

DATE: _____

TO: _____ (RA 's name) , ORPA - Box 270140

FROM: _____ (PI)

_____ (Departmental GMO)

RE: _____
Application Filing Name

The following information has been reviewed by the PI and is ready to be submitted.

- ✓ **The proposal is complete and in its final form.**
- ✓ **Accurate, compliant, and up-to-date Biosketches for Senior/Key personnel are attached.**
- ✓ **All parts of the Research Plan are complete, compliant, and look fine as pdf attachments.**
- ✓ **All required SF-424 R&R forms are complete.**
- ✓ **A cover letter is attached, if required by the Funding Opportunity Announcement or the circumstances.**