

1. Email the PPI Network gatekeepers with details of the PPI opportunity. Include:

- How many people you need.
- How many sessions there will be
- When/where the activities take place.
- What collaborators are expected to do (i.e. review documents, workshop research priorities, review grant application).
 - The expected time commitment.
- Details of available monetary compensation.
- If no monetary compensation is available, what non-monetary rewards or incentives are available (such as training, access to resources).

2. The PPI Network gatekeepers will advertise your opportunity to those on the database. Collaborators can respond directly to the request to indicate their interest. The gatekeepers will then contact the collaborator directly to confirm a) that they wish to proceed and b) they give consent for their details to be passed on to the lead researcher.

3. The lead researcher will be sent the IHCI PPI Database Data Sharing and Guidance Agreement v2.0 05.02.26. This form details how the researcher should handle the contact information from the database. The lead researcher must sign and date the agreement and return it to the Gatekeepers before they can receive the contact information of the collaborators.

4. Once a signed IHCI PPI Database Data Sharing and Guidance Agreement is received, the gatekeepers will provide access to the details of the collaborators who gave consent. This will be provided in the form of an Excel document on Sharepoint that can only be accessed using a YSJ email address. Researchers will not be able to edit or download the information but may have free access to this through Sharepoint until their activities are complete.

5. After the PPI activities are complete, you can arrange to confer any monetary reward.

- Vouchers can be ordered through OneUni.
- For BACs, representatives need to be setup as creditors via OneUni and an invoice raised. Accounts Payable can help with this.
- Travel expenses should be submitted using the EXP02 Expense form for visitors.

The gatekeepers can help you with these processes where needed.

Please let us know as soon as you no longer require access to the collaborator contact details. The Gatekeepers will then remove your access to the file.

6. The process is complete, and you can start again from No. 1. if you wish to advertise a new opportunity. You can contact the gatekeepers on ihcippidatabase@yorks.ac.uk