

Document Title	SPIN-D - Co-applicant Role Descriptions
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Developer (2a)	MR: SPIN-D. BW: SPIN-D.
Contributor / Reviewer (2a)	SPIN-D Co-production and Involvement Team Members
Lived experience Co-applicant role, SPIN-D Dementia Network Plus	

**SPIN-D is a new network to strengthen understanding, involvement, and innovations in dementia prevention research.  
SPIN-D stands for Sustainable, Prevention, Innovation and Involvement Network.**

This document describes the role of co-applicants with lived experience in SPIN-D.

**This document has been developed between:**

- Martin Robertson (SPIN-D co-applicant who lives with ...Bettina Wallace (SPIN-D co-applicant who is....)
- Clare Hammerton and Kristin Liabo (SPIN-D Strategic Co-production and PPIE co- leads) and TIDE, Innovations in Dementia, and Chinese Wellbeing (SPIN-D Strategic Co-production Partners (SCP))

**This document outlines the role and activities of SPIN-D co-applicants.**

It will be shared throughout SPIN-D to help clarify the role of co-applicants. It will also clarify how SPIN-D will structure itself to support the involvement of co-applicants; the Core Lived Experience Group; and people and carers living with dementia and members of the public who are involved.

This document is both generic, whilst it also aligns with the individual interests and availability of our two co-applicants. It will be reviewed every 6 months (date for review).

### **Expectations from SPIN-D**

- All interactions throughout the network that co-applicants are involved in are guided by the principles of honesty, integrity, and empathy.
- Thirty-minute pre-meetings will be arranged for the Management Group meetings a few days before.
- Co-applicants to receive a hard copy of the meeting agendas and papers a week or more before the Management Group meetings.
- Co-applicants will have a named point of contact within SPIN-D to assist with all queries and concerns.

### **Involvement Activities**

- Co-applicants will be involved as members of SPIN-D Management Group
- Co-applicants can be involved as members of SPIN-D Core Lived Experience Group and involved in SPIN-D activities such as the Funding Sandpits, Knowledge Exchange, and Engagement Events

### **Key contacts for co-applicants include:**

- SPIN-D Public and Patient Involvement and Engagement (PPIE) Co-ordinator (Debra Gingell) who will support the PPIE and co-production through the network.
- SPIN-D Strategic Co-production Partners (TIDE, Innovations in Dementia, and Chinese Wellbeing), who will support the Core Lived Experience group and the co-production and PPIE through the network.
- SPIN-D Co-production and PPI leads, Clare Hammerton and Kristin Liabo will engage with SPIN-D network partners and members.
- SPIN-D Workstream Leads. Will work in collaboration with Co-applicants, members of the Core Lived Experience Group, the Strategic Co-production Partners, the PPIE Co-ordinator, and the Co-production and PPIE Leads, to enable the equal involvement of people and carers in the development and delivery of activities.

**Responsibilities of lived experience co-applicants:**

- Represent the interests of people and carers living with dementia, families, communities, and potentially members of the Core Lived Experience Group, to Management Group discussions.
- Prepare for Management Group meetings by reading through meeting papers, actively seeking advice and information in advance of the meeting if anything is unclear. (All papers in hard copy sent 1 week before. No acronyms. Pre-meet 30 mins day before – booked in advance)
- Participate at Management Group meetings with a focus on lived experience and the inclusion of the perspectives of people and carers living with dementia, families, communities, in discussions. (For example, asking questions such as ‘what is the involvement of people in the co-production’, ‘is there a role for people with lived experience to be involved in this decision’, ‘how you will bring people with lived experience into co-design this’, ‘does the language, or timing fit with people with lived experience’).
- Advise the PPIE co-ordinator, Coproduction and PPIE leads, and the Strategic Co-production Partners on outreach activities, to represent diverse perspectives from across the UK.
- Connect with PPIE representatives and co-applicants in other Dementia Networks to learn best practice and share what is and is not working well across the networks.
- Present possible solutions to challenges in relation to the involvement of people and carers living with dementia, families and communities.
- Report and engage with the Management Group, Coproduction and PPIE Leads, and/or PPIE co-ordinator when something is, and is not working well.