**Suggested amendment to NIHR Standard Application Form (SAF)**

**Issue and context**

There is currently a requirement for all SAF applicants to provide a CV detailing their qualifications, employment, publications and research grants. Feedback from the SAF pilot has identified that this is not fit for purpose when members of the public (e.g. patients, service users, carers) are applicants.

The way in which the supporting management information system is structured has an impact on how questions are phrased, where they occur in the system and where accompanying guidance is best provided. This is why two options (see below) for the request for information are offered.

However the two key requirements are that:

* a different question (or instruction) and guidance is required to elicit relevant information from patients / service users and carers who are applicants
* patients / service users and carers are given a separate text box to use and are not required to insert information under the current CV headings (qualifications, employment, publications and research grants).

**Draft text**

**Request for information - Option1**

**Patient / service user or carer applicants**

Please tell us about your knowledge, skills and experience that are relevant to this application. You are not required to provide a CV. Please read the guidance provided on information to include.

**Request for information - Option 2**

Patient / service user or carer applicants are not required to provide a CV. You are however required to provide information about your knowledge, skills and experience that are relevant to this application. Please read the guidance provided on information to include.

**Guidance:**

We recognise and value the varied perspectives that patients / service users and carers bring to a project as applicants. In this section, please provide a summary of any relevant knowledge, skills and experience that you will draw upon to contribute to this project.

This could include information about:

* Previous or present work (paid or unpaid) with any relevant organisations
* Links with any relevant groups, committees, networks or organisations
* Experience of particular health conditions, treatments, use of services - or as a member of a particular community
* Knowledge and experience of research including previous research undertaken
* Knowledge and experience of patient and public involvement including previous involvement activities
* Skills from any other roles that are transferable
* Relevant qualifications, training and learning

The bullet point list above is not exhaustive. Please include anything else that is relevant to the application.

**INVOLVE Coordinating Centre**

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