Public Health Continuation Award   
Community Engagement Brief Template and Checklist

This template is intended for recipients of the [Track 2 Continuation Award: Sustained Community Engagement and the Application of Public Health Research](https://hazards.colorado.edu/research/public-health/continuation-award-2-track-2).

# Getting Started

Start by saving a copy of this Word document to your computer and renaming the file. The template consists of pre-formatted heading 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 (3-pages single-spaced).

**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, 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 at every stage of the writing process. Please contact the Natural Hazards Center editing team with any questions at [haz.research.awards@colorado.edu](mailto: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: 50-75 words

Write a short description of your project that gives the reader a snapshot of your project’s goals and accomplishments. [See examples here](https://hazards.colorado.edu/research/public-health-disaster-research/briefs).

# Introduction

Suggested Word Limit: 250-300 words

Briefly describe your original research project and its results. What were the public health implication(s) from your initial research that motivated this outreach project? Please provide the title and a link to your original [public health report](https://hazards.colorado.edu/research/public-health-disaster-research/reports) in this section.

# Community Partners

Suggested Word Limit: 200-300 words

Describe the community partners you are working with and their role in the outreach 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: 250-350 words

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

# Results

Suggested Word Limit: 350-450 words

Describe the results of your project. What outputs did your project produce (e.g., trainings, webinars, or websites)? 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 and Lessons Learned

Suggested Word Limit: 250-350 words

Describe the lessons you learned during this project. What did you do that worked well? What would you do differently? What unexpected challenges did you encounter? What advice do you have for others interested in translating their research into practice?

# Translating Research Into Action Callout Box

Suggested Word Limit: 50 words or less

This callout box will highlight your team’s public health tool or application. Provide a brief (50 word or less) description of the public health tool or application that your team developed. [For examples, click on the briefs listed here](https://hazards.colorado.edu/research/public-health-disaster-research/briefs).

**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.

# Attachments

For each attachment included with your brief, please provide the information requested below.

Public Health Tool or Application

* Title:
* Author(s):
* Date or year produced:
* File Name: (if tool or application is an attached file)
* URL: (if tool or application is a link)

Figure Attachments

* Title:
* File Name:
* Online layout request: (e.g., expanding image, side-by-side images, etc.)

Photo Attachments

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

Multimedia Attachments

* Multimedia type: (video, interactive map, photo gallery, etc.)
* Title:
* Author:
* Production Date:
* Caption: (no more than 30 words)
* File name: (if multimedia item is an attached file)
* URL: (if multimedia item is a link)

Style Requirements Checklist

Prior to submitting your brief, 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)

* 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 removed from 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?