

**THE HEALTH PROJECT**  
**APPLICATION CHECKLIST FOR THE 2020 C. EVERETT KOOP NATIONAL HEALTH AWARDS**

**Documenting Excellence in Health Promotion and Value on Investment**

**Before submitting your application, be sure it includes the following requirements:**

**FORMATTING**

- Cover page with the following information: Name of Program, Company/Organization, Address, City/State/Zip, Contact Person, Telephone, and Email address.
- List of all individuals and organizations involved in the completion of your application. Report any vendors or other third parties who helped prepare the application and describe their role (e.g., consultant, data analyst, editor, provider, university faculty, etc.).
- Font size of 12 points is used throughout the application, including in tables.
- Pages are numbered and all graphs, charts, axis, and attachments are clearly labeled and dated.
- Adherence to the recommended structure of the program application by section and word count limits.

**PROGRAM BACKGROUND**

- Description of leadership commitment, organizational culture, strategic planning, communications/marketing/promotion, intervention components, integration into benefit design, program coordination, and data management/evaluation.
- Demonstration of a comprehensive approach where program design includes opportunities to improve the health and well-being of the entire population under consideration and across the health continuum.
- Description of how the program is integrated into your organization's infrastructure (Vision, Mission, Purpose) and is in alignment with broader organizational/company business goals.

**EVALUATION METHODOLOGY AND RESULTS**

Description of evidence-based research and population health management strategies employed, top health issues addressed, and evidence of health improvement. Specifically:

- Inclusion of a detailed description of program evaluation methodology and results, highlighting where possible the connection between measurable outcomes and specific program elements.
- Documentation of improved health/risk reduction and demonstration of business case and value for investing in the health and well-being of populations (e.g., medical cost savings, reduced absenteeism, increased worker productivity, improved attraction/retention of talent, job satisfaction).
- Numbers of participants and cohort participants (N) should be labeled clearly for each result included. Analyses on a subpopulation should be described as such vs. total eligible population.

**INNOVATION**

- Description of innovative approaches taken that have contributed to the success of your program.

**This checklist is for your convenience and does not need to be submitted with the application. The application should be submitted and received by Friday May 15<sup>th</sup>, 2020 in a pdf format (no paper applications will be accepted).**