**General Style Notes**

Things to keep in mind for all or most deliverables.

* Use the correct filename: “YearTerm\_NODE\_ProjectShortTitle\_DeliverableType\_Draft(FD/RD)”
	+ 2021Spring\_ARC\_PacificNorthwestHealthAQ\_ProjectSummary\_FD
* Use the correct formal node name for each deliverable
	+ (e.g. Alabama – Marshall, Arizona –  Tempe, California – Ames, California – JPL, Colorado – Fort Collins, Georgia – Athens, Idaho – Pocatello, Maryland – Goddard, Massachusetts – Boston, North Carolina – NCEI, or Virginia – Langley).
	+ Note that this dash in an “en dash,” i.e., a longer dash than the one located on your keyboard.
* Deliverables must be written in **Microsoft Word or PowerPoint**. Use your Microsoft Office 365 accounts!
* The first letter of each word in the title, subtitle, and VPS title are capitalized (APA title case).
* The short title should be a combination of the study area and application area. If the project is a continuation, ‘II’ or ‘III’ should also be included.
* **Do not double space after periods!!**
* Semicolons should be used to separate two independent clauses (meaning they are both complete thoughts and the semicolon could be replaced with a period).
* Use “i.e.” (meaning “that is”) to give further explanation of something. Use “e.g.” (meaning “for example”) to give a few examples, not a complete list.
* Consistency is key!
	+ Capitalization – for example, in the Earth observations section of the Project Summary, if one parameter is capitalized, the rest should capitalized
	+ Pronouns – “we”, “the/our team”, or “the project team”are good options
	+ When writing Earth observations, compare satellite and sensor formats. For example, if you write “Landsat 8 OLI” (satellite & sensor), don’t just write “Sentinel-2” (satellite).

**Project Summary**

**Insert Short Title Here (Example: Intermountain West Health & Air Quality II)**

*Insert Subtitle Here (Example: Utilizing NASA Earth Observations to Enhance Wetland Monitoring and Management in Florida)*

**Project Team:**

Name 1 (Project Lead)

Name 2

Name 3

Name 4

**Advisors & Mentors:**

Name 1 (Affiliation)

Name 2 (Affiliation)

Name 3 (Affiliation)

**Project Objectives:**

* Write project objectives succinctly in bullets and **do not use complete sentences with periods**
* Start each objective with a strong action verb
* Should match the ones featured in your Presentation and Poster deliverables

**Abstract:**

Insert here (150 to 250 words, one paragraph). Best Practices:

1. The abstract should be fully contained and give the reader a good grasp of the project.
2. While there is a maximum word limit, if you can say it with fewer words, do so.
3. State the most important information first.
4. Write in past tense.
5. Write in active voice and avoid passive words like “might” or “could” – use powerful language.
6. Spell out all acronyms except NASA.
7. Don’t include citations.
8. Don’t define terms.
9. Read other projects’ abstracts for inspiration.
10. Any major restrictions or limitations on results (if results are included) should be stated.
11. Reread the abstract. Did it answer: who, what, where, when, and why? If it didn’t, then revise it!
12. Don’t forget to add results for the final draft – feel free to include a placeholder sentence in your rough draft!

**Organization(s) Engaged:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization** | **POC (Name, Position/Title)** | **Potential Partner Type** | **Boundary Org?** |
| **Org 1** | Dr. Joe Smith, GIS Specialist | End User | Yes |
| **Org 2** | Dr. Jane Smith, Research Scientist | Collaborator | No |

**End Product(s):**

|  |  |
| --- | --- |
| **End Product** | **Description & Benefit** |
| **End Product 1** | Write a brief description of the end product and its utility. |
| **End Product 2** |  |

**Project Reflections** (to be completed at the end of the term)

**Does the team consider this project to be successful?**

Insert 2-3 sentences here about why or why not you consider this project successful. It’s ok to be candid here! The listening projects are a new type of project that is being beta-tested this spring. Tell us if they should/shouldn’t be pursued in the future.

**If you had the opportunity to do this project again, what would you do differently?**

Insert 2-5 sentences here highlighting changes that you would make.

**Do you have any recommendations for future teams pursuing a similar project to consider?**

Insert 1-3 recommendations here in sentence form.

**Culminating Research Questions Generated**

**Team-Identified Future Work:**

* The team should identify opportunities where the program can pursue new project ideas
* etc.

**Listening Tour-Identified Follow-On Research Questions:**

* Use the information from emails, telecon conversations, and feedback given during partner meetings and the project handoff to complete this section.
* Do your best to glean what you can from your partner interactions to identify project ideas or specific topics, organizations, ideas to pursue.
* Identify any additional questions or lines of research that your interviewees are interested in pursuing.
* What additional research questions and topics would they like to pursue themselves or have DEVELOP pursue in the future? What have your discussions sparked them to consider?

**Project Summary Checklist**

The Project Summary is your go-to document for project information. The content in this document is compiled for reporting to NASA HQ and is often shared with future teams, partners, and the Capacity Building and Applied Sciences Programs. You can use this to complete your project page on DEVELOPedia.

###### ***General Writing & Formatting***

* The formatting for each section should match the template:
	+ All text is Garamond, 11-point font.
	+ Science advisor affiliations are in parentheses.
	+ Bullets are used for the Project Objectives section.
* Use active voice as much as possible. Here are examples in the past passive and past active voice:
	+ Past passive: Three 2-L samples were taken at a depth of between 0.1 and 0.5 m at the down-wind end of each wetland.
	+ Past active: Each of the three groups took 2-L samples at a depth of between 0.1 and 0.5 m at the down-wind end of each wetland.
	+ [www.englishpractice.com/improve/active-passive-voice-simple-tense/](http://www.englishpractice.com/improve/active-passive-voice-simple-tense/)
* *Each paragraph should have at least three sentences.*
* Spell out all acronyms the first time they are used in the text, even if they have also been spelled out in the abstract.
* Change “(s)” for any given section
	+ For example, “National Application Areas Addressed” on the template should read either:
		- National Application Area Addressed: Application Area 1
		- National Application Areas Addressed: Application Area 1, Application Area 2

## **Project Overview**

###### ***Header***

* Please note that there is text in the cover page Header which needs to be updated
	+ If you’re using the Microsoft Word Online version the Header text may not be visible to you. Select "Header" in the upper right-hand corner and edit "Insert DEVELOP Node Name (Ex. Virginia – Langley)" appropriately.

###### ***Abstract***

While not a separate deliverable, the abstract appears in the Project Summary, Synthesis Report, and on the DEVELOP website. It is a short summary of your project that introduces the problem, partners, NASA EO, results, and significance. The abstract “lives” in the project summary until the final draft.

* **Word count limit:** 150-250 words and only one paragraph.
* Write in past tense and avoid passive voice.
* Acronyms should be spelled out the first time they are used in the abstract, and then also the first time they are used in the text.
* There should be no citations in the abstract.
* Any changes made to the abstract should be reflected in your final draft in the Project Summary.
	+ If you need to make changes to your abstract *after* you’ve submitted the Project Summary FD, send any updated versions to the Project Coordination team and ensure that the updated version is used on any subsequent deliverables and on your project page on DEVELOPedia.
* The Abstract **must** include the following (some aspects might not be applicable to Needs Assessment projects):
	+ What the problem was
	+ Who the decision makers are and what the decision being made is
	+ The organization(s) with whom you engaged
	+ What NASA Earth observations were involved (NA: possibly not applicable)
	+ What you did in response to the problem
	+ What the benefits or outcomes are/will be
	+ What your results were (NA: describe end products/synthesis of listening tour)
* Abstract best practices:
	+ The abstract should be fully contained and give the reader a good grasp of the project.
	+ While there is a maximum word limit, say it with fewer words if able.
	+ State the most important information first.
	+ Write in active voice and avoid passive words like “might” or “could” – use powerful language.
	+ Spell out all acronyms except NASA.
	+ Do not define terms.
	+ Read other projects’ abstracts for inspiration.
	+ Any major restrictions or limitations on results (if results are included) should be stated.
	+ Reread the abstract. Did it answer: **who, what, when, where,** and **why?** If it didn’t, revise it!
	+ Don’t forget to add results for the final draft – feel free to include a placeholder sentence in your rough draft.

###### ***Project Objectives***

* Objectives should not be in complete sentences or have periods.
* These should match the objectives you put in your Presentation and Poster (optional) deliverables.
* Be succinct and start each objective with a strong action verb.

## **Partner Overview**

###### ***Organization(s) Engaged Table***

* Follow proper partner nomenclature and include the full partner org name with any larger/umbrella orgs first.
	+ Ex: National Park Service (umbrella organization), Glen Canyon National Recreation Area (specific office being partnered with)
* If there is more than one point of contact (POC) for an organization, list them in the same box separated by semi-colon.
* List end users first. Each partner is **either** a potential end user **or** a potential collaborator, not both.
* Boundary organizations are also listed as either a collaborator or an end user, and the notation for boundary organization is at the end of the listing.
* If you add or remove any partners during the term, **make sure to notify the Project Coordination team!**

## **End Products Overview**

###### ***End Product(s) Table***

* This table is different from the one listed in the project proposal!**Do not** copy and paste from the proposal.
* Write in future tense for the Partner Benefit & Use column.
* Double-check the Software Release categories with your Fellow (if applicable)

## **Project Reflections**

* Use complete sentences, even when using bullet points.

## **Checklist**

* Delete checklist and general style notes (cover page) before FD submission.