the online system or on the website. This must be completed on headed paper.

The Declaration of Support required from the Head of Department is a standard letter stating that they are aware of and support the application.

11. Validation Summary

In this section any required fields in the application form that have not been completed will be detailed. You will not be able to submit the application until all required fields are completed.

6. Submission of the Application.

The application can be submitted for signatory approval on the system once:

- Your Mentor has confirmed their participation.
  - An email will be sent to your mentor requesting their participation when they are added to the application.

- It has been verified that all required questions are answered in the correct manner on the application form.

For final submission to the Society:
- The application submitted by the applicant must be approved by the signatory (Mentor).
  - The Mentor will be notified by email once the applicant has submitted the application.

- The signatories will be able to see the full application in PDF format on their online portal.

- The signatory may approve or reject at this stage.
  - The applicant will be notified of both approval and rejection of the application. Rejected applications will be returned to the applicant.

Applications that have been submitted by the lead applicant but not approved by the signatory before the deadline will not be considered. It is the responsibility of the applicant to ensure that each signatory approves the application before the deadline.

7. Assessment Procedure

Incomplete applications, ineligible applications and applications submitted after the deadline will not be assessed.

6.1 Conflicts of Interest

We will endeavour to ensure that the international peer review panel chosen do not have any conflicts of interest regarding the applications they are assessing.

6.2 Assessment Procedure

The following will be assessed by the international panel of reviewers:

- Applicant CV
- Mentor CV
- Project Summary
- Personal Statement
- Declaration of Support- Mentor

PPI reviewers will review the patient involvement plan and sharing of research findings section and provide feedback for each application.

6.3 Assessment outcome

Applicants will be informed of the outcome of review by email. Shortlisted applicants will be invited to submit a Full Application.

8. Full Application

Applicants whose EOIs are shortlisted will be invited to submit a full application. For the full application, you will be required to provide greater detail on all aspects of the proposal including the research plan, budget, mobility element and PPI plan.

9. Application Checklist

Completed Application form.

- Including the upload of:
    - Applicant's CV
    - Proposed Mentor CV
    - Declaration of Support from Mentor
    - Declaration of Support- Head of Department

The following must be completed **ONLINE by 3pm Wednesday 11th March 2020**

10. Contact

If you require assistance with the online application system or have any queries about the application which are not currently addressed in the FAQ document, please contact us:
Email: grants@irishcancer.ie

Appendix 1: Public and Patient Involvement (PPI) in Research Guidelines

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Irish Cancer Society Research

Appendix 1: Public and Patient Involvement (PPI) in Research Guidelines

Please note: This document is intended for researchers planning to submit applications to an Irish Cancer Society research grant. For general information regarding the Irish Cancer Society's Public and Patient Involvement, please contact ppi@irishcancer.ie

1. What is Public and Patient Involvement in research?

The Irish Cancer Society is committed to putting patients, families, survivors, supporters and the public at the very heart of what we do. In keeping with this commitment, we are working to embed Patient and Public Involvement (PPI) in our research processes. Interaction with patients and the public can be contextualised in the many different ways people with cancer can interact with research, specifically by means of *participation*, *engagement*, and *involvement* outlined below.

Participation

A person with cancer may be recruited into, and take part in, a research study and provide data of some form.

Engagement

Engagement is when the researcher communicates and disseminates research information, for example, at science festivals, public talks, television programmes, or radio.

Involvement

Involvement is distinct from participation or engagement. Where participation and engagement are conducted '*to'*, '*about'*, and '*for'* people with cancer, involvement is conducted '*with'* or '*by'* people with cancer. People with cancer can be involved at any stage of the research process, from conceptualisation to dissemination.

Each of these forms of interaction is important in their own way. However, the Society is primarily working to increase public and patient **involvemen**t in research.

2. Why is PPI important?

PPI is becoming increasingly common in research. The Irish Cancer Society is committed to expanding the involvement of those affected by cancer in the research that the Society funds, and in the funding decision-making process. This commitment is reinforced by the Irish Governments' National Cancer Strategy (2017-2026)[2], which highlighted:

> "Patient involvement in cancer research improves the relevance of research questions, the quality, acceptability and feasibility of research conduct and the likelihood of uptake of research outputs."

PPI creates a partnership between people affected by cancer and researchers. It is more than a tokenistic gesture to comply with policy, but can provide a real and substantial benefit to all key stakeholders. While not without its challenges, PPI can:

- Promote a sense of empowerment and value among patients[3]
- Enhance patient trust in researchers[3]
- Improve researchers' insight into their own research area[3]
- Help researchers identify barriers and come up with solutions to research[3]
- Increase trust and acceptability in the patient community of research findings[3]
- Inform the provision, access, and location of healthcare services[4]
- Improve the dialogue between healthcare professionals and patients[4]

Specific to the cancer setting, PPI may be used by patients as a resource, to make sense of living with chronic condition[5]. People with cancer report feeling enhanced knowledge and skills from taking part in PPI, as well as feeling they contributed to research by providing a lay perspective (i.e., practical knowledge about being a patient with cancer)[6].

As such, PPI can be a valuable tool in the research process for both patients and researchers, and the Irish Cancer Society aims to expand its PPI work over the coming years.

3. PPI and the funding process

The Irish Cancer Society aims to embed PPI in its grant review process and funding decisions. As such, the review is undertaken by scientific and patient reviewers. In doing so, the research we fund is of the highest scientific quality, while being relevant and important to people affected by cancer.

As the ultimate stakeholders in any future improvements of cancer care, advances in cancer research is of the most impact to patients. The Irish Cancer Society, therefore, encourages all applicants to use the PPI sections as an opportunity to connect with the patient reviewers. To do this, it is vital that application form sections allocated to patient reviewers are written in plain, non-technical language.

4. PPI Sections in the Fellowship Application

3.1. Project Summary

A project summary should provide a brief overview of the research proposal, written in a format appropriate and understandable to your audience. The purpose of the summary is to set the context in terms of your project for the PPI reviewers. It is important for the PPI reviewers to know details on your project to be able to adequately review the Patient involvement plan and sharing of research findings sections.

Remember, your audience, who will be patients, **may not** have a scientific background. Therefore, ensure the lay summary is written in plain English (please see Section 5). However, an important consideration when writing a lay abstract is to determine the right balance between pitching it to the correct lay audience and oversimplifying it too much. As such, the summary should be written in clear plain English, but also adequately conveys the research question and what makes that particular research project important. The abstract may still have some "jargon" or scientific names when necessary, once they are clearly defined in understandable terms.

4. Patient involvement plan

Involvement can be incorporated into almost any stage of the research process, which should be planned from the very beginning of study design. Examples of how patient involvement can be incorporated into research includes (but is not limited to):

- as members of a patient advisory group for the project; *
- commenting on and developing patient information leaflets, consent forms, questionnaires or other research materials;
- user and/or carer researchers carrying out the research;
- commenting on and developing dissemination materials (e.g., conference abstracts, posters, presentations);
- Involvement in organising and running public and patient engagement activities

In general, when, where, and how involvement will be included in studies should be decided early in the research process. The patient involvement plan must detail activities that will be organised during the project.

Please note, a number of universities within the Republic of Ireland already have dedicated individuals, infrastructure, training, or programmes (e.g., the HRB 'PPI Ignite Award') in place dedicated to PPI. We recommend that you engage with these local resources when planning how patient involvement will be integrated into your project.

Any post-award significant alterations to study design or protocol suggested by the patient advisory group would need to be approved in advance by the Irish Cancer Society throughout the duration of the research project.

3.3. Sharing of research findings

The Irish Cancer Society is the largest voluntary funder of cancer research in Ireland. Research is conducted primarily for the benefit of patients, therefore, a key priority of the Irish Cancer Society is to ensure that the public (including people affected by cancer) are kept up to date on research that is funded by the Society. In line with this, it is a requirement that all applicants produce a sharing of research findings plan to include communication of their research to all relevant audiences (including the public).

It is important to note that while peer-reviewed journals are an important means of communicating research findings to academic researchers, members of the public are less likely to access academic journals.

Research dissemination and knowledge exchange includes:

- Public engagement talks or events e.g., Irish Cancer Society 'Decoding Cancer', Pint of Science, Science Week events, public university talks, etc.;
- Non-peer reviewed professional periodicals e.g., The Irish Psychologist, World of Irish Nursing;
- Newspapers/media e.g., The Irish Times, thejournal.ie, Newstalk;
- Blog posts e.g., professional blog, Irish Cancer Society website;
- Peer-reviewed journals (open-access).

4.1. Budgeting for PPI

The cost of PPI is dependent on how you plan to embed it into your study i.e., your 'patient involvement plan'. As such, it is difficult to prescribe guidelines on how to budget for PPI. However, **at a minimum, it is expected that the cost to patient members associated with involvement are covered by the research grant** e.g., bus/train fares, mileage, parking charges, and subsistence (if appropriate).

The steps to budgeting are described below:

Step	Activity
Step 1: Framework selection	Select a framework for mapping involvement costs. This might be the research project cycle (i.e., the step-by-step research process/procedure) or a project timeline (e.g., Gantt chart).
Step 2: Planning your involvement	Make a plan of the involvement activities you intend to incorporate into your research.
Step 3: What are the costs?	For each activity, identify the specific costs for which you will need to budget.
Step 4: How much will it cost?	Estimate the cost or range of costs against each involvement activity. To work out the budget for your study, go to the online cost calculator: https://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/. Please note the online calculator is in Pound Sterling.
Step 5: Mapping	Map the involvement activities onto your selected project framework so that you know exactly when in the project timeline costs are allocated.

Adapted from the UK National Institute for Health Research, Budgeting for Involvement (2013)

An online calculator is available on the *NIHR Involve* website: https://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator. Please note the online calculator is in pound sterling (£), euro conversion rates will apply. The online calculator is a guiding tool, all costs must be appropriate to costings in the Republic of Ireland and all researchers must verify the costs associated with their patient involvement plan. Please check that the host institute has appropriate systems in place for the payment of PPI costs and expenses. Costings from all categories of the online calculator will be eligible (see below). However, please note that final approval of all costs is at the discretion of the Irish Cancer Society.

Please see the worked costing example below for guidance on creating and budgeting for the patient involvement plan.

PPI budgeting costs:

Costing category	Related costs
Payments and rewards	• Fees to individuals • Vouchers/tokens for individuals • Prize draw awards • Fee/donation to a group • Funding for additional training and learning • Honorary appointment e.g., lay fellow or research partner
Expenses	• Travel • Subsistence • Childcare • Carer costs • Personal assistants • Overnight accommodation • Home office costs
Involvement activity	• Finding people/advertising • Training and learning costs • Venues and catering • Equipment and books • Access to university facilities • Conference fees
Involvement staffing	• Administrative support • Involvement coordinator • Independent facilitator • Peer researchers/interviewers
Other costs	• Disclosure and barring service • Language translation and interpretation costs • Support for people with impairments

Adapted from the UK National Institute for Health Research, Involvement Cost Calculator

Worked costing example: A researcher wishes to set up a patient advisory group to guide the dissemination of findings. The aim is to ensure the research findings are communicated as widely and efficiently as possible, are accessible to a lay audience, and are engaging to the general public. To achieve this aim, the researcher hopes to host a public engagement event.

The researcher is looking for five patient advocates to form the advisory group. The group will meet for a half day workshop to design the public engagement event, creating information booklets, and

educational project posters. All information booklets and educational videos will be accessible on the researcher's website.

The estimated costs associated with setting up the advisory group and the costs associated with the public event are as follows:

Category	Detail	Quantity	Cost	Total
Travel	Local travel in Dublin	3	€7	€21
	Travel from outside of Dublin	2	€30	€60
Focus group payment	Payment for attending focus group/workshop	5	€100	€500
Venue costs	University meeting room cost	1	€0	€0
Catering costs	Breakfast and lunch for attendees (€10 per person/per meal)	5	€20	€100
Advertising	Newspaper advertisement (for 2 weeks)	1	€70	€70
Dissemination	Printing of 12-page booklets	250	€0.96	€240
	And educational posters:	5	€32	€160
Public Event costs	Costs for university venue (1/2 day)	1	€150	€150
	Catering (tea and biscuits) (€3.50 per person)	100	€3.50	€350
TOTAL COST (€1000 from PPI budget and €651 from consumables budget)				**€1,651**

All costs were calculated using estimated costs for train tickets, hotels, and so on in the Republic of Ireland as of March 2019.

5. Writing in plain English

There are many online resources available to guide you in writing an effective plain English summary. Some of these resources are listed in Section 6 of this document.

Here are some general notes on how to write in plain English:

- Patients are not scientists (usually) and knowledge should not be assumed. Avoid using technical language or scientific terminology. Use everyday words to communicate your point and explain the science. While language should be understandable, it should not be dumbed

down - It may be necessary to use scientific words and jargon in order to convey why your research is special, but be sure to explain it thoroughly and be consistent in its use.

- Use short clear sentences.
- Use paragraphs
- Use an active voice, and place the person/group/thing doing the action at the beginning e.g., 'We ran an experiment,' rather than, 'The experiment was run.'
- Don't use '*don't*'. You can write in plain English without becoming too casual/unprofessional.
- Use an appropriate tone. This is not a newspaper article, and its purpose is not to entertain.
- Make sure grammar, punctuation, and spelling are accurate.
- Bullet points (like these ones) can make it easy to digest a lot of information

6. Additional Resources

General resources

- INVOLVE – UK National Institute of Health Research (NIHR) initiative to support PPI.
  http://www.invo.org.uk
- National Standards for Public Involvement.
  https://www.invo.org.uk/posttypepublication/national-standards-for-public-involvement/
- NALA (National Adult Literacy Agency)
  https://www.nala.ie
- Access to Understanding: Promoting public understanding of biomedical and health research
  http://www.access2understanding.org

Writing a Lay Summary

- Duke, M. (2012). How to write a lay summary.
  http://www.dcc.ac.uk/sites/default/files/documents/publications/HowToLaySummariesDec2012.pdf

Communicating to patients

- NHS England. Language Matters: Language and Diabetes.

https://www.england.nhs.uk/wp-content/uploads/2018/06/language-matters.pdf

<u>*Writing in plain English*</u>

- NALA (National Adult Literacy Agency). *Writing and Design Tips.*
  https://www.nala.ie/sites/default/files/publications/Writing%20and%20Design%20Tips%
  202011_1.pdf

<u>*Budgeting for PPI*</u>

- INVOLVE PPI Involvement Cost Calculator
  https://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-
  involvement/involvement-cost-calculator/)

7. References

1) INVOLVE. (2018). *What is public involvement in research*? Retrieved from http://www.invo.org.uk/find-out-more/what-is-public-involvement-in-research-2/. Accessed 2/08/2018.

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