



Naval Research Program (NRP) Topic Submission and Review Cycle: FY19 NRP Candidate Principal Investigator Checklist

The **Naval Postgraduate School (NPS) Naval Research Program (NRP)** is funded by the Secretary of the Navy (SECNAV), 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.

DETAILED RESEARCH TOPIC PROPOSAL & BUDGET SUBMISSION PACKAGE

The detailed research proposal and budget package 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. A fully completed proposal package must be submitted to and approved by the NRP before funds are released to begin research. It is important that PIs, their supervisors, and Topic Sponsors work closely to complete the package in a timely manner. If a PI fails to submit a completed package to the NRP by the deadline, the funding award may be canceled and awarded to an alternate candidate.

Principal Investigators (PIs) selected for FY19 funded projects should proceed through the following steps.

NRP Project Brief attendance and completion of annual PI training for FY19 are due by 30 AUG.

- ☐ **Register for and attend a mandatory FY19 NRP project PI brief.** Participation is required for Faculty PIs and Co-PIs who have one or more FY19 IREFs validated as a requirement and selected for FY19 funding (pending an approved research proposal). All individuals that will participate in the research are encouraged to attend. (If an admin or another individual is routing the proposal package for you, make sure they are aware of the submission process.) This brief will detail the expectations of and requirements for NRP PIs, the research proposal process and Q&A. Repeating sessions are scheduled covering the same content.
 - **When:** Thursday/Friday Aug 9, 10, 16, 17, 23 and 24
 - **Time:** 12:00 p.m. -12:50 p.m. **Where:** Reed Hall, 103
- ☐ **Complete FY19 NPS required Annual PI Training.**

Completed Research Proposal Packages for FY19 are due by 05 SEP.

- ☐ **Develop a NRP research proposal** in collaboration with the Topic Sponsor.
 - All research proposals must be submitted using the most recent FY19 NRP template.
 - PI and Topic Sponsors signatures are required.
 - All sections are required unless otherwise noted as examples.
 - Proposal Milestones must be included
 - Period of performance:
 - The FY19 period of performance is 10/15/18 - 10/14/19 unless otherwise previously approved.
- ☐ **Complete the NRP proposal routing form.** The NRP is the official sponsor for these projects. The Sponsor/Sponsor POC is the NRP at NPS. The address and phone number must match the NRP at NPS. The NRP template has this info prefilled. The Topic Sponsors role is purely as an advocate for the project and they have no actual relationship with the funding.
 - The electronic fillable copy of the form must be submitted to the NRP.
 - Chair and Dean/Director signatures are required.
 - NSF research selection (near the top of page 2) must be completed.
 - **DO NOT** forward this form and your other documents to the Research Program Office (RSPO).

- ☐ **Develop a [NRP FY19 budget](#)** using the NRP template through collaboration with the Topic Sponsor.
- The FY19 spend requirement allows for 12 months of work on a project.
 - The FY19 period of performance is 10/15/18 - 10/14/19 unless otherwise previously approved.
 - The last 2 weeks of FY19 PoP (October 1-15) are provided for manpower to complete the project.
 - All budget proposals and subsequent updated spend plans (as needed) must be submitted using the most recent FY19 NRP provided template.
 - Your budget amount should be equal to or less than that stated on your IREF proposal unless you were otherwise notified of an alternate funding award.
 - The monthly spend plan submitted in this budget is a critical element of the program. Although they are estimates of how the PI intends to work on the project, please make every effort to submit a realistic spend plan. Deviations from the spend plan requires NRP leadership approval.
 - NRP funds are RDT&E and are appropriated solely for specific selected NRP projects. There must be a logical relationship between funds spent and the selected NRP research project. This money cannot be used for academic/curriculum support.
 - List all employees who will be working on the project. If an employee is not listed on the proposal, payroll approval will be delayed.
 - Labor cells do not automatically calculate the labor rate. FY19 fully burdened rate is "Hourly Rate x 153.2%" The NPR is exempt from Indirect Costs. Do not include Indirect Costs.
 - Travel should be completed as early in the project as possible - preferably by 30 SEP 19.
 - The timeline for all acquisitions must be congruent with the projects period of performance.
 - See the ["READ ME – Guidance" tab in the NRP FY19 budget template](#) for more additional policy/procedure guidance.
- ☐ **Email your signed proposal, budget spreadsheet and proposal routing form to:** NPS_NRP_POC@nps.edu. Include the following in your Subject: FY19 NRP Research Proposal - IREF ID #, PI Name. Once reviewed for completion, it will be forwarded to the RSPO to initiate a JON for funding.
- All period of performance and milestone dates, in all three documents, must match.
 - Do not send incomplete proposal packages – incomplete packages cannot be processed and therefore do not meet the deadline.
 - Do not send the proposal package to the Research Program Office (RSPO).
 - If an admin or another individual is routing the proposal package for you, make sure they are aware of the submission process.

How do I know which of my research topic(s) was funded?

SEARCH FUNDED TOPICS

1. Navigate to: <https://my.nps.edu/nrp/topic-portal>.
2. **Login** via NPS or CAC authentication.
3. Select the **Topic List** tab.
4. Select **2019** in the **Fiscal Year** dropdown menu.
5. Select **Yes** in the **Funded** dropdown menu.
6. Click **Search**.

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The Principal Investigator PI(s) funded will be listed in the right-hand column. More than one Initial Research Estimate Form (IREF) can be funded for any given project. Those PIs that have been funded will have "(Funded)" displayed immediately following or below their name.

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Alternately, a quick reference FY19 "Research Funding Results" list, sorted by Topic Sponsor organization, or a downloadable .PDF, sorted by Research PI first name, can be viewed on the NRP Portal Funding Guidance page.

<https://my.nps.edu/nrp/research>