**Guidelines for Final Afya Bora Fellowship Report**

**Timeline:**

Draft of reports due to Primary Mentor and Angela Shelton: May 1st, 2017

Final reports due to Primary Mentor and Angela Shelton: June 1st 2017

We expect that at the end of the fellowship, each Fellow will present at the Final Meeting and submit two reports, a Final Program Report and a Personal Reflection, as follows:

1. **Final Program Report**

The final report aims at synthesizing the accomplishments at the individual attachment sites. Providing this feedback is an important component of the final report to the Afya Bora and the attachment sites. The report should be a critical analysis of ONE issue and the conclusion and recommendations should assist the sites to adopt a change for the purpose of improving management processes, financial management, human resources, program and project implementation or scale up, and/or policy formulation. The report should be prepared in close collaboration with the Primary Mentor and Site Mentors in order to ensure relevance and accuracy. It must be submitted in draft format by May 1st to the Primary Mentor and Angela Shelton.

* 1. **Format (10-14 pages)**

**\*Reports should be single-spaced and use 11 point font.**

* Title of Project, Attachment site, Primary mentor(s), Site mentor(s)
* Abstract (300 words)
* Introduction stating project objectives and rational (½ - 1 page)
* Background (1-2 pages)
  + Include references from the literature when appropriate
* Methods, including source of data, collection approaches/tools and analysis strategy (2 pages)
* Findings or results of project (3-4 pages)
  + Include tables and/or figures when possible
* Discussion of findings and their implications, strengths and limitations of project (2-3 pages)
* Conclusion, recommendations, and future directions (1 page)

1. **Personal Reflection (1- 2 pages)**

Fellows were enrolled into the fellowship from different backgrounds and with different expectations. This section is important to the Afya Bora Consortium and the fellows because it will provide insight into how well the program met the objectives of Afya Bora Consortium to train leaders in global health. This personal reflection should include a brief account of each individual’s perceptions about how this inter-professional program has contributed to the fellow’s development as a global health leader.

Consider including in this section details about the contribution of the following fellowship or attachment site issues: organization; recruitment; logistics; modules; attachment site selection; mentorship; projects; final report.

1. **Presentation**

In addition to the reports, Fellows will be required give a 10 minute presentation at the Final Meeting. Below

are topic guidelines for your slides:

1. Title of Project, Attachment site, Primary mentor(s), Site mentor(s) [title slide]

2. Introduction stating project objectives and rational [1 slide]

3. Background [2 slides]

a. Include references from the literature when appropriate

4. Methods, including source of data, collection approaches/tools and analysis strategy [2 slides]

5. Findings or results of project [2-3 slides]

a. Include tables and/or figures when possible

6. Discussion of findings and their implications, strengths and limitations of project [1-2 slides]

7. Conclusion, recommendations, and future directions [1 slide]

1. **Submission of Reports**

Final reports are due **June 1st, 2017** to Angela Shelton ([afyabora@uw.edu](mailto:afyabora@uw.edu)) and the Primary Mentor.

The Afya Bora report should be submitted as a word document by the date above and the fellow should be prepared to present the scientific component in a power-point presentation during the final meeting mid-August. Submission of reports by June 1st, 2017 is required for fellowship graduation. These reports are required in order to graduate from the fellowship.