

NIHR CRN, McPin and MQ: Mental Health Research Service User and Carer Involvement in Mental Health Research Awards 2022

**Applicant Guidance Notes**

#### **Introduction**

Patients, service users and carers are essential to our work - without their involvement, clinical research could not happen. Not only do we need patients and the public to participate in research studies, we need them to help shape our studies by sharing their personal experiences and insights.

NIHR Clinical Research Network has teamed up with two prominent mental health charities to sponsor an award which celebrates research studies with excellent service user and carer involvement. The awards will recognise the achievements of study teams who actively seek to involve patients and the public at each stage of the research process - and of service users and carers who are making a difference to mental health research.

The CRN Mental health specialty, the [McPin Foundation](https://mcpin.org/), and [MQ: Mental Health Research](https://www.mqmentalhealth.org/) are accepting applications from Chief Investigators of mental health research studies which have clear service user and carer involvement activities throughout all or part of the research process.

**Guidance Notes for Applicants**

If you intend to provide service user or carer quotes/stories/cases as examples to evidence good practice of their involvement in your study, then as far as possible, these should be anonymised and non- attributable. Take further care to ensure that the data you provide is definitely not attributable taking into account the size of study, geographical location, participant special characteristics, and any other relevant factors that could lead to an individual becoming identifiable.

If you are going to attribute any information to individual service users or carers (i.e. include

personal identifiable data in your application) then you must have the individuals’ consent to do this and it is your responsibility to obtain and record this consent. Those individuals will also need to consent to and be clear that, as part of the application process:

* Their information will be shared with panel members (a mix of NIHR and stakeholder representatives including McPin Foundation and MQ: Mental Health Research) for the purpose of scoring an application. Once scored, panel members will be required to submit their scores as required and delete any associated data and applications
* The winners/highly commended applications and any personal identifiable service user and carer information contained within will be shared with key stakeholders, local and national NIHR Communications Teams for purposes of good news/stories. Such news/stories may feature up to 12 months’ time post end of award period. If featured in print in news stories, it may not be possible to delete such material straightaway and this may continue in existence for some time post end of award period.
* Any supporting documentation supplied with the winners/highly commended applications and any personal identifiable service user and carer information contained within will be retained for seven years post end of award period for purposes of sharing best practice. However, any personal identifiable service user or carer information will be anonymised once the results have been announced.

Your contact details will be kept in order to liaise with you throughout the award application and review process. If your application is nominated to be “highly commended” or a possible “winner”, then you will be requested to supply further details for invitation to the award ceremony. You will also be asked to provide details of any service user or carer whose stories/quotes/cases have supported your application. These should only be provided where the service user or carer has given their consent.

If nominated as an award winner, there is an expectation that you as the applicant and any

service user and/or carer representatives cited in your application will be available to attend the award ceremony and that you as the applicant will need to ensure you have the necessary

consents to use any personal identifiable data in your short presentation at the ceremony.

**Further information**

For more information - or if you have any questions about the award, please email:

[crnmcpinmqawards@nihr.ac.uk](mailto:crnmcpinmqawards@nihr.ac.uk)