

CHECKLIST FOR OSQR PROJECT PLANS

Verified:

- _____ Word document not PDF (8.5 x 11" letter, 1" margins, not smaller than Calibri 11pt Font, 14 pt Calibri for Headers 12 pt for sub-headers)
- _____ Start on new page - Cover, signature page, table of contents, project summary, background, approach and procedures, resource and data management, milestones, bibliography, Accomplishments/Achievements, Issues of Concern Statement, List of Acronyms and Abbreviations, Letters of Collaboration or Cooperation, Appendices
- _____ Cover Page (NP, dates, old project #, research unit, location, title from PDRAM, investigators, FTE, duration)
- _____ One signature page that includes ONP/NPL
- _____ 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: **Bold Headings**, *Italicized subheadings*. Do not bold objective text)
- _____ Milestones Table (9 pt Calibri)
- _____ 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 Program Analyst along with the project plan, 2 Ad Hoc reviews and summary as to how review comments were addressed).

Lead SY

Date

PSA/Secy

Date