*Guide to Partner Letter of Support*

*This guide has been developed to assist applicants and partners to ensure they cover information needed in partner letters.*

**Partner Name and Letterhead**

Date:

***[Include Application number and title]***

***[Brief introduction of Partner]***

Please include:

* information about the Partner organisation
* previous Partner collaborations
* Partner organisation’s capacity to use the findings to influence policy decision making and health system performance and a record of achievement in effecting such changes
* experience and success in drafting health policy or delivering a health program or health service

***[Research question or problems that the policy/practice partner(s) need answered or solved]***

***[Anticipated outcomes of the project and relevance for partner agency]***

***[Partner Investigator(s)]***

Name, contact details and brief background.

Please list their:

* relevant experience and authority to support the partnership
* evidence of leadership in the relevant field
* experience of translating research findings into policy and/or practice
* evidence of successfully implementing change in a field relevant to the proposal

***[Proposed governance or partnership arrangements]***

Describe the proposed governance or partnership arrangements.

***[Type of contribution, for example]***

*For example:*

**Cash: $230,000.00**

**In-kind: $285,000.00**

**Total: $515,000.00**

Detail contributions to the project and ensure that cash or in-kind contributions are identified and that they are in accordance with NHMRC Partnerships for Better Health - Partnership Projects Funding Rules.

*Details of contributions e.g*

The cash contributions to support staff as follows:

* Project staffing for the 5 year duration totalling $230,000. Staff will be employed to analyse statistical data and produce reports reflecting the findings FTE 1.0 for year 1. FTE 0.5 for year 2 and 3. FTE 0.2 for year 4. FTE 0.1 for year 5.

The in-kind contributions are represented by:

* Materials and office costs such as printing and courier @ $5,000 per year ($25,000)
* Human Resource support: eg, participation in a project steering committee FTE 0.1 for the 5 years ($50,000)
* A dedicated Project Manager to oversee progress and liaise with CIA for the 5 years FTE 0.2.

$2,000 per year – travel expenses of staff attending partnership meetings and other related travel. A total of $10,000.

***[Include summary table of total contributions and breakdown over the project timelines]***

*For example:*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type** | **Support** | **2014** | **2015** | **2016** | **2017** | **2018** |
| **Cash** | Cash support for Project staffing | $100,000 | $50,000 | $50,000 | $20,000 | $10,000 |
| **In-kind** | HR | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 |
| **In-kind** | Materials | $5,000 | $5,000 | $5,000 | $5,000 | $5,000 |
| **In-kind** | Project Management | $40,000 | $40,000 | $40,000 | $40,000 | $40,000 |
| **In-kind** | Travel and Accomm | $2,000 | $2,000 | $2,000 | $2,000 | $2,000 |
|  | **Annual Total** | $157,000 | $107,000 | $107,000 | $77,000 | $67,000 |
|  | **Project Total** | **$515,000** | | | | |

***[Annual Report]***

[Include URL for the most recent annual report: XXXXXX] If an Annual Report is not available an upload of an Audit Report will suffice with an explanation as to why an Annual Report is not available.

***Registered ABN:*** (Not applicable to an overseas partner)

***[Include consent for NHMRC to identify partners in successful applications in media releases, on the NHMRC website and in future NHMRC Partnership Projects documentation.]***

***[Signed]***

To be signed by an officer who has the authorisation to expend the partner’s money and resources.