**D2P 2023-24 Cohort Application Form**

The Data to Policy program is a mentorship program for public health professionals from different organizations in the health sector that aims at building capacity in the development of evidence-based policy briefs on key national health priorities for purposes of making policy recommendations to the Ministry of Health.

In this program, each participant will have a hands-on opportunity to develop skills of writing a policy brief on an identified health problem/policy issue. These identified health problems must be aligned with the National Health Research Agenda and the National Health Policy Agenda.

To apply, you are required to develop a proposal. Each proposal submission must include the following:

1. An important public health problem, identified based on either preliminary analysis of available data OR from existing research findings or reports.
	* If the problem is identified based on research findings or reports, the problem MUST be quantified using readily available national, regional, and/or international reputable sources such as Demographic Health Surveys (DHS)or STEPS health surveys, vital statistics data, health management information systems, hospital data, etc.
2. Potential policy solutions to address the identified public health problem
3. The policy issue should ideally be related to the participant's professional expertise and/or daily job responsibilities.
4. Policy proposal topics must focus on policy issues that can be developed into completed policy brief components within a 12-month period

**Requirements for Topics**

1. The topic must be of public health importance and should be well-defined using prevalence rates, incidence rates, or any measure of burden of a disease or condition.
2. The underlying cause(s) of the health problem should already be well-defined
3. There must be reliable local data available to illustrate the extent and burden of the problem (should be of public health concern), except in special circumstances.
4. There must be viable potential solutions to address the problem.

**Pre-requisite Qualifications for Applicants**

* A university degree or advanced training (or equivalent experience) in public health, demography, public policy, or related field.
* Ability to analyze data in Microsoft Excel AND/OR at least one statistical software package (SPSS, STATA, SAS, R)
* Familiarity with Microsoft Word, Excel and PowerPoint presentation
* Have written consent from their supervisor (s)
* Ideal participants are mid- to senior-level staff working in Epidemiology, Surveillance, Public Health, or Policy and Planning Departments. They should be familiar with descriptive epidemiology, data analysis and basic literature review process.

**Application Form**

**Date** (Day-Month-Year)

Please provide your name and contact information

**Title First Name Last Name**

**Mobile #** **Email**

**Available on WhatsApp**

YES

NO

Please provide information about your organization and your roles and responsibilities

**Institution/Organization Name**

**Current Position (Job Title)**

**Job Description**

*Provide a short summary of your role and responsibilities in your current position.*

**Educational Attainment**

*Please provide a short summary of your educational background including all degrees awarded and certifications and the years of completion.*

**If you will be working on this D2P project as a team, please include the details of the other team member(s)**

**1.**

Title First Name Last Name

**Mobile #** **Email**

**Available on WhatsApp**

YES

NO

**Institution/Organization Name**

**Current Position (Job Title)**

**Job Description**

*Provide a short summary of your role and responsibilities in your current position.*

**Educational Attainment**

*Please provide a short summary of your educational background including all degrees awarded and certifications and the years of completion.*

**2.**

**Title First Name Last Name**

**Mobile #** **Email**

**Available on WhatsApp**

YES

NO

**Institution/Organization Name**

**Current Position (Job Title)**

**Job Description**

*Provide a short summary of your role and responsibilities in your current position.*

**Educational Attainment**

*Please provide a short summary of your educational background including all degrees awarded and certifications and the years of completion.*

**3.**

**Title First Name Last Name**

**Mobile #** **Email**

**Available on WhatsApp**

YES

NO

**Institution/Organization Name**

**Current Position (Job Title)**

**Job Description**

*Provide a short summary of your role and responsibilities in your current position.*

**Educational Attainment**

*Please provide a short summary of your educational background including all degrees awarded and certifications and the years of completion.*

**Policy Topics Details**

Read the instructions carefully and complete the fields below for each section of the proposal submission form. Please do not include any tables or figures. Write a short paragraph about your public health issue and potential solution(s). Also, list the primary audience and stakeholders who will be most interested and likely to be influenced by this issue. Stakeholders include persons from various sectors (ex. Government, political, commercial, NGO, public, civil society, etc.) at the national, regional, local or organizational levels.

Identify the data sources that you plan to use for analysis that will provide evidence-based support for your policy brief. **The data source(s) used to identify the problem statement must be accessible during the fellowship and mentoring period for further analysis and review.**

**Policy Topic/Title**

*Provide the public health topic area or short title for your policy brief. (Ex. TB burden among healthcare workers in Lusaka District) (refer to Annex (I) for other examples of topics)*

**What is the Public Health Problem? (250-word count limit)**

*Describe the public health issue, the severity of the problem, and the specific challenge that needs to be addressed by the policy brief. The statement should include a description of the problem or issue you are focused on. Note: The public health problem must be specific and not broad. (Ex. High TB morbidity and mortality among healthcare workers in rural health centers)*

**What are Potential Solutions to the problem? (250-word count limit)**

*Describe potential solutions that could address the public health problem you have chosen. Potential solutions should be specific. (Ex. Mandatory routine TB testing requirements among health care workers in rural health centres)*

**Primary Stakeholders**

*Indicate stakeholders who will be interested in the policy implications and thus more likely to be interested in policies regarding this topic to make decisions. (Ex. Healthcare workers, Ministry of Health, Healthcare centers and clinics, Patients, Policy and Planning departments, Finance department, Churches, Traditional Leaders)*

**Data Sources (150-word count limit)**

*Please list the data sources you will use to quantify the severity of the problem (Problem Statement) and for potential policy solutions. For each source listed, indicate whether you currently have or will have access to it. (Existing data sources can include health surveys, vital statistics data, health management information systems, hospital data, and summary statistics from published research articles and reports).*

**Sponsor and Supervisor Approval and Support**

A proposal ***sponsor*** is an experienced senior level staff member of the organization, who will guide and support your application and your policy topic. Ideally, the sponsor is someone who can take charge with moving the policy issue forward after the policy brief is completed. Applicants **must** identify a proposal sponsor prior to training.

**Sponsor Name**

**Sponsor Position** (Job Title) **Organization/Department**

**Mobile #** **Email**

A ***supervisor*** is the staff to whom the participant reports to for their daily job activities. Participants must obtain the endorsement of their supervisors for the time and effort to participate fully in the training. Supervisors are expected to provide participants time to complete the online (10-15 hours of online course work) and in-person (two full weeks during which they are freed of other job responsibilities) sessions of the training program, as well as the additional time required to complete the deliverables of the program after the sessions. Applicants **must** have the written support of their supervisor prior to training.

**Supervisor Name**

**Supervisor Position** (Job Title) **Organization/Department**

**Mobile #** **Email**

**Annex I (Examples of Policy Topics)**

**1. Helmet Usage Policy Topic:**

**Public Health Problem:** High head trauma mortality among helmeted motorcyclist and wide scale use of non-certified helmets and limited enforcement of certified helmets

**Potential Solution:** Improved enforcement and helmet vouchers

**Primary Stakeholders:** Law enforcement, Motorcyclists, Helmet manufacturers, Ministry of Finance

**2. Adolescent HIV/AIDS Testing Policy Topic:**

**Public Health Problem:** High national HIV/AIDS morbidity and mortality among children

**Potential Solution:**Introduction of routine adolescent testing in schools and in healthcare settings

**Primary Stakeholders:** Adolescent Guardians/Parents, Ministry of Education, Ministry of Health, Ministry of Finance, Healthcare providers,

**3. High TB Burden among Health Care Workers Policy Topic:**

**Public Health Problem:**Lack of mandatory TB testing requirements among health care workers and high TB mortality and morbidity among health care workers.

**Potential Solution:** Mandatory routine TB testing requirements among health care workers

**Primary Stakeholders:** Ministry of Health, Healthcare Workers

**4. Childhood Obesity Policy Topic:**

**Public Health Problem:**High obesity burden among children

**Potential Solution:** Access to fresh fruits and vegetables in school lunches, increase taxes on sugared drinks and snacks

**Primary Stakeholders:** Ministry of Education, Ministry of Health, Food and Beverage Manufacturers