



LUDWIG  
BOLTZMANN  
GESELLSCHAFT  
Open Innovation in Science Center

# PPIE IMPLEMENTATION PROGRAM

Pilot Call for Public & Patient Involvement and  
Engagement in Research 2020

Deadline for applications: 31st October 2021, 5pm CET

[ppie.lbg.ac.at](http://ppie.lbg.ac.at)

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## 1.0 OVERVIEW

The **PPIE Implementation Program** (2020-2023) of the Ludwig Boltzmann Gesellschaft Open Innovation in Science Center is funded by the Austrian National Foundation of Research, Technology and Development, and intends to support researchers and their organizations implementing meaningful and active involvement of patients and the public in research. This second pilot call has a total budget of max. EUR 600.000.

<b>PPIE Implementation Program</b>	
Short description	Implementation activities that foster active and meaningful patient and public involvement in research.
Funding available	Max. EUR 60.000 per project
Funding rate	100%
Project duration	6-12 months
Cooperation partners	Not necessary for application
Eligible applicants	Representatives of following organizations located in <u>Austria</u> : <ul style="list-style-type: none"> <li>- Research organizations</li> <li>- Public Universities and Universities of Applied Sciences (FH)</li> <li>- Private universities</li> <li>- Associations or other civil society organizations</li> </ul>
Eligible costs	Honorarium for patients and the public Travel costs for patients and the public, and researchers Other goods and services: <ul style="list-style-type: none"> <li>- Catering etc. and collaboration software</li> <li>- Room rent for meetings and workshops</li> <li>- Small equipment</li> </ul> Subcontracting for third parties Overhead costs up to 20% of all cost categories
Non-eligible costs	Personnel costs for researchers Research and office infrastructure Costs for patents and licensing, and research software
Payment rates	Lump sums - 80% payment in the beginning and 20% at the end of project
<b>Important information</b>	
Total budget of call	Max. EUR 600.000
Submission deadline	31 <sup>st</sup> October 2021, 5pm CET
Application language	English
Contact person	Mag. Dr. Raphaela Kaisler, MSc Tel: (01) 513 27 50 - 62 Email: ppie@lbg.ac.at
Website	<a href="https://ppie.lbg.ac.at">https://ppie.lbg.ac.at</a>
Application platform	<a href="https://calls.lbg.ac.at/login">https://calls.lbg.ac.at/login</a>

## 2.0 AIM OF THE CALL

Research shows that early and continuous involvement of the public and patients has a positive impact both on conducting more patient-centered research and on the impact of research. Involving the public in research empowers people with lived experience and improves the quality and impact of research (Staley, 2009). Engaging citizens and patients in research co-design is one of the key tools to drive innovation processes within the European research landscape (Mazzucato, 2019). In order to ensure that research is highly relevant to the public, there is a need for meaningful involvement of end-users with the aim to reduce 'research waste' and bring science and society closer together (Glasziou 2016; Chalmers 2009). Involving the public in research empowers people with lived experience and improves the quality and impact of research (Staley, 2009).

PPIE stands for '**Public and Patient Involvement and Engagement**' in research. The **PPIE Implementation Program** aims to involve citizens and patients in research processes and activities according to the definition of the National Institute of Health Research (NIHR, UK):

*"User or public and patient involvement in research means doing research 'with' patients and the public so they are not just participants in the research. This requires users to have a say in the decisions made about research, so that the methods and outcomes are more appropriate to research participants and patients."*

## 3.0 LEVELS OF INTERACTION

The degree of interaction between researchers, patients, and the public is measured by the ways in which they are involved. This can include patients and the public taking part in research studies, patients actively providing and disseminating research to the general public through different formats, or even patients and the public becoming actively involved in the research process. We distinguish between three levels of activities (INVOLVE NIHR, UK):

- **PARTICIPATION: Citizens and patients take part in research studies.**  
E.g., being recruited in clinical trials, completing questionnaires, participation in interviews and focus groups.
- **ENGAGEMENT: Information and knowledge about research is provided and disseminated.**  
E.g., dissemination of research to public (via media, social media), raising awareness of research through media, science festivals and open days at universities and research centers.
- **INVOLVEMENT: Citizens and patients are actively involved in research.**  
E.g., as grant holders and co-applicants, through identifying research opportunities, agenda setting, members of project advisory and steering groups, co-developing patient information or materials, undertaking interviews with participants, and carrying out research.

Depending on the activity and degree of involving patients and public members in research, several levels of interaction can be differentiated: from purely receiving information about research projects (passive) to getting involved in research decision-making and becoming equal collaboration partners (active). From the perspective of a researcher, introducing PPIE components into research projects

and research governance may increase the general empowerment of those who are affected by research and introduce a shift of control of content and ownership towards patients and the public.

The **PPIE Implementation Program** aims to support implementation activities with patients and the public in the area of **'active involvement' across the different phases of the research cycle** (from setting the agenda to interpreting data).

For further information about PPIE see the **'PPIE How to Guide for Researchers'** that is freely available at the open access repository Zenodo under <http://doi.org/10.5281/zenodo.3578321>.

## 4.0 APPLICANTS

### 4.1 ELIGIBLE APPLICANTS

Representatives of organizations with research activities, including non-governmental organizations (NGOs) or associations based in Austria, can apply for the PPIE implementation program. NGOs and associations must have been in existence for at least one year and provide proof (e.g. association statutes) of their research relevance or purpose. Organizational forms such as GesmbH, etc., must also provide proof of their research relevance or purpose. Product research/development by companies is excluded from support.

Representatives from organizations with their headquarters located in Austria and research conducted that benefits Austrian citizens and society are eligible to apply for the PPIE Implementation Program:

- Austrian Research organizations or Research institutions
- Austrian Universities and Universities of Applied Sciences (FH)
- Private universities

Representatives are asked to attach a 'Letter of Support' signed by their legal representative of the institution in the submission. Please find a template in the appendix.

Representatives of all ages, gender, ethnic background, and career levels within an institution (e.g., research administration, bachelor and master students, principal investigators, head of institutes, etc.) are welcome to apply.

### 4.2 COOPERATION PARTNER

Collaboration with cooperation partners is not necessary for the submission of the application but may be useful for the implementation of the project. For example, patient organizations or NGOs can be listed as cooperation partners and subcontractors can be budgeted. In the same way, research organizations can act as cooperation partners, for example, if the application is submitted by a patient organization/NGO in a lead role. Please note that salary costs of scientists are not covered by the support.

## 5.0 SELECTION PROCESS

### 5.1 ASSESSMENT CRITERIA

The proposed involvement activities have to meet the following **formal assessment criteria**:

- **Quality of involvement:** researchers and others develop and conduct research activities 'with' patients and the public involving them meaningfully once or more often in research activities. Patients and the public may be equal partners in activities or 'co-researchers' acting on a level playing field.
- **Study level:** proposed activities must be included in minimum one phase of the research cycle (define research question – design research method – collect data – analyze and interpret data – disseminate findings) and/or project governance

Following assessment criteria further assess the **quality of the application** taking the above formal criteria into account:

- **Impact of involvement:** The proposed activities bring added value to the participants and enable them to actively engage in the project. The project outlines how the activities will have a sustainable impact on the way the team works and whether a longer-term continuation of involvement is envisaged.
- **Implementation:** the implementation plan is appropriate for the proposed activities (e.g., methods, number of people involved, frequency of involvement, diversity of the group, level of participation).
- **Feasibility:** the proposed activities can be implemented within the foreseen project duration and budget. If applicable they can be logically related to existing activities. The steps and activities are described in a concrete, plausible and understandable way.

Not as part of the evaluation, but in order to give feedback to the applicants and to learn from the process, the experts are also asked to indicate how understandable the application was written.

### 5.2 ASSESSMENT OF APPLICATIONS

After submission the application will be checked based on the formal assessment criteria by LBG PPIE team:

- Eligibility of applicants
- Eligibility of costs
- Meet the formal assessment criteria (level of involvement and study level)

Eligible proposals will be assessed based on four quality criteria (quality of involvement, impact of involvement, implementation, feasibility) by an external and independent panel of experts. The panel of experts consists of two research experts in the field of patient and public involvement, two representatives of the public with experience in the field of public health, and two young persons (16-30 years) with basic knowledge of scientific processes. The panel of experts individually assesses the applications based on the funding criteria and selects proposals based on the discussion in the panel selection meeting. Please find a detailed description of the selection process and assessment criteria in the **Evaluator Guideline 2021**.

## 6.0 COSTS

### 6.1 ELIGIBLE COSTS

Applicants may apply for **minimum EUR 20.000 and up to EUR 60.000** (including overhead costs) during a **project period of minimum 6 to maximum 12 months** for patient and public involvement activities. Planned activities must be directly linked to and occurred in patient and public involvement activities in research. Please find a detailed description of costs in the **Implementation Guideline 2021** (see appendix).

Following costs categories are eligible for support:

- **Honorarium:** compensation of expenses for patients and the public concerning their time and contributions spent in the project (via 'Contracting of Work', in German 'Werkvertrag')
- **Other goods and services:** e.g., catering, printing costs, ads, room rents if needed to deliver the activity, communication and collaboration software, small equipment if needed (e.g., digital recorders, video camera)
- **Travel costs:** travel expenses (second class public transportation) of patients, the public and researchers involved in the activities
- **Subcontracting:** third party services to deliver the activity (e.g., moderation of workshops). Third-party services must be related to the participatory activities and must not serve exclusively a scientific purpose (e.g., statistical analysis of data).  
*Note:* if you plan subcontracting abroad than add 20% VAT for budgeting for this activity
- **Overheads:** max. 20% of all cost categories listed above to cover e.g., in-kind contributions from researchers, supervisors, coordinators, etc.

### 6.2 NON-ELIGIBLE COSTS

Non-eligible costs include:

- Personnel costs of researchers and other administrative personnel
- Costs for patents and licensing
- Research software
- Research and office infrastructure (e.g., microscopes, laptops, printers, etc.)

### 6.3 PAYMENT

80% of the approved budget is paid in form of a 'lump sum' payment at the beginning of the project. The rest of the payment (up to 20%) is paid after submission and approval of the report at the end of the project period. All expenses need to be collected and kept as 'original' invoices at the institution and a final list of occurred expenses must be provided with the report in order to receive the rest of the occurred costs. Please find a detailed description of payments in the **Implementation Guideline 2021** (see appendix).

## 7.0 SUBMISSION

Applications must be submitted **online via the LBG calls platform** (<https://calls.lbg.ac.at/login>) until **31<sup>st</sup> October 2021 at 5pm CET**. Applications received via e-mail or post will not be checked for eligibility and assessed by the panel of experts.

## 7.1 APPLICATION TEMPLATE

The online Application template includes following items:

- **Personal data:** applicant name, name and location of institution/organization, email contact, upload for the 'Letter of Intent' from institution/organization as PDF (max. 10 MB)
- **Demographic data:** gender, discipline, career level
- **Abstract:** in English and German (plain language; max. 150 words each)
- **Application video:** one-minute video briefly introducing the project.
- **Impact of Involvement:** Description of the specific impact of the involvement activity on the individuals and institutions involved (Why?; max. 300 words).
- **Approach to Involvement:** description of the implementation and feasibility of planned involvement activities (What and Who?; max. 500 words).
- **Work plan:** Description of methods and planned participation activities (How?; max. 300 words).
- **Learnings:** description of how the quality of the participation activity will be captured and how learning will be facilitated (max. 300 words).
- **Budget and time plan:** provide a budget table and time plan (upload as PDF, max. 10 MB)

Please find the **Application template 2021** in accordance with the online version in the appendices on our website.

## 7.2 DATA MANAGEMENT AND PROTECTION

The implementation partners comply with the data protection regulations when designing, submitting and, if selected, carrying out their project. These particularly include the European General Data Protection Regulation (GDPR) and the Austrian Data Protection Act. In the submission and implementation of the project as well as in reports and publications, personal data are used anonymously. The implementation partners undertake to obtain declarations of consent from all persons involved in the project, which are suitable for the type of intended participation, which ensure the use of the contributions and results for the implementation partners and for the OIS Center of LBG GmbH.

## 8.0 FACILITATION PROGRAM

The PPIE Implementation Program (2020-2023) offers a facilitation program to successfully implement planned involvement activities. This facilitation program aims to support researchers, interested patients and the public in providing individual consultation, training opportunities, and peer support. Additionally, all successful projects are invited to promote their activities on the Homepage of the PPIE Implementation Program and at a stakeholder conference.

The facilitation program started in September 2020 and will be available before, during and after the project period until the end of 2023.



## 8.1 CONSULTATION

Interested researchers, patients and the public can use our **pre-check tool** (<https://ww2.unipark.de/uc/precheck>) to assess their current PPIE activities and are welcome to seek **individual consultation** prior to the call and during the implementation of the project regarding

- the pilot call,
- project coaching for PPIE activities, and
- other queries concerning patient and public involvement in research.

Please contact the PPIE team for an appointment via telephone or in-person (see contact).

## 8.2 TRAINING

During the PPIE Implementation Program, several training opportunities will be offered online and in-person to upscale the reach in Austria:

- **Webinar series:** on specific patient and public involvement opportunities and challenges
- **Expert workshops:** international experts exchanging good practice examples in research
- **Ideation workshops:** 'bring a PPIE case' and discuss potential solutions in small groups of different stakeholders and researchers from various disciplines

## 8.3 PEER SUPPORT

Successful projects and grantees will be invited to a **peer support network** sharing and discussing challenges and opportunities working with patient and public involvement in research. The peer support network will meet on a regular basis and has the opportunity to present and discuss their work among other peers and interested researchers, patients and the public.

## 8.4 PPIE CHAMPIONS

Successful PPIE projects have the opportunity to present their project activities and the added value of public involvement in a short video. The videos will be produced by a professional film team and are intended to increase the visibility of participatory projects and highlight best practice examples in Austria.

## 8.5 DISSEMINATION ACTIVITIES

Successful projects and grantees are invited to disseminate and promote their patient and public involvement activities on the website of the PPIE Implementation Program where information about the project can be shared (project page). In autumn 2022 and 2023 a **PPIE stakeholder conference** including all successful projects is planned and will be co-led with the public in order to promote patient and public involvement activities in Austria.

## 9.0 MONITORING OF IMPLEMENTATION REPORTING

### 9.1 PROJECT REPORTING

The project reporting includes **one report to be submitted at latest 2 months after end of the project period** describing the involvement activities and their impact as well as limitations and leanings. Please find a reporting template in the appendix.

To enable extended and direct learning from the activities, successful projects additionally present their results at the PPIE stakeholder conference.

## 9.2 ASSESSMENT OF PROJECTS

All projects will be assessed according to the assessment criteria after the project ends. Researchers and all stakeholders involved in the PPIE activities will be asked to answer a **questionnaire** in order to give feedback and check the quality of involvement, implementation and societal impact of the PPIE activities. Please find the **Evaluation Questionnaire** in the appendix.

## 10.0 KEY DATES

Call launched	1 <sup>st</sup> September 2021
Call submission deadline	31 <sup>st</sup> October 2021, 5pm CET (online)
Application assessment	December 2021- January 2022
Funding announcement	February 2022
Project start	March 2022

## 11.0 CONTACT

If you have any queries please contact us via e-mail under [ppie@lbg.ac.at](mailto:ppie@lbg.ac.at). Please find further information on our website at <https://ppie.lbg.ac.at>.

Contact the PPIE team:

- Mag. Dr. Raphaela Kaisler, MSc - Tel: (01) 513 27 50 62
- Thomas Palfinger, BA - Tel: (01) 513 27 50 68

## 12.0 APPENDIX

All call documents and templates can be downloaded from our website at <https://ppie.lbg.ac.at>.

Important documents for the **application submission**:

- Pilot call for PPIE in Research 2021
- Application template 2021
- Budget and Time table
- 'Letter of Support' template
- Implementation Guideline 2021 (in German 'Umsetzungsrichtlinien 2021')
- Evaluator Guideline 2021

Important documents for the **evaluation of projects**:

- Implementation Guideline 2021 (in German 'Umsetzungsrichtlinie' 2021)
- Reporting template
- Evaluation Questionnaire