

# INSTAAR PROPOSAL FORM

## Instructions:

This form is **required** to initiate the budget process. All portions must be completed before proposal is sent.

(1) PI fills in top half, makes copies of entire page for themselves, and submits original to Julie Hughes (Chief Financial Officer).

(2) PI uses their copies for the review process, obtaining necessary signatures in lower half.

For more details on the proposal process, go to <http://instaar.colorado.edu/other/proposals.html>

Principal Investigator \_\_\_\_\_ Today's Date: \_\_\_\_\_

CO-PI's: \_\_\_\_\_

Mailing Deadline: \_\_\_\_\_ Receipt Deadline: \_\_\_\_\_

Is this a fastlane submission? \_\_\_\_\_ If so, are you registered? \_\_\_\_\_ What is your password? \_\_\_\_\_

Agency/Division/Program \_\_\_\_\_

Is this in response to a special announcement? \_\_\_\_\_ What is the announcement #? \_\_\_\_\_

URL for announcement/guidelines: \_\_\_\_\_

Program Manager/Contact Person: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Duration: \_\_\_\_\_ (years)

Full Title: \_\_\_\_\_

Type of funding:	Location:	DA ICR Split:	Standard:	INSTAAR	87.5%
Grant _____	On-Campus _____			Department	12.5% _____
Subcontract _____	Off-Campus _____				_____
Contract _____	Other _____				_____

Are there subcontractors? \_\_\_\_\_ Are there collaborators? \_\_\_\_\_ If yes, please provide the following information:

Institution _____	Name _____	Phone _____	E-mail _____
Institution _____	Name _____	Phone _____	E-mail _____
Institution _____	Name _____	Phone _____	E-mail _____

If collaborating, which institution is the prime? \_\_\_\_\_

Any special instructions (i.e., FedExExpress)? \_\_\_\_\_

## Director Review: Required.

- Send Director this form and a summary sheet with the following **at least 2 weeks before submission**:

(1) New personnel: post docs, students, professional scientists

(4) Cost-sharing approval for matching funds.

(2) Space/facilities implications

(5) Abstract of scientific work

(3) Funding requested

INSTAAR Director signature \_\_\_\_\_ date \_\_\_\_\_

## Chief Financial Officer (CFO) Review: Required.

- Submit budget to CFO **at least 2 weeks before date of submission**.

- Provide final text, references, CV's current and pending, etc. **at least two business days prior to submission**.

- Sign cover page and return to OCG **at least by noon, the day of submission**.

- Changes to proposal may NOT be made after submission to OCG

CFO signature \_\_\_\_\_ date \_\_\_\_\_

## Scientific Review: Required for non-Fellows.

- Reviews to be done by two senior-level scientists of the PI's choosing.

Reviewer #1 signature \_\_\_\_\_ date \_\_\_\_\_

Reviewer #2 signature \_\_\_\_\_ date \_\_\_\_\_

## Supervisor/Sponsor Review: Required for non-Fellows.

Supervisor/Sponsor signature \_\_\_\_\_ date \_\_\_\_\_

## MRS Director Review: Required for proposals using MRS facilities.

MRS Director signature \_\_\_\_\_ date \_\_\_\_\_