

What is a Fact Sheet?

A fact sheet is a short, typewritten document that contains the most relevant information about a particular subject in the least amount of space. The goal is to provide facts and key points about a topic in a clear, concise, and easy-to-understand way. In developing a fact sheet, you must decide what is most important, organize it, and communicate it in your own words. All three of these practices relate to how people learn and are linked to increased retention of information.

Fact sheets are often summaries of a longer document or an alternative to writing a detailed essay about a topic. Fact sheets have been extensively used to communicate health information. Research-based healthcare fact sheets were evaluated as excellent at efficiency, usefulness in practice, and importance at improving practice by 99% of nurses surveyed in a 2005-study. Most nurses stated that fact sheets were the best way to learn about research and use it in practice and reported using fact sheets in their personal and professional lives. While they used fact sheets to improve patient education and teach new nurses, how could you use fact sheets in your setting?

Competition Fact Sheet Requirements

Main Body: Use a combination of text and graphics. The text should be for a general audience and concise. The graphics should help communicate the challenge addressed, your proposal, and what it would achieve, if implemented. These three elements must be included in the fact sheet:

1. The Challenge

Describe the challenge addressed and explain how addressing this challenge bears on one or more of the SDGs, paying attention to relevant SDGs and keeping in mind the connections between people and nature. Some questions to consider:

- How widespread is the challenge? Are many people or ecosystems or other forms of life affected?
- Does your proposal deal with a specific location or community? If so, explain.

2. Your Solution

Clearly and concisely describe your main idea. Some questions to consider:

- Why do you believe the proposed action will be successful?
- Who or what will benefit from this action?
- Have efforts already been made to meet the challenge you address? If so, how does your proposal differ from the proposals of others?
- How would your proposal, if implemented, promote, or impede achievement of the SDGs mentioned?

3. Implementation

Describe your plans to achieve your intended result. Some questions to consider:

- How long will it take to implement your solution? How long will it stay in effect?
- What resources (financial, human, technological, physicals, other) does it require?
- Would your proposal require or benefit from partnership with any companies, nonprofits, governments, or other organizations?
- What will be the main obstacles, and have you thought about how to overcome them?
- How will progress be monitored and evaluated?

Fact Sheet Formatting

Front Matter

This information must be included in a 'header' located in a banner above the main fact sheet content:

- Project name
- Name (or names, in the case of submission by a team) and one email contact
- Key SDGs promoted or impacted by your solution

References and Acknowledgements

This information must be included at the end (bottom) of the fact sheet

- List up to five relevant articles, academic studies, or other sources of information
- Acknowledge any additional organizations or individuals who provided significant guidance
- Include [UIUC logo](#)

Format Requirements

- Fact sheet must not exceed 1000 words. It will preferably be 1-3 pages in length
- Maximum file size: 10 MB
- Submit as a pdf document

Your proposal will be evaluated in terms of its novelty, feasibility, replicability, clarity, whether you make a compelling case for it, and its likely effectiveness in promoting the SDGs.

Good Luck! We look forward with great enthusiasm to learning about the new ideas you will be proposing

Fact Sheet Canvas

This canvas outlines the content of your fact sheet, however, you should not use the canvas as a visual template for your fact sheet

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| Project Name: | | |
| Team Member Names: | | |
| Key SDGs Addressed: | | |
| The Challenge: <i>What specific challenge are you addressing with respect to your SDGs? Who or what is affected? What location(s) is/are affected? What is your hypothesis?</i> | Your Solution: <i>What is the main idea of your plan? Who or what will benefit? How does your proposal advance and affect the SDGs you identified?</i> | Implementation: <i>How will you achieve and verify your intended result? What challenges might you face? What resources (financial, human, technological, physicals, other) does your project require? How will you monitor progress? How will you substantiate your initial hypothesis?</i> |
| References: <i>List up to 5 journal articles or research studies. What specialist did you speak with?</i> | | |