Research Question or Project Title (can shorten) [Title]

# Summary [heading 1]

**If your brief is more than 2 pages, include a summary.** This should be no more than one-half page long. Do your best to get right to the point here.

You can put your key findings or conclusions in a call-out box.

Include your research question, brief background information, key findings and conclusions, and 1-2 brief recommendations. Bold or highlight your most important recommendation or finding. You can include one important and eye-catching visual here as well if relevant.

**Policy Brief**

# Background (and more details) [heading 1]

Provide background information and/or historical or local context (if relevant) and information about the population you are aiming to help.

## You could include brief details on: [heading 2]

* The problem you are trying to solve in your study and what population is affected by it
* How your research question could help solve that problem
* Why the population, problem or study area is important to your audience
* What the benefit of addressing the issue may be

# Findings (and more details) [heading 1]

Discuss your study and findings. Include relevant methods and context. This is a good place to add figures, graphs and images to help reinforce key results and highlight important messages. Make sure tables, figures and images are legible and clear.

**Also consider:**

* How best to describe the methods and results, so they will be understood by and relevant to your audience
* Whether your metrics/measures are aligned to those of the policy, program or initiative you are aiming to inform
* How your findings and results are framed relative to the background information you’ve provided in the previous section, and how these findings set up the recommendations you present in the following section
* What additional information may be relevant to your audience that may not be part of your study. This information may be appropriate to include in a call-out box so it’s clear that the information is not directly from your study, but that it still holds relevance to the overall topic

**[Table #:** Descriptive title for table]

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[Table notes here.]

**[Figure #:** Descriptive title for line graph]

Note: It may help to “wrap” text around figures if the figures/tables don’t take up the full width of the page.

Note: You may use your own figure design – they do not need to have CPR3 branding.

[Figure notes here.]

**[Figure #:** Descriptive title for bar chart]

[Figure notes here.]

# Recommendations [heading 1]

This is where you should elaborate on your policy recommendations. Tailor the information and tone of the section to the audience you are trying to reach, and provide recommendations that are actionable and relevant to the policies, programs, populations or initiatives that are relevant to that person’s/group’s interests and or role. Where appropriate, use bullet points and/or numbering, and try to have no more than three specific recommendations.

Your recommendations section should be eye-catching. Information should relate to the problem/issue you outlined in the “Background” section and should also be clearly linked to the “Findings” you presented.

# Additional information (use a relevant title for this section) [heading 1]

If needed, use this space for more information that may be related to the topic you are discussing – provided it’s relevant to your audience and policy target. This could include information relevant to your audience that’s been found in other studies or outside sources. You could also include links to websites, publications, conference notes, or other information that may be helpful.

# About our project [heading 1]

## Contact Information [heading 2]

You can put contact information or where to find more information in a call-out box.

This section could include additional information about your project, team, partners/collaborators, etc. If relevant, include partner logos and links to their websites (if the logos and websites are not in the information in the footer.) Try to have this section be no more than 1-2 brief paragraphs. Please also include the CPR3 “funding statement” as provided below.

This research was supported by the California Collaborative for Public Health Research (CPR3) Program at UCSF, which was funded by the California Department of Public Health (CDPH). CDPH was not involved in study design, data collection, data analysis and interpretation, manuscript/policy brief development, or the decision to publish.

CPR3 unites community members, researchers and policymakers to improve the health and lives of all Californians. Using an equity-centered approach, CPR3 strengthens public health research collaboration across California through three pillars: partnerships, research and data.

### References

[1. Reference citation. 2. Reference citation. You can also include endnotes here and other disclaimers as needed.]

# This Box contains information on branding and formatting. This is heading 1, Garamond 18 in navy blue.

## This is heading 2, Arial 14, navy blue

Use headings in order, for example, use heading 1 to define sections, use heading 2 for subsections, etc.

This is normal text in our brand font, Arial. Try not to go below 10 pt font unless in a figure or footnote. It is a good accessibility practice to use 1.5 or 1.15 pt line spacing.

### This is heading 3, Arial 12, bold, black

The headings are available in the main toolbar above

#### This is heading 4, Arial 12, italics, black

##### This is heading 5, Arial 12, navy blue

**Bullet points look like this:**

* Point 1
* Point 2
* Point 3

## Brand Colors

Navy Blue: #052049

Blue: #178CCB

Orange: #FA6E1E

### Other notes:

Where possible, make headers complete statements that reinforce the key point of the section.