



Canadian Society of Palliative Care Physicians

Policy Regarding Requests for Letters of Support

One of the goals of the [Canadian Society of Palliative Care Physicians](#) (CSPCP) is to promote interdisciplinary palliative care research and knowledge translation in Canada. We are pleased to supply letters of support for research funding proposals, provided that they meet the following three criteria.

Criteria

1. One or more of the Investigators must be a Member in good standing of CSPCP. To apply, [click here](#).
2. The subject of the research must be directly relevant to the CSPCP's [Vision, Mission and Goals](#).
3. No financial outlay is required by the CSPCP.

Process

1. Requestor drafts the letter that he/she would like CSPCP to endorse.
2. In the letter or the covering email, explain which components of the CSPCP's [Vision, Mission and Goals](#) the study and potential outcomes align with. In the covering email, state which investigators are Members in good standing of the CSPCP.
3. Email the letter and an outline of the proposed research, to the CSPCP Executive Director Kim Taylor (ed@cspcp.ca).
4. The CSPCP Executive Director will review the proposal with the CSPCP Research Lead. If the criteria are clearly met, the letter of support will be approved. If the criteria are not clearly met, we will ask you for further clarification.
5. The CSPCP will not review or endorse the scientific quality or the ethical soundness of the research protocol. The CSPCP will include the following disclaimer statement on all letters of support: *Please note: We endorse the subject of this research study as it was proposed to us. We have not reviewed it for scientific merit or ethical considerations.*
6. If approval is granted, the CSPCP President and the CSPCP Research Lead will sign the letter on behalf of the CSPCP.
7. The signed letter will be emailed to the requestor.
8. A copy will be kept in CSPCP files, circulated to Board members at their next meeting
9. A copy of the abstract of the research proposal will be kept with the support letter. If the protocol goes through significant modifications or it is sent to another funding agency, the researchers should request a new letter of support.

Timeline

Allow a minimum of 14 days for approval. 30 days is preferable to allow for edits (if required).