



## Payment and Reimbursement Rates for Public Involvement \*

### 1. Principles of payment

As a Public Reviewer you will be offered a payment when we ask you to undertake a specific task or for attendance at workshops.

All payments offered for tasks or commitments to be undertaken are called *panel payments*. They recognise the contribution that you as a patient, carer or member of the public make to our work. The payments are *not* based on an hourly rate for the tasks concerned and do *not* mean that you have a contract of employment with the HRB. We will make it clear to you what the payment will be at the time you are offered a task.

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\*This form has been adapted from the NIHR reward and recognition for public contributors: a guide to honorarium, travel and subsistence payments, with the permission of the NIHR Central Commissioning Facility.

## 2. Who is eligible for payment?

If you *do not* receive a full-time public-sector salary you will always be eligible to receive these *panel payments*.

If you *do* work full time in the public sector, you may still be entitled to these *panel payments* provided that:

- Your paid employment is totally unrelated to the activity being asked of you by the HRB and
- You intend to undertake the task for the HRB in your free time, such as through taking annual leave or outside your normal working hours

If this applies to you, you will be asked to confirm that this is how you will get the task done.

## 3. Arrangements for payment

When you have completed your task, we will ask you to fill in and return a simple claim form which will be sent to our finance department. We will require your date of birth, PPS number and address to be included on this form for the revenue purposes highlighted below. We can retain a copy of your personal details for future payments should you agree to this.

The HRB is legally required to retain a record of your personal details after payment for a period of 7 years. However, we will never use your details for any other purpose without your consent.

On occasion, it can take up to 9 weeks for the HRB to make the payment to you after the deadline for review. We will work to ensure payment is made in as timely a manner as possible.

You are not obliged to accept the *panel payment* that is offered to you. If you prefer not to receive it, just tell the member of HRB staff who has asked you to undertake the task.

**Payments can only be made directly to you as the panel member (not to charities, companies etc.) If you choose to donate the *panel payment* to a charity or organisation of your choice, you must first accept the payment and then donate in your own name. It is not possible for the HRB to donate directly on your behalf.**

## 4. Tax and PRSI

If you do accept *panel payments*, these become part of your overall income and are subject to potential income tax or PRSI contributions. You will be reminded of this each time we ask you to undertake a task.

The HRB are required to apply tax to *panel payments* and we will need to report it to Revenue. While the level of tax you pay will depend on your own personal situation, our finance team have a process in place where the higher rate of tax is charged for all payments (40% PAYE & 8% USC). The reason for this is to ensure no one completes work for us which leaves them with an unknown tax liability, i.e. we have charged only 20% tax rather than what could be a necessary 40%. Our finance team advise people to contact revenue directly to receive any refunds which may be due.

Payments are made in line with the HRB Payroll monthly cycle which occurs on the 28th day of the month, with panellists being paid within 14 days of this date, dependent on whether they have Irish or Non-Irish based bank accounts. Payslips are issued by post after any HRB payments are made. This will provide a breakdown of the tax applied.

## 5. Public Reviewers who receive benefits

If you are receiving any benefits from the Department of Social Protection or are a medical card holder, there may be implications for you if you accept any panel payments from the HRB. It will be your personal responsibility to find out about any implications.

## **6. Rates of payment**

All the rates shown below are based on rates approved by the HRB. The rates will be subject to review from time to time. You will always be offered and receive the up-to-date rate. The categories of payment within the HRB are:

<b>Involvement Rate</b>	<b>Type of activity</b>
€150	For reviewing one research proposal
€75	For attendance at a HRB training workshop which equates to approximately half a day's activity.
€50	For attendance at a HRB training workshop or scheme information session which equates to up to two hour's activity.

If the requirements of the task we have asked you to undertake are reduced because of changes from a HRB perspective, we will honour the amount of panel payment we originally offered you. Any changes of this type will be confirmed to you by email.

## **7. Travel**

Most of our workshops/scheme information sessions are held online via Zoom thereby incurring no travel costs. In some instances, the HRB may offer you the opportunity to attend a half-day or two-hour training workshop or scheme information session in preparation for your role as public reviewer. If you attend either of these with the HRB, your travel costs for the trip will be covered by the HRB at a standard rate as outlined below. This is in addition to the panel payment of €75 or €50 for attending the workshop or information session. Refreshments and lunch will also be provided by the HRB on the day.

<b>Travel Expense Rate</b>	<b>Travelling from</b>
€30	County Dublin
€75	All other counties outside of Dublin

## **8. Other costs**

### **Phone calls**

The HRB will call you or offer to call you back if you contact them so that you do not incur phone charges.

HRB PPI Team  
September 2024 (Updated)