Provide a one-line title including project name, PI/CI, and funding body for grant

|  |  |
| --- | --- |
| **Topic** | Summarise the issue and context in one or two sentences and no more than four lines. |
| **Analysis** | Summarise your conclusions using one or two sentences and no more than four lines. Capture the key reasons that support your recommendation, which you will expand on below. |

# Recommendation

1. Outline the action you are seeking to have approved.
2. Start each recommendation with ‘Approve’, ‘Note’, or ‘Sign’.
3. Number your recommendations only if there is more than one.

|  |  |  |  |
| --- | --- | --- | --- |
| **Chief Executive’s signature** |  | **Date** |  |

# Key reasons

## Summary of Project

Provide a one paragraph summary of the project including its key aims.

## Contribution from NSLHD

Provide a summary of any costs – cash or FTE, including if its in-kind.

Where FTE is to be contributed, please list each staff member and their proposed commitment, stating how this will be managed and, if any, implications this might have on their substantive position(s).

# Context [Delete if not required]

## Add context if necessary

Add a ‘Context’ section if readers need more background than can fit on the first page, such as the legal or policy context or the background history. But leave this section out if not needed. Break up the ‘Context’ section with analytical subheadings that summarise the content.

## Summarise the consultation

Where relevant, outline what has already been communicated to the public and media and what ongoing communication is proposed. Otherwise, you may simply list who was consulted.

## Use tables where effective

Consider using tables to summarise a chronology or to list who was consulted:

|  |  |
| --- | --- |
| Date | Action |
| Click here to enter a date |  |

# Consultation [Add additional rows if required]

|  |  |
| --- | --- |
| Name | Position |
| Rebeka Freckleton | Manager Research Strategy and Partnerships |
|  | Delete this section if not required |

# Contact

|  |  |  |
| --- | --- | --- |
| Name | Position | Phone and email |
| [Name] | [Position, Organisation] | [tel or mobile] |
| name.surname@health.nsw.gov.au |

# Approval [Add additional rows if required]

|  |  |  |
| --- | --- | --- |
| Name | Position | Date |
| A/Prof Chris Dennis | Executive Medical Director NSLHD | Click here to enter a date |

# Attachments

|  |  |
| --- | --- |
| Tab | Title |
| A | e.g. Letter of Support from Department |
| B | e.g. Grant Application |
| C |  |

Send completed brief as a word document and any attachments to [Rebeka.Freckleton@health.nsw.gov.au](mailto:Rebeka.Freckleton@health.nsw.gov.au)