

CHAPTER 19

PROJECT SUMMARY/ABSTRACT, PROJECT NARRATIVE and PROPRIETARY / PRIVILEGED INFORMATION

PROJECT SUMMARY/ABSTRACT and PROJECT NARRATIVE

The *Project Summary/Abstract* and the *Project Narrative* will be concatenated after your application is submitted to produce the abstract for your proposal, which is referred to by NIH as the application's "Description." It will be read by every reviewer, most especially by non-assigned reviewers who have not looked at your application prior to the review-panel meeting. In our opinion, the Description is the most important part of your proposal in terms of developing advocacy for funding it, especially among those who will be seeing your application for the first time at the meeting. In addition, the *Project Summary/Abstract* and *Project Narrative* will be read by NIH staffers who will make important decisions regarding your proposal. These will include, but will not necessarily be limited to, those who will assign your application for review – both in terms of the review panel that will receive it and the persons on the panel who will be appointed as your reviewers; those who need to convey to legislators and the general public what NIH is funding; and NIH staff members who will catalog the application with respect to its content. As will be detailed later in this chapter, sensitive information must not be included in the *Project Summary/Abstract* and/or *Project Narrative* because these two sections will be published in the RePORTER database as your proposal's Abstract. NIH's instructions to the applicant, which are quoted in the text box, below, make this point clearly and unequivocally.

<p><u>Application Guide Instructions pertinent to the Project Summary (section 4.4.7):</u> "This Summary must not include any proprietary/confidential information."</p>

You also have to consider what is included in the *Project Summary/Abstract* and *Project Narrative* from that standpoint that your closest competitor will have the opportunity to read it when it is published in the RePORTER database. Thus, you walk a fine line when you write these parts of the application: you must include enough to get your reviewers, especially those who are seeing your application for the first time at the meeting, genuinely excited, but not so much that you unnecessarily enable the research of your competitors.

Tips on Creating the Project Summary/Abstract

The *Project Summary/Abstract* is created by adding an attachment of 30 lines or less. Exceeding 30 lines will, in all likelihood, generate an 'error' message during the initial validation of your proposal. The *Project Summary/Abstract*, which must be in the form of a PDF file, is attached