


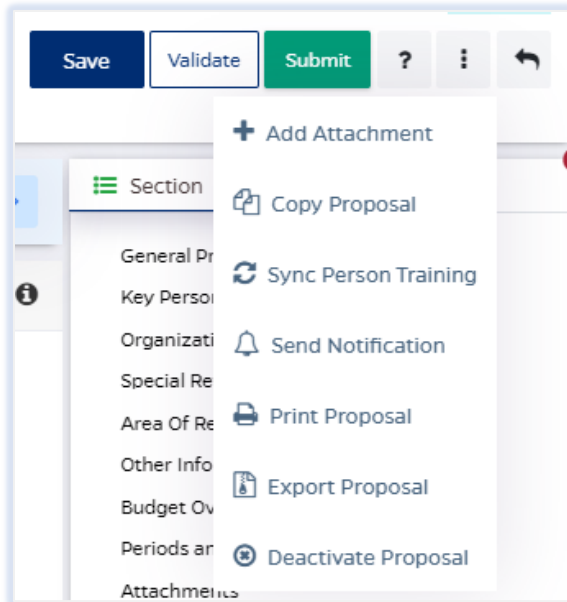


# Department Checklist

*This tool is optional. It is a printable/interactive document.*

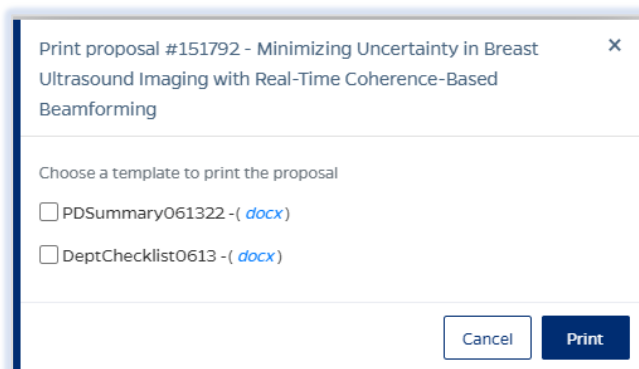
Whether the user is new or experienced this checklist can help with organization and completing all the necessary components that the Research Administration Office requires for submission. It can also be saved, printed and used as documentation.

- Click on the **More actions** button (ellipsis)  in the upper right corner.





- Click on **Print Proposal**.
- Choose a template from the dropdown menu to print the proposal. Mark the check box next to **DeptChecklist**.



- Click **on the Print** button.



The interactive form will open as a Word document in a new window and can be saved to the user's files.

- Click on **File > Save as > This PC**.

**JH Fibi**  
Office of Research Information Systems

**JOHNS HOPKINS UNIVERSITY**  
Department Proposal Checklist

Proposal ID: **151792** Sponsor Proposal ID:

Principal Investigator: **Bell, Muyinatu**

Lead Unit: **12025036 - ELECT & COMP ENG - BELL**

SAP RESP COST CENTER: **1202503600**

Proposal Preparer Contact: **Cora Mayenschein**

**GENERAL**

**General Information** - The following fields are complete:

Original Institute Proposal # -

Needed only for Renewals, Resubmissions, and Supplements

Title - **Minimizing Uncertainty in Breast Ultrasound Imaging with Real-Time Coherence-Based Beamforming**

Detailed and matches submission to the sponsor

Check for consistency across all documents

Proposal Type - [Proposal Type Decision Chart](#) - **New**

Fibi fills in the available information from the Proposal record. The form will open in a new window with information Fibi imports from the Proposal record (PD). Users can review information on the checklist to either check off what has been done or see what else might need to be added to or addressed in the PD.

- Click on the boxes to indicate a completed item.