

BRIEF TYPE: POLICY



Before writing a policy brief, consider these overarching questions:

1. Who is the policymaker you're trying to reach? Why are you choosing them?
2. What recent events make your policy matter relevant, actionable, and timely to the policymaker ?
3. What policy are you trying to inform? What is your goal?
4. What are they key points a policymaker should take away from your piece? What recommendation are you making?

Now, we recommend the following components to structure your brief:

Component	Instructions	Guiding Questions	Tips
Introduction	Briefly state the policy matter. Identify the hook. Explain how this policy matter aligns with the policymaker's values.	What are the policy maker's values? What is the policy matter? How does this research align with the values of the policymaker?	Keep it concise. Prioritizes a strong hook to draw the reader in. Include all key points and suggested resolutions in the first paragraph. Policymakers need to be able to quickly ascertain this information.

		How can you frame this issue so that it specifically aligns with the policymaker's values?	
Context	Describe the policy matter in more detail.	What necessary background information does the policymakers need to understand the policy matter? Who does the policy matter affect? What are the effects?	Paint a descriptive picture of the policy matter and the people it impacts. Make sure content is timely to current events.
Resolution	Introduce relevant research. Describe the best resolution based on your work and explain how this resolution fixes the policy matter.	What is the resolution? What do we know about viable policies, resolutions, best practices, or research findings? How feasible is your resolution?	Only highlight promising practices—do not include what <i>doesn't</i> work.
Supplementary Evidence	Consider including supplementary evidence to contextualize the resolution.	What qualitative or quantitative data can you include to support your resolution (e.g., stories, graphics, statistics)?	Stories are powerful, and may help policymakers connect with constituents.

		What is the most critical data from your work?	Statistics ground the evidence, and can provide support to your resolution. However, too many or overly complicated statistics can be boring and hard to interpret . Visual representations, such as graphs, should be easily decipherable. It should not take much time for the reader to interpret the figure.
A Call to Action	Provide specific resolutions for how the audience can use the information provided in your work.	What is the resolution or call to action? What do you want the policymaker to do with this information?	Ensure the call to action is within the policymaker's scope of tasks. Try not to overestimate what is within their capabilities.
Follow up and More Information	Share links to more research, or how to get in contact with the authors (if applicable)	What resources supplement your work?	Provide direct links to resources, not links to a list of other links.
Examples:	Hallam, R., Buell, M., Beck, H. (n.d.) The Importance of High Quality Early Care and Education for the Future of Delaware's Children and Families: The Importance of High Quality Early Care and Education		

	for the future of Delaware's Children and Families.pdf (udel.edu) Odren, E. Kelly, C., (2017). The Future of Delaware School Libraries A Summary of the School Libraries Master Plan: The Future of Delaware School Libraries: A Summary of the School Libraries Master Plan (udel.edu) Teach DE (2018) Recommendations to Strengthen the Teacher Pipeline in Delaware: Issue #1 – Ethnoracial Diversity and Cultural Competency (udel.edu)
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