

# NAVAL RESEARCH PROGRAM

## NAVAL POSTGRADUATE SCHOOL



NRP will record this meeting, and the recording will be made available on our website.



# Initial Research Estimate Form (IREF) Submission Process Brief





# Agenda

- NRP Overview
- Annual process & timeline
- What is an IREF?
- How to submit an IREF
- What happens next?
- Important dates
- Q&A





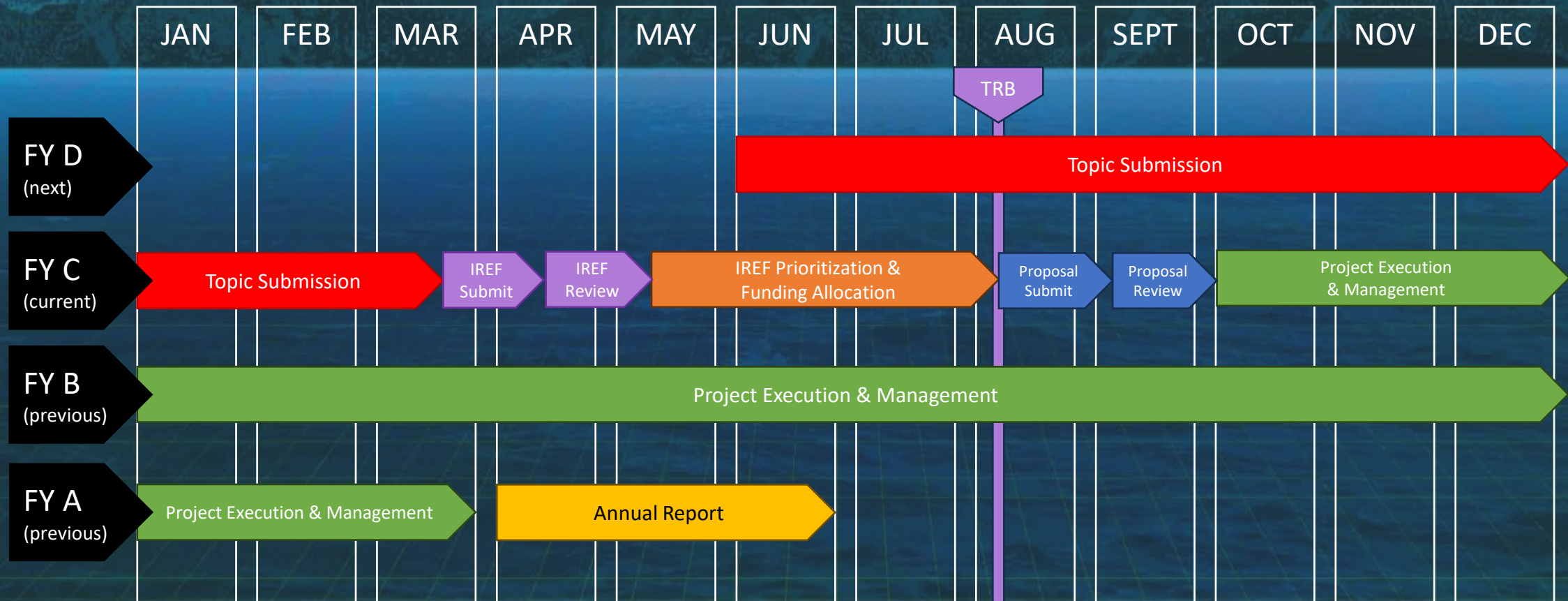
# NRP Overview

- The NPS Naval Research Program (NRP) is a U.S. Navy Program of Record titled “Naval Postgraduate School (NPS) Studies Support: Faculty and Student Studies, Analysis, and Research.”
- Funded entirely as Budget Activity 6.6 Department of Defense Research, Development, Test and Evaluation (RDT&E) Management Support
- The NRP Requirements Sponsor is the Deputy Chief of Naval Operations (DCNO) for Warfighting Development
- NPS administers the NRP per OPNAVINST 5450.210E (Naval Postgraduate School Mission and Functions)





# NRP Annual Process



NRWG – Naval Research Working Group  
 IREF – Initial Research Estimate Form  
 TRB – Topic Review Board





# What is an IREF?

- An Initial Research Estimate Form (IREF) is the form used by NPS faculty to submit a preliminary proposed research Statement of Work (SOW) for NRP Research Topics
- Discussion with Topic Advocate POCs prior to IREF submission is strongly encouraged
- IREFs are submitted via the NRP Topic Portal by NPS faculty qualified to be Principal Investigators





# Purpose of the IREF

- Faculty interested in working on a specific NRP research project must submit an IREF
- Approved IREFs are used by the Topic Review Board (TRB) in the research selection and funding process
  - Your immediate supervisor at NPS and a Topic Advocate POC must approve the IREF for it to be considered for funding





# Accessing the NRP Topic Portal

The NRP Topic Portal facilitates a collaborative workflow environment for NPS students, NPS faculty, and Fleet Topic Advocates to review, submit, discuss, and sponsor NPS NRP topics for potential funding and thesis consideration.

- Navigate to [nps.edu/nrp/topic-portal](https://nps.edu/nrp/topic-portal)
- Click “NPS Login”
- Enter your NPS user credentials
- Select the Topic List tab

## Topic Portal Access

To review current sponsored topics, create a topic, or submit an IREF, please login and follow prompts.

### Login to:

- Create a Topic
- Review a Topic
- Create an IREF

NPS Login

CAC Login





# Topic List & Search

Topic List   Create Topic   My Favorites   IREF Inbox (0)   Topic Administration   IREFs   Curriculum   MyIREFs

## NRP Topic List

Fiscal Year: 2025   Funded: All   Archived:    Keywords:    Search

Export

Showing 2 results for FY 2025.  
Click the column headings to sort the list below.

<input type="checkbox"/>	Topic ID	Topic Title	Sponsor Org	Keywords	Topic Type	Research Outcomes	Create Date
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- Topics can be reordered by Topic ID, Topic Title, Topic Advocate Organization, Topic Type, or Create Date
- To better target your search results, input your search term in quotes, i.e. “predictive analytics”, in the Keywords field





# Submitting an IREF

Topic List   Create Topic   My Favorites   IREF Inbox (0)   Topic Administration   IREFs   Curriculum   MyIREFs

< AdminUse-25-1: IREF Submission Process Example

Submit IREF   ★ Remove Favorite

Topic ID	AdminUse-25-1
Topic Title	IREF Submission Process Example
Topic Description	This is the succinct summary of the topic.
Additional Topic Details	This field provides an opportunity to expand on the topic to be researched. Specify decision points the study is designed to support. These decisions could include program milestones, budget submissions, planning for major war games, Fleet exercises and experiments, etc.

Topic Interest ▼

Views (0) ?

Favorites (1) ?  
[Stephanie Cervi](#)

IREFs (1) ?  
[Stephanie Cervi](#)

Adding a topic to “My Favorites” will provide you with quick access to topics of interest and email notifications of any updates to the desired topic. When viewing a topic, simply click the “Add to Favorites” button.






# Completing an IREF


Please note:

- IREFs must be filled out completely before submitting.
- IREFs cannot be saved to complete later. Compose your IREF in a word processor to avoid losing work.
- IREFs must be submitted by the intended Principal Investigator (PI), not a research assistant or other collaborator.
- **Do not submit classified information through your IREF!**

**IREF Submission for Topic**  
AdminUse-25-1  
FY 2025  
IREF ID


**This IREF also addresses TID(s)** 

**Primary Research Focus Area:** Cyber and Information Systems  
Characters Left in Title: 150

**Title** 


Characters Left in Research Summary 2000

**Limited to 2000 characters**  
Clearly and concisely summarize your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables. You will be required to elaborate on your summary in the following three sections but the **Research Summary specific section must stand-alone.**

**Research Summary** 


Characters Left 1500

**Limited to 1500 characters**  
This field will NOT count on your IREF. This data will be used, as needed, for BAS-ROT&E funding applicability review.

**Research Objectives/Questions** 


Characters Left 1500

**Limited to 1500 characters**  
This field will NOT count on your IREF. This data will be used, as needed, for BAS-ROT&E funding applicability review.

**Research Methodology/Plan** 

Characters Left 1500

**Limited to 1500 characters**  
This field will NOT count on your IREF. This data will be used, as needed, for BAS-ROT&E funding applicability review.

**Research Deliverables** 

**The research start date must be on or after 10/1/2024**

**The research completion date must be on or before 3/31/2026**





# IREF Title & Research Summary

## Title

- Use the original topic title or enter your own
- Please use a concise title that will remain relevant throughout the term of research funding

## Research Summary

- **Most important part of IREF**
- **Must stand alone**
- Limited to 2,000 characters
- Explain initial concept for addressing the research problem
- Outline activities that must be performed
- List research project deliverables





# Objectives, Methodology & Deliverables

The following three fields **will not display on your submitted IREF**. This data will be used as needed for BA6-RDT&E funding applicability review.

- Objectives & Questions (limited to 1,500 characters)
  - Describe, in lay terms, what you expect to achieve in the proposed research.
  - The aim of the work, i.e. the overall purpose of the study, should be clearly and concisely stated.
- Methodology & Plan (limited to 1,500 characters)
  - Describe the specific procedures or techniques that will be used to identify, select, and analyze information applied to understanding the research problem.
  - How will the research data be collected or generated? How will it be analyzed?
- Research Deliverables (limited to 1,500 characters)
  - Based on the objectives or questions that the research intends to address, list all research deliverables, including their form (software, report, PowerPoint brief, etc.), and proposed content.





# Estimated Budget

- Please check the NRP website for up-to-date information about each research cycle's project budget maximum
- Provide a well-reasoned estimate for the effort
- Estimated budget must be realistic in order to support the PI's spending at a consistent pace through the life of the project
- Account for cost of living adjustments, pay increases, vacation and leave time, and inflation. Please plan ahead!
- Budget estimates must include cost and justification for labor, travel, equipment/supplies, and contracts
- Round to the nearest whole dollar
- Enter numbers only

## Please Note:

NRP funds are public funds which pay faculty members' salaries, project-related travel expenses, and are used to purchase equipment required to complete in support of the NRP research project. Therefore, *each PI is required to be compliant with fiduciary rules of acceptance and spending public funds for their labor, travel, and payroll, and will be accountable to follow NRP Business Rules.*





# Safety Reviews and Control Costs

- Include safety reviews and control costs in your IREF budget!
- The Safety team is happy to help you
  - [safety@nps.edu](mailto:safety@nps.edu)
  - x1072
  - [nps.edu/web/safety/safety-review](https://nps.edu/web/safety/safety-review)
    - OSHA Hazard identification tips
    - Project description/planning tips





# Period of Performance (PoP)

- The standard PoP for all projects is 18 months
  - Provides all NRP PIs a minimum of 12 months of work on a project
  - Provides flexibility for teaching periods without the need for extensions
  - **Please check the NRP website for up-to-date information about each research cycle's specific PoP**
- Dates are required, and must fall within the standard 6-quarter PoP window
- PI Deliverables Requirements
  - Mid-Year Progress Review (5-page maximum body) and a debrief to all stakeholders
  - Executive Summary and Technical Report at completion
  - Poster is optional

## Please note:

Extensions for projects beyond the standard end of Period of Performance will only be granted on a case-by-case basis, at the discretion of the NRP Program Manager.

Projects requiring additional research time and funding beyond 6 quarters will be evaluated at the discretion of the NRP Program Manager.





# Student Participation

- Provide anticipated number of contributing students
  - Names
  - Curricula
- If unknown, enter “TBD”





# Researcher Info

- Only need to enter:
  - Researcher Title
  - Researcher Department/Institute
- Auto populated:
  - Researcher Phone
    - May be modified if incorrect
    - Double-check whether your Python record needs to be updated, if the phone number is incorrect, at [python.nps.edu](http://python.nps.edu)
  - Researcher Email

**Researcher Title** ?

**Researcher Name:** Stephanie D Cervi  
**Researcher Department/Institute** \*

Other: ▾

**Researcher Phone** \*

**Researcher Email** \*





# Supervisor Info

- Faculty Chair/Research Chair name & email
  - The person who approves research proposals in your department
  - Must use the individual's official NPS email address
  - Cannot enter your own name/email address





# Submit your IREF

- Review all of your entries for completeness and accuracy
- Click “Submit”
- You can return to the Topic and View IREF or Resubmit IREF for this Topic at any time prior to the IREF submission deadline.
- You may view all of your current and past IREF submissions in the Topic Portal via the “MyIREFs” tab.





# I submitted my IREF. What's next?

- Researcher receives an “IREF Received” email confirmation from [nrp@nps.edu](mailto:nrp@nps.edu)
  - No email confirmation means submission was unsuccessful
- IREF approval process
  - NRP editorial review
    - Typos, spelling, and grammar
    - Unique IREF ID assigned
  - Faculty Supervisor/Chair/Research Chair approval
  - Topic Advocate approval

At each step, an email will be generated notifying the appropriate individual to take action.







# NPS-24-N001-B: This is My IREF TITLE



## Thesis Topic

### Research Summary:

The Research Summary is a concise summary of your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables. Research Summary is a concise summary of your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables. Research Summary is a concise summary of your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables. Research Summary is a concise summary of your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables.

Research Summary must stand alone. The Research Summary is NOT a discussion of the research problem.

Research Summary is a concise summary of your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables. Research Summary is a concise summary of your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables. Research Summary is a concise summary of your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables. Research Summary is a concise summary of your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables.

**Estimated Budget:** 175000

**Start:** 10/01/2023 **End:** 02/22/2025

**Researcher:** Dr. Ima Sage

**This IREF also addresses TID(s):** NPS-24-M500-A

**Anticipated Number of Students:** 2

**Topic:** My First NRP Research Topic Submission

**Sponsor Priority:** High

**CAC Approved:** [Topic Advocate CAC Signature Here]

[Topic Advocate Organization Name Here]



# Important Dates

- Please note that there are many important dates and deadlines
- Up-to-date list of events and deadlines:  
[nps.edu/nrp/events](https://nps.edu/nrp/events)





# Important Links

- NRP Questions?
  - NRP Email: [nrp@nps.edu](mailto:nrp@nps.edu)
  - NRP website: [nps.edu/nrp](https://nps.edu/nrp)
- NRP Topic Portal: [nps.edu/nrp/topic-portal](https://nps.edu/nrp/topic-portal)
- IREF Submission Guide: [nps.edu/nrp/iref-guide](https://nps.edu/nrp/iref-guide)

