



## Appendix 3b

### **Instruction to Policy Briefs for Grants to Development Research Supported through Denmark's International Development Cooperation**

With the aim of fostering linkages between researchers and policymakers, a Policy Brief is a short document that presents the findings and recommendations of a research project to a non-specialist readership. It is a medium for exploring an issue and distilling lessons learned from research, and a vehicle for providing policy advice. A Policy Brief should be a stand-alone document, covering approximately 1,500 words or 2-4 pages, be a mix of text and graphics/ illustrations and provide suggestions for follow up reading. A Policy Brief should provide quality and transparency of evidence, a clear purpose and a cohesive argument. It should contain relevant, realistic and clear recommendations, distilling the points down to essential information.

The Policy Brief can be structured as follows:

**Executive summary**, with the essence of the brief, including an outline why the results presented are of relevance for policy-making.

Summarize the key points in bullet point format:

- **Introduction**, describing the objectives of the project and giving an overview of the findings and conclusions.
- **Background**, issue and context of the project and its approach and methodology, highlighting the value added.
- **Results**: What did we learn? Which capacity was built? Summary of the facts, easy to understand. Ensure that your research findings are explained in the context of the available evidence on the subject.
- **Conclusions**: What does it mean? How can it be used?
- **Implications**: What are the implications of your results and capacity building? Which policy changes do the results point to?
- **Recommendations**: Call to action, which precise steps should be taken? (both flowing from conclusions, supported by evidence and be feasible and “actionable”).

Make it visually appealing. Keep it short – ideally 2-4 pages. Keep in mind that it should be possible to understand the text without having the specific scientific background.

**Sources and further reading**: ODI: <http://www.odi.org/sites/odi.org.uk/files/odi-assets/publications-opinion-files/594.pdf> and <http://www.slideshare.net/guestcadff0c/policy-briefsa-development-research-communication-tool> <http://www.odi.org/sites/odi.org.uk/files/odi-assets/publications-opinion-files/594.pdf>

IDRC toolkit for researchers: [http://www.idrc.ca/EN/Resources/Tools\\_and\\_Training/Documents/how-to-write-a-policy-brief.pdf](http://www.idrc.ca/EN/Resources/Tools_and_Training/Documents/how-to-write-a-policy-brief.pdf)