

Being a research advisor: role description

Getting involved in research at UCL

Are you a person living with dementia?

Are you family or a friend of someone living with
dementia?

Would you be interested in sharing your thoughts on
research projects?

Do you want to influence policy and research?

For further details please contact
Yvette Vermeer (Y.vermeer@ucl.ac.uk)
Jem Bhatt (Jemini.bhatt.15@ucl.ac.uk)

1- Role Description

Advisors in Public Research are wanted for the UCL-**S**tudy **U**ser **R**eview **P**anel (**SURP**).

At University College London we are starting a new group for family and friends of, and people living with dementia. Who would like to be meaningfully involved in research. This sheet contains information for people who would like to be research advisors.

2- What we are looking for and how will you be involved?

Research Advisors will have experience and knowledge of dementia and be able to

- Have an interest in talking about research
- Influence the future of dementia research at UCL
- Attend meetings at 1-19 Torrington Place, London, WC1E 7HB roughly 3-4 times a year
- Contribute to research projects by giving feedback over the phone, online or through the post
- Have time to attend meetings (preferably face to face or via telephone)

Aims of the Service User Review Panel (SURP)

We are inviting people living with dementia and supporters/carers to act as research advisors. We are finding new ways for people living with dementia and family and friends of to actively take part in research and to ensure that UCL's research benefits people affected by dementia.

As a member of **UCL-SURP** you will be involved in influencing research as it happens in the field of dementia at UCL. **UCL-SURP** is based at the Research Department of Clinical, Educational and Health Psychology at UCL, London.

What will you be helping us with?

We have various research projects. Below are some examples of involvement:

- Highlight any issues that people living with dementia may identify in research – wording and language used in consent forms or recruitment flyers
- Offer advice on methods for conducting research with people living with dementia – help inform interview questions for researchers as part of their protocol
- Share ideas or comment on any findings, and make suggestions about communicating the research

3- What happens if you get involved?

You would work in partnership with other family and friends of, and people living with dementia, academics and researchers. You do not need any previous experience, just a willingness to attend meetings and to give your perspective as someone with experience of dementia.

We will discuss beforehand when the meetings will take place and make sure you are informed of all the details through your preferred form of contact (email, telephone, post). The length of a group meeting may vary. Some meetings may be a couple of hours and others may be

longer. However, it is always your choice whether or not you wish to attend. Yvette Vermeer and Jem Bhatt (UCL) will arrange meetings on behalf of the research project.

The position is voluntary, but training and support will be provided, and all travel and out-of-pocket expenses will be reimbursed. Research advisors will also be reimbursed for their time, please see the “payment for your role” section.

You should live in London or have easy access to this area (nearest Tube: Warren Street, Goodge Street, Euston Square).

If you are interested in finding out more, please contact Yvette Vermeer via email y.vermeer@ucl.ac.uk or call 077 09 77 6290 or post address:

Yvette Vermeer
Maple House, Wing A
6th Floor
149 Tottenham Court Rd
London
W1T 7NF

4- Matters for consideration by research advisors: Important matters when in the role of research advisor

Conflicts of interest: Much research is commercially sensitive. Therefore, as an advisor, you will be required to disclose any involvement you may have with other organisations, government bodies or corporate / commercial interests if these could result in a conflict of interest with the work of UCL-SURP. For example, if you are already involved as an advisor or participant in other research projects.

Confidentiality: As an advisor of UCL-SURP you are asked not to share confidential information you may have received as a result of your position. If you are concerned about any aspect of the research this should be discussed with the project group or their contact person for complaints.

Support:

Advisors are able to access support and advice from Jem Bhatt (UCL-SURP Organiser) via email, telephone or in person. They may also email Dr Georgina Charlesworth (UCL-SURP Lead, g.charlesworth@ucl.ac.uk) or Jem Bhatt (UCL-SURP Organiser, jemini.bhatt.15@ucl.ac.uk) When needed the team will provide advisors with appropriate documents such as literature, glossaries of terminology, and we will support involvement by asking for regular feedback.

Payment for your role:

Reimbursements are in accordance with the INVOLVE¹ (2012) guidelines. Advisors on this project will be reimbursed for their time this includes travel expenses and out-of-pocket expenses. Refreshments will be provided where appropriate.

The below table outlines payment values:

Activity	Price Per Person
Travel Costs per day	Reimbursed
Tea/Coffee (half day)	Provided

¹ INVOLVE (2012) Briefing notes for researchers: involving the public in NHS, public health and social care research. INVOLVE, Eastleigh

or Lunch (full day)	
Half day involvement (3-4 hours with breaks included)	£75
Full Day involvement (with breaks and lunch)	£150

Further Information:

<http://www.ucl.ac.uk/pals/research/cehp>