Key Dates & Times	
Call open to applicants	15th May 2024
Information and Q&A session	31st May 2024 1pm
Application closing date	12th July 2024 by 5:00pm
Awardees notified	31st July 2024
First face-to-face workshop	Late August 2024, 2024 (TBC)

What is Patient and Public Involvement in Research (PPI)?
Patient and Public Involvement in research is most often described as 'research carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them.' PPI contributors typically include patients, carers, service users, families of service users, people with lived experience, advocates/ activists, marginalised communities or relevant patient and community organisations. Crucially important is the distinction between subjects/participants in research and PPI contributors. For example, if you seek the views and experiences of patients as data, it is not involvement. Patients and members of the public involved as PPI contributors are research partners asked to bring their views and experiences to the table, not as data, but to contribute to decisions about design, conduct, and reporting of research. For more on PPI, visit: www.ppiignite.ie

Purpose and aim of the Community Engaged Scholars Programme
The purpose of the Community Engaged Scholars (CES) Programme is to increase the capacity of community-academic partnerships to conduct research, underpinned by principles of PPI, to improve the health of our communities.

The main aims of the CES programme are as follows:
- To advance a PPI co-learning curriculum for community and academic partners.
- To promote and foster equitable partnerships between public and patients/patient organisations/community groups, researchers and other stakeholders (e.g. health care professionals), where partners work together to make joint decisions across the full research cycle i.e. from collaborative identification of health research questions and priorities to dissemination of research results.
- To stimulate subsequent partnership applications for further research funding.

CES Programme Overview
The CES programme provides formal training and pilot study seed funds for partnerships comprised of a Community Partner and an Academic Partner interested in embedding PPI in their collaborative research.

It is anticipated that participants who successfully complete the CES Programme will have the skills to:
1. Understand the core concepts of and approaches to PPI
2. Apply PPI principles in the conduct of research
3. Incorporate PPI approaches in research grant proposals
4. Conduct a pilot research study to address a shared community health priority
5. Build foundations for sustaining the community-academic partnerships and in seeking funding for PPI-centred research

Who can apply?

Each partnership must consist of at least one Community Partner and one Academic Partner. The partnership can be either new or established.

A **Community Partner** is defined as an individual/patient/member of the public who maintains a primary affiliation, whether employed or volunteer, with a community organisation. For the purpose of this programme, *community organisation* is defined as an organisation that has:

1) a documented interest in improving the health of the relevant community (e.g. through a mission statement); and
2) a history of serving the health needs and interests of the relevant community

These organisations may include, but are not limited to community-based organisations, community-based health provider organisations, patient organisations, charitable organisations, schools and/or advocacy groups.

An **Academic Partner** is an individual(s) with a permanent, temporary or honorary appointment with the University of Galway, or one of its partner institutions (e.g. Saolta group). The call is open to all University of Galway researchers, regardless of experience level. Permanent or non-permanent University of Galway staff can apply as academic partners. Non-permanent academic partners must have a contract end date beyond the end of award date.

Information and Q&A session

To learn more about the programme, a hybrid Information and Q&A Session will take place on Friday May 31st (1pm-2pm). To register in advance: https://forms.office.com/e/FBLEA154CE. After registering, you will receive a confirmation email containing details about attending/joining the information session. The Information/Q&A Session will also be recorded and made available online afterwards at https://www.universityofgalway.ie/ppi/

Programme Content Details

Training Component

Programme participants will receive training through a combination of online sessions, online resources and face-to-face workshops. Online training can be self-paced and discussed at the following weeks' face-to-face workshop along with new materials presented for that particular face-to-face workshop.

As both community and academic partners bring a wealth of knowledge and experience to the CES Programme, a shared-learning approach will be fostered throughout the CES Programme. To optimize the quality and effectiveness of the face-to-face workshops, it is important that:
- Partners review/complete assignments prior to the workshops
- Both community and academic partners attend face-to-face workshops together

The CES-P training sessions address definitions, principles, and methodologies of PPI, building and sustaining partnerships, ethics, research design and methods, evaluation, grant writing, and dissemination. During the workshops, teams receive assistance from PPI Ignite Network @ University of Galway staff to refine their pilot study proposal. In addition, the PPI Ignite team will work with each partnership to decide on an appropriate creative dissemination strategy.

Time Commitment

- The initial formal training will be held over a two-month period from late August 2024, alternating three face-to-face workshops held at University of Galway with two to three online learning sessions.
- Up to four additional training workshops will be delivered in early 2025, at times to be agreed by successful partnerships.
- Each funded CES-P partnership will conduct a pilot research study, including submission of research ethics application and presentation of results to the group.
- Projects are expected to start in September 2024 and be completed within 12 months.

Attendance

To ensure that each participant has the ability to meet each CES Programme competency and that each partnership gains the necessary skills to carry out a pilot study, the following attendance policy applies:

> *At least one academic or one community member of the partnership team must be present (in person) for each session. For each individual participant, only two absences are allowed.*

Mentorship

CES teams will receive mentorship/guidance from PPI Ignite Network @ University of Galway staff, as appropriate, to refine their study proposals, research ethics applications and grant submission to relevant funding calls.

Partnership Agreement Document

Similar to a Memorandum of Understanding, a Partnership Agreement document establishes terms of agreement for the partnership and is a best practice when establishing partnerships and setting expectations. Successful CES partnerships will be required to complete a Partnership Agreement at the beginning of the CES Programme. A template for this agreement document will be provided to participants.

Project Funds

Once CES partnerships have signed their Partnership Agreement document, each team will be awarded up to €5,000 to implement their proposed pilot study and disseminate their results. All budgeted costs must be justified. Any unspent funds will need to be returned to PPI Ignite @ University of Galway at the end of the project, for redistribution in future calls.

CES Programme Evaluation

Successful applicants to the CES programme will be required to complete short online surveys after each training session, along with occasional course and partnership surveys, to assist PPI Ignite Network @ University of Galway in future CES Programme sessions and overall CES Programme development. In addition, all partnerships will be required to report (interim or final as appropriate) on their progress and experience of the CES-P after close of project, using an impact case study template provided to them. Successful awardees are expected to participate in post project seminar(s) on the outcomes, impact and lessons learned from the programme, as organised by PPI Ignite Network @ University of Galway.

Project Outputs

Project outputs should be open source or open access wherever possible, and funding from PPI Ignite Network @ University of Galway acknowledgement must be included on relevant project outputs.

Application & Review Process

Each team of applicants must prepare and submit a preliminary pilot study proposal and budget as part of the CES Programme application (see Appendix I for further details). CES-P application materials are available for download at [our web page](link).

Full Application

1) **Submission Instructions**
   1. Due Date: 12th July 2024 by 5:00 P.M.
   2. Submit one consolidated PDF of the full application requirements (see below for details)
   3. Email PDF application to ppi@universityofgalway.ie and enter "CES Programme Application" in the subject line.

2) **Application Requirements**
   1. Pilot Research Study Proposal: Community-academic partnerships must submit a pilot research study proposal that they will conduct as part of the CES Programme, if awarded.
   2. Budget: Community-academic partnerships must provide a budget to conduct the proposed pilot research study. The maximum budget awarded to successful community-academic partnerships will be up to €5,000 each.
   3. Financial Point of Contact: The community-academic partnership must designate a University of Galway member of staff as their CES-P partnership financial point of contact, who will manage the project funds, if awarded. See: Appendix I - CES-P Application Form for more
   4. Curriculum Vitaes: One Community partner and one Academic partner must submit a brief 2-page Curriculum Vitae of their experience, education, awards, and any accomplishments relevant to this call application. All other partnership members are not required to submit a Curriculum Vitae.

Review Process

1) Eligibility Criteria Screening Process – Following an eligibility check of all applications, they will be reviewed by a community-academic panel of relevant experts. Applications received after the due date will not be reviewed.

2) Panel Review Process – All applications successfully meeting the minimum eligibility requirements will be reviewed and scored by a community-academic review panel. All criteria will be scored 1-5, low to high score. Review criteria are as follows:
   - Significance
   - Partnership
   - Proposed Pilot Research Study
   - Environment & Community
   - Overall

Appendix I: Community Engaged Scholars Programme Application Form

Pilot Study Title:

Partnership Details	
Community Partner/s	
CES-P Lead/Co-Investigator Name	
Name of Organisation	
Other team members	
Academic Partner/s	
*CES-P Lead/Co-Investigator Name	
Name of Organization (e.g. department/school)	
*Other team members	
*At least one academic partner must be a staff member at University of Galway who will have responsibility for managing the research fund.	

Proposed Pilot Study
Context: *What is already known in this area?*
Pilot study aim: *What do you plan to accomplish by the end of your pilot study?*
Study objectives (maximum of 3): *What are you going to accomplish and how?*
Outline of pilot study: *What are the key components of the pilot study, including setting, population and planned PPI?*
Long-term goal of your research: *What do you hope to accomplish overall in the next few years?*
Study Strategy (2-3 pages max.)
Research Question/s: *What is/are the specific research question/s that will be examined and how will this be accomplished?*
Significance - *Why is this study important? What is the potential impact of this study?*
Partnership *What are the qualifications and capacity of the team to conduct the proposed research?*   ➢ Describe partnership members' organisational affiliation, and pertinent areas of expertise: ➢ Outline your partnership's history (if applicable), relevant to CES Programme application, experience in the targeted community and health topic, and plan for sustaining your research partnership: ➢ Describe the process of identifying your pilot study research question/health issue for the CES Programme application: ➢ Describe your partnership's ability to complete the study:

➢ Identify the roles of each partner and partner organisation and its staff in research development and implementation:	

Dissemination: *What are your plans/strategies for dissemination of your pilot research results and partnership experience?*

Budget		
Activity/Item	**Justification**	**Cost**
Total amount		**€**

Financial Point of Contact (at University of Galway)	
Name	
Department	
Email address	
Telephone number	

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For queries and questions relating to this call, please email CES-P programme coordinator Dr Brendan Dolan: brendan.dolan@universityofgalway.ie