Writing Your Summary Statement

This statement is a brief abstract of your most important accomplishments for the year. Think of this as your elevator speech, an abstract for a journal article, cover letter for a job resume or the transmittal letter for your promotion file. It should start by a brief statement about your goals and highlight for the reader your most important accomplishments and set the stage for what they will focus on as they read the remainder of your file.

The **Summary Statement is required and is limited to 2500 characters (including spaces)**, but shorter statements are encouraged. Create only 1 Summary Statement record per calendar year.

Please check with your unit head and P&T committee for preferred content and style of presentation (paragraph or list format).

You may type your statement in a word processor to get the character count. Then, copy and paste the text into the text area. **For best display of content, use plain text - no tabs, no automated bulleted or numbered lists, or other formatting – and do not include blank paragraphs.** When you paste text, Activity Insight will strip almost all formatting (e.g., bold, font changes, bullet list, etc.) and display only plain text. A few Microsoft Word codes cannot be stripped out by the plain text editor feature.

Your content will display according to the pre-set format of the Annual Report document. Review the layout of your Summary Statement using the Rapid Reports feature. The display you see is exactly how it will appear in the report that the unit head sees. Make corrections as needed.

Example 1

EXTENSION programming provides on-going awareness of forage issues and opportunities, anticipating upcoming needs and providing sensible and meaningful solution options. It is heavily media based for the broad audience with strong individual clientele attention via phone and email plus collaboration with both the beef systems and the cropping systems teams. Diverse outlets are used to provide meaningful education as follows:
    -Ag Almanac radio
    -BeefWatch eNewsletter
    -Hay & Forage Minute radio programs plus text listserv
    -Market Journal TV segments
    -Progressive Forage Grower Extra eNewsletter
    -Crop Watch eNewsletter
    -Interviews by commercial radio and TV
    -Oral presentations at local Nebraska conferences and workshops
    -Contributions to Nebraska and national eNewsletters
    -Invited presentations in-state, out-of-state, and internationally
RESEARCH in 201x as part of NC1181 proceeded as planned with samples and data collected from N-fertilized brome vs brome:legume pastures at ARDC. Variety trials for alfalfa and grasses were harvested, summarized, and reported. New studies were initiated on summer annual grasses and diversifying southcentral Iowa grasslands. DEPARTMENTAL service continued as extension coordinator along with significant interactions with candidates for extension faculty positions.

NOTE: This example text totals 1353 characters (including spaces).

Example 2

1. Established a state-of-the art- analytical laboratory that is self-supporting and highly collaborative campus-wide.
2. Played major role in the establishment and success of the UNL Nutraceutical Team
3. Played a major role in the development and conduct of four advisor training workshops; ## faculty attended
4. Developed and had approved a much needed course entitled, "Nutraceuticals and Functional Foods."
5. Participant, PI or Co-PI, in grants funded at a level of $#####.
6. Have developed a strong working relationship with the Nebraska Bean Board and have developed several collaborative research projects with the board.
7. Was invited Keynote Speaker for an International Congress on Nutraceuticals
8. Had ## manuscripts published
9. Was selected to receive the Peabody Endowed Chair.
10. Served as Chair of department student recruitment committee
11. Developed a food-based oxidative stress model that is being used by researchers to study the effect of rancid foods on human health.

NOTE: This example text totals 989 characters (including spaces).