NIHR COMMITTEES
PUBLIC MEMBER APPLICATION FORM

We involve members of the public in our work to improve the quality and relevance of the research that the National Institute for Health Research (NIHR) funds. The NIHR coordinating centres, NIHR Academy, NIHR Central Commissioning Facility (CCF), and NIHR Evaluation, Trials and Studies Coordinating Centre (NETSCC) routinely involve members of the public on NIHR research programme committees which make recommendations for research prioritisation and funding.

Please read the '**Information Pack**' before completing an application form. The information pack is available to download from our website: **https://www.nihr.ac.uk/documents/information-pack-for-members-of-the-public/23735**

If you would like paper copies of the documents, please contact us on: publicrecruitment@nihr.ac.uk

The deadline for submitting an application is 9am on Monday 23 March 2020

Please note you can only apply to join one programme.

Am I eligible to apply?

We are looking for patients, carers, service users and members of the public who are interested in a broad range of health and social care issues and research, beyond their own personal experience.

To ensure we do not have an overlap of skills, knowledge and experience with our professional committee members, we exclude applications to public committee roles from people who have, or have had, a professional role in health or social care services or research, for example:

● Health and social care professionals such as social workers, health research managers, nurses, health or social science researchers, public health specialists, medical doctors, health economists, opticians, clinical research officers, pharmacists, etc.

● Professional positions within a research management setting such as a Finance Manager, Patient & Public Involvement Coordinator for an academic and/or grant funded organisation.

● Health, clinical and social care graduates at PhD level or equivalent.

In order to provide opportunities for more people to get involved in the work that the NIHR does, a member of the public can only serve on one committee at a time. Members of the public cannot apply for the same committee that they have previously served on.

If you are unsure whether or not you are eligible to apply, please contact the Patient and Public Involvement & Engagement (PPIE) team, **email**: publicrecruitment@nihr.ac.uk

Contact telephone numbers: 0113 5328 383 (Academy), 020 8843 8041 (**CCF**) or 023 8059 9302 (**NETSCC**)

1. Your choice of committee

For further information on the programmes, please click on the individual links below and/or contact us on publicrecruitment@nihr.ac.uk.

If you are applying to the RfPB programme, you must be resident in the region to which you are making an application. Please contact us if you are unsure of your region.

Please note that funding programmes require all shortlisted candidates to take part in an interview and interview dates cannot routinely be changed. We will reimburse any reasonable travel expenses that arise from attending a face-to-face interview.

If you are unavailable for a specific interview date, please contact us before submitting an application so that we can advise you further.

Please insert an **X** beside the programme committee to which you are applying. **You can only submit one application to join one programme committee below.**

Please insert at X	Programme & Region	Interview date and location	Interview type	NIHR centre
	Artificial Intelligence (AI)	24 April 2020 - Twickenham London	Face-to-face	CCF
	Evidence Synthesis Programme (ESP) (knowledge of evidence synthesis with a good understanding of Cochrane is essential).	22 April 2020	Telephone	NETSCC
	Health Services and Delivery Research Programme (HS&DR)	23 April 2020	Telephone	NETSCC
	Health Technology Assessment Programme (HTA) Funding Committee (Commissioning)	27 April 2020	Telephone	NETSCC
	Health Technology Assessment Programme (HTA) Programme Oversight Committee (POC) (previous experience as an active member of an NIHR committee is essential).	16 April 2020	Telephone	NETSCC

	Health Education England (HEE) and National Institute for Health Research (NIHR) Integrated Clinical Academic (ICA) Programme - Clinical Doctoral Research Fellowship (CDRF) Selection Committee	Date: To be confirmed Location: Leeds	Face-to-face	Academy
	Health Education England (HEE) and National Institute for Health Research (NIHR) Integrated Clinical Academic (ICA) Programme - Clinical Lectureship (CL) / Senior Clinical Lectureship (SCL) Selection Committee	Date: To be confirmed Location: Leeds	Face-to-face	Academy
	NIHR Advanced Fellowship Programme Selection Committee	Date: To be confirmed Location: Leeds	Face-to-face	Academy
	NIHR Doctoral Fellowship Programme Selection Committee	Date: To be confirmed Location: Leeds	Face-to-face	Academy
	NIHR Research Professorships Selection Committee	Date: To be confirmed Location: Leeds	Face-to-face	Academy
	Public Health Research Programme (PHR) Prioritisation Committee	29 April 2020	Telephone	NETSCC
	Public Health Research Programme (PHR) Funding Committee	29 April 2020	Telephone	NETSCC
	Policy Research Programme (PRP)	22 April 2020 - Central London	Face-to-face	CCF
	Programme Grants for Applied Research (PGfAR)	22 April 2020 - Twickenham London	Face-to-face	CCF
	Research for Patient Benefit (RfPB) East of England region	29 April 2020 - Norwich	Face-to-face	CCF
	Research for Patient Benefit (RfPB) East Midlands region	23 April 2020 - Nottingham	Face-to-face	CCF
	Research for Patient Benefit (RfPB) North West region	20 April 2020 - Manchester	Face-to-face	CCF
	Research for Patient Benefit (RfPB) South West region	27 April 2020 - Exeter	Face-to-face	CCF

	Research for Social Care (RfSC)	23 April 2020 - Twickenham London	Face-to-face	CCF

2. Personal contact details

Title (Mrs, Mr, Miss)	
First name	
Surname	
Address	
Postcode	
Telephone number	
Email address	

3. Background information

Please list up to 5 of your current or previous employment and voluntary positions that you feel are most relevant to the role of an NIHR committee member. (Please consider the role description in the Information Pack when deciding which voluntary or employment positions to include.)

Date From/To	Brief description of role	Organisation

In line with the NIHR payment policy, we are obliged to ask if you are in receipt of a public sector salary. If your answer is Yes, you are confirming that the work you have undertaken with us is unrelated to your public sector role.

(Public Sector Definition: Any organisation run by the government and funded by tax-payers money can be classified as public sector, for example, local councils, NHS Hospitals)

Are you in receipt of a public sector salary? **YES/NO***

4. Experience and knowledge

Please provide ONE example of your most relevant knowledge and experience (if any) relating to each of the following areas (maximum 250 words for each area).

If you are applying to the POC or ESP, please refer to the person spec in the Information Pack.

Experience as an active member of a committee or working group with both professional and public (lay) members (for example, a Research Ethics Committee, Healthwatch Committee, Housing Association Committee or a committee member for a local charity or club). *Please tell us about your role and your contribution to the group.*

Experience of assessing complex written documents (for example research applications).
Please explain what sort of documents you assessed and how you undertook this task.

Knowledge and experience of patient and public involvement in health and social care services and/or research.
Please give details of activities, for example, sitting on an advisory group for a clinical trial or helping to design patient information materials for a research study.

5. Skills and abilities

Please provide ONE example of when you have demonstrated the following skills and abilities (maximum 250 words for each section).

Ability to reflect a broad range of patient, service user, carer and public perspectives in addition to your own personal experience.
Ability to take part in constructive debate and present your views succinctly.

6. Why do you want to become a public committee member and what do you think you can contribute? (Max 200 words)

7. Have you been or are you involved in the work of any other NIHR funding or prioritisation committee?

You cannot be a member of two NIHR committees at the same time. However, if you are coming to the end of your tenure on an NIHR committee, you may apply for another programme. Please insert an X next to your answer.

	YES - *If yes, please give details:*
	NO

8. Do you have any support requirements in order to be able to participate fully in this recruitment process?

For example, you may require documents in a particular format, support with communication or meetings, support with mobility issues or need a carer to attend with you, etc. If you are invited for an interview, we may need to contact you so we can ensure that we meet your support needs.

9. How did you hear about this opportunity?

In order to help us reach the widest audience, please tell us how you heard about this opportunity. Please insert an X next to your answer.

	NIHR website
	INVOLVE
	People in Research website
	Colleague or friend
	Other, *please specify*

10. Feedback

We strive to provide an inclusive and accessible recruitment process. In an effort to continually review and provide best practices, we would like to send you a brief survey to complete to share your experiences. Please insert an X next to your answer.

	I want to give feedback. Please send survey.
	I do NOT want to give feedback. Please do NOT send survey.

11. Your declaration

I agree to this information being used for legitimate purposes connected with the recruitment and selection process. I declare that the information that I have given is, to the best of my knowledge or belief, true and complete.

Signature: *By hand or electronic*	
Date:	

Thank you for completing an application form. Please return your completed form as follows:

By email: publicrecruitment@nihr.ac.uk

or by post:

For applications to:
- Artificial Intelligence (AI)
- Programme Grants for Applied Research (PGfAR)
- Policy Research Programme (PRP)
- Research for Patient Benefit (RfPB)
- Research for Social Care (RfSC)

Please send to:
Patient & Public Involvement team
Central Commissioning Facility
Grange House
15 Church Street
Twickenham TW1 3NL

For applications to:
- Health Services and Delivery Research Programme (HS&DR)
- Health Technology Assessment Programme (HTA)
- Public Health Research Programme (PHR)
- Evidence Synthesis Programme (ESP)

Please send to:
Patient & Public Involvement team
NIHR Evaluation, Trials and Studies Coordinating Centre
University of Southampton
Alpha House
Enterprise Road
Southampton SO16 7NS

For applications to:
- Health Education England (HEE) and National Institute for Health Research (NIHR) Integrated Clinical Academic (ICA) Programme - Clinical Lectureship (CL) /Senior Clinical Lectureship (SCL)
- Health Education England (HEE) and National Institute for Health Research (NIHR) Integrated Clinical Academic (ICA) Programme - Clinical Doctoral Research Fellowship (CDRF)
- NIHR Advanced Fellowship Programme
- NIHR Doctoral Fellowship Programme
- NIHR Research Professorships

Please send to:
Patient and Public Involvement Manager
NIHR Academy
21 Queen Street
Leeds
LS1 2TW

If you need any more information or if you have any questions about your application, please contact us by email: publicrecruitment@nihr.ac.uk, or telephone:

0113 5328 383 (Academy)
0208 843 8041 (CCF)
023 8059 9302 (NETSCC)

Equality, Diversity and Inclusion (EDI)

NIHR welcomes applicants from all sections of the community and are committed to recruiting a diverse workforce which reflects the wider population. In addition to this, in adherence to the Equality Act (2010), our recruitment processes are fair and do not discriminate against or disadvantage anyone based on; age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

After the closing date, you will be sent an email from the NIHR EDRS – *Equality and Diversity Recording System* to complete an equal opportunities monitoring form. The email will come from equality@nihr.ac.uk. We will use this information to plan and target our future recruitment of public committee members.

This is a voluntary undertaking and we will not ask for any details that will identify you as an individual or connect your responses to your application.

General Data Protection Regulation 2016

What happens to your data?
Your personal information is held and used in accordance with the General Data Protection Regulation 2016 (GDPR) EU 2016/679 and the Data Protection Act 2018. At CCF, your data is held securely using Google Cloud in line with government policy and the UK G-Cloud framework. At NETSCC and the Academy, your data is held securely on a secure server with restricted access. The Department of Health and Social Care (DHSC) is the Data Controller under GDPR.

The NIHR respects the privacy of individuals who share their data and process it in a manner that meets the requirement of the GDPR. More details, including information about your rights, can be found in the NIHR's Privacy Policy

Who has access to your data?

The Central Commissioning Facility (CCF), NIHR Evaluation, Trials and Studies Coordinating Centre (NETSCC) and NIHR Academy recruitment panel will have access to your application form.

Your data may also be processed for statistical analysis purposes. We may share non-identifiable summarised data with the DHSC and INVOLVE. We do not share your data with any other third parties.

How long do we retain your data?

On completion of the recruitment process, unsuccessful applications are kept for 6 months. After 6 months they will be destroyed. Successful applications will be stored securely. At CCF, your data will be held securely using Google Cloud in line with government policy and the UK G-Cloud framework. At NETSCC and the Academy, your data will be held on a secure server with restricted access. The Department of Health and Social Care (DHSC) is the Data Controller under GDPR.

How can you ask for your data to be removed?

You can ask for your details to be removed at any time by emailing us at publicrecruitment@nihr.ac.uk