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In the Name of God

Vice-Chancellor for Research and Technology

Center for Development and Coordination of Scientific Information and Publications

Policy Brief Writing Guideline

Definition of a Policy Brief

A policy brief is one of the scientific outputs resulting from research projects and serves as a tool for establishing a connection between scientific evidence and policymaking. In a policy brief, factual, accurate, and concise information is provided to target audiences, including policymakers, politicians, and government managers, to help them quickly understand the health issue, recognize its urgency, and consider alternative actions based on evidence-based policy recommendations.

Components of a Health Policy Brief Article

1. **Title**
2. **Authors and Affiliation**
3. **Summary in Persian and English**

Provide a brief and concise explanation in response to the following questions:

- What is the problem?
 - What do we know (and not know) about addressing the problem?
 - What are the actionable options to address the problem?
 - What considerations should be taken into account for implementation?
4. **Introduction**
 - Describe the issue and explain the necessity of drafting the policy brief to draw policymakers' attention.
 - Introduce the issue (health problem) and describe its context, including the conditions and background that led to it. Describe one or several of the following features:
 - A. The burden and nature of diseases and injuries caused by the issue, requiring preventive or therapeutic measures by the health system.
 - B. Programs, drugs, and services needed for disease prevention and treatment.

- C. Current measures of the health system regarding access to and utilization of programs, drugs, and services by patients/community members.
- D. The cost-effectiveness and impact of these measures on specific patient/community groups.

5. Methodology

Discuss the research and evaluation methods used to identify and select the evidence, considering scientific quality, applicability of results, and equity in health service delivery.

Note: It is preferable to use synthesized research evidence, such as systematic reviews and meta-analyses, for drafting a policy brief.

6. Results

Present actionable policy options and implementation strategies to address the issue, and evaluate them using selected research evidence. Refer to the table below:

Option Name:

Evaluation Aspects	Findings from systematic reviews and other existing research evidence
Advantages	
Disadvantages	
Costs and Cost-Effectiveness	

Uncertainty (Potential advantages and disadvantages)	
Key Elements of the Option (How and why it works)	
Role of Experiences and Perspectives	

7. Discussion

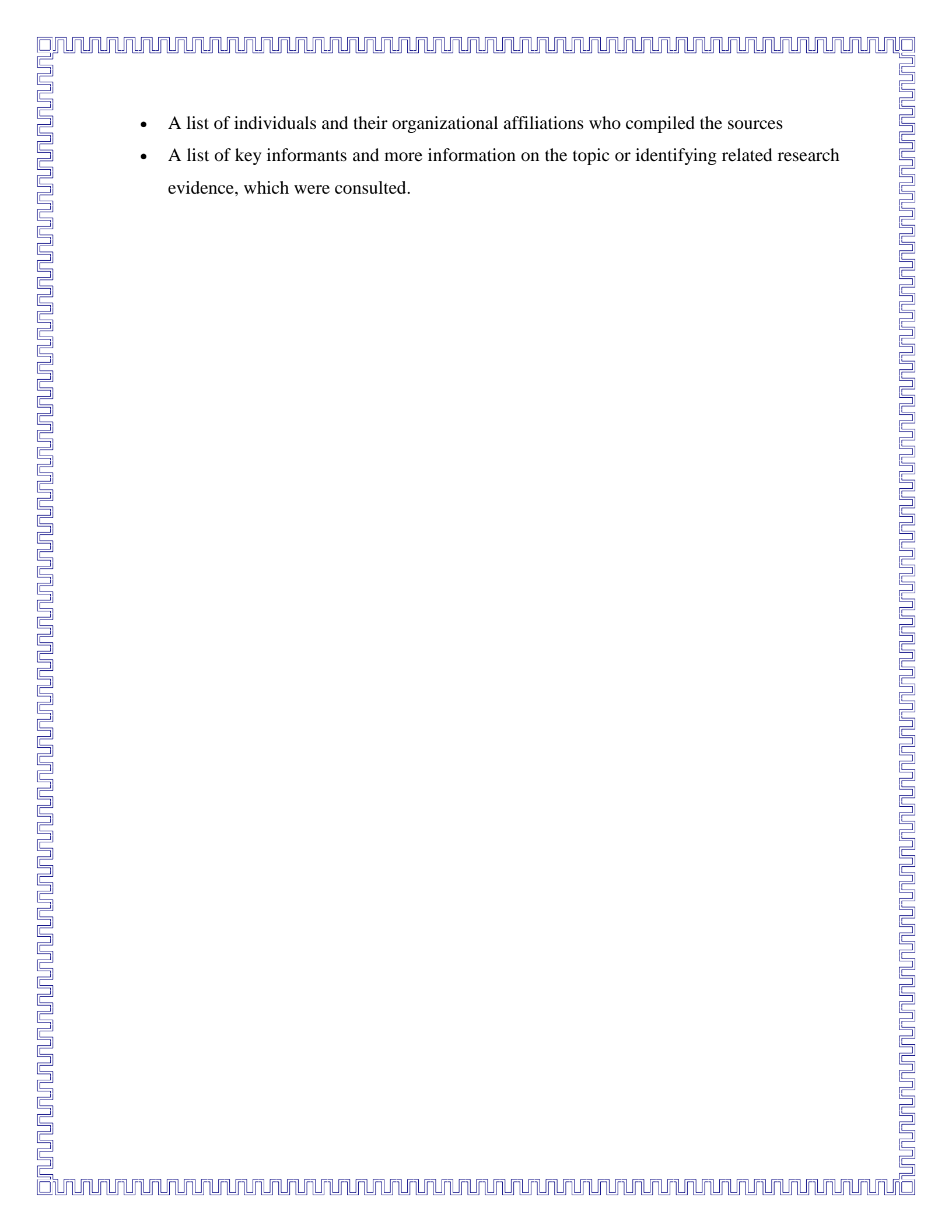
Provide explanations on the implementation considerations and potential barriers for each proposed option, specifically addressing:

- A. Service recipients
- B. Service providers
- C. Service delivery units/organizations
- D. Health system at a macro level

Also, provide suggestions on planning and evaluation.

Note: To complete the discussion, based on the current conditions of the health system in Iran and according to expert consensus, include a conclusion and prioritize policy options needing more attention from policymakers, which can be presented in short-term, mid-term, and long-term frameworks.

- 8. **List of Funders** (for the organization preparing the policy brief)
- 9. **Statement on Conflicts of Interest by the Authors**
- 10. **References**
- 11. **Appendices** (if needed)

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- A list of individuals and their organizational affiliations who compiled the sources
 - A list of key informants and more information on the topic or identifying related research evidence, which were consulted.