3. REVIEWS & SIGNATURES Required for all INSTAAR proposals

Submit the required materials listed below to the Director **at least 2 weeks before submission**. Routing multiple copies of this form is OK; send all signed copies to the INSTAAR Chief Financial Officer.

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

9. Comments: