

**WFO PROPOSAL CHECKLIST**

- \_\_\_ Proposal/Statement of Work prepared by Principal Investigator
- \_\_\_ Project Summary Sheet prepared by Principal Investigator/Secretary and forwarded immediately to Business Operations Secretary
- \_\_\_ Budget prepared by Business Operations Budget Coordinator from input supplied by the Principal Investigator
- \_\_\_ WFO Proposal Information Questionnaire (Federal or Non-Federal) completed by Principal Investigator
- \_\_\_ Obtain proper review of proposal package from Group Leader, Division Head, and Chairman.
- \_\_\_ Send proposal package to Business Operations secretary.

