# INSTRUCTIONS

You will need to upload a one-page Project Summary/Abstract as part of your DOE SBIR/STTR Application. Remember that DOE does not specify type font or point size, just number of words or in this case, pages – so one page. This document should be prepared for public consumption. Use the following outline (with verbatim guidance from the FOA) prepare your abstract. The headings are included just for guidance – they should NOT be included in the abstract. If you are submitting a Fast Track application please see the instructions in the FOA, instead of following this guidance.

# Project Summary/Abstract Outline

 **Header**

 Company Name

 Project Title

 Principal Investigator

Topic number/Subtopic letter

 **Problem Addressed (typically 1 to 3 sentences)**

Be sure that the DOE interest in the problem is clear, but emphasize the advancement of a public purpose

 **How you will address this problem (Typically 2 – 4 sentences)**

 A brief description of your overall project approach

 **What will be accomplished in Phase I? (Typically 3 to 4 sentences)**

 **Commercial Applications and Other Benefits (limited to the space provided)**

Summarize the future applications or public benefits if the project is carried over into Phase II or Phase III and beyond. Do not repeat information already provided above.

 **Key Words**

 Provide listing of key words that describe this effort

 **Summary for Members of Congress** [50 words, two sentences, layman’s language]

I would recommend using a subheading to identify this section. DOE notifies members of Congress of grants in their districts. Therefore, please provide, in clear and concise layman’s terms, a very brief summary of the project, suitable for a possible press release from a Congressional office. One suggested format is to use two sentences: The first sentence should state the problem being addressed so that the research need is clear, and the second sentence should state what is being done to address that problem.