

6.1 Basic Research Pre Proposal Checklist		6.1 Basic Research Full Proposal Checklist	
	I have attended the 6.1 Basic Research Roadshow		I have re-reviewed all of the documentation given to me when the call for proposals was released and have followed all instructions as given.
	I have reviewed all of the documentation given to me when the call for proposals was released and have followed all instructions as given.		My Technical Director's Office is aware of my intentions for submitting my proposal, and I have reviewed internal review panel feedback with them, prior to my submission.
	My Technical Director's Office is aware of my intentions for submitting my pre proposal, and I have socialized the topic with them prior to my submission.		I have fully completed the cover page by checking all appropriate boxes, ensuring all relevant information for the proposal is accurate, and the appropriate signature has been obtained.
	I have fully completed the cover page by checking all appropriate boxes, ensuring all relevant information for the pre proposal is accurate.		Section A (title) matches all of the other Title occurrences throughout the proposal, to include the cover page, Section A, each CV, and Marketing Charts.
	Section A (title) matches all of the other Title occurrences throughout the pre proposal, to include the cover page, Section A, and each CV.		My Research Objective specifically states the proposal's hypothesis in bold text.
	My Research Objective specifically states the pre proposal's hypothesis in bold text.		The Strategic Research Areas associated with my proposal are clearly identified, are accepting proposals in the current cycle, and match the Strategic Research Areas checked on the Cover Page.
	The Strategic Research Areas associated with my pre proposal are clearly identified, are accepting pre proposals in the current cycle, and match those checked on the Cover Page.		I have referenced all sources of knowledge appropriately in the body of the proposal as well as in the Bibliography.
	I have referenced all sources of knowledge appropriately in the body of the pre proposal as well as in the Bibliography.		My proposal follows the 10 page limit to include the graphics and equations (Bibliography, Resubmission 'response to reviewer', Curriculum Vitae, Cost Estimate, and Marketing, Question, Narrative and Free Form Charts are not included in the 10 page limit).
	My pre proposal follows the 3 page limit to include the graphics and equations (Bibliography, Resubmission 'response to reviewer', Curriculum Vitae and Cost Estimate are not included in the 3 page limit).		My proposal is written in 12 point Arial font.
	My pre proposal is written in 12 point Arial font.		My proposal has margins no smaller than 1 inch on all sides.
	My pre proposal has margins no smaller than 1 inch on all sides.		I have completed the project timeline graphic to the best of my knowledge, included task names, deliverables, go/no go points, and properly shaded the corresponding boxes across the length of the proposed project.
	I have completed the project timeline graphic to the best of my knowledge, included task names, deliverables, go/no go points, and properly shaded the corresponding boxes across the length of the proposed project.		My Evaluation Plan and Exit Criteria section specifically states a "go/no go" criteria.
	My Evaluation Plan and Exit Criteria section specifically states a "go/no go" criteria.		My Bibliography is organized either by order referenced in the body of the proposal, or alphabetically, and is formatted correctly.
	My Bibliography is organized either by order referenced in the body of the proposal, or alphabetically, and is formatted correctly.		If I submitted this idea previously, I completed the Resubmission section with as much detail as possible without exceeding the 1 page limit.

	If I submitted this idea previously, I completed the Resubmission section with as much detail as possible without exceeding the 1 page limit.		Every person identified to receive funding from the proposed work is included in the Curriculum Vitae section. This includes all ERDC-affiliated PIs, Co-PIs, Technicians, and Consultants (does not include Administrative Support).
	Every ERDC person identified to receive funding from the proposed work is included in the Curriculum Vitae section. This includes all ERDC-affiliated PIs, Co-PIs, Technicians, and Consultants (does not include Administrative Support).		My Cost Estimate includes the names and fully burdened labor of ALL ERDC participants receiving funding from this work, costs for travel, purchases, contracting, publications, editing/reviewing of papers, and the current Laboratory, G&A and 219 rates that are calculated correctly. Minimal changes have been made from the Pre Proposal.
	My Cost Estimate includes the names and fully burdened labor of ALL ERDC participants receiving funding from this work (INCLUDING Administrative Support), costs for travel, purchases, contracting, publications, editing/reviewing of papers, and the current Laboratory, G&A and 219 rates that are calculated correctly.		The Fiscal Years represented in the Cost Estimate and Project Timeline are accurate.
	The Fiscal Years represented in the Cost Estimate and Project Timeline are accurate.		My Marketing Charts have been filled out completely, and all font sizes, formatting, and figures are included as dictated by the guidance provided.
	My Branch Chief has reviewed my pre proposal prior to submitting online.		My Branch Chief has reviewed my proposal and assisted in staffing the full proposal up to the Laboratory Director for signature, prior to submitting online.
	I have properly converted my pre proposal to a .pdf format with the correct naming scheme, to include LastName_FirstName_2023_BRabstract_abbreviated title.pdf (not to exceed 50 characters)		I have properly converted my proposal to a .pdf format with the correct naming scheme, to include LastName_FirstName_2023_BRproposal_abbreviated title.pdf (not to exceed 50 characters)
	I have cross-checked my funding numbers in the cost estimate with what was entered into the online portal		I have cross-checked my funding numbers in the cost estimate with what was entered into the online portal