ATE PROJECT SUMMARY TEMPLATE

For the project summary, you will insert text into three text boxes. Since Fastlane does some crazy things when you cut and paste into the text boxes, my advice is to not use any symbols (dashes, quotes, apostrophes, and other such things) as they will translate them to $ (dollar signs). You may not even know this is happening but dollar signs will be what the reviewers see. The strategy I use is to keep language simple and reword text to avoid using of the symbols mentioned above.

NOTE: the three text boxes use character counts rather than word counts. If the allotted character count is exceeded, the system will not let you insert your text or may truncate text when the character limit is reached.

The three text boxes are OVERVIEW, INTELLECTUAL MERIT, and BROADER IMPACTS. Here is a suggested template for each.

OVERVIEW

Paragraph One: In about 3-5 sentences, describe what you plan to do (including the outcomes you plan to achieve). You may include the overarching problem being addressed as well. A sample might be, "To address a change in technology recently implemented by xxx and yyy industries in our area, equipment upgrades and faculty development will modernize education in our program to current industry standards for technicians completing the zzz associate degree at Best Community College."

Paragraph Two: In about 3-4 sentences, describe the components or activities of the project.

Do not cut and paste text from the project description for the overview but instead write it as new wording. Some reviewers do not like to see things repeated.

INTELLECTUAL MERIT

In about 4-5 sentences describe the problem (or need) in the local context with local data (and if it makes sense to include regional, state, or national contexts, that can be included too); how this project will make a positive impact on the problem (or need); and why the college is well-suited to take on this problem (or need).

It is acceptable to repeat the intellectual merit text from the project summary again in the project description.

BROADER IMPACTS

Here is where you want to describe the benefits. A sentence or two about the benefits to students. A sentence or two about the benefits to the college. A sentence or two about the benefits to industry. A sentence or two about benefits to the community (if this applies).

You must also include broader impacts in the project description. Again, it is acceptable to use duplicate wording in both places.