

2025 APHA Policy Brief Intent to Write Form

Background: The Intent to Write Form must be completed by the sponsoring Member Unit to initiate the proposed policy brief process. This form is designed to assess the appropriateness of the topic, provide early feedback, and identify opportunities for collaboration. The rationale and proposed action steps are expected to evolve over time. The goal is for all eligible proposed policy briefs to advance beyond the Intent to Write phase. Authors may be asked by the Evidentiary Review Committee to revise to increase the potential for success. All questions must be answered.

Please contact policydevelop@apha.org if you have questions.

* Indicates required question

1. Email *

2. What is the title of your proposed policy brief? *

Contact Information of Corresponding Author

3. Name *

4. Organization *

5. Title *

6. APHA Member Units (Sections/SPIGs/Forums/Caucuses and Affiliates) in which active *

7. APHA Member ID *

8. Email *

9. Phone Number *

Required Author Disclosure

10. During the past 12 months, have you or your spouse or partner had a personal, commercial, political, academic, or financial interest or relationship that might potentially bias and/or impact the content of the proposed Public Health Policy Brief?

Mark only one oval.

☐ Yes

☐ No

11. If yes, please list the interest or relationship

Sponsoring Member Unit

Proposed Policy Briefs must be sponsored by an APHA member unit to be considered for review. A sponsorship letter signed by the Chair of the sponsoring member unit must be provided.

12. Which APHA member unit is sponsoring the proposed policy brief? *

13. Upload the sponsorship letter (template found in Author Guidelines, Appendix 3) *

Files submitted:

Problem Statement/Importance of the Topic to Public Health/Rationale for Consideration

14. Describe the problem citing the importance to public health and the rationale for consideration **(160 words max)**

The policy brief must be: a) externally focused to APHA b) address one public health issue over different time periods and multiple populations or provide a strong justification for a focus on one population and time c) focused upstream and/or on root causes that are modifiable by public health action and d) contains justification and uses evidence to detail the problem and why action is necessary.

Relationship to Existing Policy Statements

Please view existing policy briefs at <https://www.apha.org/policy-and-advocacy/public-health-policy-briefs/policy-database?sortFieldName=ItemDate&sortDisplayName=Newest&sortMode=desc>.

List a **maximum of the three** most relevant active policy statements/briefs and describe how the proposed brief relates to these active policy statements/briefs **(40 words max per related statement/brief)**.

15. If no applicable active policy statements/briefs exists, please indicate that by checking the statement below.

Check all that apply.

☐ No related active policy statements/briefs

16. Policy #1 Number and Title

17. How does the proposed policy brief relate to Policy #1?

18. Policy Brief #2 Number and Title

19. How does the proposed policy brief relate to Policy #2?

20. Policy Brief 3 Number and Title

21. How does the proposed policy brief relate to Policy #3?

Potential Action Steps

Provide **three** potential action steps (**40 words max per step**). There should be a strong correlation between the problem statement and the action step and action steps should be specific, measurable, reasonable, timely/feasible/relevant, inclusive, and equity focused.

Note: up to 10 action steps are allowed in the full policy brief, please identify the three most relevant to the proposed policy brief.

22. Action Step #1 *

23. Action Step #2 *

24. Action Step #3 ★

Alignment with the APHA Strategic Plan

More information on the strategic plan can be found at <https://www.apha.org/about-apha/strategic-plan-summary>.

Describe your proposed policy brief's alignment with **at least one** of the following strategic plan priorities **(40 words max per priority)**

25. Build Workforce Capacity and Effectiveness

26. Champion Public Health

27. Advance Equitable Public Health Practices and Outcomes

Alignment with the Public Health Code of Ethics

More information can be found at https://www.apha.org/getcontentasset/43d5fdee-4ccd-427d-90db-b1d585c880b0/7ca0dc9d-611d-46e2-9fd3-26a4c03ddcbb/code_of_ethics.pdf?language=en

28. Describe your proposed policy briefs alignments with the Public Health Code of Ethics focusing on the core values of professionalism and trust, health and safety, health justice and equity, interdependence and solidarity, human rights and civil liberties, and inclusivity and engagement **(40 words max)**.

Signature

29. Signature of the submitter. Format s/firstname lastname/s *

30. Date of signature *

Example: January 7, 2019

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