

HESTIA Plus fund application | Public involvement Q&A

Would you be able to suggest an appropriate time in hours for the public member involvement?

This really depends on what the planned public involvement is. We suggest you focus on this aspect rather than coming up with a specified number of hours. It may be helpful to look at the following resource: [Payment guidance for researchers and professionals | NIHR](#)

On the application form, the industrial partner is defined “co-applicant”, can you confirm this implies that they must contribute to top up the 80% of the FEC with a 20% on their portion of the budget (e.g. their cost is £1000 as 100% FEC and they will receive £800 from EPSRC and must contribute £200 to top up)? Can this be done on kind?

As per our guidance, the partner's costs will also only be funded at 80% FeC – you should enter it into the spreadsheet as 100% under the relevant column and then it will calculate the 80% that HESTIA will pay. So please do communicate that to them clearly so they understand only 80% will be coming back to them.

Traditionally UKRI have done things differently (though often they have expected payment in kind from partners) but the new [EPSRC guidelines](#), which we are adhering to because we are dispensing funds on their behalf, clearly state that the only exception allowable (i.e. at 100%) is if you are a Norway-based co-investigator which is likely to not be relevant for these applications.

The member of the public is also defined “co-applicant”, should they contribute to the top up with the 20%? Does the £27 per hour include travelling cost?

No, the 20% should not be coming from public members themselves, and instead it is expected that this cost would be absorbed by the lead applicant's university.

The £27 per hour does not include travelling costs. Please consult for further details: [Payment guidance for researchers and professionals | NIHR](#). Please also think about the totality of their needs, for example, whether they may need a taxi booking to pick them up, potentially someone to come with them to support them, potentially carers time for dependents as well if they need to be away from home for a certain period of time.

How about the CV for the public member, any pointers?

We are not expecting that to be set out in a classic career history format as it would be in an academic CV. Instead we encourage you to work with / support the public member to help them demonstrate their interest and relevance to the project proposal. This is an example of providing an inclusive opportunity as you will see in the UK standards for public involvement: [UK Standards for Public Involvement](#)

In my application I have included both a public member and public participants. I am a little reserve to cost for more than 1 day per week for the public member as I do not want to exclude full-time employees. What's your opinion

We clarify related points to this question in this question: *¿Can a public member also be a participant in the project?*

To reiterate, it is important that the difference between a public member being a co-applicant and a participant in research is understood: you would not normally have the same person doing both roles in the same project. For example, if a public member is a co-applicant they would normally be involved in helping to manage the project or perhaps to facilitate or help you design some parts of the research project, but they would not normally then complete a survey / be a participant in an interview or a workshop etc. We therefore, encourage you to keep separate the roles of having a public member as a co-applicant in the project, and being a participant in the research project.

With regards to 1 day per week. We encourage you to focus on what the project is, and how the public member will be contributing to understand the appropriate amount of time. 1 day per week would be a large contribution, so you might want to consider splitting the time among more than one public member. Please see here for more advice on planning involvement activities: [Public involvement in research | NIHR](#)

How do I communicate the project with the public member(s) without raising hopes for something that might not be funded? How do I communicate what public involvement is?

We appreciate this is a challenge, especially when the income coming in from public involvement activities can total up to a significant amount for them. We encourage you to be clear that this project is not guaranteed to happen.

To explain what public involvement is, focus on the specific things that you would like the public member to help with, so that their expectations of what they will be contributing is clear.

Might lots of money to a public member from a low-income background skew incentives?

It is common practice to issue payments to public members as the work is done, rather than in one whole payment. For more advice you can see the [Payment guidance for researchers and professionals | NIHR](#). This is also covered in a separate question: *“¿We must pay public members of the project £27.50 minimum BUT what if that affects their benefit claim and is actually detrimental to them? Can we pay them in vouchers? Can we make a case for remuneration that takes into account someone's circumstances? In our proposed project, we will likely have a public member who could lose out from being paid that amount.”*

If our project is based on working with multiple neighbourhood groups, how would we include this in our application - would we just ask one individual to be the named public member?

It is a common situation to have multiple groups involved in a project where you are looking to have representation and a public voice. We are not looking for one public member to be the voice representing all those groups, but we're looking for a degree of public representation such that they are there as the critical friend to

support and shape the research Typically, it is good practice to have some degree of local representation, but they can be independent of the specific neighbourhood groups you are working with, and it may be useful to have more than one voice included.

With the application - can we append a workplan to outline the project month by month?

No, please use the Timeline of the activity (max. 150 words) to explain what you will do in each month of the award.