

UMASH PILOT PROJECT FINAL REPORT GUIDELINES

The Final Report and 1-Page Project Summary (see #3 below) should be an editable electronic document (e.g., Microsoft Word file) and should be in the following format:

1. Title Page

The title page should contain the PI's name, affiliation/institution, and contact information (address, telephone, email); co-investigators and their affiliations/institutions; project title; the project starting and ending dates; and the date the final report was complete.

2. The Pilot Project Outcome Narrative

The purpose of the Outcome Narrative is to provide a clear, concise, and accessible description of your pilot project research that demonstrates to a broad audience how your research has or will contribute to agricultural health and safety outcomes. Use the headings below to structure your report.

Issue

This section addresses the question:

What is the major societal problem?

Clearly and concisely define the issue and its significance, why it exists, and who is affected. The issue or challenged described must be clearly linked to your project's desired outcomes.

Approach

This section addresses the question:

1) What approach did you use to address this issue?

Describe your specific aims and the methodology used. Although specificity in discussing the methodology is necessary, excessive research details should be avoided.

Key Findings

Please address the following:

2) What were your findings?

Discuss the most important results/findings from your project.

Outputs and Translation of Findings

This section addresses the following two questions:

1) What were the major outputs (i.e., peer-reviewed journal articles, presentations, published recommendations, educational or training materials) from this research?

2) How were these research outputs used, and who used them?

This section highlights the *relevance* of outputs and research translation activities. Provide a precise description of what was produced from your research activities and discuss specific transfer activities undertaken to ensure that the research outputs found their way to users who need the information. Specifically, it is important that the PI identify how these findings have, or may be, adopted or adapted by intended users. If the findings cannot yet be applied, this section should address how they can be used to guide future investigative or intervention activities.

Project Outcomes

This section poses the question:

What effect did the outputs have on the broader community? Or, in other words: How did the project lead to improvements in occupational health and safety?

This section describes the specific users who received the outputs and emphasizes *the effect* of the research outputs. It also describes users' *responses* to research outputs. Outcomes should be explained in one or more of the following ways:

- a) **Potential Outcomes** – i.e., findings, results, or recommendations that could impact occupational health and safety concerns if used;
- b) **Intermediate Outcomes** – i.e., how findings, results, or recommendations have been used by others to influence practices, legislation, product design, safety management programs and training, etc.;
- c) **End Outcomes** – i.e., how findings, results, or recommendations have contributed to documented reductions in work-related morbidity, mortality, and/or exposure.

What's Ahead

This section asks you to respond to the following question:

What are your future plans for the research and translational activities associated with this project?

This section highlights activities currently in progress or in the planning stages.

External Factors

This section asks you to describe:

What are the external factors beyond the project's control that have important bearing (positive or negative) on the potential achievement of outcomes?

Indicate how the external factors or forces have hindered or helped the achievement of outcomes (e.g., affected activities, production of research outputs, or transfer of knowledge/outputs to targeted users). Also describe how you are responding or planning to respond to these external factors.

3. 1-Page Project Summary

Using language that would be accessible to a lay audience, provide a 1-page summary of your project. Focus on the key messages without too many details. A general template is attached as a guide to developing the content. (UMASH will do the final graphic design.) This 1-page project summary may be made available to the public, such as by posting it to the UMASH website. Note: Examples of other pilot project 1-page summaries can be found on the UMASH website.

UMASH PILOT PROJECT TITLE

ISSUE/PURPOSE

[Define the issue and its significance.]

*INCLUDE, OR SUBMIT AS
ATTACHMENT, IMAGE OR
GRAPHIC IF IT HELPS
COMMUNICATE YOUR MESSAGE
OR PROJECT IMPACT*

APPROACH OR PROJECT MILESTONES

[What were the specific aims of your project and methodology?]

FOR MORE INFORMATION:

Contact person's name
Title
Institution/organization
Email address

KEY FINDINGS/RESULTS

[What are the most important results/findings from your project?]

THE BOTTOMLINE

[How have your findings been adopted or adapted by others? Describe the effects of your research activities and/or findings on the broader community. If not applied yet, how can your findings be used to guide future research or intervention activities?]



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