

Making Research Work for Everyone: Our Commitment to Involving Patients and the Public. 2025 – 2030

Version 1.0.



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Background

The [Centre for Academic Primary Care](#) (CAPC) is a leading centre for primary care research in the UK and one of nine members of the [NIHR School for Primary Care Research](#). Based within [Bristol Medical School](#)—an internationally acclaimed institution for population health research and education—CAPC is committed to delivering research of the highest quality and relevance.

Our work is driven by a commitment to rigorous standards and a focus on addressing key questions that matter to patients and the wider public. We actively support the development of our staff and students, recognising their contributions as central to our success.

We are committed to embedding [public involvement and engagement](#) in the research process. We believe that diversity—in both people and perspectives—is essential to producing research that is meaningful, impactful, and responsive to societal needs. Through inclusive and collaborative approaches, we can ensure that our research reflects the values and priorities of the communities it is intended to benefit.

This strategy document sets out our commitment to advancing Patient and Public Involvement and Engagement (PPIE) across CAPC by building on the progress made to date. It explains our overarching ambition for PPIE and outlines the aims and objectives necessary to achieve it.

The objectives have been updated to reflect evolving language and best practice since the 2020 CAPC PPIE Strategy. They have been co-developed with the [CAPC PPIE Advisory Group](#) and shaped by insights from the 2024 staff survey on PPIE support needs.

Our approach is aligned with the [University of Bristol's 2030 Vision and Strategy](#)—particularly the cross-cutting theme of [promoting equality, diversity and inclusion through diverse civic partnerships](#)—as well as the [School for Primary Care Research's PPIE Strategy](#). It is guided by the [UK Standards for Public Involvement](#), which promote inclusive, transparent, and impactful public involvement practices.

As a living document, the strategy will be updated when needed to reflect emerging priorities, practices, and activities in the PPIE landscape. Content updates will be recorded in the Document Change Log.

Ambition

Our ambition is to create a research environment at CAPC that truly welcomes and works with people from all backgrounds. We want every team member to have the knowledge, skills, and support they need to involve and engage people in ways that are inclusive, respectful, and meaningful—so our research is relevant, far-reaching, and makes a real difference to people's lives.

Aims

We aim to:

1. incorporate inclusive and meaningful PPIE throughout our research.
2. build PPIE confidence, knowledge and skills to strengthen practice and support positive experiences.
3. monitor PPIE activities, share learning, celebrate good practice, and highlight the difference public contributions make.
4. maintain staffing, funding, and other resources to deliver the PPIE strategy.

Objectives

Each PPIE aim is supported by the objectives shown below. The applicable UK Standards for Public Involvement are shown *(in brackets)* next to each objective.

Appendix 1 shows project, PPIE specialist, and CAPC-wide activities linked to the delivery of each objective.

1. Incorporate inclusive and meaningful PPIE throughout our research.

- a) Take deliberate action to involve and engage those historically 'under-served' (left out or not included) by research. *(Inclusive Opportunities Standard)*
- b) Work in ways that reflect the needs and preferences of the people and communities involved. *(Inclusive Opportunities Standard, Working Together Standard)*
- c) Ensure public views are heard, valued and respected in research management, regulation, leadership and decision making. *(Governance Standard, Impact standard)*.

2. Build PPIE confidence, knowledge and skills to strengthen practice and support positive experiences.

- a) Provide and share PPIE training and learning opportunities, developed and delivered with public members where possible. *(Support and Learning Standard, Working Together Standard)*
- b) Provide bespoke PPIE advice and guidance tailored to individual team member and research group needs and the research context. *(Support and Learning Standard, Working Together Standard)*
- c) Maintain a digital PPIE information repository for CAPC team members. *(Support and Learning Standard)*

3. Monitor PPIE activities, share learning, celebrate good practice, and highlight the difference public contributions make.

- a) Develop monitoring processes and capture information on PPIE activity to inform future PPIE practice, training and celebration materials. *(Governance Standard, Impact Standard, Communications Standard)*
- b) Improve our internal and external communications to share and celebrate CAPC PPIE practice and the difference public contributions make to the research. *(Communications Standard, Impact Standard)*
- c) Facilitate opportunities for team members, the wider research community and public members to share PPIE learning and achievements. *(Support and Learning Standard, Communications Standard)*
- d) Work in partnership with existing networks to build and share PPIE knowledge, support good practice, and reduce duplication. *(Support and Learning Standard, Communications Standard)*

4. Maintain staffing, funding, and other resources to deliver the PPIE strategy.

- a) Ensure sufficient project grant and other income is captured to fund specialist PPIE and administration staff *(Governance Standard)*
- b) Provide resources to support pre-grant PPIE. *(Governance Standard)*

Resources

CAPC has a Senior Research Associate Patient and Public Involvement and Engagement Coordinator at 80% of a full-time role. This post is funded by Bristol, North Somerset and South Gloucestershire Integrated Care Board Research Capability Funding and from funds secured by CAPC academics costing in PPIE into their grant applications. Additional administrative support for PPIE is provided at around 20% of a full-time role, funded through the departmental SPCR administration budget.

A [PPIE Advisory Group](#) is in place, made up of public contributors, staff, and post graduate research students. The group meets around three times a year. Public members are reimbursed for their time and expenses through the departmental SPCR PPIE budget. Academic members take part voluntarily, with their involvement agreed as part of their paid role or studentship in discussion with their line manager or supervisor.

PPIE interests are represented at the CAPC Senior Leadership Team by an Academic Lead.

Strategy Monitoring and Evaluation

This strategy will be reviewed every three years by the CAPC PPIE Advisory Group. The review process will include opportunities for public contributors, research staff, and postgraduate research students, to share feedback on how well the strategy is working. The process for collecting feedback on the strategy and mechanisms for reporting progress on PPIE will be agreed in advance. The strategy includes an action to identify and implement appropriate monitoring processes.

Acknowledgements

This strategy is the result of a collaborative effort, shaped by the invaluable insights, experiences, and feedback of public contributors and colleagues from the [CAPC PPIE Advisory Group](#), CAPC research teams and support staff, and the CAPC Senior Management Team.

Contact

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Appendix 1 – Programme of PPIE Activity

The following table outlines key activities that will support the delivery of the CAPC PPIE Strategy. They are presented alongside the PPIE aim and objective headings and include activities at three levels:

- **Project-level activities** refer to activities specific to individual research projects.
- **PPIE Specialist-level activities** are activities managed or delivered by the CAPC PPIE team.
- **CAPC-wide activities** are those that span across CAPC, potentially involving multiple teams or strategic initiatives.

Aim 1	Objectives	Activities		
		Research Project	PPIE Specialist	CAPC-Wide
Incorporate inclusive and meaningful PPIE throughout our research.	a. Take deliberate action to involve and engage those historically ‘under-served’ (left out or not included) by research. <i>(Inclusive Opportunities Standard)</i>	<p>Identify ‘under-served’ people and communities within the specific context of the research at ideas development stage.</p> <p>Develop and implement inclusive and appropriately costed PPIE plans to build relationships with and encourage the engagement and involvement of ‘under-served’ people and communities.</p>	<p>Pilot a partnership with the Health Research Ambassadors to build trusted relationships with and increase engagement and involvement of ‘under-served’ people and communities.</p> <p>Ensure diverse membership across the CAPC Public Panel, PPI Surgery, and PPIE Advisory Group. This includes actively recruiting and supporting individuals from underserved communities.</p>	<p>The Senior Management Team members will support and promote awareness and delivery of the PPIE strategy by promoting its principles and encouraging others to adopt similar approaches. E.g. by championing PPIE success stories in internal and external forums; allocating resources (time, funding); supporting staff to attend PPIE training and participate in relevant networks.</p>

				Line managers and supervisors will support the implementation of the PPIE Strategy by introducing its principles to new staff and postgraduate research students during induction. They will also promote good practice by recognising meaningful involvement and engagement activities during performance reviews, thereby embedding PPIE into professional development and team culture.
	b. Work in ways that reflect the needs and preferences of the people and communities involved. <i>(Inclusive Opportunities Standard, Working Together Standard)</i>	Collaboratively design PPIE opportunities and working practices to reflect the specific needs, motivations, and interests of the people and communities involved, by actively seeking advice and guidance from relevant interest holders and experts. Barriers to involvement and practical requirements for working together will be assessed and addressed. To include consideration of equality, diversity and inclusion issues in PPIE and		

		trauma informed approaches to PPIE. The purpose of PPIE activities will be clearly defined and recorded.		
	c. Ensure public views are heard, valued and respected in research management, regulation, leadership and decision making. <i>(Governance Standard, Impact standard).</i>	Meaningfully involve public contributors as co-applicants and/or members of study governance groups, alongside broader engagement through mechanisms such as a Public and Patient Advisory Group.	Maintain the CAPC PPIE Advisory Group to include public and research team membership.	CAPC Senior Management Team (SMT) meetings will include a standing PPIE agenda item, prioritised for early discussion to ensure issues raised through the PPIE Advisory Group or other routes are formally reviewed, with agreed actions recorded and progress monitored through subsequent SMT meetings. SMT members will actively involve the public in CAPC decision-making. E.g., through public involvement in the recruitment of senior staff and internal grant funding review panels.

Aim 2	Objectives	Activities		
		Research Project	PPIE Specialist	CAPC-Wide
Build PPIE confidence, knowledge and skills to	a. Undertake PPIE training and learning opportunities, developed and delivered with	Assess team PPIE learning needs and undertake appropriate training to build	Develop and/or share PPIE training/learning opportunities that reflect the	

strengthen practice and support positive experiences.	public members where possible. <i>(Support and Learning Standard, Working Together Standard)</i>	confidence, knowledge and skills. Assess public contributor learning and support needs, share training opportunities and support participation in them through encouragement, administrative and financial help.	needs of research teams and the involved public.	
	b. Provide bespoke PPIE advice and guidance tailored to individual team member and research group needs and the research context. <i>(Support and Learning Standard, Working Together Standard)</i>	Share information about sources of PPIE advice and guidance with members of the involved public.	Provide pre-grant advice and signposting, including PPIE planning and costing, tailored to research team needs and the research context. Provide in-grant PPIE advice and signposting, such as trouble-shooting, tailored to research team needs and the research context. Act as a key point of contact for members of the public seeking advice and guidance on CAPC PPIE from someone external to a project team.	
	c. Maintain a digital PPIE information repository for CAPC team members. <i>(Support and Learning Standard)</i>		Provide up to date PPIE information to support CAPC team members PPIE practice via Microsoft SharePoint.	

Aim 3	Objectives	Activities		
		Research Project	PPIE Specialist	CAPC-Wide
Monitor PPIE activities, share learning, celebrate good practice, and highlight the difference public contributions make.	a. Develop monitoring processes and capture information on PPIE activity to inform future PPIE practice, training and celebration materials. <i>(Governance Standard, Impact Standard, Communications Standard)</i>	Capture project-level PPIE activity and impact information.	Identify and implement appropriate and proportionate monitoring processes and timelines, in discussion with the CAPC PPIE Advisory group and other team members.	
	b. Improve our internal and external communications to share and celebrate CAPC PPIE practice and the difference public contributions make to the research. <i>(Communications Standard, Impact Standard)</i>	<p>Make available plain English research and PPIE information to support the ability of public members to access, understand and use the information and knowledge generated.</p> <p>Co-create with public contributors a plain English output suitable for wider dissemination - such as a case study, blog post, or infographic - that describes and celebrates the project's PPIE activities, shares key learning, and highlights its impact.</p>	<p>Develop and maintain CAPC PPIE webpages and content for research and public audiences.</p> <p>Collate and share project PPIE impact case studies/blogs/infographics to celebrate CAPC's PPIE partnerships, learning and impact.</p>	
	c. Facilitate opportunities for team members, the wider research community and	Public contributors have opportunities to co-author and co-present project	Host PPIE focused CAPC team meetings.	CAPC webinars include information on the project PPIE and public members are

	<p>public members to share PPIE learning and achievements. <i>(Support and Learning Standard, Communications Standard)</i></p>	<p>outputs, such as conference presentations, academic papers, or case studies.</p> <p>Project PPIE activities are reported in study publications, including academic outputs, ensuring public contributions and perspectives are visible and valued.</p>		<p>given opportunity to co-present.</p>
	<p>d. Work in partnership with existing networks to build and share PPIE knowledge, support good practice, and reduce duplication. <i>(Support and Learning Standard, Communications Standard)</i></p>	<p>Identify existing PPIE groups and networks in the research context to support PPIE planning, activity, and facilitate learning opportunities.</p>	<p>Identify and share information about networks to support CAPC PPIE practice and facilitate learning opportunities.</p>	<p>CAPC PPIE Advisory Group members will promote the strategy by championing its aims within their networks and projects. E.g., through promoting its principles and encouraging others to adopt similar approaches; facilitating conversations about the value of public involvement in research; sharing PPIE learning and resources from CAPC projects.</p> <p>Identify relevant local and national PPIE networks and ensure active CAPC representation with clear identification of</p>

				representatives and regular engagement.
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Aim 4	Objectives	Activities		
		Research Project	PPIE Specialist	CAPC-Wide
Maintain staffing, funding, and other resources to deliver the PPIE strategy.	a. Ensure sufficient project grant and other income is captured to fund specialist PPIE and administration staff. <i>(Governance Standard)</i>	All CAPC led grant applications cost in the CAPC PPIE Senior Research Associate @ 5% of a full-time role or include day rates for small grants. This is a contribution to the cost of the PPIE Specialist activity.	Seek and apply for grants to fund PPIE staff and/or PPIE work that supports strategy delivery.	Create a central CAPC record of grants applied for, captured, and the corresponding project PPIE lead, to support appropriate charges to project budgets and PPIE related communications.
	b. Provide resources to support pre-grant PPIE. <i>(Governance Standard)</i>	Identify and capture internal/external funds to support pre-grant PPIE.	Maintain and correspond with the CAPC Public Panel mailing list. Facilitate a bi-monthly Public Involvement Surgery giving researchers the opportunity to get experienced public contributors feedback on early research ideas. Identify, capture and administer funds for internal small PPIE funding awards.	

Appendix 2 – Document Change Log

This table describes changes made to the strategy over time.

Change No.	Change Type	Date and place Identified	Action	Status	By	Date
1	Additional Content	11.12.2026 CAPC Team Meeting	Additional text and links added to Programme of PPIE Activity, Aim 1, Objective b, Research Project column: <i>'To include consideration of equality, diversity and inclusion issues in PPIE and trauma informed approaches to PPIE.'</i>	Complete	Alisha Newman	10.02.2026
2	Additional Content	10.02.2026	Text added on page 2: <i>'Content updates will be recorded in the Document Change Log'</i>	Complete	Alisha Newman	10.02.2026
3	Additional Content	10.02.2026	Page 12 added: <i>Appendix 2 - Document Change Log</i>	Complete	Alisha Newman	10.02.2026
4	Additional Content	10.02.2026	Text added to cover page: <i>'Version 1.0'</i>	Complete	Alisha Newman	10.02.2026