

## Patient and Public Involvement (PPI)

### Project Study Team Administration Role

#### Step 4

#### ADMINISTER STUDY-SPECIFIC PANEL

**Project Study Team**

- D. Organizes study-specific panel meetings.
- E. Schedules planning meetings with PIs and DCR team.
- F. Coordinates and administers payments to panel members.

#### D. Organizes study-specific panel meetings.

- After DCR provides list of study-specific panel members, coordinate and set up meetings for study-specific panels.
- Set up video links, such as Zoom or Teams, for meetings with online/hybrid options.
- Send calendar invites to study-specific panel members, PIs, and DCR PPI team with video link, dates, times, and locations (in person, online, and/or hybrid) for the 2 planned study-specific panel meetings.
- Train any study-specific panel members who need it on using the video link.

#### E. Schedules planning meetings with PIs and DCR team.

- Discuss first and second study-specific panel meeting agendas and prepare for panels with DCR PPI team.
  - 60(or so)-minute meeting with study PIs and DCR PPI
  - At least one week prior to the 1st study-specific panel meeting
  - Optional meeting before the 2<sup>nd</sup> study specific panel
  - Set up as early as possible to ensure DCR PPI can attend, please
- Set up video links, such as Zoom or Teams, for meetings with online/hybrid options.
- Send calendar invites to PIs and DCR PPI team with video links, dates, times, and locations (in person, online, and/or hybrid) for planning study-specific panel meetings.

#### F. Coordinates and administers payments to panel members.

- Coordinate payments based on SNSF rate of CHF 60/hour (as of Aug 2023) for PPI work.
- Advise how the team would like the panel members to keep time records of their work.
- Collect and maintains study-specific panel member time records.
- Allocate study-specific payments from SNSF PPI award received by the project study team.

*Since PPI funds are awarded to the project study team, DCR PPI is uninvolved in any aspect of paying study-specific panel members.*

DCR Bern	Step 4: Administer Study-Specific Panel			
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