

Guiding document

Requests for support letters for clinical research projects

The Faculty of Pain Medicine (FPM) is committed to supporting research that advances pain medicine, clinical practice, and policy. FPM is well-positioned to assist in interpreting research findings and disseminating results to foster impact across the field. Researchers, research students, or institutions are welcome to apply for in-kind support from FPM for their research projects.

Forms of Support

FPM's support may include:

- Letters of support for competitive research grants
- Other relevant in-kind contributions by FPM fellows or trainees

Eligibility

To qualify, at least one chief investigator must be an FPM fellow. All requests are overseen by the FPM Research Committee, evaluated for alignment with FPM's priorities and capacity to assist, and received via the FPM email account.

Requirements for Partnership in Major Grants

Researchers planning to involve FPM in major NHMRC, ARC, MRFF, or similar grants should initiate discussions well in advance of submission deadlines. This ensures FPM's capacity to support the proposal and maximises the opportunity for a successful partnership.

Process for requesting FPM partnership or in-kind support

Research projects seeking FPM partnership or in-kind support must demonstrate:

- Alignment with the Faculty's vision 'to reduce the burden of pain on society through education, advocacy, training and research'.
- Investigators have a demonstrated research track record.
- A clear justification for FPM partnership and/ or in-kind support.

The research proposal should be well designed that

- Clearly defines the research questions
- Clearly describes the importance and aims of the project
- Has a well described and appropriate methodology for the research question.
- Includes a plan for necessary resources required and consumer involvement.
- Describes the potential significance at regional, national, or international levels.
- Includes a knowledge translation plan should if relevant.

The research project is either novel or appropriately replicating previous research to determine its applicability to our health system.

Funding for the project has either been obtained or likely to be competitive in future funding applications.

Projects that do not meet these criteria will not be considered.

Criteria for support

FPM will assess applications based on the following criteria:

1. Alignment with FPM's vision and goals
2. Relevance to pain medicine
3. Articulated benefits and impacts on policy and practice.
4. Inclusion of at least one active FPM Fellow investigator.
5. Clear and robust methodology
6. FPM's capacity and resources for support
7. Absence of reputational or relational risks

How to request a Letter of Support

Please submit the following information at least four weeks prior to your deadline:

1. Project outline, detailing alignment with FPM's vision, impact on pain medicine, and potential benefits to policy, education, and clinical practice.
2. Names of FPM Fellow investigators, including their roles and contributions.
3. Proposed ways FPM can contribute to the project.
4. Date the letter is required by.

Note: Without an active FPM Fellow investigator, the request cannot be considered. Contact FPM for guidance if you lack an eligible investigator.

Submission guidelines

All requests and enquiries should be sent to fpm@anzca.edu.au.

Submit the following documentation:

- A detailed, final project protocol including background, research questions, methodology, and analysis approach (incomplete projects will not be accepted).
- Confirmation that FPM eligibility requirements are met and specification of in-kind support requested.
- You must also agree to:
 - Inform FPM if the grant application is successful.
 - Share the final research results with FPM.
 - Notify FPM of expected publication or presentation dates.

Decision process

Once reviewed, the FPM Executive Director will communicate the outcome by email. If a request is not approved, the reason(s) will be explained. Please note that all decisions are final.