**Insert Short Title Here (Ex. Intermountain West Health & Air Quality II)**

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

**VPS Title:** Insert here (ex. Beyond a Shadow of a Drought: Remote Monitoring in the Navajo Nation)

**Project Team**

***Project Team*:**

Name 1 (Project Lead)

Name 2

Name 3

Name 4

***Advisors & Mentors*:**

Name 1 (Affiliation)

Name 2 (Affiliation)

Name 3 (Affiliation)

***Past or Other Contributors*:**

Name 1

Name 2

*\*\* If the project is a continuation, you must list ALL previous team members from past terms (who are not current team members). You do not need to note who was the previous project lead.\*\**

**Project Overview**

***Project Synopsis*:** This is short overview provides a brief and catchy synopsis of the project and its objectives for media sources. Keep it **1-3 sentences**. Keep the reader in mind and make it interesting. (80-100 words)

***Abstract*:**

Insert here (**150-250 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!

**Keywords:**

Insert 2-8 keywords here that relate to your project. Example: remote sensing, MODIS, Floating Algal Index, biodiversity hotspot, MaxEnt

***National Application Area(s) Addressed:*** Application Area 1, App Area 2, etc.

***Study Location:*** Study location and State Postal Acronym(s), or Country (if project is international)

***Study Period:*** MonthYear to Month Year, Forecasting to [Year]

If Seasonal: Year to Year (Month to Month), Forecasting to Year

***Community Concern:***

* Bullets explaining the “why” behind this project.
* Why is this an important topic? What are the environmental issues involved? Why is this work important to the community?
* Etc.

***Project Objectives:***

* Write project objectives succinctly in bullets
* Use action verbs
* Should match the ones featured in your presentation and poster deliverables

***Previous Term:*** Year Term (Node Acronym) – Project Short Title

**Partner Overview**

***Partner Organization(s):***

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

***Decision Making Practices & Policies***:

In a well-explained nutshell, describe the current decision making practices that your project end user employs in relation to the environmental issue at hand. Are they conducting costly field observations or some outdated method to manage something that remote sensing and NASA Earth observations could make easier for them? Also, what policies are in play: are there any Federal or state laws that oversee the management of a certain area, land cover type, or issue? This **should not** include any information about what your project will contribute or how it will impact these practices and policies. This section should solely be focused on the partners’ decision-making process (**one paragraph**).

***Project Benefit to End User***: *(future tense paragraph)*

Provide a concise paragraph that demonstrates the utility of your project and how it will benefit the end user involved. How can they use your methodology to enhance a decision, and how does that help them? Write about how your project could impact the practices and policies listed above(**one paragraph**).

**Earth Observations & End Products Overview**

***Earth Observations:***

|  |  |  |
| --- | --- | --- |
| **Platform & Sensor** | **Parameter(s)** | **Use** |
| **EO-1 Hyperion** | Spectral vegetation indices | Write **1-2 complete sentences** describing how this dataset was used. |
| **Terra MODIS** | Chlorophyll-a | x |
| **Aqua MODIS** | Chlorophyll-a | x |

***Ancillary Datasets:***

* Creator Organization & Dataset – use
* EX: NOAA Great Lakes Observing System Great Lakes Coastal Forecasting System – surface water current data for modeling *Cladophora* transport

***Modeling:***

* Full model name (POC: Name, affiliation) – use
* EX: Earth Engine Evapotranspiration Flux (EEFlux) Model (POC: Phil Blankenau, University of Nebraska) – ET values for model comparison

***Software & Scripting:***

* Software package – use
* EX: Collector for ArcGIS – collect *in situ* data for calibrating Cladophora Predictive Washup model

***End Products:***

|  |  |  |  |
| --- | --- | --- | --- |
| **End Product(s)** | **Earth Observations Used**  | **Partner Benefit & Use** | **Software Release Category** |
| **End Product 1****(ex: Landscape Fragmentation Map; written in title case)** | List what EO data were used to derive your product.Ex. Landsat 8 OLI (use acronyms)  | Write a brief description of how the end product has, will, or can improve a specific decision-making process or be used by the partner (**1-2 sentences**). | Options:N/AIIIIIIIVV |
| **End Product 2** |  |  |  |

**Project Handoff Package**

*Transition Plan:* Provide a brief summary of how, when, and to whom the team handed off project materials at/near the end of the term. Talk to your partners at the beginning of the term to start planning what works best for them – email, videoconference, in-person meeting (for local partners), or other means. List the “what” will be handed off in the handoff package section below.

*Software Release Plan*: If an end product is software release category III or IV, speak to how the team has prepared the partner for delayed delivery of any code, scripts, or tools to an undetermined time in the future, how the team would support that handoff at a later point, and what materials the team would provide to support code use. If there is no software release is required for your project, delete this paragraph.

*Project Continuation Plan*: If your project is continuing to another term after this one, speak to what is being handed off now and what additional materials will be handed off in future terms. A first term should never forgo a handoff altogether, instead the team can provide preliminary products. Remove for one-term projects.

**Team POC:** Name, Email

**Software Release POC**: Name, Email

**Partner POC**: Name, Email

**Handoff Package:**

* List each item (on individual lines) that will be shared with the partner at the end of **this term**
* Review the [handoff package menu](http://www.devpedia.developexchange.com/dp/index.php?title=Handoff_Package_Menu) on DEVELOPedia for ideas of what to include. Make sure that product names match what are listed in the End Products table above.
* *Note*: **Code and scripts cannot be provided directly (not by email, flash drive, or NASA Large File Transfer) to partners, thus should not be included on this list**. Once code is approved by NASA’s Export Control System, it is hosted in the NASA DEVELOP GitHub gallery where partners can download it. You can create tutorials and support documentation and hand that off at the end of the term (thus including them in this list) ahead of the code release.

**References:**

Using [**APA format**](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_electronic_sources.html), list out any relevant content or websites that support your project summary; however, please note that citations should not be included in the text in the body of the summary. **Only cite sources used to complete this summary, do not include a full reference list (save the full list for your tech paper)!**