

DARPARA2502 Young Faculty Award (YFA)

Attachment A

Executive Summary Template

Use of this template is mandatory for all executive summary submissions to this RA. Failure to use this template or follow the instructions herein may result in the submission being determined non-conforming. Additional information regarding a non-conforming determination may be found in Section III of the RA.

This document must include all components described herein and must be submitted in .pdf, .odx, .doc, or .docx formats. All submissions must be written in English and all pages shall be formatted for printing on 8-1/2 by 11-inch paper with 1-inch margins and font size not smaller than 12 point. Font sizes of 8 or 10 point may be used for figures, tables, and charts. Instructional text (identified in brackets) may be deleted.

The executive summary will undergo a “blind” review and must be completely anonymized: do not include identifying information of the PI, organization, or team members on the executive summary page (items 1 through 4). All identifying information should be included on the cover sheet pages only. Failure to anonymize the executive summary may result in the submission being determined non-conforming.

Executive summaries shall not exceed a maximum of 1 page, excluding the cover sheet. The cover sheet may be expanded to 2 or more pages in order to accommodate all the requested information. There should be a page break between all cover pages and items 1 through 4. Items 1 through 4 should not exceed 1 page.

Page limit includes:	Page limit does NOT include:
Items 1 through 4	Cover Sheet

Executive Summary Cover Sheet	
DARPARA2502	
YFA Topic Area (Number and Title)	
Executive Summary Title	
Prime Organization	
Prime Organization Type	[Choose one: HBCU, MI, Other Educational, or Other Non-profit]
Technical Point of Contact (POC)/Principal Investigator (PI)	Name: Address: Telephone: Email:
PI's Tenure Track Start Date (or Ph.D. date if at a Non-profit)	
PI's Approved Leaves of Absence, if any	Type of absence: Start date: Finish date:
Have you proposed to YFA before?	[Yes or No] If yes what year: _____
I certify that the PI is eligible per Section IV of the RA	[Yes or No]
Administrative POC	Name: Telephone: Email:
Other Team Members (subawardees and consultants), if any	Technical POC Name: Organization: Organization Type:
Date Executive Summary was prepared	

DARPARA2502 YFA Executive Summary

[One page limit. Do not include identifying information of the PI, Organization, or Team Members on this page. All identifying information should be included on the Cover Sheet. Failure to anonymize this page may result in the executive summary being determined non-conforming.]

YFA Topic Area (Number and Title)	
Executive Summary Title	

1. Summary: [Provide a one-two sentence summary of your effort: what you are trying to do and why does it matter? Please minimize jargon. (1-2 sentences)]
2. Intro/Background: [Describe the problem space you are trying to explore. (One paragraph)
 - a. What is the problem you are trying to solve and why is it important?
 - b. What is/are the current state of the art and what are the limitations to current approaches?]
3. Impact: [Describe the impact your project will have within the field, community, and wider audience. (One short paragraph)
 - a. If you succeed, what difference do you think it will make?
 - b. How will the project impact your field?]
4. Methods/Approach: [Identify and describe the scientific phenomena and/or engineering capability under consideration. Outline your research plan and summarize the methodologies you will be employing. Please incorporate the answers to the following questions within your description. (Up to remainder of page)
 - a. What methodologies will you be employing?
 - b. What is new about your approaches?
 - c. What are the advantages of your proposed methodologies over existing ones?]