

## How to work with the Graduate Writing Center (GWC) on your NRP PI FY20 Executive Summaries

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Dear NRP PIs,

The GWC looks forward to working with you and your student researchers to develop and/or finalize your NRP Executive Summaries.

We want to make the process of producing and finalizing your NRP Executive Summary as smooth as possible, and, if you're willing, to help your students learn to write exceptional executive summaries. This is a skill they will rely on often as they promote in their careers.

To help you generate polished, publication-ready documents aimed at an audience of non-subject-matter experts, we offer fresh sets of eyes, writing-specific expertise, and respect for your time and own expertise.

### FOCUS

In our work with you, we will pay close attention to the following:

- Does your executive summary do what an executive summary should?
- Do the sections fulfill their purpose?
- Are ideas, paragraphs, and sentences logically ordered?
- Are all acronyms defined and accurate?
- Is the summary thorough, yet concise?
- Is the writing clear and accessible?
- Is it written for a non-SME audience?
- Is it free of typos and grammatical and punctuation errors?
- Has APA format for citations and references been followed?

### PROCESS

One writing coach will be assigned to work with each faculty member and, if you choose, your student researchers. We can help during any stage: planning, drafting, revising, copyediting, and/or finalizing.

We can work with you through video-conferencing and document-sharing software (e.g., Zoom, MS Teams), phone, email, or a combination of these methods.

### EXECUTIVE SUMMARY WORKSHOP

In addition to our individual work with you on these projects, please consider attending our workshop on writing NRP Executive Summaries, offered exclusively to faculty. It will be offered twice: Thursday, September 17, 1200-1250 and Tuesday, September 22, 1200-1250. Please email [abby.mcconnell.ctr@nps.edu](mailto:abby.mcconnell.ctr@nps.edu) directly to register.

### NEXT STEPS

Given the publication timeline for the NRP Annual Report, we would like to start working with you in mid to late September. Please contact Sandi Leavitt, [srleavit@nps.edu](mailto:srleavit@nps.edu) or Jasmine Malley [jasmine.mally.ctr@nps.edu](mailto:jasmine.mally.ctr@nps.edu), with questions or to let us know how you would like to move forward.

NRP project deliverables are to be submitted according to the guidance listed at:  
<https://my.nps.edu/nrp/project-deliverables>

For NRP project deliverable questions or concerns please contact the NRP Office, [nps\\_nrp\\_poc@nps.edu](mailto:nps_nrp_poc@nps.edu)