

## Sponsored Projects Office, NOAO

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### PROPOSAL CHECKLIST FOR PI

<b>FORM</b>	<b>Who Prepares It?</b>
RES Page	SPO
PI Info	PI
NSF Cover Page	PI
Project Summary (1 page max)	PI
Table of Contents	PI
Project Description (15 page max)	PI
(Include results from Prior NSF support)	PI
References Cited (no page limit)	PI(s)
Biographical Sketches (2 page max per PI)	PI

### BUDGET SUMMARY

Cumulative for entire period of proposal	SPO
Budget detail pages – 1 per year	SPO
Budget Justification	PI/SPO
Current and Pending Support (One for each PI and Co-PI)	PI
Facilities, Equipment and Other	PI

### INTERNAL FORMS

Cost Share Forms, if required	PI
Conflict of Interest, Disclosure Forms	PI
Institutional Approval Form, Collaborating Agencies	PI

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