

2021 Excellence in Patient-Oriented Research Investigator Award Instructions

This guidance document will outline the required and optional components that you will need for an application. Scanned or electronic copies of the signatures and all documents are acceptable.

*All documents are required

1. Patient Engagement Module
2. Patient Engagement Form (required after approval)

1. Patient Engagement Module

There are seven sections to the Patient Engagement Module form. The information below provides details for what to include in each section.

It is recommended that you take advantage of BC SUPPORT Unit consultations to support you with defining your the Patient Engagement Plan. A patient-oriented research project planning tool can be accessed [here](#).

Patient Engagement Objectives

Provide a brief summary of your objective(s) for doing patient engagement; describe how your research project will benefit from patient engagement [1000 character limit].

Detailed Engagement Plan

Provide a concise overview of how you currently engage, or plan to engage, patients, VCH health care providers or decision makers for your project. The summary should offer a description of the keys roles and responsibilities that you envision for your patient partners, the stage(s) or phases in your research project where patients will be engaged, how the proposed engagement aligns with an ['involve' or 'collaborate'](#) level of engagement, some indication of the specific methods used for engagement with patients, and how your plan aligns with the stated objectives. Where appropriate, the summary may include ideas for how to identify and recruit suitable patient-partners, and how to on-board and provide ongoing support for your patient-partners during the award period [3000 character limit].

Research Project Update

- Progress to date, including any changes or barrier encountered
- Current status of research activities (i.e. status of data collection, interpretation or dissemination)
- Summary of proposed research activities over the next 6-months (e.g. timeline to show feasibility). [2000 character limit].

Impact of Patient Engagement

Describe how your engagement of patients as partners on this research project will contribute to the potential impact and uptake of your research, and / or contribute to improvements in patient care or services within VCH [1000 character limit].

Budget

Remember to provide enough information in the budget justification section so the reviewers can understand the reasoning behind the proposed costs, and can be confident that you understand what additional activities and expenses you are likely to encounter when you engage patients as partners on your research team. Any expense not directly related to patient engagement activities will be [excluded](#) in the budget. If you questions about eligible expense, please contact Amanda Chisholm (amanda.chisholm@vch.ca).

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- Patient-Partner Compensation:
 - Compensation may include: a fixed service income hourly/daily, an honorarium for attending a meeting or workshop; in-kind compensation or a gift - (e.g. tuition for a course, yoga/meditation classes, or updated software for their computer); a donation to a charity of the patient/public partners' preference; or the patient/public partner may decline payment.
- Reimbursement for Patient-Partner Expenses:
 - Including, but not limited to, compensation for care attendants, transportation (e.g. bus, car mileage, ferries, parking, etc.), caregiving for dependents, and accessibility services.
- Patient Engagement Training and Support:
 - Costs related to the planning and conducting of patient engagement training, events or meetings.
- Knowledge Translation Tools/Products:
 - Costs related to developing knowledge translation tools and products (e.g. printed materials, design services, etc.).
 - Must be targeted at patient or public audience.
- Publications or Conference Presentations:
 - Costs related to patient-partner co-authored publications, or costs for a patient partner to co-present at and/or attend a conference.
- Research Personnel Support for Patient Engagement:
 - In addition to in-kind support from the research team, the budget can include costs related to dedicated time (up to a maximum of \$1000) from a research coordinator, research assistant or trainee to engage with, communicate with and support patient and other POR stakeholder engagement activities on the project.
- Other Patient Engagement Expenses:
 - Costs related to any other patient engagement activities that have not been identified in previous sections. Clear rationale for these additional expenses must be provided.

Note: Payments to subjects/participants are not eligible expenses and will be removed from budget.

Budget Justification:

- Include cost for each item within the area; for example, printed materials might be one item under "Knowledge Translation." Also include how costs were estimated (e.g. A quote from...)
- Provide enough detail and rationale for each item so that the review committee can determine the feasibility of the project, and whether the costs for each are reasonable and required for successful patient and other stakeholder engagement activities.

Lay Summary:

Provide a lay summary of *your VCHRI Internal Award project*. The summary should offer a description for why the research is being done, what you are trying to achieve, how you are conducting or intend to conduct the research, and what you are hoping to achieve over the next year. The summary should include a statement for how engagement of patients as partners in your research will contribute to the uptake of your research and improvements in patient care or services within VCH. The summary should be free of jargon, technical or undefined scientific terms and be presented in a manner that can be easily understood by someone with no prior knowledge of the subject [1000 character limit].

2. Patient Engagement Form

This form must be completed and signed by the Principle Investigator (PI) and a Patient Partner (PP). One form should be completed for each patient partner. At least one form must be completed and signed by the PI and the PP before the funds for this award are released.

Contact Information

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