Abstract and Executive Summary Templates

GUIDANCE TO APPLICANTS

Applicants must include both an abstract and an executive summary, as described below. Both of these will be entered directly into RAAMS as part of the application submission. The upload of a separate Executive Summary document in RAAMS will no longer be required.

Abstract:

* The abstract should be a very short summary of the purpose/goal of the project, where it is located, and who will be undertaking the project.
* This abstract content may be used in Council reports and for other purposes requiring very brief descriptions of RESTORE-funded projects.
* The abstract should be 3-5 sentences, and should not exceed 1500 characters (approximately 200 words).

*Example: The Department of Conservation and Natural Resources will complete planning, design, engineering and feasibility assessments for a living shorelines project located at [project location, County, State]. Completion of these planning activities will provide the state with a full understanding of the feasibility of building this project, complete with environmental impact and benefits metrics. This information will provide the state with the necessary information to seek funds for implementation.*

Executive Summary:

* The executive summary should be more detailed than the abstract, but should not exceed 3500 characters (approximately 500 words).
* This may be used in the award and for other purposes requiring information on RESTORE-funded projects.
* Much of the necessary information may be found in/revised from the project fact sheet (find yours [here](https://www.restorethegulf.gov/gcerc-funded-priorities-list-factsheets)).
* The executive summary should include:
	+ Purpose/goal of the project. This should be consistent with the purpose stated in the FPL. If this is a planning project, include what this investment will achieve (e.g., engineering & design plans), and what the purpose of the project is once constructed (e.g., restore ecologically important wetland habitat via marsh creation using materials dredged from a nearby borrow site).
	+ Project location. Provide a succinct narrative of the location of the implemented project. Key pieces of information may include the waterbody(ies), watershed(s) and/or region, county(ies), state(s), and any additional pertinent, yet brief identifying project location information, as applicable.
	+ Environmental benefits. This should include the major outcomes of the project (e.g. acres of habitat restored or protected), as well as any broader relevance of the project to the region or watershed (e.g., this barrier shoreline serves as an important storm buffer to the adjacent city and provides nesting habitat for threatened piping plovers). At a minimum, ensure that information provided here is consistent with such information found in the FPL and/or project fact sheet.
	+ Project details. Include what this award will fund (e.g., necessary geotechnical work, land rights investigations, NEPA and other environmental compliance documentation, engineering & design plans), and who will be responsible for the work (primary agencies/organizations, including primary partners if identified in the FPL). If this is a program that will include sub-awards to achieve the project objectives, include this information in the project details.

*Note: The above information should be further elaborated upon in the Project Narrative (you may find the Project Narrative Template* [*here*](https://www.restorethegulf.gov/gcerc-grants-office/gcerc-grants-resources)*). The Project Narrative should be a stand-alone document, as it becomes the Description of Work Performed for the award.*