**Weather Ready Research Award Program**

**Research to Operations Award**

**Brief Template and Checklist**

This template is for recipients of the [Research to Operations Award](https://hazards.colorado.edu/research/weather-ready-research-to-operations). Please note that you **must** submit the [Style Requirements Checklist](#StyleChecklist) at the end of this document along with your brief to the Natural Hazards Center at [haz.research.awards@colorado.edu](https://o365coloradoedu-my.sharepoint.com/personal/jeto0697_colorado_edu/Documents/Natural%20Hazards%20Center/Award%20Programs/4.%20Weather%20Ready%20Research%20-%20NOAA/Call%207%20_%202024_Research%20to%20Operations/Final%20Web%20Text_Templates_Forms/haz.research.awards@colorado.edu).

# Getting Started

Start by saving a copy of this Word document to your computer and renaming the file. The template consists of pre-formatted headings and a set of prompts to guide your writing. You are welcome to rename the headings if the ones we chose do not fit your needs, but we strongly encourage you to respond to the prompts. Each section has a suggested word limit that you should observe as closely as possible.

Work with your team to write, edit, and revise your brief. When complete, your text (not including tables, figures, or references) should be approximately 1,500 words or 3-pages single-spaced. Please delete this first page of instructions from your final brief.

# Author Bios

Please make sure that all authors submit or update their bios using this [online form](https://hazards.colorado.edu/bio-submission/request?src=author).

# Writing Style

Please review the [Natural Hazards Center Publication Style Guide](https://hazards.colorado.edu/research/publication-style-guide) for detailed guidance on our writing style, including how to format tables, figures, appendices, references, and more. Scroll to the end of this document for a checklist of our major style requirements. [Please review this checklist prior to submitting your brief](#StyleChecklist).

# Editorial Assistance

We are here to support you during the writing process. Please contact the Natural Hazards Center editing team with any questions at [haz.research.awards@colorado.edu](https://o365coloradoedu-my.sharepoint.com/personal/jeto0697_colorado_edu/Documents/Natural%20Hazards%20Center/Award%20Programs/4.%20Weather%20Ready%20Research%20-%20NOAA/Call%207%20_%202024_Research%20to%20Operations/Final%20Web%20Text_Templates_Forms/haz.research.awards@colorado.edu).

**Title (12 Words or Less in** [**Title Case**](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case)**)**

First Author Name, Affiliation

Second Author Name, Affiliation

Third Author Name, Affiliation

Fourth Author Name, Affiliation

Fifth Author Name, Affiliation

Note: For further guidance on who should be included as an author, see [The Ethics of Manuscript Authorship: Best Practices for Attribution](https://www.aje.com/en/arc/ethics-manuscript-authorship/).

# Short Description

Suggested Word Limit: 50 words

(Note: The short description does not count toward the brief’s word limit.)

Write a short description of your project’s goals and accomplishments. This short description will be used in promotional materials on the Natural Hazards website and social media accounts to encourage the public to read your brief and should be written in a way that grabs the reader’s attention. See [here](https://hazards.colorado.edu/research/public-health-disaster-research/briefs) for examples of other short descriptions.

# Introduction: Transitioning Research to Operations

Suggested Word Limit: 300-400 words

Briefly describe your original research project, published data, or published instrument. Be sure to provide the title and a link to your original Weather Ready [report](https://hazards.colorado.edu/research/weather-ready/reports) or [published instrument or data](https://hazards.colorado.edu/research/weather-ready/instrument-and-data-publication), so that readers can refer back to your initially funded work. Next, write a short reflection on the processyour research team went through to transition your research to operations. What motivated your team to translate your research findings, published data, or published instrument into action? What resources or relationships did you draw on to develop your initial ideas? What advice do you have for others interested in moving their research to operations about getting this work started?

# Partnerships

Suggested Word Limit: 200-300 words

Describe the organizational or community partners you are working with and their role in the project. What history does this group or agency have in the project site? How did you approach them and build a partnership? What roles did they play in the design or implementation of the project?

# Project Objectives and Activities

Suggested Word Limit: 250-300 words

Describe your project. What were your objectives? What activities did you carry out to realize those objectives?

# Results

Suggested Word Limit: 350-400 words

Describe the results of your project. What Weather Ready tool, application, or activity did your project produce? Possible examples include—but are not limited to—organizational or community-based interventions; educational webinars, trainings, or workshops; websites, videos, podcasts, or other multimedia; or program or project evaluations. What outcomes were achieved? For example, did participants in the project learn new skills, gain new information, or change their behaviors? Did an agency or organization change one of its policies or programs?

# Reflections: Challenges and Lessons Learned

Suggested Word Limit: 250-400 words

Reflect on the project and the challenges your teamfaced along the way. What challenges or obstacles did your team encounter? How did you address these? What aspects of your approach worked well? What should have been done differently? What advice do you have for others interested in translating their research into operations?

# Translating Research Into Operations Callout Box

Suggested Word Limit: 50 words or less

(Note: The Callout Box text does not count toward the brief’s word limit).

Your brief **must** include an example of materials that you developed during the project, such as a training manual, promotional materials, webpage, or video. The purpose of this requirement is to encourage awardees to share project outputs that may be of interest to the public or project materials that other practitioners could use as models in their own work. You can find more information about the Required Project Materials [**here**](https://hazards.colorado.edu/research/weather-ready-research-to-operations-brief-submission-guidelines#materials).

The callout box will briefly describe the project material that you choose to share. Provide a brief (50 word or less) description of the item and how the public or practitioners could use it. You can find examples of callout boxes that authors wrote about project materials that they submitted for a similar award program by click on the briefs listed [**here**](https://hazards.colorado.edu/research/public-health-disaster-research/briefs).

In addition to the text for the callout box, you should also submit your selected project material. We can accept the following file types:

* Documents: If you are submitting a document, please submit it as a Word or PDF file. PDFs must be 2MB or less.
* Webpages or Websites: If you are submitting a webpage or website, please provide the URL. The URL should be publicly available.
* If you are submitting a video, audio recording, or other file type, please contact [haz.research.awards@colorado.edu](mailto:haz.research.awards@colorado.edu) and provide a description of the file type and size. We will work with you to ensure the material is in a file type we can support on our website.

**Acknowledgments.** This is an optional section. If you would like to acknowledge any people, groups, or organizations that helped your team carry out this project, please write their names and any words of gratitude in paragraph form. Do not use bullet points or numbered lists.

# References

Provide full references in APA style for all citations in the text. Please only include references that have matching in-text citations. Review our [Natural Hazards Center Publication Style Guide](https://hazards.colorado.edu/research/publication-style-guide#references) for more information on formatting references in APA Style.

# Illustrative Photo Attachments (Optional)

If you are including [**illustrative photos**](https://hazards.colorado.edu/research/publication-style-guide#photos) with your brief, please include the following information for each photo.

* File Name:
* Photographer Name:
* Permission to Use Publicly: Yes or No
* Date:
* Location:
* Caption: (no more than 30 words)

**Style Requirements Checklist**

Please review the checklist below to make sure your brief adheres to the [Natural Hazards Center Publication Style Guide.](https://hazards.colorado.edu/research/publication-style-guide) Please return this completed checklist as an attachment with your brief.

* Authors
  + Are all authors listed on the first page with their current affiliations?
  + Have all authors submitted or updated their bios using this [online form](https://hazards.colorado.edu/bio-submission/request?src=author)?
* Formatting and Length
  + Is the brief approximately 3 pages (1,500 words)? Excessively long or short briefs will be returned to authors for revisions.
  + Is the brief single-spaced?
* Titles and Headings
  + Are headings and titles (including table and figure titles) written in [title case](https://apastyle.apa.org/style-grammar-guidelines/capitalization/title-case)?
  + Have all acronyms been spelled out in titles and headings?
* Quotes
  + Do all direct quotes from sourced material include a citation with a page number or link to the online source [if there is no page number](https://apastyle.apa.org/style-grammar-guidelines/citations/quotations/no-page-numbers)?
  + Are quotes longer than 40 words in [block format](https://apastyle.apa.org/style-grammar-guidelines/citations/quotations)?
* Tables and Figures
  + Does each table or figure convey essential information about the project? Please do not include nonessential tables or figures. These may be placed in an appendix.
  + Are tables and figures “called out” in the text—meaning each one is identified by its number and briefly explained?
  + Are tables and figures placed after the paragraph where they are first mentioned?
  + Does each table have a number and descriptive title placed in bold above it?
  + Are tables and figures numbered sequentially in the document?
  + Are tables created in Word or Excel and editable?
  + Are figures clear (not blurry) with legible font and legends that explain symbols?
  + Are figures embedded in the document AND attached as a separate image quality file (e.g., JPG or PNG)? (Tables do not need to be attached separately.)
  + Do reprinted or adapted tables and figures have copyright attribution notes?
* References and In-Text Citations
  + Are your references and in-text citations formatted in APA style?
  + Does each in-text citation have a matching full reference in the reference section?
* Appendices
  + Are all appendices compiled and attached as one separate Word document?
  + Is each appendix clearly labeled?
* Other Style Requirements
  + Are all acronyms spelled out upon first mention?
  + Are all dashes *em* dashes—that is, a long dash with no space between words?