ABSTRACT TITLE

Descriptive statement of project outcome

OES GSA

Target a Priority Outcome

1) Clearly define the agency's priority outcome. 2) Demonstrate the "why" this is important to an agency and extent of the problem. 2-3 sentences. *Example: The Department of Housing and Urban Development (HUD) spends more than $1 billion per year on public housing utility costs for heating, lighting, and cooling.[1] In turn, these costs affect HUD programs. HUD seeks to encourage residents of Federally assisted public housing developments to reduce household energy use, thereby reducing Federal expenditures on public housing utilities.*

Translate Behavioral [or Evidence-Based] Insights

1) What is the problem/bottleneck (govt citations or reference to base rates where possible). 2) What is the related literature base/insight (w citations). 3) What is the intervention. 3-4 sentences. *Example: Pre-study analysis of the study population in Ethiopia indicated that retention in care and ART adherence was below global health community's target, at approximately 80 percent.[2] Evidence from randomized evaluations in sub-Saharan Africa and elsewhere suggest that non-financial/ non-economic "incentives" are effective at increasing take-up and adherence to health inputs, including HIV/AIDS services. Praise Message phone calls were delivered by health workers at study clinics to ART clients the day after (and 15 days after) they attended their ART appointment. These phone calls followed a brief script praising the client for the hard work they are doing taking care of their health.*

Embed Evaluation

Describe evaluation methods (RCT or alternative design), how randomization happened, when the study ran and (always) full sample size. 2-5 sentences. Include business as usual description - what they received. The evidence-based insight was tested with an individual level randomized control trial. *Longer example: The flyers with either one or five energy-saving tips were mailed to a sample of housing units at seven New York City Housing Authority (NYCHA) developments in early September 2017. These units were randomized within blocks based on development and bedroom size (studio - five bedrooms) into either a no-flyer, single-tip flyer, or multiple-tip flyer group. Single-tip flyers were mailed to 935 units and multiple-tip flyers were mailed to 932 units. No flyers were mailed to 929 units. Average daily energy use (in kilowatt-hours, kWh) for units sent flyers was compared to average daily energy use for units not sent flyers.[3]*

Analyze Using Existing Data

List outcomes and highlight the existing administrative data set used. 2-3 sentences. Include the footnote attached to this sentence (and throughout the abstract be sure to indicate any analysis that was not prespecified).[4] *Example: Data from VA electronic health records were used to compare flu shot uptake between the two groups between October 1, 2017, and May 24, 2018. The data included not just whether a patient got a flu shot but also the date of the flu shot, which enabled us to assess whether the emails might prompt individuals to get shots earlier in the season. The data also included information about individual characteristics — including age, rurality, and prior flu shots — that enabled a more precise estimate the emails' effectiveness.*

Results

1) Clear summary sentence of results. 2) 1-3 sentences with results details. 3) Any implementation challenges that impacted analysis, or exploratory analysis to be included. Cite analysis plan, where relevant. Can also include secondary outcomes and exploratory analysis, if relevant. *Short Example: The results suggest that there was no significant difference in compliance rates between treatment and control schools six months post-report card treatment. Immunization compliance was 76.3 percent among schools that received the report cards and 76.2 percent*

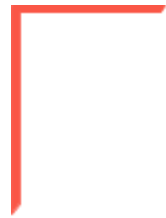[1] U.S. Department of Housing and Urban Development. *Progress Report and Energy Action Plan Report to Congress, Section 154, Energy Policy Act of 2005* (2012), https://www.hud.gov/sites/documents/OSHCENERGYREPORT2012.PDF
[2] Footnote font size: 8

[3] Author. "Title." Publication (2010): 218-226.
[4] Unless noted otherwise, all of the analysis reported in this abstract was prespecified in an analysis plan, which can be found at https://oes.gsa.gov.

among school that did not (p = .836, 95% CI [-2.30, 2.84]). The same null results hold among day care, elementary, middle, and high schools, and for each vaccine type.[5]
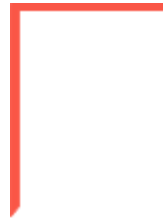
Figure #: *Figure title*

Placeholder for results graph

Example 2:

Placeholder for intervention photo

Build Evidence

How is the agency using this result (*eg DoD acted on/used this evidence to....design a follow on test, make a program/policy change, scale up strongest arm, change their data system or data use etc***)? Are there implications for policy or how a program is run? Do we need to do further evaluations? Is there anything worth looking into further learned from exploratory analysis? 3-4 Sentences.** *Example: This pilot demonstrates the feasibility of sending flyers with energy-saving tips as a strategy to reduce energy use among public housing residents. Residents in public housing units sent flyers with energy-saving tips, particularly a single tip, used less energy afterwards than residents in units that were not sent flyers; however, reductions were small, imprecisely estimated, and not statistically significant. Future work will build on this study to examine how informational communications can have greater impact on energy use and costs.*

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[5]For a full report, see: David Yokum, Julie C. Lauffenburger, Roya Ghazinouri and Niteesh K. Choudhry. "Letters designed with behavioural science increase influenza vaccination in Medicare beneficiaries." *Nature Human Behaviour*; 2(2018): 743-749.

Notes/Tips:

- avoid experiment, treatment — generally use randomized control trial / evaluation

- Avoid sentences that start with: "OES did ….". This should be clear through description of study

- Do not use word **research** or **researcher**

- Always useful to cite govt sources or websites where possible.

- Additional citations are always helpful

- If you have gone beyond 5 sentences per section - consider cutting (save it for the paper).

- No first person - I, we, us, they

- Active voice where possible

- Avoid directing policy or directing resources (avoid should)

- No hanging sentences on a page

- If useful to note agencies role, note in footnote.

- Default assumption is that all parts of project are done together in collaboration with an agency partner.

- In cases where it is important to list specific roles list agency roles (eg data access, analysis or randomization - or implementation of an intervention - or OES did not have eyes on a process and cannot attest it)