

Helpful Hints for Writing a TTPSF Project Abstract

To streamline the process of making grant announcements, FHWA uses a Grants Notification System (GNS) that allows us to quickly release grant announcement information to members of Congress. As such, data from your grant application gets pulled into the GNS, and your project abstract frequently serves as talking points and the basis of Congressional press releases. It is important that your project abstract succinctly describes how TTPSF funds will be used to complete your project. Please follow these guidelines when writing your project abstract. Please also examine the project abstract examples we have highlighted, along with a more succinct revised version. Remember, brevity is a good thing, but your abstract should tell your whole story.

Tips for Writing Your Project Abstract

Your abstract should clearly express how TTPSF funds will be used to complete your funding request. Your abstract should say everything of central importance in a way that gives a grant reviewer a clear overview of what is contained in the application.

- A well-written abstract can help you develop a well-written application. If you can lay out your argument for funding clearly in a few sentences – and in such a way that someone who doesn't know the subject will still be able to understand your request – you will have a good idea as to how to lay out your application in detail. With very little revision, your project abstract can often make a good first paragraph or a summary paragraph in your introduction.
- Write well developed sentences that are unified, coherent, concise and able to stand alone.
- There should be no information in the abstract that doesn't appear in your application; it simply summarizes what you've provided in the application.
- Provide a background; a simple opening sentence that places your funding request in proper context, such as work already performed for a larger scale project for which this funding request will contribute or complete, and the name of the Tribe or Federal Land that will benefit.
- One sentence that states the purpose of the funding request.
- One or two sentences that explain how it will be done.
- One or two sentences that indicate your intended outcome once the project is complete.
- Conclusion that states the consequence of your funding request, such as benefit to the Tribe and how it will address project selection criteria.

Examples of Existing Project Abstracts and Suggested FHWA Revisions

Good example (*51 words in 2 sentences*): The California Humboldt Road Safety Improvement Project is a \$500,000 safety improvement identified in the Tribe's 2010 Safety Plan, designed to eliminate existing routing deficiencies resulting in vehicle collisions and pedestrian safety concerns. TTPSF funds will be used to reconstruct the route's structural pavement, and construct a roundabout.

Sample (bricks and mortar) 1 sentence (*sometimes too little information is not good either*): The funding will be for preliminary engineering, NEPA and ROW acquisition, and construction of a bridge crossing a major wash on N1234.

Revised (*105 words in 3 sentences*): TTPSF funds will be used to develop preliminary engineering, NEPA, ROW acquisition and construction of a bridge crossing a major wash on N1234 on a well known reservation. The bridge will improve safety and provide all-weather access along this 20 mile road.

This route is critical to providing access to school students, daily commuters, and tribal community members including senior citizens, law enforcement officials and health care providers to schools, necessary services and employment centers. This project is part of the well known Tribe's Long Range Transportation Plan completed in 2011, and will be managed by the well known Tribe's Division of Transportation and the BIA Regional office.

Sample (Planning) 53 words in 1 sentence (*try not to put everything into one sentence*): The well-known Tribe's Division of Transportation requests Tribal Transportation Program Safety Funds to produce a Safety Plan that will offer a comprehensive planning process, and comprehensive document, for tribal communities, including the Office of Indian Affairs, Planning Organizations, Health and Community-Culture agencies, to combine their efforts toward planning and implementing a Safety Plan.

Revised (58 words in 2 sentences): TTPSF funds will be used to develop a Safety Plan for a well-known tribe to identify a comprehensive approach across multiple areas to address transportation safety issues. The well-known tribe will bring together tribal, federal, state, local and other transportation professionals and interested parties as appropriate to identify, prioritize and focus the tribe's transportation safety efforts.