ACTLIFE CONNECT

Patient and Public Involvement and Engagement (PPIE) Hub

A guide for professionals requesting Patient and Public Involvement and Engagement activities.

leedsbeckett.ac.uk/actlifeconnect

Hosted within the Centre for Active Lifestyles and Healthy Ageing (ACTLIFE)

LEEDS BECKETT UNIVERSITY

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WHAT IS 'ACTLIFE CONNECT'?

ACTLIFE Connect is a group of members of the public and patients with lived experience relevant to our work, who work with the Centre for Active Lifestyles and Healthy Ageing (ACTLIFE) and trusted partners to inform, shape and improve research, teaching and knowledge exchange activity.

Our members help ensure that the work of ACTLIFE is informed by the voice of lived experience and supports research, teaching and knowledge exchange activities that reflect real-world priorities and experiences?

WHAT DO ACTLIFE CONNECT MEMBERS DO?

- They work with us and our trusted partners to ensure the work we do meets the needs of members of the public and people with relevant lived experience.
- They ensure our work is acceptable, useful and usable.
- They help us to develop a new generation of compassionate person-centred professionals.
- They ensure our work is inclusive by providing an opportunity to listen to every voice, not just those who are most often heard.

HOW CAN ACTLIFE CONNECT PPIE MEMBERS SUPPORT YOUR RESEARCH?

- To gain different viewpoints, which can help to develop new solutions and improve the design, delivery and impact of our work.
- To ensure our research addresses questions that matter to patients and the public.
- To support meaningful involvement and shared decision-making.
- To ensure the work we do is fair, reasonable and realistic to everyone involved.
- To build a sense of community through shared experience and challenges, and to ensure we listen and respond to every voice across our broad and diverse communities.
- To help us communicate in plain English, to ensure that what we do and what we find is clear to everyone.
- To help train our students in becoming compassionate person-centred professionals.
- PPIE members can help share research findings, to ensure they reach and are understood by the public and patients

MAKING A PPIE REQUEST

Before submitting a PPIE request, please take the time to read this document. You will find a PPIE Process Overview (appendix 1) and checklist (appendix 2) which will help you prepare the necessary information before complete the **PPIE Request Form**

bit.ly/RequestandConnect

WELCOME

This document has been written to help answer any questions you may have about working with members of ACTLIFE Connect to co-develop research, teaching and knowledge-exchange activities.

ABOUT THE CENTER FOR ACTIVE LIFESTYLES AND HEALTHY AGEING (ACTLIFE)

ACTLIFE is committed to advancing research and innovation to promote physical activity and health across all stages of life. By "health", we adopt the World Health Organisation definition of a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. Consequently, the Centre aims to address key health challenges from childhood to old age, focusing on enhancing physical activity levels and healthy lifestyle habits.

Our interdisciplinary approach integrates research and practical knowledge from physical activity, nutrition, lifestyle interventions, health sciences, and clinical practice to develop innovative solutions that enhance physical, mental, and social health, with a strong focus on prevention, early intervention and inclusive approaches to health and wellbeing.

Through collaboration and knowledge exchange with regional, national, and international partners, industry stakeholders and policymakers, we aim to contribute to health innovation, addressing health inequalities that affect communities. We strive to translate research into practical approaches and interventions that enhance quality of life, fostering an environment that supports inclusive health and well-being for all.

The ACTLIFE has the following values:

- **Possibility and agency:** We challenge assumptions of inevitability and believe people and communities can change trajectories when supported appropriately.
- **Early action:** We prioritise prevention and early recognition across the lifespan, before decline becomes established.
- **People-centred design:** We shape research and practice around lived experience, feasibility and real-world contexts.
- **Integration and collaboration:** We work across disciplines, sectors and perspectives to address health in connected and meaningful ways.
- **Respect and compaçssion:** We value humility, curiosity and the expertise that comes from both lived and learned experience.
- **Purposeful impact:** We are committed to research, teaching, and knowledge exchange activities that inform practice, policy, and everyday life.

ABOUT ACTLIFE CONNECT

ACTLIFE Connect is the public and patient involvement and engagement hub hosted within ACTLIFE. ACTLIFE Connect members are our partners, bringing the voices of communities and lived experience into our work, to ensure that lived experience underpins all the work we do.

Our ethos is to demonstrate care, compassion, collaboration, equality, and inclusion, with people at the centre of everything we do. ACTLIFE Connect supports involvement across a wide range of research, teaching and knowledge exchange activity, and specific opportunities will vary by project.

OUR ACTLIFE CONNECT VALUES

ACTLIFE Connect supports the 6 values and principles for public involvement as set out in INVOLVE (2015), Public Involvement in Research: Values and Principles Framework, which are:

- **Respect:** Researchers, research organisations and the public respect one another's roles and perspectives.
- **Support:** Researchers, research organisations and the public have access to practical and organisational support to involve and be involved.
- **Transparency:** Researchers, research organisations and the public are clear and open about the aims and scope of involvement in the research.
- **Responsiveness**: Researchers and research organisations actively respond to the input of public members involved in research.
- **Fairness of opportunity:** Researchers and research organisations ensure that public involvement in research is open to individuals and communities without discrimination.
- **Accountability:** Researchers, research organisations and the public are accountable for their involvement in research and to people affected by the research.

OUR ACTLIFE CONNECT HUB

We are developing a network of ACTLIFE Connect members to guide, and work with us to ensure we undertake the highest quality work that makes a real and tangible difference to people's lives. This is a place whereby you as a professional can request support identifying suitable ACTLIFE Connect contributors.

WHAT IS PATIENT AND PUBLIC INVOLVEMENT AND ENGAGEMENT (PPIE)?

PPIE can take place in research, teaching or knowledge exchange activity. It involves working collaboratively with members of the public and people with relevant lived experience.

It is important to note that undertaking PPIE activity is very different from taking part in research.

Key differences include:

- **Role of the public:** In research participation, members of the public take part as subjects by completing tasks or interventions and providing data to answer research questions, whereas in PPIE they contribute to shaping or informing research rather than generating data.
- **Nature of involvement:** Research participation involves activities such as surveys, interviews, sample provision, or use of routine data; PPIE activities are primarily focused on shaping, informing or improving work rather than participating as research subjects.
- **Distinct from engagement activities (with no prior PPIE):** PPIE is also different from public engagement with research, which focuses on awareness-raising and dissemination (e.g. science festivals, media activities, sharing findings), rather than influencing or contributing to the research process itself. However, PPIE members can co-present if they have been part of the research process.

There are screening questions in Appendix 3 to help you determine whether your work is PPIE or research. The ACTLIFE Connect team can also help you.

Work together.

Discover more.

Make it matter.

bit.ly/RequestandConnect

WHAT ACTLIFE CONNECT MEMBERS SHOULD EXPECT

PAYMENT AND EXPENSES

ACTLIFE Connect members must be offered a fee in line with the National Institute for Health and Care Research (NIHR) minimum standard when undertaking an activity with us or our partner organisations. Other reasonable expenses associated with involvement, e.g., travel, accommodation, caring arrangements, should also be covered by the project funding.

Further information about PPIE payment can be found in Appendix 4.

ACCESSIBILITY

ACTLIFE Connect is committed to ensuring all our opportunities are accessible and that no one is excluded. Please ensure that your project (team) can accommodate any accessibility requirements. You must check with members for any access requirements in advance of meetings and/or activities.

If meetings are held online, you may need to provide training on using Teams or other platforms if required and always provide telephone options for anyone who does not wish to use a computer. Language translators should also be provided where appropriate.

REFRESHMENTS

Provide hot drinks and snacks at in-person meetings which last for any longer than 3 hours. If meetings are for a full day or take place over lunch, we kindly ask you to provide either a lunch or reimbursement of expenses. Ensure all dietary requirements are catered for.

TRAINING AND SUPPORT

For activities involving ACTLIFE Connect members, no specialist knowledge or skills are required. However, please discuss all tasks in detail, and this will include understanding whether members would like any training to support you in the task(s) for your project. Where training needs are identified, the appropriate training should be provided.

A POSITIVE, SUPPORTIVE AND LISTENING ENVIRONMENT

ACTLIFE Connect members bring valuable lived experience and perspectives that should be respected throughout involvement activities. We hope the projects will provide everyone with an opportunity to meet new people, learn from each other, and help make a difference.

DATA PROTECTION / GDPR

Leeds Beckett University, through ACTLIFE Connect, acts as the data controller. Personal data provided through ACTLIFE Connect is stored securely and used solely for the purpose of facilitating relevant involvement opportunities. The lawful basis for processing is consent, which is obtained at the point of sign-up. Professionals requesting involvement opportunities through ACTLIFE Connect are responsible for ensuring that activities they undertake comply with relevant data protection and ethical requirements.

DATA SHARING AND STORAGE

Personal data held within ACTLIFE Connect is not shared with external research teams. If members choose to take part in a research study, they contact the relevant research team directly. External researchers are responsible for all aspects of recruitment, consent, ethics approval, and research data collection. Contact details are stored securely within approved institutional systems with access restricted to authorised ACTLIFE staff only. Data is not stored on personal devices or shared outside the ACTLIFE Connect mailing system.

OPT-IN AND WITHDRAWAL

Membership of ACTLIFE Connect is voluntary and based on explicit opt-in consent. Members can withdraw at any time, and their details will be removed from the mailing list upon request without delay. Personal data is retained only for as long as individuals choose to remain subscribed to ACTLIFE Connect. Inactive or withdrawn contacts are periodically removed from the mailing list.

FEES

To support the sustainability and coordination of ACTLIFE Connect, an administration fee of £70 applies to external requests. This reflects the broader scope of ACTLIFE Connect, which supports engagement across multiple health, lifestyle and wellbeing areas, and the associated coordination required across diverse projects and partners.

ACTLIFE Connect provides a structured route to engage with public contributors. This includes support with participant identification, tailored matching to project needs, and coordination of involvement activity across research, teaching and knowledge exchange.

NB: The fee does not apply to Leeds Beckett staff and students, or to projects delivered in direct collaboration with LBU staff.

Where requests are specifically focused on obesity-related work, applicants may be signposted to Obesity Voices, the University's established PPIE hub in this area, which operates a separate fee structure. Where appropriate, we will work across both platforms to ensure requests are directed to the most suitable route.

Following approval of your request, payment details will be shared. Payment can be made via the University online store, where you will be asked to provide your project title and reference. A project reference and payment link will be issued upon confirmation.

PROFESSIONAL CODE OF CONDUCT

As an ACTLIFE partner and colleague, we ask you to ensure you follow our Code of Conduct:

- Members are treated as partners in projects and research.
- PPIE activities should involve working collaboratively with members to help shape or inform work, rather than asking them to take part as research participants.
- Activities and opportunities should be tailored to each member's interests and availability.
- Members to be reimbursed adequately and in a timely fashion on terms no less generous than those set out in the PPIE national guidelines.
- Appropriately acknowledge members' contributions.
- Demonstrate honesty, care, compassion, collaboration, equality and inclusion.
- Use respectful and inclusive language in all communications.
- Feed results of activity back to members supporting the work.
- All members' personal information will be held in the strictest confidence and in accordance with relevant data protection legislation and University policies.
- Have in place and implement appropriate procedures to deal with complaints from members, and in any event permit members to withdraw from their projects should they no longer wish to participate.

For further information and guidance on ethics, safeguarding, conflict resolution, and good practice in public involvement, please refer to the NIHR ethical practice guidance:

https://arc-nenc.nihr.ac.uk/resources/ethical-practice-guidelines-for-public-involvement-and-community engagement

ACTLIFE CONNECT CONTACT

ACTLIFE Connect: Patient and Public Involvement and Engagement Hub,

The Centre for Active Lifestyles and Healthy Ageing,

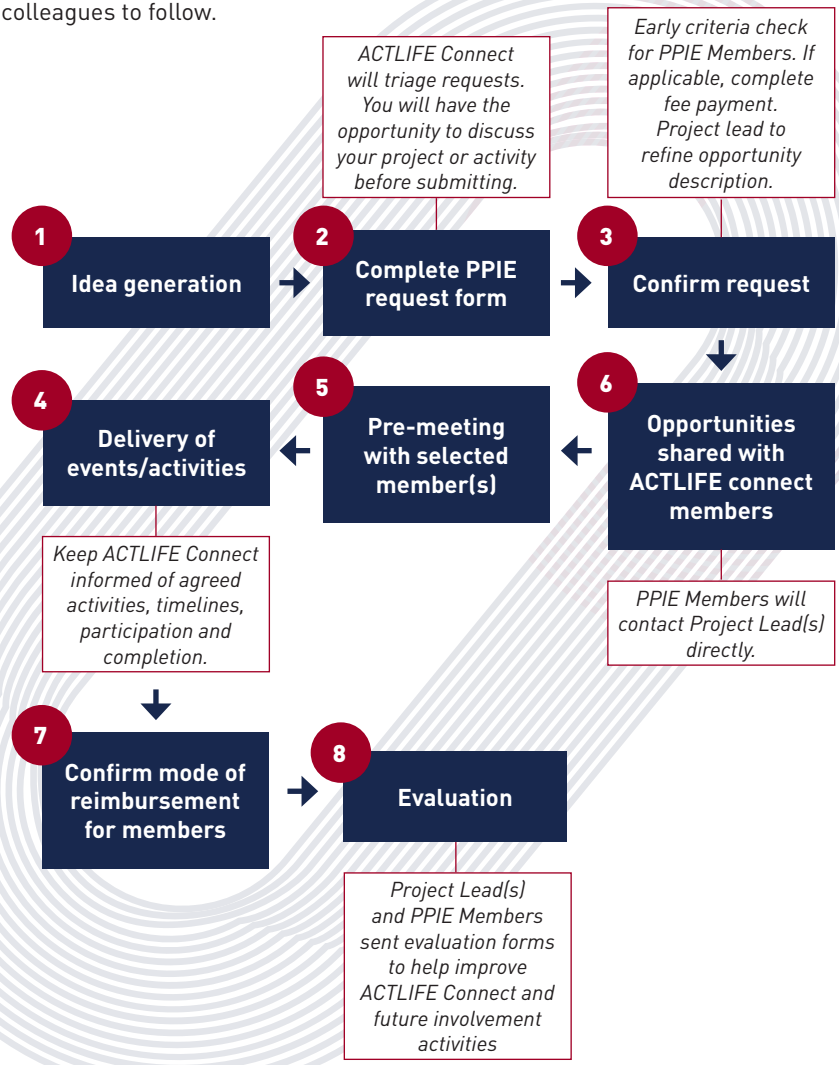
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leedsbeckett.ac.uk/actlife

APPENDIX 1:
FROM REQUEST TO CO-CREATION

We have taken care to develop a process that is accessible, fit for purpose and safeguards all our members and partners. We exist to facilitate and improve access to the voice of lived experience and below we have set out a PPIE request process for our partners and colleagues to follow.



APPENDIX 2:
PPIE PROCESS OVERVIEW AND CHECKLIST

DOES MY ACTIVITY REQUIRE OR BENEFIT FROM PPIE?

If you are unsure or would like to discuss your activity further, please email us at: actlifeconnect@leedsbeckett.ac.uk

COMPLETE AND SUBMIT A PPIE REQUEST FORM

Our request form can be found here: PPIE REQUEST FORM

To submit the form, please ensure the following:

- Clearly identify the representation you are seeking.
- Secure funding to reimburse PPIE members and cover associated activities as outlined in Appendix 4.
- Write the opportunity description using plain English, accessible language and in third person, simplify information. Refer to Appendix 5 for the example provided. State a preferred deadline for expressions of interest from ACTLIFE Connect members.
- Propose flexible dates and times for the engagement. We encourage collaboration with PPIE members to find mutually convenient scheduling options. In instances where project time lines may be tight, please explicitly indicate these constraints in your request.

Additionally, provide a simplified, plain-language summary of your project in third person. Include details on how PPIE members will contribute and the intended objectives of the project. To aid PPIE members in decision-making and understanding the discussions, consider including example topics and sample questions that the opportunity is likely to cover. We have provided an example advert in Appendix 5 to help guide you.

We will respond to every request within 10 working days.

ACTLIFE CONNECT TRIAGE & APPROVAL PROCESS

- We will identify members whose interests and experiences align with your request
- We will tell you how many members fit your criteria.
- Where applicable, agreed fees will be processed following approval.
- Convenient online payment process: For easy payment submission. You'll be prompted to input your project title and reference (provided by ACTLIFE Connect) during the process.
- We will work with you to create the advert for your activities.
- We will share your project to members who have specified the same interests as you have specified on the PPIE Request form.

PPIE EXPRESSION OF INTEREST: PROJECT OPPORTUNITY

- We will inform you when your project has been shared with our members.
- Members will express interest in the opportunity directly with the project lead or assigned contact.
- Decisions regarding involvement should not occur until the stated deadline for expressions of interest has passed, to ensure all applicants have a fair and equal opportunity to respond.
- Please contact all members who have expressed an interest in your project, to inform them if they have been whether they have been offered involvement opportunities.
- We encourage you to speak with members before making your selection(s).
- We encourage involvement of at least 2 PPIE members where appropriate.
- If you require assistance in making selections, please get in touch.
- Ensure you have reimbursements process set up, to ensure you can reimburse members on time.

POST EXPRESSION OF INTEREST DEADLINE ACTIVITIES

Within ten working days post deadline, please update us with the following:

- Who has been selected? Provide the names and contact details of members involved.
- How many members responded with expression of interest?
- Confirm if the activity/activities have been confirmed, shares dates and times
- If ACTLIFE Connect can offer any support to the recruited PPIE PPIE members involved.

We ask you to please keep us updated if there are any changes with the project or member participation. This is so we can support our members and keep our records updated.

COMPLETION OF PPIE ACTIVITY

Please let us know when the PPIE activity has ended.

Please complete our evaluation form here:
PPIE REQUEST EVALUATION FORM

Please note that views and feedback shared by ACTLIFE Connect members reflect individual perspectives and do not necessarily represent the views of ACTLIFE or Leeds Beckett University.

APPENDIX 3:
SCREENING QUESTIONS – RESEARCH OR PPIE?

STAGE 1: SCREENING QUESTIONS

Please answer the following questions for ALL proposed PPIE activities for which oversight is being sought. This may be for a single PPIE activity, or for PPIE activities planned for the entirety of a research project. Please see notes on the next page.

	Screening questions	**YES**	**NO**
1.	Are you involving members of the public as individuals or as part of a group (including people from the local community, VCSE groups, patients or service users) in activities related to research? This means actively working in partnership with members of the public (this could be in their role as patients, service users or carers) to plan, manage, design, and carry out research. It is "Research being carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them".		
2.	Are you inviting people to be part of a group that provides advice or guidance on the delivery of research activity; e.g., a Steering Group, Project Management Group?		
3.	Are you providing people with materials to comment on as individuals or as part of a group or asking them to co-design research or data collection tools e.g., draft research questions, recruitment processes, surveys or interview schedules?		
4.	Are you asking people to provide ideas related to specific, defined research design or delivery activities or outputs; e.g., What questions do you think we should ask people in the interviews? What do you think is the best way to recruit participants?		
5.	Are you recruiting members of the public whose information or data are protected under UK GDPR (i.e., these special categories of personal data include genetic, biometric and health status data, as well as data revealing racial or ethnic origin, political opinions, sex life, sexual orientation, religious or ideological convictions or trade union membership)?		

6.	Are you planning to store personal data on any member of the public involved in your research or asking them to provide other identifying, demographic information for the purpose of contacting them (e.g., name, contact details)?		
7.	Are you asking questions about or specifically inviting people to share their experiences with you, in order to identify a research focus/question or to develop a draft interview schedule or survey questions? For example, via a survey or individually or in a group discussion, challenges managing a particular health condition, experiences of a particular life circumstance or experiences of accessing a particular service?		
8.	Are you asking people to use or test a product or service and provide feedback?		
9.	Are you asking people to provide information or data that will be analysed to help you answer a research question?		
10.	Are you organising an event to share or disseminate research findings with the public?		

Note – people may choose to share their experiences with you as part of activities related to Q1-6, whereas Q7-9 relate to activities where the activity specifically asks or invites people to share their experiences as the basis of the activities.

Outcome:

- If you answered yes to Q1-6 and no Q7-9 then your activity falls under **public involvement in research** and should follow the University-approved PPIE oversight guidance.
- If you answered yes to Q7-9 (whether or not you answered Yes to Q1-6) this would be classified as **research participant activity** and should follow University research ethics approval procedure?
- If you answered no to Q1-9 and yes to Q10 this is **public engagement** and does not require any University oversight.

APPENDIX 4:
GUIDANCE FOR PPIE PAYMENTS

ACTLIFE Connect members may be involved in a range of PPIE activities, including:

- participating in an advisory or focus group,
- becoming an external reviewer,
- undertaking community outreach activities,
- participating in interview panels,
- co-delivering training,
- acting as a project advisor.

The payment required will depend on the volume and nature of the activity. A member of your project team should advise the ACTLIFE member(s) of the nature of the task/activity and the fee (also known as an honorarium payment) this work will attract. The project team's PPIE administrator should oversee this process and answer any queries raised by members in the first instance. Project teams clarify what fees will be offered when inviting PPIE member(s) to take part in work. It is up to the member to decide if they want to take part, and if they wish to accept any payment that is offered. If members choose to accept the fee offered for participation in PPIE activities, the project team should guide member(s) through the process within their organisation to ensure payment is made promptly. Payments and reimbursements are the responsibility of the project lead(s) under the requirements of our professional code of conduct.

Who is Eligible for a Fee? We offer a fee to public contributors who:

- are a member of the public, and
- are being asked to contribute lived experience or public perspectives, and
- are contributing in a personal capacity rather than as part of their salaried role.

If the member(s) work full time in the public sector they may, by exception, still be entitled to payment of a fee provided that they confirm to the project group in writing that:

- Member's paid employment is unrelated to the activity being asked of you and
- Members intend to undertake the activity in their free time, such as through taking annual leave or outside normal working hours.

PAYMENT RATES

The Centre for Active Lifestyles and Healthy Ageing follows the NIHR payment guidance for public involvement. Detailed information about this guide can be found here: www.nihr.ac.uk/documents/payment-guidance-for-researchers-and-professionals/27392.

We will only support requests from partners/individuals who comply with this guidance. The payment rates listed here are a guide only and a minimum expectation. NIHR payment rates must be applied as a minimum for all PPIE activities, while acknowledging that some organisations may choose to offer higher rates. Fees should be provided when public contributors are involved in PPIE activities.

The payment type (e.g., vouchers, BACS, or other methods) must be agreed in advance with PPIE members. Transparency about payment should also be provided when opportunities are shared.

Project leads should inform PPIE members that the receipt of payments or vouchers may have tax or benefits implications, so members can make informed decisions.

For further guidance on payments, tax, and benefits, please refer to the NIHR guidance linked above.

In addition to standard PPIE activities, members may be offered opportunities to contribute to teaching or student-facing activities, such as sharing their lived experience as a guest lecturer. Members interested in these opportunities should note that a right to work check is required. Payment rates for teaching activities differ from those for research-related PPIE activities and may currently align with previous NIHR guidance. These rates are reviewed periodically and may be lower than the current PPIE minimum rates. ACTLIFE Connect will forward any relevant teaching opportunities to members who express an interest. Meetings and Advisory Group.

Meetings and Advisory Groups		
Short activity	For involvement in a task or activity such as reading and commenting on an abstract which equates to less than half an hour. For example, reviewing papers.	£13.80
	For involvement in a task or activity requiring little or no preparation and which equates to approximately one hour of activity or less. For example, participating in a focus group to provide feedback on a proposal.	£27.50
Half-day activity	For involvement in a task or activity likely to require some preparation and which equates to approximately two hours of activity. For example, a teleconference with related papers to read or review a few short documents.	£55
	For involvement in a task or activity where preparation is required and which equates to approximately half a day's activity. For example, participating in a meeting to interview a small number of candidates who have applied to join a committee or panel, participating in a focus group, or delivering training.	£82.50
Full-day activity	For involvement in all-day meetings. For example, attending a committee or panel meeting as an observer prior to becoming an active public member of a committee/panel.	£165
	For involvement in all-day meetings that require substantial preparation. For example, when chairing or co-chairing a meeting or when carrying out other discretionary work, which requires additional responsibilities.	£330

*From 2025, the NIHR will review (but not necessarily increase) the payment rate for public contributors every 3 years. Where any changes are made to NIHR rates, these will usually be implemented from the next financial year.

APPENDIX 5:
EXAMPLE ADVERT

HELP SHAPE MUSCLE HEALTH CARE

Have you noticed your strength is declining? Are you experiencing muscle weakness? Do you find It hard to get out of a chair?

If you answer yes to these questions, then we need your help!

We are looking for people like you to help shape our research project aiming to improve the diagnosis of low muscle strength and low muscle mass for patients in clinical settings across Leeds.

We appreciate, and value, the experiences and insights of public members and patients affected by muscle weakness, that is why we are looking to gain your opinions on our research project.

Sharing your experiences will help us to design a research project based on your needs as patients, improving the quality of our research and the likelihood that this research will benefit future patients.

What would be involved?

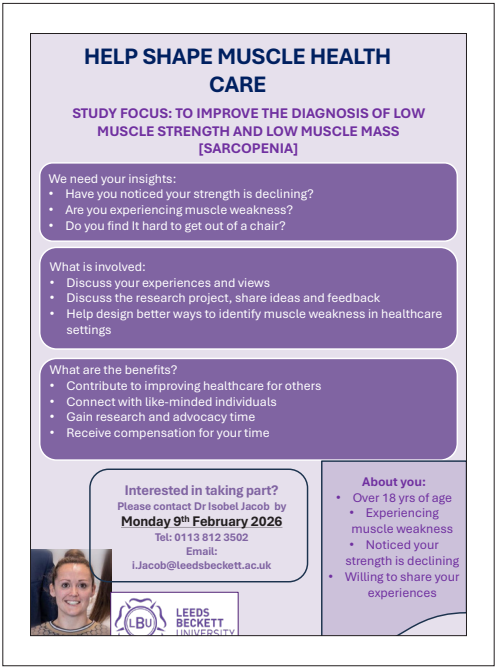
- Initially, three x 1.5 hour online meetings with the research team and other patient representatives. There will also be opportunities to be involved in the research project longer term.
  - **Session 1:** introduction to the research project, questions and feedback from public and patients.
  - **Session 2:** discussion and feedback on the case studies
  - **Session 3:** discussion and feedback on the public engagement plans within the research project
- Discuss your experiences of having muscle mass and muscle strength measurements and how living with low muscle mass and strength may have impacted your ability to perform everyday tasks.
- Discuss any treatment experiences such as home-based exercises, group exercise classes and nutritional advice.
- Help with the design of our research project and provide feedback. This would involve reading case studies and providing feedback on how you as a patient would feel receiving the measurements included in the diagnosis.
- The information received from these meetings will be used to write a grant application in the future, making sure there is a strong patient focus within the application.

Who are we looking for?

- Anyone over the age of 18 years who has experienced muscle weakness including low muscle mass and low muscle strength. This can be current experiences or past experiences.
- Your experience of muscle weakness/low muscle mass/low muscle strength may be linked to:
  - Other health conditions such as menopause, cancer, heart conditions, respiratory conditions, anti-inflammatory conditions or autoimmune conditions such as Rheumatoid Arthritis (these are just some examples).
  - Natural ageing and getting older
  - Reduced physical activity, for example bed rest or recovery after a fracture, post-surgery or long-term sickness (just some examples).
- You do not need to have any diagnosis experience such as muscle mass or muscle strength measurements.

What is the benefit of being involved in this group?

- Contribute towards improving the care of others
- Be involved in research
- Receive compensation for your time



APPENDIX 6:
USEFUL DEFINITIONS AND ABBREVIATIONS

Term or abbreviation	Definition
ACTLIFE	The Centre for Active Lifestyles and Healthy Ageing
Chairperson	The chair or chairperson of the group facilitates participation and discussion within the group, provides leadership and works in collaboration with the coordinator.
Co-Applicant	A person who is involved in the development of a funding application, and who has some responsibility in the delivery of the study if it is funded.
Co-Chairperson	The co-chair of the group assists the chairperson and coordinator with facilitating participation and discussion within the group and provides shared leadership.
LBU	Leeds Beckett University
National Institute for Health Research (NIHR)	The NIHR works in collaboration with the NHS, universities, local government, and members of the public to deliver and enable health research.
Patient and Public Involvement and Engagement (PPIE) research Group	A group that facilitates patients and members of the public in contributing to how research is designed, conducted, and disseminated.
Patient and Public Involvement and Engagement (PPIE Member) or Public Contributor	A patient or member of the public involved in the group who is representative of the views and concerns of members of the public, patients, service users and carers. They advise on the direction of research, contribute to discussion, and share experiences and views, with the aim of improving research and making it relevant and useful.
Service User	A broad term used to describe a person receiving or using (or has received or used) a health care service.
The NIHR Centre for Engagement and Dissemination (CED)	The NIHR Centre for Engagement and Dissemination (CED). This centre builds on the work of INVOLVE and leads work to make the NIHR's health and care research representative, relevant and ready for use.

JOIN ACTLIFE CONNECT

Are you a professional looking to enhance the quality, relevance, and impact of your research, teaching, or knowledge exchange activities?

Partner with ACTLIFE Connect, the Patient and Public Involvement and Engagement (PPIE) Hub at the Centre for Active Lifestyles and Healthy Ageing (ACTLIFE), Leeds Beckett University.

Why Involve ACTLIFE Connect PPIE Members?

- Gain valuable perspectives
- Shape research that matters
- Promote inclusivity
- Enhance communication

What Support Will You Receive?

- Tailored matching of PPIE members to your project needs
- Guidance on best practices for involvement, accessibility, and reimbursement
- A structured, transparent process for engaging with public contributors

How to sign up

1. Read the ACTLIFE Connect Requestor's Pack for guidance and process overview.
2. Prepare your project summary in plain English, outlining how PPIE members will contribute.
3. Complete the PPIE Request Form: **bit.ly/RequestandConnect**
4. Submit your request the ACTLIFE Connect team will triage and support you through the process, including supporting you to create an advert and sharing your request with ACTLIFE Connect members.

LBU LEEDS BECKETT UNIVERSITY

ACTLIFE CONNECT

Patient and Public Involvement and Engagement (PPIE) Hub

leedsbeckett.ac.uk/actlifeconnect



Hosted within the Centre for Active Lifestyles and Healthy Ageing (ACTLIFE)

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