Naval Research Program Research Topic Portal: Initial Research Estimate Form (IREF) Submission

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. The organization of the NPS NRP is based upon an annual research topic solicitation process that merges Department of Navy research, analysis, and studies requirements with NPS faculty and students who have unique expertise and experience.
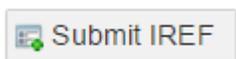
The **NRP Topic Portal** facilitates a collaborative workflow environment for NPS Students, NPS Faculty and Fleet Research Topic Sponsors to review, submit, discuss and sponsor research topics for potential NRP funding and thesis consideration.

The **Initial Research Estimate Form (IREF)** is used by *NPS Faculty* to submit an official preliminary proposed research Statement of Work (SOW) for NRP Research Topics. Throughout the year and during the Naval Research Working Group (NRWG), researchers work with Topic Sponsors to scope proposed projects, and then submit an IREF for topics they wish to research. Discussion with the Topic Sponsor POC prior to IREF submission is strongly encouraged. IREFs are submitted via the NRP's Topic Portal by NPS faculty. Only the faculty member intended to be the qualified Principal Investigator (PI) should submit the IREF. Initial IREF submission and approval generally occurs in April/May.

IREF Submission - If you are a faculty member interested in working on a specific NRP research project, you must submit an IREF for review/approval. Both your immediate supervisor at NPS and a Topic Sponsor must approve the IREF for it to be considered by the Navy and Marine Corps Topics Review Board (TRB) for potential funding. Once approved, the information contained in the IREF will be used by the TRB to select and fund research requirements. Funding selection generally occurs in July/August.

★★★★★★★★★★★
View & Search Topics - Current and past topics can be reviewed in the "**Topic List**" tab by students, faculty, or Topic Sponsors. Topics can be reordered by Topic ID (TID), Topic Title, Topic Sponsor Organization, Topic Type or Create Date.
★★★★★★★★★★★

SUBMIT AN IREF

1. Navigate to: https://my.nps.edu/nrp/topic-portal.
2. Select **NPS Login** and enter your NPS UserID and Password.
3. Select the **Topic List** tab.
4. **Search** for the desired topic.
5. Select **Submit IREF**.
6. **Complete the displayed IREF fields**. THIS IS AN UNCLASSIFIED FORM. DO NOT ENTER CLASSIFIED INFORMATION HERE.

⮞ **This IREF also addresses TID(s):** If this IREF addresses more than one topic, list all additional TIDs separating each with a comma. You must still submit an IREF for each topic that you are interested in researching.

⮞ **Title** (limited to 200 characters)**:** This is the header entry and the first impression of your IREF to the approval chain. This will be used as the official title of your project if funded.

★★★★★★★★★★★
When copying from a word processor, the form will cut off all text beyond the designated character limit. The IREF must be filled out completely before submitting. You cannot save or submit partial information and return to complete the form later. An IREF must be created by the primary intended Principal Investigator (PI) researcher; assistants will be unable to submit an IREF on behalf of the faculty member.
★★★★★★★★★★★

⮞**Research Summary** (limited to 2000 characters)**: VERY IMPORTANT - -** 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.

THE FOLLOWING THREE ELABORATION FIELDS (RESEARCH OBJECTIVES/QUESTIONS, RESEARCH METHODOLOGY/PLAN, AND RESEARCH DELIVERABLES) ARE VERY IMPORTANT BUT WILL **NOT** DISPLAY ON YOUR IREF. INPUTS WILL BE USED, AS NEEDED, FOR BA6-RDT&E FUNDING APPLICABILITY REVIEW.

⮞ **Research Objectives/Questions** (limited to 1500 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 defined.

⮞ **Research Methodology/Plan** (limited to 1500 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 1500 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:** Round budget value to the nearest whole dollar. Numbers only. Provide a well-reasoned estimate for the effort. Estimated budget should be realistic in order to support the PI's spending at a consistent pace throughout the life of the project. ★The NRP is exempt from all indirect costs. Budget estimates should include labor, travel, equipment, and contracts.

➢ **Research Start Date & Completion Date:** Provide the period of performance (PoP). Dates are required and *must be within the parameters listed.* NRP research projects are to be completed in 12 months or less. Requests for alternate 12 month PoPs made to NPS_NRP_POC@nps.edu, prior to IREF submission, will be considered on a case-by-case basis. ★Projects requiring additional research time and funding beyond 12 months may be funded at the discretion of the Topic Sponsor organization or may recompete for NRP funding.

➢ **Anticipated Number of Contributing Students:** Enter the number/anticipated number of contributing students.

➢ **List of Known Contributing Students Names:** Enter the names of all contributing students. If unknown type "TBD."

➢ **List of Known Contributing Students Curricula:** Enter curricula of contributing students. If unknown type "TBD."

➢ **Researcher Title:** Enter the salutation or rank of the primary researcher. Example: Dr., Prof, etc.

➢ **Researcher Name:** This field is automatically populated by data derived from the researcher's NPS login information.

➢ **Researcher Department/Center/Institute:** Enter the name of your Department/Center/Institute.

➢ **Researcher Phone:** This field is automatically populated by data derived from the researcher's NPS login information. ★If your phone number is incorrect you may modify the number displayed.

➢ **Researcher Email:** This field is automatically populated by data derived from the researcher's NPS login information.

➢ **Faculty Supervisor/Chair/Dean Name & Email:** These fields should be populated with the person who signs off on research proposals in your school. ★You must use the individual's official NPS email address. You cannot enter your own name/email address.

7. *Review your entries for completeness and accuracy and then -* 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.
★★★★★★★★★★★

IREF APPROVAL WORKFLOW:

1. When an IREF is submitted successfully:
   ☐ The **researcher** will:
      ✓ be presented with a read only display of the IREF.
      ✓ receive an immediate "**IREF Submitted Successfully**" confirmation displayed on the Topic Portal Page.
      ✓ receive an **IREF received email confirmation** from NPS_NRP_POC@nps.edu.
      ★If you did not receive the confirmation email, then the submission was not successful.
   ☐ The **NRP Topic Portal Administrator** will receive an **email notification** that a new IREF has been submitted. The NRP team will do an **editorial review** of the "draft" submission and may contact you if any clarification is required.

2. When the NRP Topic Portal Administrator has approved the IREF, the researcher's self-designated **Supervisor/Chair/Dean** will **receive an email** with a link to **approve or deny the IREF**.

3. When the researcher's self-designated Supervisor/Chair/Dean has approved the IREF, the **Topic Sponsor** will **receive an email** with a link to **approve or deny the IREF** created for their topic. The Topic Sponsor follows the link (CAC required) to review the IREF. The Topic Sponsor then approves or denies the IREF.

4. When the **IREF is approved/denied** by the Topic Sponsor, the **researcher** will receive an **email notification**.

IREF STATUS: View your current and previous IREFs at any time by logging into the Topic Portal and selecting the "MyIREFS" tab.

★★★★★★★★★★★
Topic Funding Approval - The Topic review Board (TRB) selects those IREFs deemed to be requirements and allocates funds under the fiscal year budget. If your proposed IREF is selected, you will then be asked to prepare a detailed research proposal and budget package. The final research proposal is the culmination of iterative discussions with the Topic Sponsor. It provides a definitive agreement of the proposed work between the Topic Sponsor and the research PI. Once a researcher has developed the formal research and budget proposal package, an immediate supervisor at NPS and the Topic Sponsor POC must approve and sign the research proposal before funds are released by the NRP to begin work.
★★★★★★★★★★★