



Naval Research Program Topic Submission and Review Cycle: Project Execution > Project Completion - Submitting Deliverables

The Naval Postgraduate School (NPS) Naval Research Program (NRP) is funded by the Chief of Naval Operations, and supports research projects for the Navy and Marine Corps.

All deliverables are due at the end of the official project specific period of performance.

Timely project progress updates, budget execution and submission of NRP funded project deliverables are project funding requirements. PIs who consistently fail to meet budget expectations, submit project deliverables and/or respond to data calls, may be subject to management inquiry, denied future NRP opportunities, including possible denial of project funding awards and/or experience a delay in funding allocations for currently ongoing projects, until deliverables are met.

PI Responsibilities During the Period of Performance

1. **Budget Execution:** The NRP is responsible for funding and budget execution. PIs are required to adhere to their budgeted spend plan and to communicate with the NRP immediately regarding any plan deviations. If spend plan deviation is ~20% and/or a PoP extension is requested, PIs will be required to submit an [updated budget/spend plan](#). PIs are expected to respond to spend plan data calls and RFIs in a timely manner when requested by the NRP.
2. **Quarterly In-Progress Reviews (IPRs):** Documented quarterly IPRs with the topic customer are required. PIs send communication details (report, PowerPoint slides, etc.) to the NRP Program Office, nrp@nps.edu at the end of each quarter. IPRs provide status of the project and are critical in maintaining technical visibility. At minimum, IPRs must include the following: Status of the project, compared with the proposal projections; any risk encounters or mitigation measures; Topic Sponsor POC updates, as position assignments change; and updates to student or faculty researchers working on the project. You may complete/conduct the IPR in your preferred forum (in-person, tele-conference, etc.).
3. **Submit Deliverables:** PIs are responsible for submitting all deliverables of the research project to the **NRP Program Office (nrp@nps.edu) by the last day of the project specific period of performance.** (e.g. executive summary, technical/final report, project poster, final presentation, source code, student thesis, journal publications, etc.) At minimum, NRP PIs are required to submit a technical/final report using the [NPS Technical Report Template](#), a research poster using the [NRP Research Poster Template](#) and a NPS Graduate Writing Center (GWC)-reviewed and accepted, public release [Distribution Statement A](#), [NRP Executive Summary Template](#) at the end of the project period of performance.

Deliverables Requirements - Principal Investigators (PIs) are responsible for all project specific deliverables agreed upon with the Topic Sponsor, as outlined and approved in their signed research topic proposal, including the NRP specific NRP Project Deliverables. All deliverables must reference the full correct NRP Project (IREF) ID.

1. **Executive Summary:** A NPS Graduate Writing Center (GWC)-reviewed and accepted, [public release](#) executive summary is submitted at the end of your project for inclusion in the publicly distributed NRP Annual Report. The executive summary will be of academic publishing quality, and follow all guidelines outlined in the [NRP Executive Summary Template](#). The GWC will help you generate a polished, publication-ready executive summary for an audience of non-subject-matter experts. They can help during any stage: planning, drafting, revising, copyediting, and/or finalizing. **At minimum, you are required to provide your near-final draft to the GWC for publication-ready review.** [How to work with the Graduate Writing Center \(GWC\) on NRP Executive Summaries](#).
2. **Research Poster:** A [public release](#) research poster using the [NRP Research Poster Template](#) is submitted at the end of your project to showcase the results of your research. The NRP may present your project posters online and/or at various showcase events.
3. **Technical/Final Report:** A technical/final report produced using the standard [NPS Technical Report Template](#) is required at the end of the project period of performance. NPS [Final Technical Report Guidance](#).

- Report Title page: “Prepared for: INSERT Project Specific Topic Sponsor Agency. This research is supported by funding from the Naval Postgraduate School, Naval Research Program (PE 0605853N/2098). NRP Project ID: INSERT your project ID, e.g. NPS-21-N500-B”
- Report Signature page - The report entitled “Title of the Report” was prepared for “INSERT Project Specific Topic Sponsor Agency” and funded by the Naval Postgraduate School, Naval Research Program (PE 0605853N/2098).
- Report Documentation page: [5c. 0605853N/2098] [5d. NRP Project ID; JON e.g. NPS-21-N500-B; W5152] [9. Naval Postgraduate School, Naval Research Program; "NRP Project Topic Sponsor Agency"] [10. NRP; Project Topic Sponsor Acronym e.g. NRP; NAVSPECWARCOM] [11. RSPO/Dept assigned report number; NRP Project ID e.g. NPS-CS-21-500R; NPS-21-N500-B]

4. **Research Project Specific Deliverables:** All final deliverables of the research project related to the research are required to be sent to the NRP Program Office at the end of the Period of Performance.

Preparing Your Deliverables

All deliverables are to: be prepared and submitted using the most recent official NRP or NPS process and templates, as appropriate; contain all elements requested in the specific document template; (where possible) include a distribution statement; reference the NRP as the funding sponsor and be submitted as final works and as such should be of postgraduate academic writing and publishing quality.

Submitting Your Deliverables – **REQUIRED**

- Send your **Technical Report** to RSPO ([Kathryn Hodges](#)), prior to obtaining your Chair's signature. The RSPO will review the documentation pages for accuracy and return the document to you. Obtain your Chair's signature and then return the document to RSPO. The RSPO will process your report for publication (Calhoun/DTIC). Ensure a final copy is copied/provided to the NRP.
- Email your [public release](#) NRP Research Poster and all other project deliverables pledged to the Topic Sponsor (e.g. technical report, final presentation, source code, student thesis, journal publications, etc.) to: nrp@nps.edu. Use the following format in your email Subject line: *NRP Research Project Deliverables - IREF ID #, PI Last Name*. e.g. NRP Research Project Deliverables - NPS-22-N800-B, Smart
- Enter the data, from your GWC-reviewed and accepted, public release Executive Summary .docx file, into Section D: Scholarship/Research, of the NPS [Faculty Activity and Information Reporting System \(FAIRS\)](#). The data collected in FAIRS will populate the NRP Annual Report and portions of the Research Outcomes section of the NRP Topic Portal. **It is very important that you complete all sections as accurately as possible, including student participant data, as all inputs will inform program required reporting.**

- Login to FAIRS
- Click the **Naval Research Program Projects & Reporting** link in *Section D: Scholarship/Research*.
- Click the **Item name** to edit. (e.g. “Test NRP Project”)
- **Enter all requested NRP Executive Summary data. All fields are required.**
- Click **Save** to finish the record.

- Your GWC-reviewed, [public release](#) executive summary Word file will be sent to the NRP by the GWC *after receiving email approval from the PI*.

How do I complete my FAR? (cont.) Section D – NRP Project Reporting

1. Click on the “Naval Research Program...” link.

2. Click the **Item name** for the project you want to edit. e.g. “Test NRP Project”

3. Complete the data as necessary. All fields are required. Note that you must enter the year for the date fields, at the very least. But more information in the date fields will improve reporting capabilities.

When done click “Save” to finish the record.

Derived from https://my.nps.edu/documents/10339960/10662908/FAIRS_Quick_Start_Guide_20180201-linked.pdf

<https://nps.edu/nrp/project-deliverables>