

Writing Successful Patient-Oriented Research Project Proposals using the the Patient Oriented Research Level of Engagement Tool (PORLET)

Suggestions from Patient Partner Reviewers

While reviewing proposals, Patient Partners use the **PORLET** to measure the level of patient engagement on patient-oriented research (POR) projects.

When relevant, the **Indigenous Research Level of Engagement Tool (IRLET)** is used to measure the level of Indigenous engagement on a project.

This is separate from scientific merit; the scientific merit of SHRF applications, for example, is reviewed by a peer review committee while applications for SCPOR traineeships are reviewed by the SCPOR Scientific Director, or a committee, if specified within the call's application guide.

- 1 The PORLET Companion Document enhances the PORLET and is meant to be used in conjunction with the PORLET. Together they make a handy tool for writing project proposals.
- 2 Patient Partners score all five criteria of the PORLET when reviewing a POR project proposal. They are looking for clear, well-explained evidence that Patient Partners are equal members of the research team.
- 3 It is important to describe how Patient Partners will be or have been engaged in each step of the research process. Avoid making broad, generic statements about patient engagement using exact language from the PORLET.
- 4 Use the word count wisely. The more the reviewers know about how the Patient Partners are being engaged, the better the PORLET score will be. Only what is written can be scored.
- 5 It is ideal to have two or more Patient Partners on a POR project. An individual with lived-experience, family or friends who act as informal caregivers, communities or public representatives, and individuals from patient organizations can all be considered Patient Partners.
- 6 Patients who are subjects of the research are not considered Patient Partners. If the only form of patient engagement is a focus group, or if Patient Partners are only named on and updated about the project, it is not POR.
- 7 Patient Partners are a significant part of the decision-making process in POR, and their role in the decision-making process should be clearly described in all stages of the research project.
- 8 Explain how and when Patient Partners became part of the team. Aim to involve Patient Partners in the research team as close to the beginning of a project as possible, including in the development of research questions and the proposal writing stages.
- 9 Patient Partners may be engaged at all levels of research except where it is not ethical, suitable, or appropriate. Patient Partners should be engaged to the degree they are comfortable.
- 10 Seek input from Patient Partners about what they want the project to measure and how outcomes might be measured. Clearly articulate these goals and outcomes within the proposal.
- 11 Include a detailed description of how Patient Partners will be involved in knowledge translation activities, including the planning and implementation of how findings will be shared.
- 13 Describe how Patient Partners will be supported in their engagement (e.g., trainings, assistance with data analysis, mental health support).
- 14 Patient Partners should be offered compensation or honoraria for their contributions as POR team members. (See SCPOR's Honoraria Policy.)