**Layout of the Closeout Report**

**The final report should be constructed as follows:**

* **Introduction** (1.5 pages/750 words maximum)
* **Objectives** (1 page/500 words maximum)
* General objective; the main goal or aim that will be achieved out of this research
* Specific objectives; that are clearly stated, measurable and achievable throughout the methodology
* **Data & Methods** (2 pages/1000 words maximum)
* Study design (type of study; case-control, cross-sectional, etc…)
* Study setting (description where study was conducted)
* Study population (study subjects, their characteristics and criteria for inclusion/exclusion)
* Sample size
* Sampling method/technique
* Data collection (methods, description of data collectors and instruments/tools)
* Data management plan
* Monitoring, supervision and quality control (for data collection, laboratory, etc…)
* **Results** (2.5 pages/1250 words maximum)
* **Discussion** (2 pages/1000 words maximum)
* **Policy recommendations** (1 page/500 words maximum)

**The final report shall be:**

* Maximum of 10 pages excluding tables, graphs and references
* Maximum of 15 pages including tables, graphs and references
* Additional information *(beyond the page limit)* may be added as Annexes