

INSTAAR PROPOSAL REVIEW: REQUIRED SIGNATURES

Instructions: Submit required materials to the Chief Financial Officer and the Director **at least two weeks before submission**. Routing multiple copies of this form is OK; send all signed copies to the INSTAAR Chief Financial Officer. For details on the proposal process, see <http://instaar.colorado.edu/other/proposals.html>

1. Today's Date:	2. Principal Investigator:
3. Proposal Full Title:	
<p>4. & 5. Scientific Reviews <i>Required for non-Fellows.</i></p> <p><i>At least 2-3 weeks before submission</i></p> <p><input type="checkbox"/> Reviews to be done by two senior-level scientists of the PI's choosing.</p>	<p>4. _____ signature</p> <p style="text-align: right;">_____ date</p> <p>5. _____ signature</p> <p style="text-align: right;">_____ date</p>
<p>6. Mountain Research Station (MRS) Director Review <i>Required for proposals using MRS facilities.</i></p> <p><i>At least 2-3 weeks before submission</i></p> <p><input type="checkbox"/> Contact the MRS Director to ask what documents should be sent along with this form.</p>	<p>6. _____ signature</p> <p style="text-align: right;">_____ date</p>
<p>7. Director Review <i>Required.</i></p> <p><i>At least 2 weeks before submission</i></p> <p>Send <i>hard copies</i> of this form, a draft/final budget, and a summary sheet to the Director with all of the following:</p> <p><input type="checkbox"/> New personnel: post docs, students, prof'l scientists</p> <p><input type="checkbox"/> Space/facilities implications</p> <p><input type="checkbox"/> Funding requested – attach draft/final budget</p> <p><input type="checkbox"/> Cost-sharing approval for matching funds.</p> <p><input type="checkbox"/> Abstract of scientific work</p>	<p>7. _____ signature</p> <p style="text-align: right;">_____ date</p>
<p>8. Chief Financial Officer Review <i>Required.</i></p> <p><i>At least 2 weeks before submission</i></p> <p><input type="checkbox"/> Submit budget to Chief Financial Officer.</p>	<p>8. _____ signature</p> <p style="text-align: right;">_____ date</p>

9. Comments: