

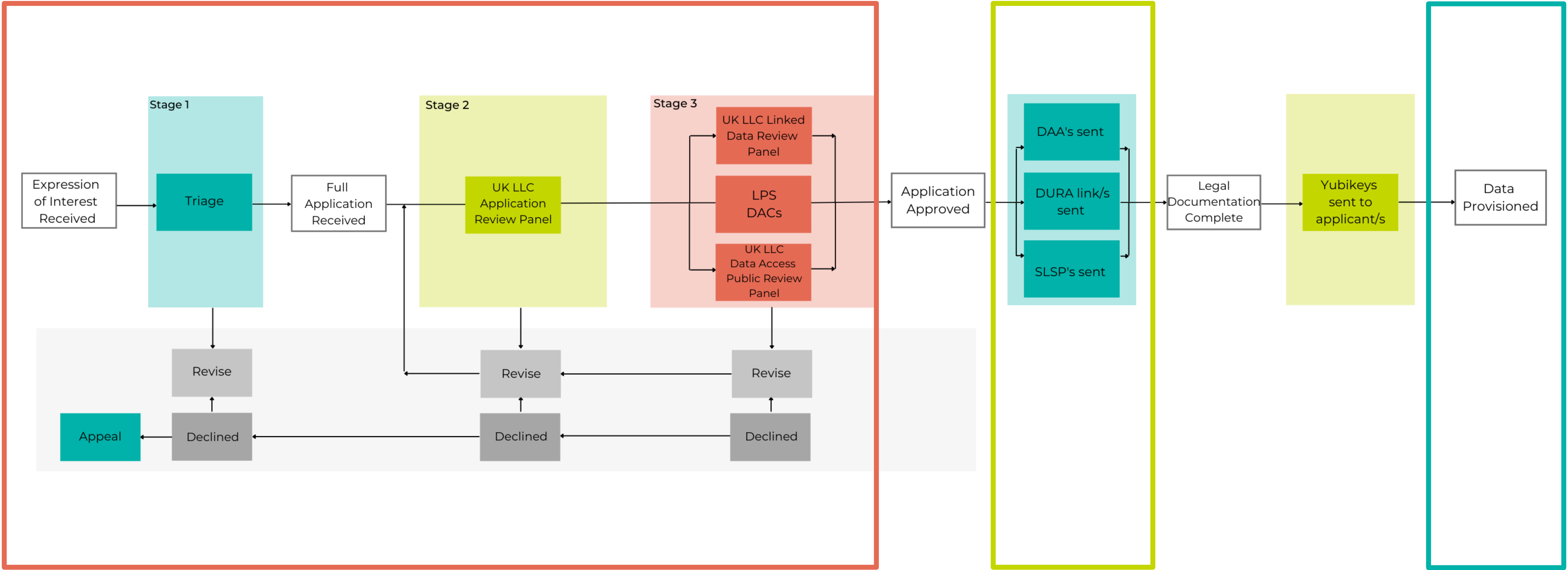
# CLOSER - UK LLC webinar: Public Involvement

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# Application Process Overview



*Kirsteen*  
Data Access Public Review Panel



# This session:



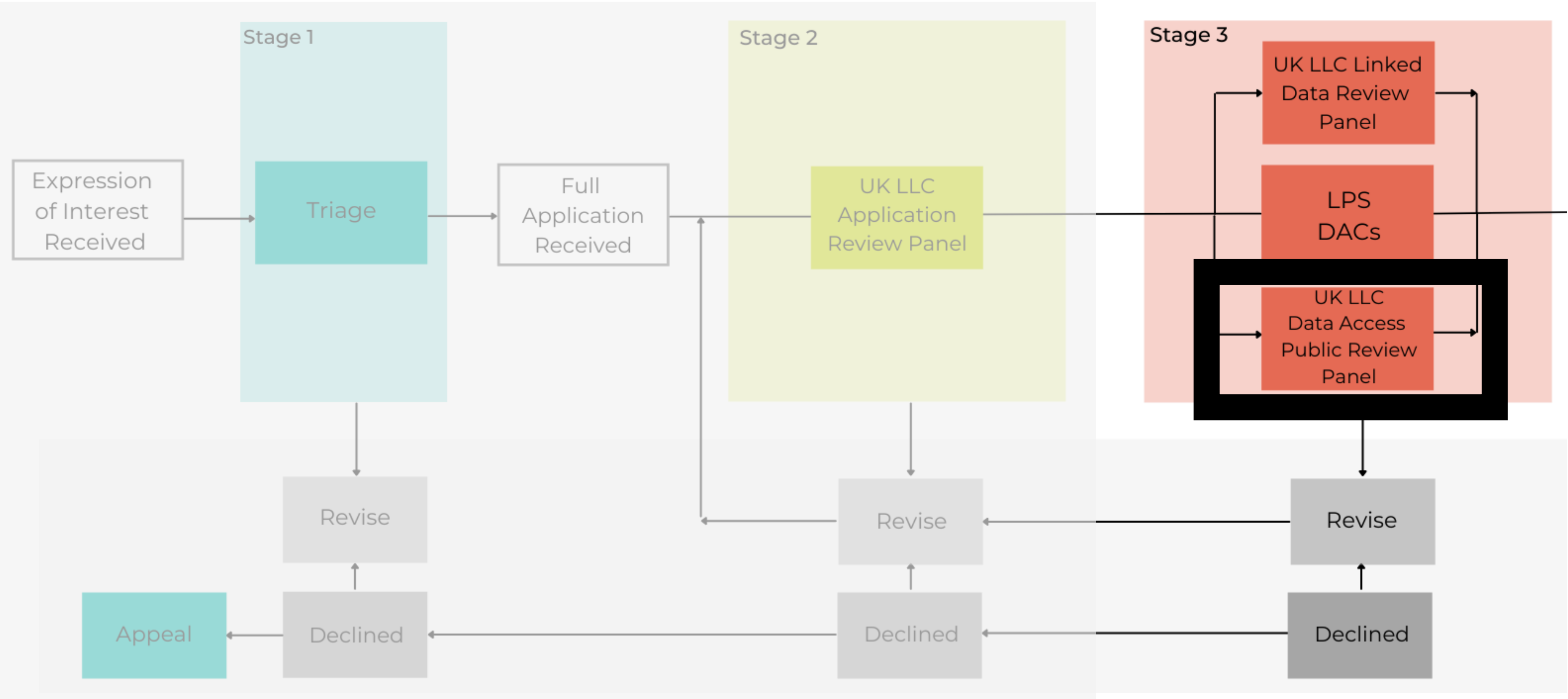
How the public are involved in the application process

What do applicants need to do?

What guidance is available?

FYI - The UK LLC Data Use Register

# How the public are involved in the UK LLC application process



**Data Access  
Public Review  
Panel**

# What is the Data Access Public Review Panel responsible for?



The panel meet monthly to:

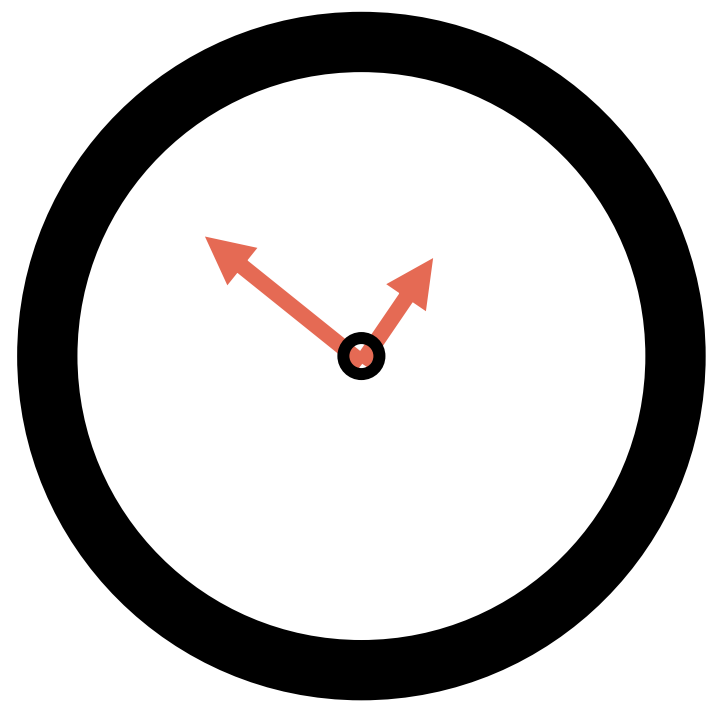
Review the lay summary, provide feedback until approved by the majority of the panel ✓

Review the public Involvement plans, taking into account the scope and scale of the project ✓

Review the anticipated benefits to the public and provide feedback and guidance where required ✓

# Attending the Data Access Public Review

## Panel meeting – what do applicants need to do?



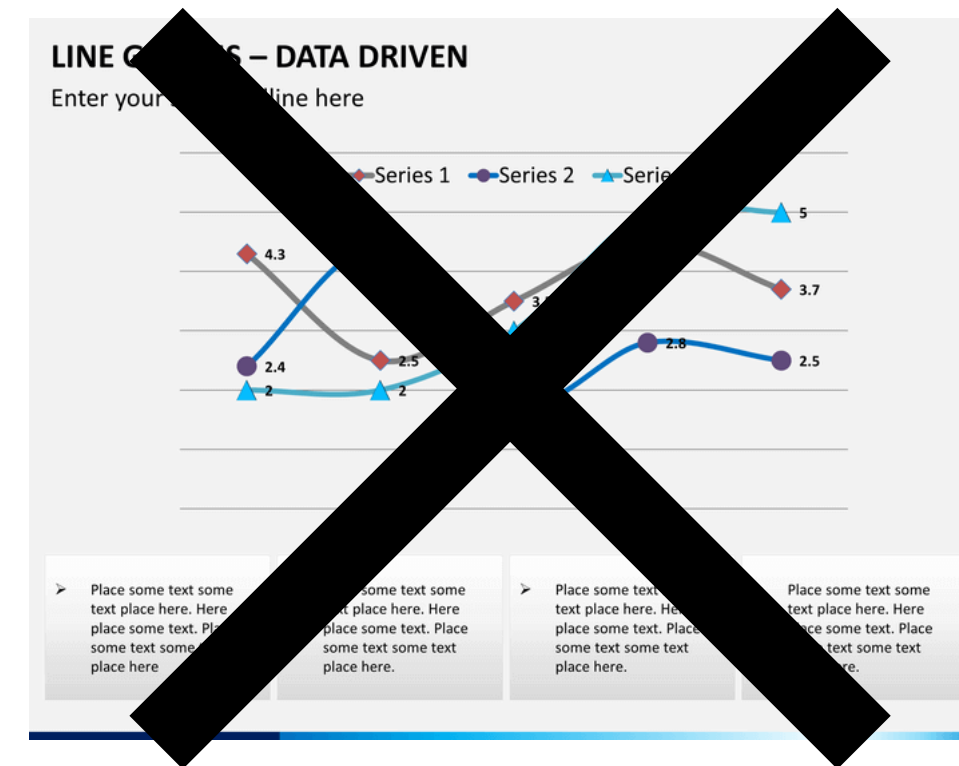
Turn up  
for your  
Zoom  
time slot



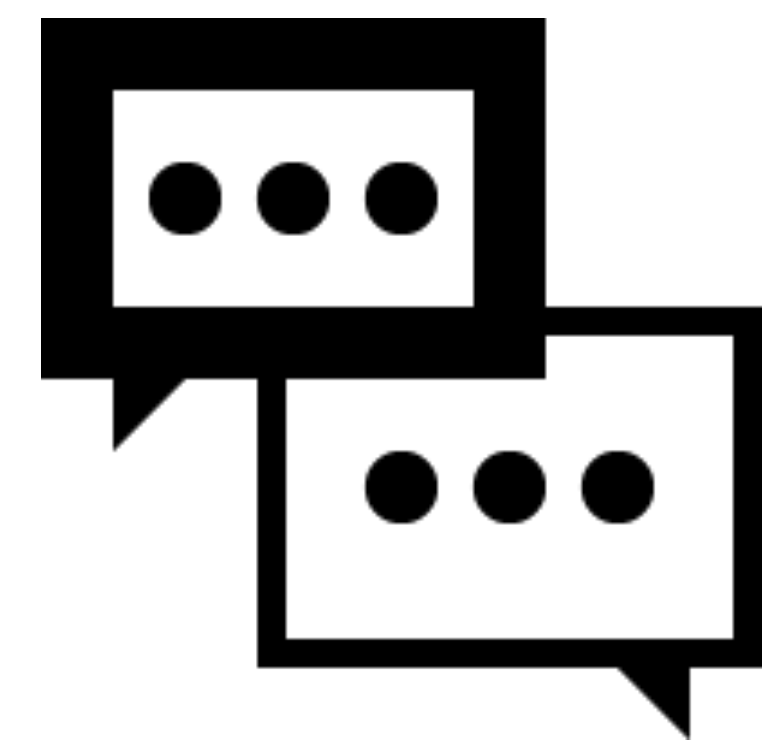
One  
applicant  
only to  
present

5 mins

Up to 5 min  
talk, focus  
on lay  
summary  
content



No  
PowerPoint



Up to 10 mins  
for the panel  
to ask  
questions



# What guidance is available for applicants?

## Writing a Lay Summary

This guide aims to provide you with the information you need to produce a lay summary that has the best chance of being understood and approved by the Public Review Panel on the UK LLC Data Access Committee.

### Answer these key questions:- (200 word limit)

What are you aiming to achieve?

What is your plan to achieve this and how will having access to the data be important?

How will this work benefit the public? Be specific if you can e.g., benefits to underserved communities, benefits to the economy, benefit to people with a certain health condition etc. Tell us how your work will be taken forward, even if that won't be by your team.

### Things to avoid:

Don't use scientific jargon.

Don't use acronyms, always write them out in full. Exceptions are where the acronym is more widely used by the public e.g. UK not United Kingdom, GP not General Practitioner.

Don't give too much detail on the background to the research question – focus on answering the key questions.

### Tips and Tools:

Always remember your audience – this part of the application is for members of the public. If they don't understand what you've written, you'll be asked to amend your lay summary.

## Public Review Panel

You need to present your project to the Public Review Panel. Presenting forms part of your application.

There will be a 15 minute time slot. There will be a 15 minute allocated time for your presentation.

Your time slot. We'd like to see your project. It should be based on the lay summary. After the meeting, anything that you want to discuss in the minutes of your meeting.

The lay summary and public involvement summary will be discussed for a period of four minutes.

Public involvement research Manager will be involved in these sections. In the event of a majority not being agreed, this will not hold up the other aspects of your application. This is due to COVID-19 research being a public health priority.

The minutes of these meetings will be recorded. Researchers and panel members will be given the opportunity to agree and request corrections before they are published on the UK LLC website and become public record.

### Tips and Tools:

Remember your audience – this part of the application is for members of the public. Write as you speak, not as you write. Use Plain English: [Free guides \(plainenglish.co.uk\)](https://www.plainenglish.co.uk/)

Read the text aloud. If you run out of breath before you've finished a sentence, it's too long. Keep sentences short, average 15-20 words.

## Short guides on:

Writing a lay summary & writing a public involvement summary – framework to follow, things to avoid, tips and tools for writing in plain English

How to prepare for the UK LLC Data Access Public Review Panel meeting – what to expect and prepare for before, during and after the meeting

# Writing a lay summary



## Use these questions to frame your summary:

What are the aims of your project and what is the plan to achieve this?

How will the data help you?

What are the benefits to the public?



# Writing a lay summary – real life examples

## Before:

Bringing all this information together in one place and linking it to information from NHS around things like when and where people have been ill, what treatments they have received will be an incredible amount of information to answer many research questions to better understand things like long Covid-19 and to help understand how to improve health services and treatments and therefore outcomes for people with Covid-19



## After:

Bringing this data together in one place and linking it to data from the NHS will help to answer many important research questions, including better understanding long COVID.

It will provide information to improve health services and treatments for people with COVID-19.

# Writing a lay summary – real life examples

## Before:

pre-existing health conditions

inform decisions about who  
should be prioritised for future  
COVID-19 booster vaccinations

Aspects of people's lives



## After:

had other health problems

Inform decisions about who  
should be put first on the list for  
future COVID-19 booster  
vaccinations

Information on people's lives

**Public Involvement – looking for specifics, not that someone somewhere runs Patient and Public Involvement**  
**If you're lucky enough to have someone who delivers this, ask them for this content.**

# UK LLC Data Use Register

<https://ukllc.ac.uk/data-use-register/>



## Data Use Register

Our Data Use Register provides information on every application we receive to access data held within the UK LLC Trusted Research Environment. This register is updated monthly.

Click on application ID for more information, including datasets requested, lay summary and results and impact.

APPLICATION ID	PROJECT TITLE	LEAD APPLICANT	ORGANISATION NAME	APPROVAL DATE	APPLICATION STATUS
<a href="#">llc_0009</a>	Understanding the impacts of healthcare disruption on health	Mark Green	University of Glasgow	06/01/2022	Approved
<a href="#">llc_0008</a>	Risk factors and prediction models for long COVID: analysis of longitudinal cohort studies with linked NHS data	Yinghui Wei	University of Plymouth	06/01/2022	Approved
<a href="#">llc_0007</a>	Multi-Longitudinal Cohort Study into occupational factors and COVID Risk as part of PROTECT National Core Study	Matthew Gittins	University of Manchester, Thomas Ashton Institute (academic)	28/10/2021	Approved

# Thank you