SHS Community Engagement Strategy Committee, Chair Alan Simpson, 30 May 2014

**Proposal to support Innovative Approaches to Service User Involvement in Healthcare Education and Research**

1. **Background**

The School of Health Sciences Community Engagement (User Involvement) Strategy Committee agreed to explore new ways of encouraging, supporting and rewarding staff to develop innovative ways of involving service users\* in educational and research activities. Information about the principles, practicalities and potential rewards of involving service users in education and research can be found on the community engagement blog: <https://blogs.city.ac.uk/communityengagement/>

The University’s Department for Learning Enhancement and Development (LeAD) has kindly agreed to sponsor a new initiative within the School of Health Sciences with these aims in mind.

1. **Service User Involvement Projects Competition**

SHS staff are invited to apply for one of **FIVE** awards of £2,000 each that will be used to support service user involvement in a new educational or research project. Research projects must have an educational component.

Successful applicants will be announced before the end of July 2014. Ideally, projects will be delivered in the autumn term 2014. Winners will be expected to give a presentation on their work supported by the funds at one or more of the following events:

* SHS Community Engagement lunchtime seminar 2014-15
* SHS Health has Got Talent 2015
* Learning at City Conference 2015

Funds can be used to reward service users, carers, members of local communities for participating in educational/research activities; catering; publicity materials; educational materials; equipment; additional staff time etc.

1. **Application Process and Timeline**

* Complete and submit the application form (below) briefly outlining the proposed project with timeline, how the money will be utilised and the anticipated benefits of the project for education, research and for those participating.
* Obtain the support and signature of your Division Lead OR Research Centre Lead.

We anticipate a timeline as follows:

* Call for applications: 3rd June
* Application closing date: 5pm 26th June
* Notification of award: 10th July
* Commencement of award: 24th July

1. **Selection Criteria**

Members of the SHS Community Engagement Strategy Committee will apply the following selection criteria:

* Innovative proposal
* Feasibility of delivery
* Meaningful involvement of service users
* Anticipated benefit to education or research
* Value for money
* Supported by Division Lead OR Research Centre Lead

1. **Definitions**

We have used the term ‘service user’ to describe people who use (wish to use or have used) health and/or social care services as well as family members, partners or friends who have some responsibility for caring for someone who uses health or social care services. We do not mean all users of an organisation’s services, as this may include, for example, health professionals. Some organisations prefer the terms ‘patient’, ‘user’, ‘public’ or ‘person’ and often distinguish service users from carers.

When we talk about service user involvement, we mean the active involvement of service users, not their passive involvement as research participants, recipients of services or information. Involving is often described as doing things with or by people, rather than for or to them.

‘Involvement’ covers a range of activities, from consulting service users about their views or wishes, through to working in partnership with them to develop and/or implement projects, right up to service users leading projects. More guidance and resources can be found on the community engagement blog: <https://blogs.city.ac.uk/communityengagement/>

1. **Application Form**

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| **Application for Award to support Innovative Approaches to Service User Involvement in Healthcare Education and Research** | | |
| 1. **Name or names of applicant(s):** | | |
| 1. **Division or Research Centre/Group:** | | |
| 1. **Brief title of proposed project:** | | |
| 1. **Select Educational or Research project** | **Educational project** | **Research project** |
| 1. **Outline of proposed project (maximum 300 words):**   *Include overview of project and address how it is innovative; how it will involve service users in a meaningful way; and how it aims to provide educational or research benefit.* | | |
| 1. **Proposed budget (max £2,000):**  |  |  | | --- | --- | | **Expenditure** | **Cost £** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | **Total** |  | | | |
| 1. **Proposed timeline/milestones:** | | |
| 1. **Name and signature of Division or Research Centre Lead in support of proposal** | **Name:**  **Signature:** | |
| 1. **Submit completed application by 5.00pm 26th June 2014 by email to:** [**Liz.Todman.1@city.ac.uk**](mailto:Liz.Todman.1@city.ac.uk) | | |