**Do-It-Yourself Dissemination Tool Kit: Executive Summary Example**

*Format: E-mail to stakeholders   
Place the Executive Summary in the body of the e-mail*

**Subject:** Insert a short, concise subject that declares your main finding

**EXECUTIVE SUMMARY: Headline you would like to see from your study findings**

In a study published in *Journal*, researchers showed that main message of study.

The study showed insert the most specific findings that support the main message. Be very selective about the data you put in this executive summary

The study was conducted among number of people or specimens, study design, justification for the outcome. **These findings provide evidence that complete.**

The authors conclude insert the conclusions translated into lay language (*ProTip*: review your abstract conclusion before drafting this*.*

Lead investigator, your name, title, affiliation, comments **“Insert one quote that could be used by the media.”**

This study was funded by insert.

For inquiries, your name, e-mail, and phone number. Follow insert your twitter handle on Twitter to see a thread reporting the results from this study.

*Reference of the full article.*

*Optional: On page 2, insert a figure, table, or infographic that summarizes the results. Please be sure the figure, table, or infographic does not appear in the paper as it may violate your copyright agreement with the publisher.*