

Preparation of the One-page Project Summary*

Project Summary

The proposal must contain a summary of the proposed activity suitable for publication, not more than one page in length. It should not be an abstract of the proposal, but rather a self-contained description of the activity that would result if the proposal were funded. The summary should be written in the third person and include a statement of objectives and methods to be employed. It must clearly address in separate statements (within the one-page summary):

- **the intellectual merit of the proposed activity; and**
- **the broader impacts resulting from the proposed activity.**

It should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate lay reader. **Proposals that do not separately address both merit review criteria within the one-page Project Summary will be returned without review.**

* - Excerpt from Proposal and Award Policies and Procedures Guide, Chapter II, page 7, NSF 091

Outline for use in preparing QEM/HBCU-UP LDI Proposal Narratives**

- Overview of the Proposed Project
- Prior Related Results (from all relevant projects, not just NSF-supported ones)
- Rationale for the Proposed Project
- Overall Goal(s) and Specific (Measurable) Objectives
- A detailed description of the Proposed Project
- Key Strategies for Achieving the Stated Objectives
- Summary Logic Model template (a matrix where a row exists for each goal and where the column headings are Goal(s); Objectives (linked to each goal); Key Strategies (for achieving each specific objective); and Performance Indicators (benchmarks)
- Expected Outcomes
- Key Project Personnel with brief descriptions of the role of each first, then the level of effort and whether or not a biographical sketch is attached
- Timeline (quarter in which major milestones are to occur and, where possible and practical, who will be responsible (what, when, and who)
- Project Evaluation (how will we know if what is proposed has been achieved)
- Dissemination Plan
- Intellectual Merit and Broader Impacts
- Budget (paragraph description of what is to be included in the budget)

** - QEM Internal document