

SSP Internal Proposal Process

1. @ 30 calendar days: heads-up

- Working title
- AO reference/Sponsor/Program
- Due date
- Rough budget estimate or upper limit
- Duration / # of years
- Preferred budget start date

If you submit a NOI, let Nayla know right away, even if it is before 30 days!.

2. @ two calendar weeks:

- Final title
- Budget, budget justification, facilities and equipment, near final

3. @ 6 days:

- Proposal must be ready to send in hard copy with the following components:
 - i. Final budget narrative and details
 - ii. Final facilities and equipment
 - iii. All CVs, CPs, and letters of commitment
 - iv. Draft Science
 - v. Signed routing slip

4. @ 2 days:

- Final Science upload to NSPIRES or FASTLANE or other portals.

Last updated 6/3/09