



LUDWIG  
BOLTZMANN  
GESELLSCHAFT  
Open Innovation in Science Center

# APPLICATION TEMPLATE

## Pilot Call for Public & Patient Involvement and Engagement in Research 2020

Deadline for applications: 31st October 2020, 5pm CET

### Important information

Please note that all applications for the Pilot call for Patient and Public Involvement and Engagement in Research 2020 must be submitted at the online LBG Calls platform (<https://calls.lbg.ac.at/login>) latest on **31<sup>st</sup> October 2020, 5pm CET**. We will not accept applications submitted in any other way.

We provide this document for applicants to draft their application offline before submitting through our online system. There is no requirement to use this document, but applicants are welcome to use it as a drafting tool if they wish.

If you have trouble submitting your application at the online LBG Calls platform, please get in touch with us at [ppie@lbg.ac.at](mailto:ppie@lbg.ac.at).

## 1. Personal data

- Person name
- Email contact
- Name of organization, department, research group
- Address of organization
- Letter of Support: upload letter signed from the legal representative of your organization (PDF, max. 10 MB)

## 2. Demographic data

- Gender: female, male, other (choose one of these options)
- Discipline: Natural sciences, technical sciences, social sciences, humanities, human medicine, health sciences, agricultural sciences, veterinary science (choose one of the options)
- Enter your scientific field: (free text)
- Career level: bachelor student, master student, PhD student, PostDoc researcher, research administration, professor (choose one of these options)

## 3. Abstracts

Please write an English and German abstract in plain language. Imagine to explain your ideas to a non-scientific community. Give an overview about the aim of the activity, describe methods used by which patients and the public will be involved and describe the intended impact and outcome of the PPIE activities. Your responses are limited to **no more than 150 words** each.

- Abstract in English
- Abstract in German
- **Keywords:** max. 5 (free text)
- **Project duration:** 6-12 month (choose a number)

## 4. Involvement activities

### 4.1. Impact

Please describe the societal and scientific impact of the proposed PPIE activities. Consider following aspects in your description (no more than 300 words).

- Why are your planned patient and public involvement activities important?
- What benefit do you expect for the target group and/or society?
- How do the planned patient and public involvement activities impact your research?

### 4.2. Implementation

Please describe the implementation and feasibility of the planned activities considering following aspects in your description (no more than 500 words).

- Describe the planned patient and/or public involvement activities (what).
- Who are you planning to involve in your PPIE activity? (who)
- How to reach them? How often are you planning to involve patients and public members? (how)
- How to do honor patients' and public's time and contributions?
- What are the expected outcomes of these activities and how do you capture them?

### 4.3. Methods

Please describe which methods you are planning to use in order to successfully involve patients and the public. Consider following aspects in your description (no more than 300 words).

- Which method(s) and setting(s) are you planning to use?
- Why is this method suitable for the activity?
- How do you plan to build trust, communicate, and interact with patients and the public?

### 5. Expected learning

Please describe the expected learning of the planned activities considering following aspects in your description (no more than 300 words).

- At what level is the learning expected (e.g., personal, methodological, institutional)?
- Will you be able to formulate new problem-solving strategies, and/or develop new science-based solutions?
- Are new skills or methods acquired through the activities?

### 6. Overview of involvement activities

Please link the proposed patient and public involvement to the level of involvement and study level in the table provided (free text). For more information: PPIE 'How to' Guide for Researchers at <https://zenodo.org/record/3578321>

Please elaborate on the expected impact of the patient and public involvement activities on (a) competencies and awareness (b) behavior and (c) life circumstances: list the most important change elements targeted. All change elements and definitions in the Impact Model at <https://ois.lbg.ac.at/en/projects/ois-impact>: if your expected change is not yet included, please add a short explanation.

Please use the **excel sheets** for preparing the involvement and time tables. You will be asked to upload the the tables as .xls or .pdf on the online system (max. 10 MB).

Example:

Describe the activity briefly	INVOLVEMENT		EXPECTED IMPACT		
	Level of involvement	Study level	Competencies, awareness	Behavior	Life circumstances
co-creation workshop with patients to inform study design	involve	study design	appreciation, perspective	shared goals	research quality, practical use
Patients conduct and analyse interviews with citizens	involve, collaborate	data collection, data analysis	self-efficacy, perspective, competencies	co-design	research quality, meaning

- **Legend 'level of involvement'**: inform, consult, involve, collaborate, own (choose min. one of these options).
- **Legend 'study level'**: priority setting, research question, study design, data collection, data analysis, data interpretation, dissemination of results (choose min. one of these options)
- **Legend Aspired Impact - 'awareness and competencies'**: self-efficacy, appreciation, competencies, motivation, information, perspective, knowledge about competencies, knowledge about needs, other (please specify)

- **Legend Aspired Impact - 'behavior'**: framework conditions, shared goals, shared vision, shared ownership, co-design, initiatives, other (please specify)
- **Legend Aspired Impact – 'life circumstances'**: visibility, reputation, research quality, network, meaning, practical use, other (please specify)

## 7. Budget and time table

Please use the **excel sheets** for preparing the budget table. You will be asked to upload the excel sheets as .xls or .pdf on the online system (max. 10 MB).

### 7.1. Budget table

Please provide a short description for each cost category. Note that you may apply for **mind. EUR 20.000 up to max. EUR 60.000 total budget**.

Example:

COST CATEGORY	SHORT DESCRIPTION	COSTS IN EUR
Other goods and services	Catering for 2 workshops	3.000,00
	Rent for workshop room	3.000,00
Travel costs	Travel to 2 workshops x 7 patients (train, public transportation)	2.000,00
Honorarium	Compensation of expenses for 30 patients	30.000,00
Subcontracting	Moderation of two workshops	12.000,00
<b>SUBTOTAL</b>		<b>50.000,00</b>
Overhead (20%)	in-kind contribution project coordinator	10.000,00
<b>TOTAL</b>		<b>60.000,00</b>

### 7.2. Time table

Please provide a short description of the tasks or planned activities and link them to the months they will be conducted. Example:

Description of task / activity	2021										2022		
	3	4	5	6	7	8	9	10	11	12	1	2	3
Contacting patient organizations													
Recruitment of patients													
First Co-creation workshop													
Analysis of co-created results													
Setting up a Study Advisory Group													
Second co-creation workshop													
Etc.													