

New PPF # Assigned

E-mail sent to ORO, Deb Covey, & Ila Haugen

Info entered and SOW  
uploaded into E-PPF by  
"Entered By"

Edit and  
revisions can  
be made

E-mail sent to PI(s)  
CC: ORO and Duane Johnson (CRO)

PI(s) reviews and  
approves

E-mail sent to ORO, PI(s), and Stacy Joiner

ORO reviews for  
completeness and starts  
routing process.

E-mail sent to Shawn Nelson, Dan Kayser, and Deb Covey  
CC: ORO

ESH&A reviews  
and approves

Sponsored  
Research and  
Admin. Reviews  
and approves

Export Control  
reviews and  
approves

E-mail sent to Ila Haugen  
CC: ORO and PI

Budget  
uploads  
Budget  
Worksheets

Budget Reviews  
and approves

E-mail sent to Program Director(s)  
CC: ORO and Entered By

Program Director Review  
and Approval

E-mail sent to Assoc. Director and Deputy Director  
CC: ORO

Assoc. Lab Director  
Review and Approval

Deputy Director  
Review and Approval

E-mail sent to ORO for review of comments. ORO proceeds to makes any changes, and  
processes for distribution

Fully executed PPF with attachments sent to PI,  
PA, PD, Budget, & Accounting

Fully executed PPF with attachments sent to  
AMSO and ldrd@ameslab.gov if applicable