

Guide for Writing a 1-Page Project Summary

Many grant proposals require a **1-page summary** of all the key areas of a project. In some cases this document is called a “Specific Aims” page, and in other cases an “Executive Summary” or “Project Summary.”

To apply for the 2023-2024 Grant Writing Mentoring Program, you need to attach a 1-page summary of a project idea you have to your application. Ideally, you should use the format required by a grant opportunity you intend to pursue. However, if you do not have a specific grant opportunity in mind, use the below guidance to craft this 1-pager.

Sections of a 1-page project summary:

Please include the below section headings and use formatting (e.g., bolding/underlining/caps) to indicate separation between each section.

- **Background & Need** = What is the current knowledge in your field/area? What existing need or gap do you plan to address? What are the potential consequences of *not* filling that need? (This is also a section where you can include preliminary data, if you have some.)
- **Significance & Innovation** = How will you fill the need? What impacts do you expect to have in yours and other fields/areas? How is your approach/perspective/tool/etc. relatively novel?
- **Objectives, Methods, & Expected Outcomes** = Provide a brief description of **2-3 key objectives** (sometimes called “aims” or “goals”) and the general methods (e.g., activities, participants, staff, materials, etc.) that will accomplish each. Also include the expected outcomes (e.g., findings, products) under each objective.
 - **Write each “Objective” as a one-sentence statement that begins with a verb and is product-/outcomes-oriented.** For example, *“Improve the knowledge of science concepts, as measured by individual learning gains on the FCAT Science component, of 75% of participating high school students.”*
- **Roles & Expertise of Project Team** = What will each person on the project do? What is their prior experience/training that has prepared them to do it?
- **Overall Impact & Dissemination** = Describe what the sum of your objectives and expected outcomes will accomplish, and how you plan to share out to others about the successes/products of your project activities.
- **Sustainability & Future Directions** = How will your project activities be sustained after the end of the grant period? Alternatively (or in addition), how can you take this project/initiative further in the future?