

**NIHR COMMITTEES**

 **2024 RECRUITMENT**

**PUBLIC MEMBER APPLICATION FORM**

Please [download and read our committee information pack](https://www.nihr.ac.uk/documents/public-committee-member-roles-information-pack-for-members-of-the-public/26580) before completing this application form.

If you would like a copy of any of the documents in another format or for enquiries about accessibility, please contact our Patient and Public Involvement (PPI) team on publicrecruitment@nihr.ac.uk.

If you need to speak to a member of the PPI team let us know via email and we can arrange a follow-up phone call.

The deadline for submitting an application is **midnight on Sunday 28 April. Please submit your completed application to** publicrecruitment@nihr.ac.uk

**Apply to join a committee**

We are currently looking for new members of the public to join one of our research programme committees shown in the table below. For further information on the programmes, please click on the individual links in the table.

Membership is open to people from across the United Kingdom and we welcome applications from all sections of the community.

The interviews will be conducted virtually or by telephone. Please see the table below for details of the interview dates. **If you are not able to attend the date listed, please contact us before submitting your application, so that we can advise you further.**

**Please apply for ONE committee only.** Please insert an ‘X’ beside the committee you wish to apply to.

| **Research Programme** | **Committee Type** | **Interview Date**  | **Insert ‘X’** |
| --- | --- | --- | --- |
| NIHR Health Technology Assessment (HTA)  | [Prioritisation - Programme Oversight](https://www.nihr.ac.uk/documents/hta-programme-oversight-committee-members/21906#:~:text=The%20Programme%20Oversight%20Committee%20is,research%20by%20the%20prioritisation%20committees.) | 4 June 2024 |  |
| NIHR Health Technology Assessment (HTA)  | [Funding](https://www.nihr.ac.uk/explore-nihr/funding-programmes/health-technology-assessment.htm) | 5 June 2024 |  |
| NIHR Health and Social Care Delivery Research (HSDR) | [Funding](https://www.nihr.ac.uk/explore-nihr/funding-programmes/health-and-social-care-delivery-research.htm) | 13 June 2024 |  |
| NIHR Population Health Career Scientist Award Committee. | [Funding](https://www.nihr.ac.uk/documents/nihr-population-health-career-scientist-award-specification-document-2023/32857) | 11 June 2024 |  |

If you are not successful in your choice of committee above, would you like to be considered for another committee?

**Yes/No** (please delete as appropriate)

**Your details**

| **Title:** | **Insert text here** |
| --- | --- |
| **Pronoun(s) (optional):** | **Insert text here** |
| **First name:** | **Insert text here** |
| **Surname:** | **Insert text here** |
| **Postcode:** | **Insert text here** |
| **Telephone number:** | **Insert text here** |
| **Email address:** | **Insert text here** |

In line with our payment policy, we are obliged to ask if you are in receipt of a public sector salary. This is any organisation run by the government and funded by tax-payers’ money which can be classified as public sector, for example, local councils, NHS hospitals etc. If your answer is Yes, you are confirming that the work you undertake with us is unrelated to your public sector role.

**Are you in receipt of a public sector salary?**

**Yes/No** (please delete as appropriate)

**About you**

**Please provide a brief summary of why you are interested in applying for the role of a public committee member**.(You may have personal experience as a patient or someone using health or other services. As a parent, carer or relative of someone using services. As an employee or officer of a voluntary organisation or member of a support group).

**Insert text here:**

**Please give an overview (a few sentences) explaining your understanding of, or how your experience relates to, the following:**

How would you consider the needs of people from a range of backgrounds (e.g. different ages, genders, ethnicities, religions, disability, geographies and socio-economic status) when giving feedback on a health related research proposal?

**Insert text here:**

Can you give an example of a situation when you have shared your thoughts and those of others, to a wider discussion or group (either in person or in writing)?

**Insert text here:**

Please give an example of when you have reviewed or summarised information from a document to meet a deadline.

**Insert text here:**

Do you have any knowledge and/or experience of patient and public involvement in health and social care services research? This could include reviewing a health related research funding application, working with researchers, being part of a research study, etc?

Please give examples where you can.

**Insert text here:**

**Your current or previous committee involvement**

**Please note that you cannot be a member of more than one NIHR Research Programme committees at the same time. However, if you are involved in an NIHR Awards committee at the** [**NIHR Academy**](https://www.nihr.ac.uk/explore-nihr/support/academy.htm)**, you can also be a member of an NIHR Research Programme Prioritisation or Funding Committee so that you will have insight into the research pathway.**

**If you are coming to the end of your tenure on an NIHR committee, you may apply for another programme. A maximum overlap of one committee meeting is permitted.**

**Please tell us if you have been or are involved in the work of any other NIHR funding or prioritisation committee within the last 3 years?**

If ‘Yes’ please give details.

If ‘No’ please enter “N/A”

**Insert text here:**

**Accessibility**

**We will try our best to make reasonable adjustments to remove any barriers to this post in the application/interview process. Further information about accessibility can be found in the information pack.**

**Interviews will be conducted virtually or by telephone. Please contact us for support with any accessibility requirements you might have which will enable you to fully participate in the recruitment process.**

For example, you may require the recruitment documents in a particular format or support with communication or the virtual/telephone interview. If you are invited for an interview, we may need to contact you so we can ensure that we meet your support needs.

**Insert text here:**

**How did you hear about this opportunity?**

**In order to help us reach the widest audience, please tell us how you heard about this opportunity.** For example: NIHR website, Facebook, Linkedin, community or faith group, colleague or friend, People in Research website, Twitter, NIHR email or other.

**Insert text here:**

**Tell us what you think**

**We strive to provide an inclusive and accessible recruitment process. In an effort to continually review and provide best practices, we may send you a brief survey to complete to share your experiences.**

Yes/No (please delete as appropriate)

**Your declaration**

**I agree to this information being used for legitimate purposes connected with the recruitment and selection process. I declare that the information that I have given is, to the best of my knowledge or belief, true and complete.**

Electronic signature:

Date:

**Thank you for completing this application form.**

**Please return your completed form to** publicrecruitment@nihr.ac.uk.

**If you are not able to submit your application by email, please let us know.**

**Equality, diversity and inclusion survey**

As part of our recruitment process, we would like to monitor all applicants’ data and you will be asked to complete an anonymous equality monitoring form. After the closing date, you will receive an email from the NIHR EDRS2 – Equality and Diversity Recording System – asking you to complete the form. It is not mandatory to complete this form, but the more information you provide, the more useful our monitoring will be. The information you provide will not be used to make decisions about your application, and will never be published in a way that allows you to be identified. Full information about how we will use data will be included in the email.

#### Why do we collect this information?

We are committed to [promoting equality, diversity and inclusion in research](https://www.nihr.ac.uk/about-us/our-key-priorities/equality-diversity-and-inclusion/). By answering the equality monitoring questions, you will help us understand the different groups of people that apply to us as public contributors – particularly the groups protected by UK equality legislation ([The Equality Act 2010](https://www.legislation.gov.uk/ukpga/2010/15/contents)). The data allows us to monitor trends in who applies and who is successful across NIHR and identify where barriers exist in our systems. Only by collecting this information can we better plan initiatives which address any barriers or biases on the basis of an individual's identity.

If you have any questions about the survey, please contact us on publicrecruitment@nihr.ac.uk.

**NIHR privacy policy**

**What happens to your data?**

Your personal information is held and used in accordance with the General Data Protection Regulation 2016 (GDPR) EU 2016/679 and the Data Protection Act 2018. The Department of Health and Social Care (DHSC) is the Data Controller under GDPR.

We respect the privacy of individuals who share their data and process it in a manner that meets GDPR requirements. More details, including information about your rights, can be found in the [our privacy policy](https://protect-eu.mimecast.com/s/SpVjCRg84cvBvN2Sq7nlV?domain=nihr.ac.uk)

**How can you ask for your data to be removed?**

You can ask for your details to be removed at any time by emailing us at publicrecruitment@nihr.ac.uk