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## EXECUTIVE SUMMARY FOR RESEARCH

- The goal of this summary is to provide a condensed version of a longer report's content.
- The executive summary is usually no longer than 10% of the original report. It can be any where from 1-10 pages.
- Elements of the summary should include:
  1. Cover page.
  2. Acknowledgement to the grant.
  3. Purpose and scope of work.
  4. Methods.
  5. Results.
  6. Conclusion and recommendations.

