



# Prevention Research Support Program

Round Six

July 2022–June 2026

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## INSTRUCTIONS FOR APPLICANTS



# Introduction

The purpose of this document is to provide applicants with guidance in preparing their application for Round Six of the Prevention Research Support Program. It explains what information is required for each question in the Application Form and how much detail should be included.

## 1. About the Application Form

The Application Form has been designed to enable text boxes to be expanded. When supplying the requested information, the maximum length stipulated should not be exceeded. Where the Form uses tables, applicants may insert additional rows or duplicate tables where necessary. When inserting text, use at least font size 11.

Throughout the Form, check boxes have been used. To check the box, click on the box once. To uncheck, click the box again.

Where the Form requests an attachment a  symbol has been used.

For questions related to the Application Form and instructions, please email [MOH-PRSP@health.nsw.gov.au](mailto:MOH-PRSP@health.nsw.gov.au).

## 2. About the Selection Process

For details of the Selection Process, please refer to Section 3 of the *NSW Health Prevention Research Support Program Information Kit for funding Round Six, July 2022–June 2026*.

## 3. Submission of the Application Form

An electronic copy of the Application Form and attachments must be emailed to the Ministry of Health at [MOH-PRSP@health.nsw.gov.au](mailto:MOH-PRSP@health.nsw.gov.au).

Applications must be received by **11.59pm Sunday 28 November 2021**.

## 4. Eligibility Criteria

The information provided by applicants in response to the questions in Section 1 of the Application Form will be used to determine the applicant's eligibility for the PRSP. Applicants are only eligible for consideration under the PRSP if they meet all eligibility criteria.

Applicants must meet all eligibility criteria (and will be assessed in relation to selection criteria) in their own right. Therefore:

- a. applicants must not attribute to themselves the income, staff, students, publications or management structures of other parts of their parent organisation which are not relevant to their own research activities;
- b. collaborations may only include in their application those funds, staff, students etc relevant to the research conducted by the collaboration. Staff conducting research not relevant to the collaboration, or funds obtained in relation to such non-relevant research, or students supervised in areas of non-relevant research, are not to be included in the application; and
- c. funds, staff, students etc cannot be counted in more than one PRSP funding application.

## ELIGIBILITY CRITERION 1:

The applicant is, or is part of a parent organisation which is, a legal entity.

Provide a brief description of the applicant (maximum 250 words).

### **Include:**

- the type of organisation or collaboration applying for PRSP funding;
- evidence that the applicant meets the PRSP definition; and
- the vision, purpose and objectives of the applicant.

### **For collaborations** (maximum 250 words):

- show that the collaboration has been demonstrably present and separately identifiable from member organisations since July 2017; and
- explain why the collaboration contributes to the PRSP objectives, over and above the contributions made separately by its member organisations.

**Do not include the management structure of the applicant**, as this should be described under eligibility criterion 7.

**For applicants which are a discrete unit within a parent organisation:** when describing the vision, purpose, objectives and research focus, only include those of the discrete unit, not of the parent organisation.

**For collaborations:** when describing the vision, purpose and objectives, include those of the collaboration, not of the member organisations.

## ELIGIBILITY CRITERION 2:

The research focus of the applicant is primarily prevention research.

Provide evidence that the research focus of the applicant is primarily prevention research (maximum 250 words).

In addition, complete Selection Criteria 1(c) and 1(d) and estimate the proportion of the applicant's research staff time from 1 January 2017 to 30 June 2021 that had a prevention focus.

Note that throughout the PRSP documentation, the term "prevention research" is used to cover both prevention AND early intervention research. Please refer to the definition of "prevention research" in Section 1 of the *NSW Health Prevention Research Support Program Information Kit for funding Round Six, July 2022–June 2026*.

## ELIGIBILITY CRITERION 3:

The applicant is fully located in NSW.

Applicants (including all member organisations of collaborations) must be fully located in NSW.

Provide contact details of the applicant.

**For collaborations:** include contact details for each member organisation. Please copy and insert duplicate tables as necessary.

## ELIGIBILITY CRITERION 4:

The applicant can demonstrate how their current research activities are consistent with NSW Health state-level priorities.

Applicants must demonstrate how their current research activities are consistent with the directions of the Premier's Priorities or NSW Health state-level priorities, plans or strategies (maximum 500 words). The latter may include any overarching strategic plans produced by the Ministry, Pillars or other NSW Health entities. Links to websites demonstrating relevant work of the applicant can be included (and need not be included in the word count).

## ELIGIBILITY CRITERION 5:

The applicant has sufficient existing capacity to support future sustained growth.

Applicants must demonstrate existing capacity and critical mass in conducting research. The applicant must be in a secure position to support its operations with or without PRSP funding.

Provide details regarding core infrastructure funding, senior research staff and research income of the applicant in response to criteria a, b, c and d below.

**(a) The applicant must be able to describe their core infrastructure funding and demonstrate that, from 1 January 2017 to 30 June 2021, it has been provided by sources other than the PRSP.**

List the source of infrastructure support from all sources other than the PRSP. Identify whether each contribution is financial or 'in-kind'. Where possible, provide an estimate of the dollar value of the infrastructure support.

**Include:**

- core infrastructure funding from a parent organisation;
- other infrastructure grant income; and
- in-kind support.

Comments relating to the impact of COVID-19 are not mandatory but may be provided for further context.

**(b) Impact of receiving PRSP funds on future infrastructure support**

A duly authorised representative of the applicant's parent organisation will be required to confirm that existing infrastructure support identified at 5(a) above will continue to be allocated as it would have been in the absence of PRSP funds (see *Certification of duly authorised representative of the applicant's parent organisation*).

The expectation that existing infrastructure funds will continue to be allocated to the applicant is to protect PRSP funding as an addition to, and not a replacement for, core funding of applicants.

**(c) The applicant must demonstrate that they have the equivalent of two senior full-time research staff whose salary is securely funded.**

List all senior research staff. Include the designation and the source of funding for the position.

**“Senior” researchers** are those employed at least at the NHMRC PSP4 level (experienced postdoctoral researcher), or equivalent in terms of both research experience and remuneration level.

A **“securely-funded” position** is an ongoing position that is not dependent on PRSP or project/program grant funding. Fellowships and positions that come up for renewal at regular intervals are acceptable.

**Calculate total full-time equivalent (FTE) research staff** by first estimating, for each researcher, the proportion of a full-time position that the researcher devotes to the research activities of the applicant, e.g. 20% of a full-time position = 0.2 FTE; and then aggregating these FTEs.

**(d) The applicant must demonstrate that they have been awarded total research income of at least, on average, \$1.3 million per annum from 1 January 2017 to 31 December 2020. Some of this funding must be from peer-reviewed sources.**

Provide details and a summary of all peer-reviewed (i.e. those reviewed by a panel of experts) and non-peer-reviewed grant income awarded for research projects or programs from 1 January 2017 to 30 June 2021.

Attribute the full value of the funds in the year that they were awarded, i.e. a grant with funds to be spent over several years will have the full amount of the funding attributed to the year notification was received that the funding application was successful.

Include all investigators; **with those who are employed by the applicant in bold type.**

**Non-peer-reviewed grant income may include:**

- consultancies;
- commissioned research;
- competitive tenders; and
- industry grants.

**Note:** Project or program grants from NSW Health (NSW Ministry of Health, NSW Health Pillars, other NSW Health entities or Local Health Districts/Specialty Health Networks) may be included in either ‘peer-reviewed’ or ‘non-peer-reviewed’ grant income categories, depending on the nature of the granting process.

**Do not include:**

- infrastructure or core funding for Universities (e.g. Research Block Grants funding);
- infrastructure funding from other sources (e.g. the NHMRC Equipment Grants or the NSW Medical Research Support Program);
- infrastructure funding from involvement in co-operative research centres;
- general recurrent funding from any source;
- funding from previous rounds of the PRSP;
- any research income that was included in a successful application for funding under the NSW Medical Research Support Program;
- fellowships;
- scholarships;
- proceeds from the commercialisation of research;
- philanthropic fund-raising or commercial sponsorship; or
- income from consultancies or other projects that would not be considered research under the ABS Australian Standard Research Classification.<sup>1</sup>

<sup>1</sup> <https://www.abs.gov.au/ausstats/abs@.nsf/2f762f95845417aeca25706c00834efa/0AE8BF69A3BC432FCA25697E0018FB93?opendocument>

**Where the grant is shared with one or more other institutions:** include only the amount applicable to the applicant.

**For collaborations that have not been in existence since January 2017:** include the research income of the collaboration for the period of its existence and the research income attributable to the senior researchers of the collaboration for the period from 1 January 2017 to the date of establishment of the collaboration.

Comments relating to the impact of COVID-19 are not mandatory but may be provided for further context.

## ELIGIBILITY CRITERION 6:

The applicant is not-for-profit.

All applicants must be, or be part of an organisation that is, not-for-profit.

Identify whether the parent organisation of the applicant is a university or a Local Health District/Specialty Health Network.

If not, please demonstrate that the applicant is, or is part of a parent organisation that is, not-for-profit (maximum 250 words).

**For applicants which are collaborations with a number of parent organisations:** all member organisations must be not-for-profit.

## ELIGIBILITY CRITERION 7:

The applicant is a discrete operational entity.

### (a) The applicant must demonstrate that it has a defined management structure.

Describe the management structure of the applicant (maximum 250 words).

#### Include:

- a description of the different elements of the management structure;
- a diagram of the management structure, where available;
- names and affiliations of all members of the applicant's Governance Board and the date of their appointment to the Board; and
-  evidence that the applicant is separately identifiable from its parent organisation or collaborative member organisations (e.g. an operational or strategic plan, an annual report or a website).

### (b) The applicant must demonstrate that it has sufficient independence to determine its own research directions and use of funds and the ability to report on the use of funds.

Describe (maximum 250 words) how the management structure provides:

- autonomy over decision-making processes in regard to research directions; and
- identifiable budgets for the operations of the applicant including control over these budgets and that the applicant is able to account for the use of funds, e.g. the whole of the PRSP granted funds will be applied to the applicant's activities and that no part of those funds will be provided to the parent organisation or other units or programs of the parent organisation, for purposes not associated with the research work of the applicant.

**For collaborations:** Nominate the organisation to which PRSP funds are to be paid (if successful).

- (c) **The applicant must demonstrate that it has a director (or equivalent) with experience in the areas of prevention research conducted by the applicant (including a track record of peer-reviewed publications) and appropriate post-graduate qualifications.**

Provide contact details of the director of the applicant. When listing the salary source of the director, include specifics such as source of grant money (if applicable) and whether the director is supported by PRSP funds.

 Attach a brief curriculum vitae for the director of the applicant which details relevant qualifications, affiliations, experience and key publications.

**If the applicant is a unit of a parent organisation, or a collaboration:** the director nominated in the application must be the director of the applicant unit or collaboration, and not only the director of the parent organisation (or one of them).

- (d) **Applicants that are collaborations must demonstrate that they have a written agreement between the Chief Executives of their member organisations formalising the collaboration.**

 **For collaborations:** Attach a written agreement between the Chief Executives of the member organisations formalising the collaboration, e.g. Memorandum of Understanding.

### ELIGIBILITY CRITERION 8:

The applicant has formal links with relevant policy or service branch(es) of the NSW Ministry of Health, NSW Health Pillar(s) or other NSW Health entities<sup>2</sup> AND with at least one Local Health District/Specialty Health Network.

This criterion aims to strengthen the participation of policy makers and health services in setting the research agenda of the PRSP recipient, to maximise alignment of the research of PRSP recipients with NSW Health priorities and research needs and to improve translation of research findings into policy and practice.

 Attach a letter from the relevant policy or service branch(es) of the NSW Ministry of Health, NSW Pillar(s) or other NSW Health entities showing commitment to:

- a. provide representation on the management committee of the applicant, or a relevant committee that is supervising the research of the applicant, for the PRSP funding period;
- b. provide input and direction to the applicant's research activities to help tailor the applicant's research to the needs of NSW Health and the program of work in that policy area;
- c. confirm that the applicant's area of research is aligned with the agenda of the policy or service branch(es) or Pillar(s) or entity; and
- d. identify what the branch(es) or Pillar(s) or entity will do during the PRSP funding period to support the applicant's research activities.

 **In addition,** attach an equivalent letter confirming commitment and representation on a relevant committee of the applicant from at least one Local Health District/Specialty Health Network.

<sup>2</sup> Such as NSW Ambulance.

## 5. Selection Criteria

Selection criteria have been developed to reflect the objectives and expected outcomes of the PRSP. Section 2 of the Application Form requests information in response to the selection criteria. Information provided will be used as a basis for ranking and selection of successful applicants.

All applicants which meet the eligibility criteria will be assessed by the Selection Panel. In scoring applications, the Selection Panel will assign a weighting of 25% to each of the four groups of selection criteria.

### SELECTION CRITERION 1: OBJECTIVE 1

Generate high-quality research evidence that is relevant to NSW Health prevention priorities and can inform the implementation of prevention policies, programs and services in NSW

#### (a) **The degree to which the applicant's current research activities are consistent with NSW Health priorities**

Describe how the current research activities of the applicant are consistent with identified priority health issues (overweight and obesity; smoking; drugs and alcohol; Aboriginal health; oral health; communicable and emerging diseases; environmental health; health inequities; early years; other) or research capabilities (analytics to support decision making for improved health outcomes and system performance; implementation science; health economics; other) (maximum 1000 words).

#### (b) **Research income from 1 January 2017 to 30 June 2021**

This information has already been provided under eligibility criteria.

For the purposes of selection, peer-reviewed funding will be considered more favourably than non-peer-reviewed research income. That is, the proportion of income from peer-reviewed sources will be taken into account in assessing the merit of applications.

#### (c) **Number of full-time equivalent research staff employed from 1 January 2017 to 30 June 2021**

List all employed research staff. When listing salary source of staff, include specifics such as source of grant money (if applicable) and which staff are supported by PRSP funds (if applicable). For collaborations, include the member organisation with which each researcher is primarily affiliated.

##### **Include:**

- all research staff including (but not limited to):
  - research officers/assistants;
  - research fellows; and
  - senior researchers listed under eligibility criterion 5(c).

##### **Exclude:**

- students unless they are employed by the applicant.

**Calculate total full-time equivalent (FTE) research staff** by first estimating, for each researcher, the proportion of a full-time position that the researcher devotes to the research activities of the applicant, e.g. 20% of a full-time position = 0.2 FTE; and then aggregating these FTEs.

**(d) Number of full-time equivalent research staff employed from 1 January 2017 to 30 June 2021 on prevention research**

Using the instructions for Selection Criterion 1(c) list all employed research staff whose focus was prevention research and calculate the total full-time equivalent time devoted to prevention research. As noted earlier the term “prevention research” is used to cover both prevention AND early intervention research. Please refer to the definition of “prevention research” in Section 1 of the *NSW Health Prevention Research Support Program Information Kit for funding Round Six, July 2022–June 2026*.

**(e) Number of post-graduate research students supervised from 1 January 2017 to 30 June 2021**

List all post-graduate students supervised by staff of the applicant and the degree undertaken. Include all supervising staff; **with those who are employed by the applicant in bold type**.

**Include:**

- PhD students;
- other doctoral-level students; and
- Masters students.

**(f) Scholarships and fellowships secured from 1 January 2017 to 30 June 2021**

List all scholarships and fellowships and associated funding secured from non-PRSP sources.

**(g) Number of publications from 1 January 2017 to 30 June 2021**

List and number publications by year from most recent within each category. Use Vancouver style referencing.

**(h) Nature, depth and importance of collaborative research ventures with inter-state, national and/or international partners from 1 January 2017 to 30 June 2021**

Identify and provide a description (maximum 2 pages total) of the three most important collaborative research ventures at the inter-state, national or international level in which the applicant was involved from 1 January 2017 to 30 June 2021. Do not include collaborations that are NSW state level only.

The collaborative ventures described may include partnership work on specific projects or formal agreements about ongoing collaborative work, but should not include commissioned projects where the applicant receives funding but the work is not conducted in a truly collaborative partnership with the funding organisation.

When describing each collaborative venture:

- include the research topic;
- identify the partner organisations;
- describe the nature of the collaboration and the aim of the collaboration; and
- outline the importance of the venture (e.g. level of innovation, relevance to NSW Health priorities, potential or realised impact on policy or practice).

Comments relating to the impact of COVID-19 are not mandatory but may be provided for further context.

## SELECTION CRITERION 2:

### OBJECTIVE 2

Support the translation of research evidence into prevention policies, programs and services in NSW

**(a) Nature and breadth of activities and processes to support translation of the applicant's research findings into policy and/or practice, and instances of translation, from 1 January 2017 to 30 June 2021**

Identify and provide a brief description (maximum 3 pages total) of three research projects conducted by the applicant where either:

- the applicant undertook work from 1 January 2017 to 30 June 2021 to support the translation of the research findings into policy or practice; or
- the research has had a demonstrable impact on policy or practice from 1 January 2017 to 30 June 2021.

When describing each research project:

- include the topic of the research;
- identify (where relevant) the activities and processes undertaken from 1 January 2017 to 30 June 2021 to support translation (e.g. co-production of research with policy makers/practitioners, presentations of research findings to policy makers/practitioners, publication of research findings in policy- or practice-relevant formats), including the target audiences for these activities; and
- outline (where relevant) the demonstrable effects of the translation of the research findings into policy or practice that occurred from 1 January 2017 to 30 June 2021 (e.g. findings incorporated into health policy, practice, strategic plans or resources).

Describe the ways in which NSW Health (NSW Ministry of Health, NSW Health Pillars and Local Health District/Specialty Health Network) staff were involved, and how the needs and priorities of NSW Health were taken into account.

 Attach supporting statements from organisations detailing past experience in using the results of the applicant's research.

**(b) Number of collaborative research grants to which NSW Health has formally committed to co-funding or support-in-kind in the application (e.g. ARC linkage grants or NHMRC Partnership grants) from 1 January 2017 to 30 June 2021**

ARC Linkage Grants and NHMRC Partnership Grant schemes include requirements for collaboration with practitioner groups. As such, success in obtaining such grants is another indicator of fostering the translation of research findings into policy and practice.

List all collaborative research grants which involve the NSW Ministry of Health, NSW Health Pillars, other NSW Health entities or a Local Health District/Specialty Health Network, identifying the Ministry branch(es), Pillar(s), entity and/or Local Health District(s)/Specialty Health Network(s) involved. Include the total funding contribution from the NSW Ministry of Health, Pillar(s), entity or the Local Health District(s)/Specialty Health Network(s) over the life of the grant. If the contribution was 'in-kind', put 'in-kind' in the funding column. Note the years in which the NSW Health funding and/or support was provided.

## SELECTION CRITERION 3:

### OBJECTIVE 3

Build the prevention research capability of NSW Health staff and the NSW Health system to create, understand and use knowledge and evidence in their work

#### (a) Activities that contribute to building prevention research capability

Identify and describe activities that have been undertaken by the applicant from 1 January 2017 to 30 June 2021 that aimed to build the prevention research capability of NSW Health staff and the NSW Health system, e.g. provision of research advice or support; development of research tools or resources to support priority-driven research; provision of formal training in research and evaluation methods; co-production of research with NSW Health partners.

When describing each activity:

- identify the number and type (e.g. Health Promotion Officers, Clinicians) of NSW Health (NSW Ministry of Health, NSW Health Pillar(s), other NSW Health entities or Local Health District(s)/Specialty Health Network(s)) staff who participated or were involved in the activity; and
- include the date on or period over which the activity was conducted.

#### **Include:**

- activities where the aim was to build research capability of NSW Health staff.

#### **Exclude:**

- activities such as seminars or forums where the aim was to present research findings to NSW Health staff (as this is more a translational activity than a capability building activity).

## SELECTION CRITERION 4:

### THE PRSP PLAN

#### (a) PRSP funding request

List each item to be funded through PRSP, the total budget for each financial year and the total funding requested. The amount requested for each financial year must not exceed \$500,000 and the total funding bid must not exceed \$2 million over four years.

Please refer to Section 2 of the *NSW Health Prevention Research Support Program Information Kit for funding Round Six, July 2022–June 2026* for allowable uses of PRSP funding. A maximum of 25% of the total PRSP budget may be committed to funding salaries of administrative, finance and business support staff.

While funding of up to \$2 million may be awarded to successful applicants, it is envisaged that funding amounts will be tailored to the contribution which can be made by the applicant to the objectives of the PRSP. Applicants must therefore make a realistic bid given their size, available funding sources and research expertise.

Applicants should also note that bids do not have to be for equal amounts across the funding period. Bids may take into account growth in other sources of funding and the applicant's decreased reliance on PRSP funding (reducing bids over the period) or growth in the need for funds as capacity develops for a recently formed organisation/collaboration (increasing bids over the period).

Provision of funds within each financial year will be made in equal quarterly payments.

Funds provided under the PRSP are to be spent in NSW.

## **(b) Proposed activities**

For each of the three objectives of the PRSP:

- provide a brief description of proposed future (to June 2026) activities of the applicant aimed at addressing the objective;
- with respect to the budget items for which PRSP funding has been requested, outline how PRSP funding will be used to support the proposed future activities; and
- provide indicators against which achievement of the proposed future activities could be measured.

Activities and budget items may be included under more than one PRSP objective.

## **(c) Contribution to the objectives of the PRSP**

Describe the rationale for the proposed activities and how they will contribute to the objectives of the Program (maximum 1000 words).

In particular, include how the activities will:

- increase research success (excellence) in line with PRSP Objective 1;
- increase involvement of NSW Health stakeholders in setting the research agenda of the applicant;
- increase the alignment of the applicant's research agenda with NSW Health prevention priorities;
- increase translation of the applicant's research findings into policy and/or practice; and
- build the prevention research capability of NSW Health staff.

## **(d) Identification of opportunities to drive innovation, translation and impact**

Identify opportunities where PRSP funding will support innovation, translation and impact through engagement with complementary specialist expertise. This may include health economics, communications, implementation science, digital health, or targeting research/capability building priorities (such as personalised prevention, equity).

## **(e) Is there anything else you would like to add to demonstrate how your application addresses the objectives of the PRSP?**

Include here any additional statements to support your application. In particular include any significant infrastructure or research (project or program) funding awarded since 30 June 2021 (maximum 500 words).

## **(f) Funding from other NSW Government sources**

Identify whether the PRSP applicant or the parent organisation of the PRSP applicant has been granted funding under the 2020-2024 Medical Research Support Program administered by the Office for Health and Medical Research, NSW Ministry of Health. Identify also whether the PRSP applicant will be in receipt of any other funding from a NSW Government agency during the PRSP funding period. For all relevant NSW Government funding (including MRSP), state the source(s) of such funding and amounts of funding expected.

If an applicant or their parent organisation will be in receipt of infrastructure funds from the MRSP or if the applicant will be in receipt of any other funding from a NSW Government agency during the PRSP funding period, funding under the PRSP may be reduced.

**Note:** All applicants will be required to consent to the exchange of grant information with the Office for Health and Medical Research and other NSW Government departments on the basis that this information will be used for the sole purpose of administering the Medical Research Support Program, the PRSP and other relevant NSW Government grant schemes.

## 6. Certification

The application must be certified by both the director of the applicant and a duly authorised representative of the parent organisation of the applicant.

**For collaborations:** A duly authorised representative of the parent organisation to which grant funds are to be paid (if successful) should complete the certification.

## 7. Attachments

**The following items must be attached to the Application Form for submission:**

1. Evidence that the applicant is separately identifiable from its parent organisation or collaborative member organisations.
2. A brief curriculum vitae for the director of the applicant which details relevant qualifications, affiliations, experience and key publications.
3. A letter from the relevant policy or service branch(es) of the NSW Ministry of Health, NSW Health Pillar(s) or other NSW Health entity showing commitment to:
  - a. provide representation on the management committee of the applicant or a relevant committee that is supervising the research of the applicant for the term of PRSP funding;
  - b. provide input and direction to the applicant's research activities to help tailor the applicant's research to the needs of NSW Health and the program of work in that policy area;
  - c. confirm that the applicant's area of research is aligned with the agenda of the policy or service branch(es), Pillar(s) or entity; and
  - d. identify what the branch(es), Pillar(s) or entity will do during the PRSP funding term to support the applicant's research activities.
4. A letter equivalent to that described in item 3, confirming commitment from at least one Local Health District/Specialty Health Network to:
  - a. provide representation on the management committee of the applicant or a relevant committee that is supervising the research of the applicant for the term of PRSP funding;
  - b. provide input and direction to the applicant's research activities to help tailor the applicant's research to the needs of the Local Health District/Specialty Health Network;
  - c. confirm that the applicant's area of research is aligned with the agenda of the Local Health District/Specialty Health Network; and
  - d. identify what the Local Health District/Specialty Health Network will do during the PRSP funding term to support the applicant's research activities.
5. Supporting statements from organisations detailing experience in using the results of the applicant's research.

**For collaborations only, also provide the following:**

6. A written agreement between the Chief Executives of member organisations formalising the collaboration.

