

Guidance Document 4: Calculating the Cost of Public Involvement

Public Involvement Cost Calculator

Use this template to calculate the approximate cost of the level of public involvement (and associated supports) you wish to implement.

<http://www.invo.org.uk/resource-centre/payment-and-recognition-for-public-involvement/involvement-cost-calculator/>

*Quantity is the number of each item you need and cost (each) is the cost of a single item.

PAYMENT AND REWARD			
<i>Payments and rewards for members of the public in recognition of time skills and expertise.</i>			
Fees to individuals <i>It is good practice to offer a fee to individuals for their involvement. What rate is most suitable for the role they will have?</i>	Quantity:	Cost (each): €	Total: €
Vouchers or tokens for individuals <i>Do you want to offer people vouchers or tokens for their involvement? These are sometimes used for one off activities and for children and young people.</i>	Quantity:	Cost (each): €	Total: €
Other rewards for individuals (e.g. prize draw) <i>Would an incentive such as a prize draw be appropriate?</i>	Quantity:	Cost (each): €	Total: €
Fee or donation to a group or network <i>If you are working with a partner or service user group, can you offer a financial reward to the group?</i>	Quantity:	Cost (each): €	Total: €
Funding for additional training and learning <i>Can you fund additional training or learning for the people getting involved as a reward? This would be in addition to any training or learning required for their role.</i>	Quantity:	Cost (each): €	Total: €
TOTAL FOR PAYMENT AND REWARD:			€
EXPENSES			
<i>Out of pocket expenses that the public will incur by getting involved.</i>			
Travel <i>What travel costs will you need to cover to ensure people can get involved?</i>	Quantity:	Cost (each): €	Total: €
Subsistence <i>Do you need to cover the costs of any meals, snacks and refreshments if people will be away from home for a half day or more?</i>	Quantity:	Cost (each): €	Total: €

Childcare <i>Do you need to budget for covering the costs of childcare for the people getting involved?</i>	Quantity:	Cost (each): €	Total: €
Carer costs <i>Do you need to budget for any replacement carers for the people getting involved? This will be especially important if involving people with caring responsibilities</i>	Quantity:	Cost (each): €	Total: €
Personal assistants <i>Do you need to budget for the costs of personal assistants or support workers for any people with disabilities getting involved?</i>	Quantity:	Cost (each): €	Total: €
Overnight accommodation <i>If people are traveling a distance or involved over a number of days, will you need to budget for the costs of their overnight accommodation?</i>	Quantity:	Cost (each): €	Total: €
Administrative costs e.g. printing and postage <i>Will you need to think about any home office costs, such as telephone calls, postage or printing for the people getting involved?</i>	Quantity:	Cost (each): €	Total: €
TOTAL FOR EXPENSES:			€
INVOLVEMENT ACTIVITY <i>The cost of the specific activities for involving members of the public.</i>			
Finding people <i>How are you going to find people to get involved? Will there be any costs to cover, such as advertising or interviews?</i>	Quantity:	Cost (each): €	Total: €
Training and learning costs <i>What training and support will you need to offer to enable members of the public to be well prepared and effective in their role?</i>	Quantity:	Cost (each): €	Total: €
Venues and catering <i>If you have events or meetings planned, what are the costs of an accessible venue?</i>	Quantity:	Cost (each): €	Total: €
Equipment and books <i>Do you need to provide any equipment or books for the involvement?</i>	Quantity:	Cost (each): €	Total: €
Access to facilities (e.g. seminar rooms, teleconference phones, training course access) <i>Will there be any costs for members of the public to have access to you organisational facilities?</i>	Quantity:	Cost (each): €	Total: €

Conferences fees <i>How much will it cost for the involved members of the public to help with dissemination at any events/ conferences?</i>	Quantity:	Cost (each): €	Total: €
TOTAL FOR INVOLVEMENT ACTIVITY			€
INVOLVEMENT STAFFING <i>Costs of any staff required to carry out involvement in clinical effectiveness processes</i>			
Administrative support <i>Do you need to think about additional administrative support? This can be useful for managing payments and expenses for members of the public.</i>	Quantity:	Cost (each): €	Total: €
Involvement coordinator <i>Do need a dedicated Public Involvement Coordinator for your project?</i>	Quantity:	Cost (each): €	Total: €
Independent facilitator <i>Do you need an independent facilitator or other person with specialist expertise in engaging with the public?</i>	Quantity:	Cost (each): €	Total: €
Peer interviewers <i>If you are working with peer interviewers, how are you going to cost for their time – on a sessional basis or as contracted employee?</i>	Quantity:	Cost (each): €	Total: €
TOTAL FOR INVOLVEMENT STAFFING			€
OTHER COSTS <i>Any other costs of the involvement.</i>	Quantity:	Cost (each): €	Total: €
Language translation and interpretation costs <i>Will you be working with groups and people who speak a different language?</i>	Quantity:	Cost (each): €	Total: €
Support for people with impairments <i>Will you need to provide support for people with impairments to enable them to get involved?</i>	Quantity:	Cost (each): €	Total: €
TOTAL FOR OTHERS COSTS			€
TOTAL FOR PUBLIC INVOLVEMENT APPROACH			€