## Proposal Abstract

The **Proposal Abstract** section provides key pieces of information internal reviewers and College approvers need to evaluate and determine whether your sponsored project proposal can move forward.

The Proposal Abstract must include certain accurate and useful information about your proposed project so that internal reviewers and College approvers can evaluate the proposal abstract and make an informed decision. The information is used by internal approvers, including directors, associate deans, deans, AVPs, College Cabinet, the College President and OSP to determine alignment with the College's goals, feasibility of the project scope, and SLCC commitment.

The information entered in this section is not part of the application you submit to the sponsor, rather the abstract is used to describe the project and key components to internal reviewers and College approvers.

Instructions

Begin by carefully reading the instructions at the top of the Proposal Abstract page.
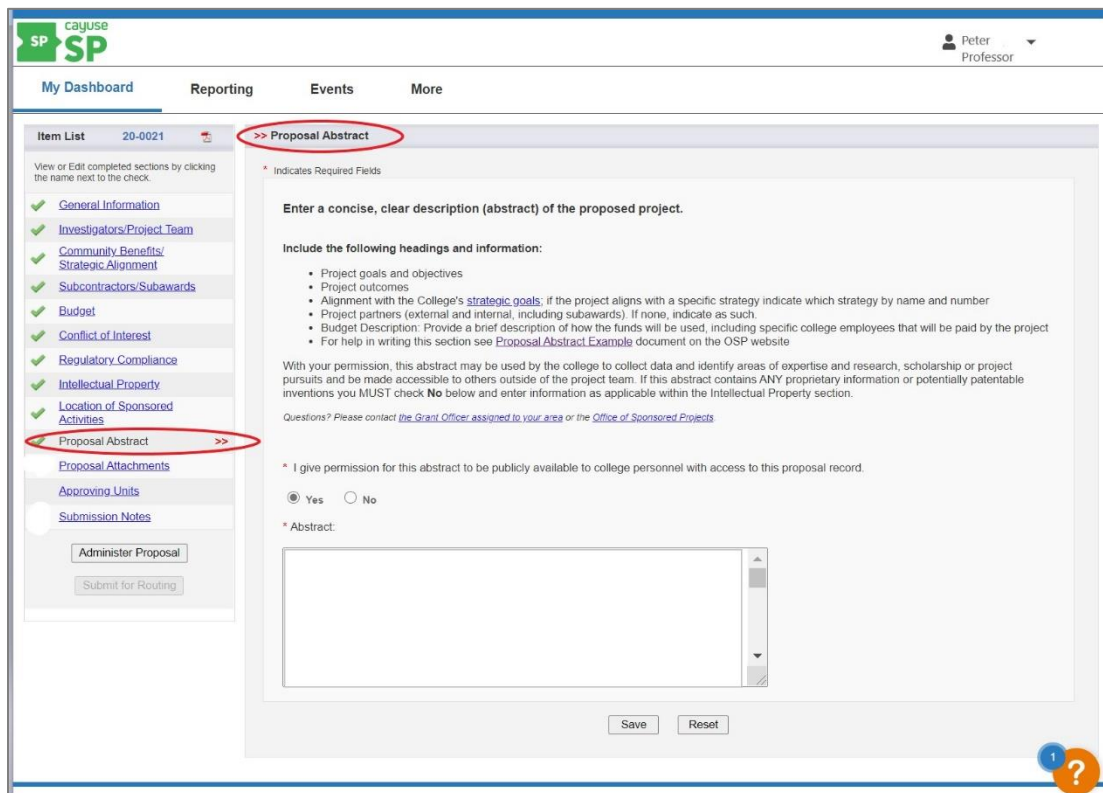
Permission to Make the Abstract Accessible to Other Users

Indicate whether you give permission for this abstract to be used by the College to collect data and identify areas of expertise, research, and other scholarly interests.

Select 'Yes' to give permission for the abstract to be visible in when generating SLCC Cayuse SP Proposal Reports or for other College purposes.

Select 'No' if the abstract contains any institutional or sponsor proprietary information, such as a description of a potentially patentable invention (e.g., a new and useful process, machine, article of manufacturing, composition of manufacture, or related improvements). Selecting 'No' will hide the abstract in Reporting.

Abstract

The abstract should be plainly written and include enough detail to clearly describe the project's goals and objectives, project outcomes, alignment with the College's strategic goals, project partners and budget narrative in the format described below.

The abstract must be formatted using the following headings:
- **Project Goals and Objectives:** The goals and objectives should concisely convey what the PI plans to accomplish with the project.
- **Project Outcomes**
- **Alignment with SLCC Strategic Goals and Strategies:** Identify and describe the alignment of your project with a specific College goal(s) and strategy(ies) found in SLCC's Strategic Plan. Indicate the goal and strategy by name and number (http://www.slcc.edu/Plan/index.aspx#top).
- **Project Partners**
    - **Internal Partners:** Persons who will devote effort to the project outside the PIs division (VP level) need to be listed here with brief description of their role. This will help reviewers see the role of their divisions and what they are committing to in each proposal.
    - **External Partners:** Project partners outside the college. This may include co-investigators, consultants, subcontractors, and the Lead Institution if it is not SLCC.
    - **Subawards:** Name each subrecipient and their planned role on the project.
    - **No Partners:** If the project does not include partners, indicate this in the abstract.
- **Budget Description**

The abstract should be developed and formatted in a Word document then copied and pasted into the Abstract text box.

Additional guidance for developing your proposal abstract is provided in Appendix 1 at the end of this document. Work closely with your assigned OSP grant officer to prepare and complete the Proposal Abstract section. Your grant officer can also provide an example to help you prepare your abstract.

Once the Project Abstract section is complete, click 'Save' at the bottom of the page.

Clicking the Reset button at the bottom of the page will erase all information in the text box.

Next Step

Navigating and completing the **Proposal Attachments** section. *For more information, see Cayuse SP - User Guide: Proposal Attachments*.

Appendix I

The Proposal Abstract section provides a clear understanding of the goals, objectives, and scope of the proposed project.

Guidelines for Developing the Proposal Abstract section of Cayuse SP

- Review the solicitation to become familiar with the sponsor guidelines.
- Discuss the general goals of the project with the PI.
    - Do the goals align with the current department/division goals?
    - Do the goals align with the solicitation objectives?
    - Do the goals align with the College's strategic goals? An explanation of the College's Strategic Goals is found at http://www.slcc.edu/Plan/index.aspx
- Provide a clear and concise description of the project.
- Organize the abstract by the headings provided in the Cayuse SP Project Abstract page header.
- The Abstract should be, in general, no more than one page in length (formatted in a Microsoft Word document, single space, using Times New Roman 12pt font).
- The Abstract should give the reader a clear overview of the proposal and be easily understood by the lay audience.
- The information provided in this section is reviewed by the internal approvers and used to determine alignment with the College's goals, the feasibility of the project scope, and SLCC commitment.
- The PI will complete the following sections, using these headings:
    - **Project Goals and Objectives:** The goals and objectives should concisely convey what the PI plans to accomplish with the project.
    - **Project Outcomes**
        - Use plain language. Spell out your acronyms, and don't rely on expert-level jargon. Do not include any proprietary information, trade secrets, or personally identifiable information.
    - **Alignment with SLCC Strategic Goals and Strategies:** Identify and describe the alignment of your project with a specific College goal(s) and strategy(ies) found in SLCC's Strategic Plan. Indicate the goal and strategy by name and number (http://www.slcc.edu/Plan/index.aspx#top).
    - **Project Partners**
        - **Internal Partners:** Persons who will devote effort to the project outside the PIs division (VP level) need to be listed here with brief description of their role. This will help reviewers see the role of their divisions and what they are committing to in each proposal.
        - **External Partners:** Project partners outside the college. This may include co-investigators, consultants, subcontractors, and the Lead Institution if it is not SLCC.
        - **Subawards:** Name each subrecipient and their planned role on the project.
        - **No Partners:** If the project does not include partners, indicate this in the abstract.
    - **Budget Description**
- The PI is encouraged to write the abstract in a Word document and copy/paste the completed text into the Abstract box. This practice provides the opportunity for the PI to write/rewrite the abstract without the potential to lose the work if they are timed out or leave the session without clicking "Save."

How the Proposal Abstract Relates to Other Sections of Cayuse SP

The following sections highlight the steps for each Cayuse SP tab that is affected by or has an impact on the components of the Proposal Abstract.

Investigators/Project Team Section:
- All college personnel described in the Project partner section of the Abstract should be added to this section.

Community Benefits/Strategic Alignment Section:
- Responses provided by the PI in this section should agree with the response to the section of the Abstract titled: Alignment to the College's Strategic Goals.

Subcontractors/Subawards Section:
- Subcontractors/Subawards entered in this section must be included in the Project Partners section of the Proposal Abstract.

Budget Section:
- Any personnel listed in the Project Partner section of the Abstract should be included in the Budget (if their time is compensated) and the budget narrative (regardless of monetary compensation for their time).
- All subcontractor/sub-awards included as a Project Partner in the Abstract should be provided for in the budget and budget narrative.
- The project period in this section should align with any description of the project period in the Abstract.

Intellectual Property Section:
- If this abstract contains ANY proprietary information or potentially patentable inventions, the PI MUST check **No** to the question on the Abstract tab permitting the abstract to be made publicly available to College personnel.

Location of Sponsored Activities Section:
- If the PI has listed multiple locations where the project will take place, either at other SLCC campuses or non-SLCC locations, ensure it is addressed in the Project Abstract – Project Goals and Objectives.

Proposal Attachments Section:
- If the PI has a draft of the Project Narrative for the proposal that will be submitted to the sponsor, it can be included under Proposal Attachments to provide additional detail to the reviewers not included in the Project Abstract.