



Additional resources

Please visit the CCI Toolkit on HTSA's website:

healthtranslationsa.org.au

or email:

enquiries@healthtranslationsa.org.au

Embedding consumer and community involvement in grant applications



What are the benefits of consumer and community involvement (CCI) in research?

The benefits of consumer and community involvement (CCI) in research is well established in the literature and contributes to the improved quality and relevance of research to community needs. Increasingly, funding agencies are requiring CCI demonstration for the grant applications they fund.

What are reviewers looking for in the grant review process?

Different grant agencies will have their own application requirements, depending on the scope of research. In general, grant reviewers want to see that researchers have considered the following:

- Included community members and consumers as active members of the research team e.g. Consumer Associate Investigators. This helps validate the researcher's commitment to CCI and highlights the value they place on their contribution to the research project.
- Creating opportunities for on-going, regular and meaningful interactions with community members/consumers across all stages of the research cycle.
- Engaged with multiple community members/consumers to ensure a diversity of views and experiences. This can be by engaging more than one community member/consumer in the research project or by tapping into structured community member/consumer groups or networks e.g. Cancer Voices.



- Include examples of CCI activities throughout as many sections of the grant application as possible to show authenticity and a strong commitment to this process.
- Avoided using technical language as there may be community members/consumers reviewing the grant application. Anyone should be able to read and understand the aim of the research project.
- Identified any frameworks/ policies/ recommendations to support their consumer engagement activities.

What to include in the community and consumer engagement section of grant applications?

Be very specific about how community members/consumers have been, or will be involved, in the research project, for example:

- Has the research team had any previous experience with consumer engagement in research?
- How have the consumers' thoughts, ideas and experiences shaped the research question?
- How did they contribute to the development of the research proposal?
- What will be their ongoing involvement if the grant application is successful?

For this last question, headings can be used to highlight the different ways community members/consumers will be involved, for example:

- Consumer advocacy (ex: For this project we will be recruiting consumers from Cancer Voices to represent the voices of this community)
- Proposal development (ex: Consumers will be involved in the development of the research question, selection of methods, and/or selection of methods for dissemination of the results.)
- Participant recruitment (ex: Consumers will be present in clinic to recruit potential research participants according to the study's selection criteria. Potential participants will be approached and invited to participate in the study. Consumers will describe the study to the participants and ensure the consent form is understood.)
- Ongoing involvement (ex: Consumers will be invited at each team meeting. Attendees may participate in person or via videoconference.)
- Information dissemination (ex: Study results will be presented at conference X. The principal researcher will co-present with one of the consumers. // Consumers will distribute study results via their Association.)

What to include in the budget section of grant applications for community engagement?

Funding to support CCI should be included in the research project budget. This further demonstrates the researcher's commitment to partnering with community members/consumers throughout the research lifecycle. Examples of potential budget items include:

- Sitting fees for meetings (e.g. number of community members/consumers involved x hourly rate x estimated number of hours)



- Travel and out-of-pocket expenses (e.g. car parking and public transport tickets)
- Catering (e.g. tea, coffee and food at meetings)
- Training and support (e.g. consumer advocacy training)
- Conference fees (e.g. registration, travel and accommodation)
- Administration (e.g. printing and postage)
- Communications (e.g. website development, promotional brochures and videos)

As a guide for payment amounts, refer to the [SA Health Reimbursement Policy](#).

Adapted from:

Butler, L. (2019). Writing Cancer Australia Priority Driven Collaborative Research Grants: Experiences and Insights, presentation at Flinders Centre for Innovation in Cancer, Adelaide.
Health Consumers Alliance of SA (2014), 'A Consumer and Community Engagement Framework for the South Australian Health and Medical Research Institute, accessed 21/08/19. https://www.sahmri.org/m/downloads/20140606_Health_Consumers_in_Research_Report_FINAL.pdf
National Health and Medical Research Council (2016), 'Statement on Consumer and Community Involvement in Health and Medical Research', accessed 21/08/2019. <https://www.nhmrc.gov.au/about-us/publications/statement-consumer-andcommunity-involvement-health-and-medical-research>

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