***This is a worked example for the I-ASC project – this is how this document would appear for this specific project.***

**Role Description: Public Involvement (PI) Co-researcher**

Drafted: 30 01 16

Revised: 20 12 16

Owner: Chief Investigator / PI co-researchers

**Co-researcher on Identifying Appropriate Symbol Communicaiotn (I-ASC) project**

**Summary:**

To be an integral part of the research team for an average of 2 days per month during the life of the I-ASC research project.

**Background:**

* The I-ASC project will run from 01 01 16 to 30 12 18 and is investigating symbol communicaiotn aid recommendations for children who are non speaking: enhancing clinical decision making.
* The research team are based in Manchester Metropolitan University.
* The I-ASC PI co-researcher(s) work alongside the I-ASC 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 I-ASC PI co-researcher(s) have co-created project outputs and have led on the dissemination logistics of the project findings.
* The outputs will be shared through a series of dissemination events. The I-ASC PI co-researchers have led the set up and delivery of these events.
* Other members of the research team are:
  + The Chief Investigator: [Murray]
  + Research fellows and associate researchers: [Lynch, Goldbart, Whittle]
  + Partners / collaborators: [Leeds University: Webb, Meads, Hess; Barnsley Assistive Technology Service: Judge, Randall]

**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 I-ASC project you are asked not to share confidential information you have received as a result of your position. This should be discussed with the Chief Investigator.

**Roles and responsibilities:**

* Duties:
  + To commit to an average of 2 days per month 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 use Augmentative and Alternative Communication, based on your lived experiences, at the meetings you attend.
  + To contribute to discussions at project meetings.
  + To contribute 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 Augmentative and Alternative Communication (AAC) as a service user or a family member. Specific experience for this project would be for 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 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 2 days a month for 3 years.
* Desirable criteria:
  + Having access to a computer and email.
  + Having worked with professionals in the field 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 pay 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 Investigator, or their designate Whittle [+ email, + phone number].
* Where appropriate a personal assistant or support worker will be funded, or a contribution to the cost of your own member of staff.
* Whittle 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 Murray & Whittle.

Further information:

Chief Investigator (or named PI Person): Murray & Whittle + email, + phone.