

Correctional Adult Reentry Education, Employment, and Recidivism Reduction Strategies (CAREERS) Program

Instructions for the Project Abstract

The following provides guidance on how to complete the Project Abstract for the above referenced solicitation.

You may use the [form](#) supplied by the funder to complete the Project Abstract or you can write your own in a Microsoft Word document. Your abstract should be saved with “Project Abstract” as part of its file name.

Formatting Requirements:

The abstract should be 400 words or fewer. Project abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

Content Requirements:

- Brief description of the problem to be addressed and target area and population
- Project goals and objectives
- Brief statement of project strategy or overall program
- Description of any significant partnerships
- Anticipated outcomes and major deliverables