# Task List

# Opportunity xxxxx

| Task/Item to Collect | Description | Who | Deadline | Status |
|---|---|---|---|---|
| | | | | |
| **Content-Related Items** | | | | |
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| **Administrative Items and Required Forms (i.e., attachments, forms to complete, etc.)** | | | | |
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**Information we need to complete the above tasks**

1.
2.

**Programmatic questions to discuss with team**

**Administrative questions to ask of program officer/ seek from Q&A document**

1.
2.


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