

Environmental Public Health Tracking Fellowship: Project Report Template

This template provides a sample sequence for information to include in the final fellowship report. This structure is intended to provide ASTHO with a method for collecting and sharing fellowship project outcomes. A fillable report template will be provided to accepted fellows.

- The report will be disseminated to ASTHO’s networks and shared on the ASTHO website.
- The use of graphs, maps and tables is encouraged for some sections of the report.
- Suggested length is 6-10 pages.

The structure below indicates required sections in **bold**, with suggested content in *italics*.

I. Introduction/Background

This section presents the problem statement, background on the pilot project, project plans, the agency or fellow’s tracking experience and any current sources of funding that could sustain tracking activities beyond the project period.

II. Site Visit

This section documents and describes the fellow’s site visit experience, including topics covered by their mentor health agency during the site visit, as well as planning calls prior to and following the site visit.

III. Methods

This section provides a rationale for the selection of data and relevant methods employed by the fellow for project investigation, including the acquisition of data from internal and external data stewards. Data sources should be cited.

IV. Results/ Outcomes

This section presents project findings based on the methodologies used. It can include a summary of any short-term outcomes as well as tables and figures.

V. Conclusion

This section presents the fellow’s conclusions and recommendations, as well as lessons learned and plans for sustained activities in the fellow’s jurisdiction beyond the project period.

VI. Appendices

This section contains any figures or graphics not included in the main report.