

Assignment Plan for Investigative Reporting Grants in Public Health

Section 1: Investigation topic

Please describe in 500 words what the key topic (one topic) of your investigation. Please adhere to the 500 word limit. Do not provide background/context/reasons etc. Focus on “what” do you intend to do with this grant and why is that important to public health.

Section 1 - Word Limit: 500

Section 2: Investigation Plan

Please describe your plan for this assignment (how you plan to conduct the assignment). Key elements of an investigation plan are: (A) Geography (B) Specific Location (C) Duration (D) Number of Trips (E) Subjects (who you plan to interview) & Sources

Section 2 - Word Limit: 500

Section 3: Key milestones

Please describe what your milestones are for this assignment. The duration of this grant is for six months. Please identify at least three (and maybe more) milestones during the duration of the assignment. For each milestone, provide what the expected outcome ought to be

Example:

Milestone 1	30 days from commencement of assignment	1. Complete interviews for at least 10 subjects/sources 2. Prepare an outline of report (my work product)
Milestone 2		
Milestone 3		

Section 4: Publication Plan

Describe in 300 words or less, what is your publication plan for the output of your assignment. The grant offers multiple options. You can opt to write one long piece at the end of the assignment or chose to write a series of several pieces addressing various aspects of your investigative work. For each of these pieces describe when you expect to begin authoring, when you expect to complete the draft for your editors to work upon. Please specific dates and locations (media outlets) you plan to publish your work in.

Section 3 - Word Limit: 300

Section 5: Key risks and mitigation plan

List what you expect are key risks (obstacles, hindrance etc) you expect to encounter during this assignment. For each such risk, please describe your mitigation plan that will ensure that you complete this assignment on time.

Example:

Risk Number	Description	Contingency plan
1	I have signed up for a part-time grant. I may not be able to take time off from my regular work to focus on this assignment	If I am unable to meet the deliverables for milestone 1 described in section 3, I will inform the Foundation and my manager at the publication I work at and figure out how best to compensate for lost time
2		

Expectations from the Foundation if selected for the award:

1. All interviews and on-the-ground reporting will be backed up with receipts for travel costs.
2. References to any work cited in your work product will be explicitly called out
3. Rehashing either your own work or that of others will not be acceptable

4. All quotes should be ascribed to their sources
5. We expect accuracy in reporting, and balance among the perspectives presented in your report.
6. We expect you to following journalistic ethics during the course of the assignment, listed here from the Society of Professional Journalists:
<https://www.spj.org/ethicscode.asp>