*Guide to Partner Letter of Support
(maximum 5 A4 pages, one letter per Partner Organisation)*

This guide has been developed to assist applicants and partners to ensure they provide all information required in partner support letters.

**Partner Name and Letterhead**

Date:

**[Include Application number and Application 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)]**
*(If the Partner Investigator is a named CI or AI on the application, indicate this in the part of the application form where the PI name is entered (Additional Roles: CI, AI, Neither). In addition, indicate this dual role where the applicant is added to the Research Team i.e. either* Relevant background and expertise *(CIs and AIs) or* Position *(applies for AIs only).)*

**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.

**[Contributions[by type of contribution]]**

*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 Partnership Projects 2021 Grant Guidelines.

*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: e.g., 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 Accommodation | $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** |

*NOTE: Partner Organisation Contributions must also be provided in the Sapphire Application Form under Partner Details – Contributions tab, to provide NHMRC and assessors a consistent view of all partner contributed budgets. Ensure that the budget information in this letter matches the data entered into the Sapphire application form.*

**[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. If there is no Annual Report, provide an explanation here.

**Registered ABN*:*** (Not applicable to an overseas partner). *Please ensure that the ABN entered or shown in the application form is correct and matches the ABN provided in this partner letter.*

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

*NOTE***:** Consent check box is also included in the application form.

***[Signed]***

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

*NOTE*: Partner Organisations must be listed on the application form from a drop down list of Partner Organisations. If your Partner Organisation is not listed, please contact the Research Help Centre and provide the Partner Organisation Name, address and ABN.