

Policy Research Unit  
in Behavioural Science  
Payment of Fees to Public Members

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Document Purpose

This document sets out the agreed payment rates for members of our Public and Patient Involvement & Engagement (PPIE) Strategy Group within the NIHR Policy Research Unit (PRU) in Behavioural Science. It outlines the typical activities expected to be undertaken by the PPIE Strategy Group and provides examples of activities.

Regulations and Policies for Travel expenses

All travel expenses will be reimbursed in line with Newcastle University's Travel and expenses policy. The relevant sections are included here, and the full policy is available as an appendix to this document.

Note that travel should only take place if remote options are unavailable. All travel and expenses should be agreed in advance with the Unit Manager, by emailing [NIHRPRU.BehSci@newcastle.ac.uk](mailto:NIHRPRU.BehSci@newcastle.ac.uk)

This policy applies to:

- Any person, including colleagues, students, agents and contractors, conducting activity on behalf of the University away from their normal place of work, where there is any University payment for travel or associated expenses, irrespective of the source of funding.
- Any person(s) conducting activity on behalf of the University, including lay members of Court, Council and other bodies, incurring personal expense intended to be reclaimed from the University.

If travel is deemed necessary following assessment of the proposed remote activity, it must be by the most cost-effective and least environmentally-negative means. In all cases, the PRU administrator will arrange and pay directly for travel until short notice travel is required and does not allow for this.

The appropriate itineraries for travel will depend on:

- Departure and destination locations
- Approved travel modes, fares and class, (and potentially operator)
- Suitability of mode to support productivity during the journey and the resulting remote activity
- Cost
- Health, safety and wellbeing of the traveller

Our preference, and in some cases our requirement, for selection of the mode of travel is:

- Rail
- Coach or bus
- Ferry (where applicable)
- Taxi, private or hired car
- Air

## Travel within country

Planning travel within country should take account of the travel risk assessment. Journeys to destinations in the same country should be completed by public transport wherever possible. Rail and coach must be considered in the first instance where suitable services exist. Air travel to mainland United Kingdom destinations is strongly discouraged. Where air travel is deemed essential, Economy is the only class of air travel permitted.

Journeys to destinations within the regional locality must be completed by public transport wherever possible. Car journeys to local destinations are strongly discouraged. Where use of a car is required, hired vehicles, University-owned and car club vehicles must be considered in the first instance.

## Rail

We require the use of 'Advance' tickets for UK rail journeys, including any other discounts that may be available for travellers such as railcards, whenever possible. Specific trains should normally be booked. Open tickets should be avoided if at all possible. Tickets for journeys longer than 30 miles should not be purchased on the day except in the case of emergencies. Costs of railcards are not reimbursed.

First class advance tickets will be permitted only in exceptional circumstances due to disability or mobility issues, or last-minute train changes or emergencies. Prior permission is required by a member of PRU Executive Board. Otherwise, standard Advance tickets must be purchased. Travellers are free to use upgrade tools such as [www.seatfrog.com](http://www.seatfrog.com) but we will not reimburse any costs incurred.

The preferred means for booking UK rail travel is LNER (Railblazers) and printing facilities are available on campus for tickets booked through this service. If this service isn't available then you are free to use any rail company website or the TMC or a local rail station. Third party websites (e.g. Trainline) must not be used to avoid booking fees. Payment for rail bookings ideally should be made via the PRU administrator. Any member of the Strategy Group that books their own travel may reclaim the cost via expenses claim.

## Taxis

The cost of taxis will be reimbursed if this is the cheapest or most appropriate means of reaching your destination. For example, this may be when public transport is unavailable – either early in the morning or late in the evening or where public transport would add significantly to the journey time – or in countries where the travel risk assessment discourages use of public transport. We will also reimburse an occasional late-night taxi home if you are required to attend meetings or events with a late finish or early start.

## Involvement in reviewing and testing documents and resources

PRU PPIE Strategy Group members or public contributors may be asked to review PRU reports or publications or reviewing or testing PRU web pages or web-based resources. The following payments will apply:

Fee	Description
£25	For completing reviews of documents (including appendices) of no more than 10 pages in total. e.g. lay summaries, project proposals, web pages.
£50	For completing reviews of documents (including appendices) of between 11 and 50 pages in total. e.g. reviewing research protocols.
£125	For completing reviews of documents (including appendices) of between 51 and 200 pages in total. e.g. reviewing PRU bid renewal documents
£200	For completing reviews of documents (including appendices) of over 200 pages in total.

## Involvement in other tasks and activities

Fees will also be offered for other activities that are not part of the preparation for or follow up from a meeting. The fees offered will depend on the size and nature of individual task or activity, and the level of responsibility involved. All rates will be agreed with public contributors in advance of the activity.

Fee	Description
£25	<b>For involvement in a brief task or activity requiring little or no preparation.</b> For example: <ul style="list-style-type: none"> <li>participating in a short teleconference with no preparation. An example of such activity is the monthly Strategy Group Meetings.</li> <li>reviewing a brief document, such as a leaflet, information card or other similar short document.</li> <li>Monthly allowance for reading emails sent by project team.</li> </ul>
£50	<b>For involvement in a task or activity likely to require some preparation.</b> For example: <ul style="list-style-type: none"> <li>a short (30 min-1 hour) teleconference, with related papers to read in advance, e.g., project meeting with advance reviewing or reading.</li> </ul>

£75	<p><b>For involvement in a task or activity which equates to approximately half a day's activity.</b> For example:</p> <ul style="list-style-type: none"> <li>• A 2-3 hour teleconference, with related papers to read in advance. An example is the PRU monthly management meeting or Scientific Advisory Board.</li> <li>• leading on the submission of an article to the newsletter which is subsequently published (this may be a fee for an individual's article, or a fee for the coordinator of a group's article).</li> <li>• being part of a short-listing or interviewing panel for staff and PRU members (up to 3 hours)</li> </ul>
£150	<p><b>For involvement in other all-day activities.</b> For example:</p> <ul style="list-style-type: none"> <li>• being part of a short-listing or interviewing panel for staff and PRU members</li> <li>• for co-presenting with PRU staff members at conferences or presenting alone at a conference on behalf of the PRU.</li> <li>• being guest editor for an edition of the newsletter.</li> </ul>

## Process for review or involvement in activities

The process for allocating members and taking part in activities as outlined above will be as follows:

- PRU staff will prepare documents and questions or set out clearly what PPIE input they require. It should be clear what the role of PPIE is in the request.
- This request will be sent to the Unit Manager for review to ensure what is being asked has been clearly communicated. It should also be clear who is being asked to contribute to the review or task (eg, whether the request is to go to all members or a specific member with relevant experience. It is at this stage that the payment for the work is made clear in line with the rates in the tables above.
- The Unit Manager will send and/or discuss the request with the PPIE leads to decide how best to disseminate the request to members.
- The Unit Manager will liaise with the researcher to give instructions about how to proceed with their request and for them to arrange the activity with the SG members and agree timelines.

## Remote/ home working costs

Some public contributors will make use of home office supplies as part of their involvement. This might include use of a telephone or internet connection to join meetings remotely, and / or it might include printing out papers at home that have been sent via email. Where public contributors participate in meetings remotely from their home, NIHR provides for a standing allowance of £5 per meeting to cover the cost of telephone calls, paper, printing ink and paper, internet connection and other home sundries.

Where a PPIE member does not have access to a computer or laptop to enable them to take part in remote activities, the PRU will provide the loan of a laptop for the duration of the members involvement. All equipment will be returned at the end of the involvement period.

## Conferences or workshops

There may be conferences or workshops that PPIE Strategy Group members would like to attend as they believe it will be useful to help them fulfil their role. These could be events that are not directly related to PRU work but have a broader relevance to PPIE.

These conferences or workshops will be considered and agreed on a case-by-case basis following an application and review process. The following conditions apply:

- Reimbursement will be for a maximum of £200 per event and up to 6 events per year from 1<sup>st</sup> April to 31 March.
- The £200 maximum includes cost of registration, travel and accommodation.
- All events must be PPIE related and members should describe how they think attendance would be of value to their role and to the PRU.
- Review by the public lead and co-lead is required for relevance before submitting to PRU for approval of support.
- Completion of the request for funding is required.

Process for applying for related conference/workshop attendance as follows:

