

TO: President’s Council

CC: Policy Office

FROM: [List names of policy steward and sponsor]

DATE: [Insert date here]

SUBJECT: [Enter policy name and number here]

# 1. ABSTRACT

[*Instructions:* The purpose of this section is to briefly explain why research was conducted specifically for this policy and briefly outline the content in the rest of the document.]

# 2. BENCHMARKS AND METHODOLOGIES

[*Instructions:* In this section, please state what standards or benchmarks all researched sources were compared to. Explain how benchmarks were determined.]

# 3. KEY FINDINGS

[*Instructions:* This section will clearly state the results of the research. Depending on the research, this may include listing examples of well-crafted policies that meet the related benchmarks, providing recommendations for the drafting committee, identifying discovered information or policy that is currently lacking in UVU’s policy manual, and listing quality references the drafting committee may find helpful. Where applicable, consider presenting this information in tables or charts for clarity.

Should research findings be extensive, consider breaking this section into smaller subsections. Start with a general overview of research findings and then create different sections for specific aspects that may need more information.]

# 4. RESEARCH SOURCES

[*Instructions:* In this final section, list the institutions, professional organizations, or standard-setting bodies analyzed for this research.]