

Project Abstract Summary Form Instructions

Instructions: All applicants must submit the “Project Abstract Summary” (OMB Number: 4040-0010) form for all Departmental Offices (DO), Office of Subsistence Management financial assistance awards. Please see the information below for instructions on completing the Project Abstract Summary form.

Applicants must provide a brief award description. The description must be in plain language that the public can understand without viewing the full application proposal. It should include a brief, simple description of the project purpose, activities to be performed, deliverables and expected outcomes, intended beneficiaries, and subrecipient activities, if known at the time of submission.

Do not include personally identifiable, sensitive, or proprietary information in the award description as this is available to the public. Use only English characters, numbers, punctuation, and standard symbols. Use of non-English, non-standard characters (also referred to as special or extended ASCII characters) will result in the award description failing to be reported correctly to USASpending.gov. Award descriptions are limited to 4,000 characters or less. Applicants should check the length of the award description and proofread for proper grammar and spelling.

For applicants applying through Grants.gov: Applicants must download and complete the Project Abstract Summary form from the full text announcement. To submit the form with the application, applicants must add the form as an attachment to the Grants.gov “Attachments” form that is included in the application package.

For applicants applying through GrantSolutions-Grants Management Module (GS-GMM): Applicants must enter the information in the GS-GMM Project Abstract Summary screen. Do not upload a document in place of entering the information directly into the GS-GMM Project Abstract Screen.

Project Abstract Summary

The Project Abstract must not exceed one page and must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained description of the project and should contain a statement of objectives and methods to be employed. It should be informative to other persons working in the same or related fields and understandable to a technically literate lay reader. This Abstract must not include any proprietary/confidential information.

Funding Opportunity Number

CFDA(s)

Applicant Name

Descriptive Title of Applicant's Project

Project Abstract