\*checklist does not replace the solicitation. Please review program specific solicitation for compliance and completeness.

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| DUE DATE AND AWARD INFORMATION |
| Internal deadline | **4 business days prior to sponsor deadline** |
| Budget period | 3 year period preferred |
| Award notification | At least 6 months after sponsor deadline |

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| FORMATTING INSTRUCTIONS |
| Document format | PDF only |
| Font type/size | * Times New Roman
* 10 or 12 font
 |
| Line spacing | * No more than 6 lines of type within a vertical space of 1 inch
* Single or double spaced formatting
 |
| Page size | 8.5 x 11 |
| Margins | 1.0” all sides |

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| PROPOSAL DOCUMENTS |
| 1 | [ ]  | **Proposal cover page** |
| 2 | [ ]  | **Proposal Summary (Abstract)** – 300 word limit |
|  |  | * Describe the research objective, technical approaches, anticipated outcome and impact of the specific research. In the header of the abstract include the program officer’s name and directorate who should receive the proposal for consideration and evaluation.
 |
| 3 | [ ]  | **Project Description** – no page limit |
|  |  | * Statement of Objectives – one page
* Research Effort
* Principal Investigator (PI) Time
* Facilities
* Special Test Equipment
* Equipment
* High Performance Computing Availability
 |
| 4 | [ ]  | **Biosketches for all Senior Personnel** |
| 5 | [ ]  | **Budget and Justification** |
|  |  | * Detailed breakdown of all cost by cost category and year
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