

CHECKLIST FOR OSQR PROJECT PLANS

Verified:

- _____ Word document not PDF (8.5 x 11" letter, 1" margins, not smaller than Arial 11pt Font)
- _____ Start on new page - Cover, Pre-Plan signature page, ONP signature page, table of contents, project summary, objectives, milestones table, accomplishment from prior project period, literature cited, past accomplishments each investigator, issues of concern, & appendices all started on a new page
- _____ Cover Page (NP, dates, old project #, research unit, location, title from PDRAM, investigators, staff yrs, duration)
- _____ ONP signature page is included after Area Director signature page
- _____ Objectives agree with PDRAM (if changed, provide documentation from NPL)
- _____ Objectives and subobjectives stated consistently on page 6, in Approach section and Milestones table
- _____ Header and footer are in OSQR required format (beginning on page 2)
 - Header: Lead SY last name flush left; page #s flush right
 - Footer: Version date flush left, file name flush right; ensure correct file name is used (do **not** use auto date format, must be date plan is signed by RL)
- _____ Headings and subheadings are consistently formatted throughout plan (For example: **Headings**, *Italicized subheadings*. Do not bold objective text)
- _____ Milestones Table (Arial Narrow 9pt)
- _____ Appendices are listed by page number. Letters of collaboration are included as PDFs.
- _____ Plan is spellchecked
- _____ Pre-Plan signature page signed by RL & CD/LD, if applicable (Typed or electronic, signature line cannot be blank)

I have reviewed the plan for the items listed and these are correct. (Scan & send as PDF to Lori Wilson-Voss along with the project plan, 3 Ad Hoc reviews and summary as to how review comments were addressed).

Lead SY	Date	PSA/Secy	Date
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