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| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Project** | **Type of involvement** | **Who took part** | **Outcome\*** | **Impact\*\*** | **Reflections/learning** |
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**Public Involvement Log**

\*Outcome: Immediate, demonstrable change

\*\*Impact: Sustained change, can be intended/unintended, positive/negative

The public involvement log can be used throughout your research as part of a documentation and learning process. It can be updated regularly for you to record your activities and address any issues arising/difficulties noted, making changes where required.

Recording and reflecting on your activities can be the first step in evaluating your public involvement work and will help you identify areas where impact can be noted, and also the potential to broaden impact on any particular project or in future work. It is important to remember that you will need to revisit the log at different time points after any involvement activity, in order to fully reflect on outcomes and impacts.

The log categories can be further understood as:

* **Date:** When the activity took place
* **Project:** Project in which involvement is taking place
* **Type of involvement**: Could relate to any number of involvement activities but may include an initial idea, the planning phase of a project, an email, telephone conversation or a more formalised Public Involvement event that is conducted as part of a project
* **Who took part:** Names/numbers/roles, as appropriate
* **Outcome:** Immediate, demonstrable actions/ change
* **Impact:** Sustained change, this can be intended/unintended, positive/negative.

Please note that a challenge in measuring/capturing impact of public involvement is that it is not always directly attributable to a given action. These impacts should still be captured and reported.

* **Reflections/learning:** Reflect on the public involvement in terms of what was achieved and/or could be done differently. This will help you identify areas for potential future change and overall learning.