**Role Description: Public Involvement Co-researcher**

Drafted:

Approved:

Revised:

Owner:

**Co-researcher on [Research project name]**

**Summary:**

To be an integral part of the research team for an average of [days, hours, weekly, monthly] during the life of [name] research project.

**Background:**

* The [name] project will run from [date] to [date] and is investigating [brief description of project name/objectives].
* The research team are based in [name and address of research project].
* The co-researcher(s) may work alongside the research team on every aspect of the project: from conceptualising the project, contributing to the funding bid, pre-planning the activities, designing data collection tools, collecting data and undertaking analysis. In addition, the co-researcher(s) may create the project outputs and disseminate the project findings (delete or amend as needed).
* The outputs will be shared through a series of dissemination events that could be led by the co-researchers.
* Other members of the research team are:
  + The Chief / Principal Investigator: [name]
  + Research fellows and associate researchers: [names]
  + Partners / collaborators: [Example: other organisations/institutions]

**Matters for consideration by co-researchers:**

Conflicts of interest: As a representative you will be asked to disclose any involvement you may have with other organisations, government bodies or corporate / commercial interests which could result in a conflict of interest.

Confidentiality: As a co-researcher on the [named] project you are asked not to share confidential information you have received as a result of your position. This should be discussed with [Chief / Principal Investigator or PI Lead].

**Roles and responsibilities:**

* Duties:
  + To commit to an average of [time specified as hours or days] across the life of the project to attend face to face meetings, read project reports, collect data etc.
  + To represent the views of those people who [specify type of experience, eg. use Augmentative and Alternative Communication], based on your lived experiences, at the meetings you attend.
  + To contribute to discussions at project meetings.
  + To contribute potentially to all stages of the research process from conceptualising the project, contributing to the funding bid, pre-planning the activities, designing data collection tools, collecting data and undertaking analysis. In addition, you may create the project outputs and disseminate the project findings.
* Qualities:
  + Co-researchers should have direct experience and knowledge of [topic / area of research] as a service user or a family member. Specific experience for this project would be [Example: using an AAC device as a child, undergoing assessment for AAC as a child or supporting a child who uses AAC].
* Essential criteria:
  + Understanding the issues relating to [Example: having a complex communication impairment and benefiting from using AAC].
  + Being able to maintain confidentiality.
  + Being able to commit to attend meetings and activities for approximately [Example: 2 days a month for 3 years].
* Desirable criteria:
  + Having access to a computer and email.
  + Having worked with professionals in the field [Example: of AAC].
  + Having an understanding of research processes and procedures.
* Remuneration:
  + Co-researchers on this project are paid a fee for their involvement.
  + There is a public involvement payment policy and all fees and expenses will be in accordance with that guidance. This includes reimbursement of travel expenses, provision of refreshments, etc.
* Support:
  + The co-researchers are able to access support and advice from the Chief / Principal Investigator, or their designate [name, email and phone number].
* Where appropriate a personal assistant or support worker (or a contribution to the cost of your own member of staff).
* A named individual will help you to understand technical terminology and jargon both before and during meetings.
* You will receive any training deemed necessary, either alongside other team members or as an individual, to support effective working as part of the team.
* You will receive mentoring from a named team member.

Further information:

Chief/Principal Investigator (or named PI Person): [Name, email and phone]

[Organisational website]