1. **BASIC INFO**

   Required for all INSTAAR proposals

   Give this form and a draft budget to the Chief Financial Officer at least 3 weeks before the proposal deadline for Grants.gov submissions and at least 2 weeks for other submissions.

   For details on the proposal process, see [http://instaar.colorado.edu/other/proposals.html](http://instaar.colorado.edu/other/proposals.html)

<table>
<thead>
<tr>
<th>1. Today's Date:</th>
<th>3. CU Co-PI's (Name &amp; Department):</th>
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<tr>
<th>2. Principal Investigator:</th>
<th>4. Proposal Full Title:</th>
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<tbody>
<tr>
<td>2b. PI Phone:</td>
<td></td>
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<tr>
<td>2c. PI Email:</td>
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5. **Keywords:**

(Enter the most relevant words to describe the proposed project. Use commas to separate words.)

<table>
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<tr>
<th>6. Project Start Date:</th>
<th>7. Project Duration:</th>
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6. **Grants.gov submission?**

- Yes

   (If Yes, continue 10)

   10b. Search Grants.gov for two required codes:

   - CFDA Number:
   - Opportunity Number:

   10c. If Grants.gov submission to NSF, two more required codes:

   - NSF Division Code:
   - Program Code:

   Go to [https://www.fastlane.nsf.gov/pamannounce.jsp](https://www.fastlane.nsf.gov/pamannounce.jsp) to find the Division and Program codes for this funding opportunity.

   10d. PI Credential, eg agency login:

   (not required)

7. **NSF Fastlane submission?**

- Yes

   (If Yes, continue 11)

   11b. Announcement #:

   11c. Website URL for announcement/guidelines:

   11d. Fastlane Password:

   (If not registered, contact [joyce.kroll@colorado.edu](mailto:joyce.kroll@colorado.edu) 735-3118)

8. **Receipt Deadline:**

9. **Postmark Deadline:**

10. **Sponsoring Agency, Division, & Program:**

10b. Program Manager/Contact Person:

10c. Other Program info or Instructions:

11. **Type of Proposal:**

- New
- Renewal
- Continuation
- Supplement to Project # Award #
- Revision to Project # Proposal #
- Research
- Training
- Public Service
- Other
- Grant
- Contract – CR – Cost Reimbursable
- Contract – FP – Fixed Price

12. **Overhead Rate**

- On-Campus
- Off-Campus
- Other, describe here:

16. **Split DA ICR with Other Departments?**

- Yes

   (If Yes, continue 16)

   16b. List percentage for each Department. Total percentage must be 12.5% (INSTAAR 87.5%)

   ______ % Dept Name: _______
   ______ % Dept Name: _______
   ______ % Dept Name: _______

17. **Comments / Unusual Aspects / Instructions:**