TUTORIAL 32

How to Prepare the Project Summary/Abstract

In this Tutorial we are going to talk about the one-page document called the Project Summary/Abstract. This is a brief, but important part of your DOE SBIR or STTR application because this document will become public. Keep that in mind as you begin drafting it. Many uses are made of this document. For example, the abstracts of winning applicants will be posted on both on the DOE and the SBA websites. If you are awarded a grant in response to your application, the abstract will also be sent to Members of Congress and State Governors. Keep these uses in mind when drafting the Project Summary. Prepare this as a stand-alone document, no more than one page in length which will be uploaded as a separate pdf file in grants.gov.

So, what should you convey in this document? The purpose of the Project Summary/Abstract is to communicate the overall sense of the project but NOT every step of the work plan or anticipated accomplishments. Start by clarifying the problem or situation being addressed; then provide a general statement regarding how you will address it. Briefly mention what will be done in Phase I and conclude by summarizing commercial applications and other potential benefits.

Although your company name should be in the heading for this document, don't include your company name, product names or the name of any subcontractors, or institutions in the body of the Project Summary/Abstract.

To improve readability, don't include any acronyms, abbreviations, first-person references, or any proper names in the body of the summary. Also don't include the name of your company, any subcontractors or institutions, or any trade or product name.

Make sure that the Project Summary/ Abstract does NOT contain any proprietary information.

In preparing the Project Summary/ Abstract assume that the is technically literate and follow the specific guidelines that DOE provides in its Funding Opportunity Announcement regarding the content and format of this section. The header should contain the company name, the project title, the PI's name, and the Topic number/Subtopic letter. The Project Title by the way, should be the same title you included in your Letter of Intent. The guidelines provided in both the FOA, and the Applicant Guide recommend the length of each item. For example, the statement of the problem or situation your proposal addresses should be addressed in one to three sentences. The Summary for Members of Congress should contain no more than 50 words. Do your best to adhere to the guidelines and avoid repetition. With respect

Most importantly, make sure that the abstract does NOT contain any proprietary information as this will become a public document. Researchers are often confused about what information should be kept proprietary. In essence, what's proprietary is the "secret sauce" – that is the data that explains how you solved the problem, the intellectual property that you want to ultimately protect through a patent, a copyright, or a trade secret. However, what if fine to include are statements regarding the problem you are addressing, the objectives you have, and broad statements about the field of inquiry that this will impact. Before uploading the document into grants.gov, it is suggested that principal investigators check with the business official in their firm to assure that this document does not contain any "business sensitive" information.

to the question "When should you begin working on this document?", we recommend beginning a couple of weeks before the application package is due.

Begin working on the Project Summary/ Abstract a couple of weeks before the application package is due.

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DOE PHASE 0
SBIR/STTR ASSISTANCE PROGRAM