

## Guidelines for Describing the DDEA Funding Focus Area ‘Patient and/or Public Involvement’ in the Application for a DDEA Fellowship Grant

The DDEA grants must promote the four funding focus areas of DDEA: 1) internationalisation; 2) interdisciplinarity; 3) collaboration across sectors; and 4) patient and/or public involvement (PPI). Your application should include a short description on how your research project relates to these four funding focus areas. This should be described under item 5 in your application (one to two A4 pages) in four separate paragraphs.

Below you can find guidelines for describing the fourth funding focus area ‘patient and/or public involvement’ (PPI).

The description should include reflections on and outline explicit plans and strategies for PPI in the study. It should be discussed how PPI can improve and contribute to this particular study and detail the benefits and relevance of the study for patients/users and/or society. See below ‘*Supporting Questions*’.

PPI requires different approaches in various contexts, such as basic research, epidemiological research, and clinical research. Given the diverse nature of research disciplines and methodologies, the extent and manner of meaningful PPI will vary in applications from different research areas. However, it is imperative that all applications adhere to a baseline level of PPI as outlined in our guidelines. Please find below (*‘Levels of PPI in your research’*) specific examples and benchmarks to guide you in integrating meaningful PPI into your project proposals.

We encourage applicants to describe a plan for PPI throughout the entire course of the study - where feasible in planning, conducting and reporting the study. This may include a description of PPI in the design, methods, evaluation, and/or communication of the study. Furthermore, it may be useful to consider identifying key individuals and groups to be involved in PPI processes (e.g., inclusion on advisory boards). It might also be beneficial to allocate budgetary resources and time for PPI activities. Clarifying the roles, commitments, and reimbursements for those involved in PPI, along with any potential decision-making powers they might have in the study, should be described. For more information and examples on how to include PPI in your research, please consult our ‘*Resources*’ below.

### Levels of PPI in your research

- **Basic Science applications:** Suggestions for integrating PPI in your research are to involve people in the development of your proposed research question and to disseminate the results to them.
- **Clinical Science applications – where you are not recruiting patients:** Where you are not recruiting participants, suggestions for integrating PPI in your research is to involve people in the development of your proposed research question and to disseminate the results to them.
- **Clinical Science applications where you are recruiting participants:** Suggestions for integrating PPI in your research is to involve people in the development of your proposed research question, the design and the management of your study and to disseminate the results to them.

## Supporting Questions

In your description in the application (item 5), you may address the following questions regarding PPI if they are relevant to the studies outlined in your application:

- How have you involved people living with diabetes or other endocrine diseases in the development of your research? Please describe any feedback from people living with diabetes or other endocrine diseases about the importance of your research question.
- How have you involved people writing your Danish and English lay man abstract.
- How have people living with diabetes or other endocrine diseases contributed to the design of the study and how will you make sure that involvement includes people with diverse backgrounds so that your study design is appropriate for different populations? If you do not plan to, please explain why.
- How do you plan to involve people living with diabetes or other endocrine diseases in the management of the research (for example as a part of the steering group)? If you do not plan to, please explain why.
- How do you plan to disseminate your research findings to the diabetes or other endocrine diseases communities? If you do not plan to, please explain why.
- Please describe any other ways that you have involved, or plan to involve people living with diabetes or other endocrine diseases at any stage of this research process.

## Resources

Links to relevant articles on PPI in research:

- [Increasing patient and public involvement in clinical research - The Lancet Healthy Longevity](#)
- [User Involvement Update | Diabetes UK](#)
- [PPI in applications UK - Search \(bing.com\)](#)
- [PPI \(Patient and Public Involvement\) resources for applicants to NIHR research programmes | NIHR](#)
- [Funding body requirements: NIHR, UKRI and Wellcome — University of Oxford, Medical Sciences Division](#)
- [Introducing patient and public involvement practices to healthcare research in Austria: strategies to promote change at multiple levels | BMJ Open](#)