

## CRP EXECUTIVE SUMMARY GUIDELINES

The executive summary (ES), often the most influential part of the report, should be written with the busy transportation administrator in mind. The ES should provide a readable, accurate, condensed description of the research findings and conclusions that evolved from the project. The ES should contain only information essential to understanding the findings and how they relate to the solution of problems—It is NOT an abbreviated version of the full report.

CRP ESs—whether they are stand-alone documents or incorporated into the full final report—follow a standard format. Generally, an ES is about 10% of the length of the full final report. An ES should contain the following items:

- **Introduction.** This section summarizes the problem that led to the study, current knowledge used in solving the problem, and the objectives and scope of the assigned research. This section SHOULD NOT contain the details of any state-of-the-art survey made, forms used in soliciting information, or details on test procedures or mathematical analyses that may have been used—such details should be provided in the final report and appendixes.
- **Findings.** This section presents what was found and how the resulting findings clarify the problem. Details, design charts, spreadsheets, software, and other items of immediate use to practicing engineers or other users should be in the final report and appendixes.
- **Conclusions.** The conclusions discuss what the findings mean beyond project-specific conditions.
- **Recommendations.** The recommendations discuss what should be done on the basis of the findings and conclusions.

Stand-alone ESs should also have the following:

- **Cover.** The front external cover of stand-alone ESs submitted to CRP must be of light-colored, nonglossy material, preferably paper or heavy cardstock, and capable of accepting rubber-stamp ink without smearing. All summaries must be numbered. For sample covers, [click here](#).
- **Acknowledgment of Sponsorship and Disclaimer.** Stand-alone ESs must contain two statements printed exactly as indicated here, either on the inside front cover or as the first sheet following the cover, preceding everything else and exclusive of any other information.
- **Title Page.** For stand-alone ESs, a title page with the same information as the external cover should follow the acknowledgment and disclaimer statements. This title page should include the authors' names, their affiliations, and the cities and states of their affiliations. For sample covers, [click here](#).
- **Table of Contents.** Section and principal subsection headings should be included.
- **Author Acknowledgments.** The author acknowledgments should include the titles and affiliations of the research team members and other contributors at the time the research was conducted, and their connection with the research should be reported. If changes in title or affiliation have occurred, the titles or affiliations at the time of report submission also should be stated.

References should not be needed for an ES. For issues of style, please see *Preparing Your CRP Final Report*. **Generally, an ES is 10% of the length of the final report, excluding appendixes.** A CRP ES is designed to stand on its own—it does not refer by number to figures, tables, or references contained elsewhere in the full report. Only artwork essential to the ES should be included in the ES. Spell out all uncommon symbols, abbreviations, and acronyms.

Project No. \_\_\_\_

COPY NO. \_\_\_\_.

[INSERT TITLE]

PRELIMINARY DRAFT  
EXECUTIVE SUMMARY

Prepared for  
ACRP/CTBSSP/NCHRP/TCRP  
Transportation Research Board  
of  
The National Academies

TRANSPORTATION RESEARCH BOARD  
OF THE NATIONAL ACADEMIES  
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[Insert Author Name(s)  
Relevant Research Organization Name  
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*Figure 1. Example of preliminary draft final report cover for CRP executive summary.*

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*2. Example of revised final executive summary cover for CRP.*

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*Figure 3. Acknowledgment of sponsorship and disclaimer for CRP preliminary draft final and final materials.*

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*Figure 4. Sample of table of contents for executive summaries.*