Naval Research Program (NRP) Topic Submission and Review Cycle:
FY21 NRP Candidate Principal Investigator Checklist

FY21 awarded projects require the following actions, and PI's are encouraged to start the proposal in Coeus now, but NLT 12 SEP, while developing their Technical Proposal/Narrative.

Completed Research Proposal Packages for FY21 are due by 23 SEP 2020.

☐ **Register for and attend a mandatory FY21 NRP project PI brief.** Participation is required for all PIs and Co-PIs who have a FY21 project award.
- **When:** 1500 Tuesday/Thursday Aug 18, 20, 25, 27
    1200 Wednesday Aug 19, 26, and Sep 2
- **Where:** Virtual – Teams

☐ **Complete FY21 NPS required Annual PI Training.**

☐ **Develop an NRP Technical Proposal/Narrative in collaboration with the Topic Sponsor.**
- Proposals must be submitted using the most recent FY21 NRP Technical Proposal template.
- Topic Sponsors signatures are required. – PI signature is no longer needed as PIs will sign via Coeus.
- All sections are required, unless otherwise noted as examples.
- Proposal tasks and milestones must be included. Include direct correlation/justification for all budget expenses.
- Tasks and milestones must align with your period of performance. Unless otherwise established, your period of performance is 10/26/2020 to 10/23/2021.
- Know your full NRP Project (IREF) ID (e.g. NPS-21-N600-B) and name your proposal document exactly as requested, e.g. NPS-21-N600-B_NRP-Project-Proposal_Smart.docx.
- Once the document has been completed and signed, it must be saved and submitted using Coeus as a PDF.

☐ **Submit your budget and signed proposal using the RSPO Coeus E-Routing Form:**
- *Proposal* **tab: - IMPORTANT -**
    - **Proposal Organization:** 401 – NPS Naval Research Program
    - **Sponsor Code**: 100728
    - Insert IREF ID, e.g. NPS-21-N500-A
- *NPS Personnel tab:*
    - At minimum include PIs and CoPIs.
    - If additional staff/faculty are expected but have yet to be identified input under "To be named"
    - Complete PI certification questions.
- *Proposal Questions and Proposal Data* **tabs** must be filled out.
- *Abstract and Attachments* **tab:** Copy/paste the abstract from your NRP Research Proposal into the *Publicly Releasable Abstract* field. At minimum, you will upload the following document:
    - *Technical Proposal/Narrative:* Completed and signed NRP Research Proposal (.pdf)
- *Proposal Budget* **tab > Create a** *Budget Document:*
    - Complete the month-by-month *NPS Labor* and *Other Direct Costs* tabs.
    - Proposal budget must be equal to/less than that proposed on your IREF unless you were notified otherwise.
    - Coeus requires a labor or direct expenditure in each contiguous month of the period of performance. At minimum, it is assumed that you would be planning/coordinating future research tasks. Therefore, some cost is associated with each contiguous month.
    - When complete mark the budget as final.

NRP Budget Proposal Guidance and other support links are available on the next page.

Budget Proposal Guidance - For financial expenditure specific questions PIs should consult with the NRP Sponsored Programs Financial Analyst (SPFA).

- **Indirect Costs**
  - The NRP uses NR&DE funds, and indirect cost are not collected. The indirect rate is 0%.
- **Travel**
  - **Travel Allocation:** Up to 5% of your budget may be allocated to travel. In extenuating circumstances up to 10% may be approved with additional justification and NRP Program Manager approval. List travel expenses in the Coeus budget page. In the travel justification provide an explanation that aligns the trip with the deliverables cited in the research proposal. Blanket terms such as "Mission Essential / Critical" are not to be confused with a valid justification.
  - **Conferences:** Limit 1 conference per project. Explain how the conference supports the deliverable.
  - **Students:** Travel requests must state how this travel applies to the associated research. Explain on the Student Worksheet how the travel, including thesis research, supports the deliverable of the project. "For thesis research" is not sufficient.
- **Payroll**
  - List all employees who will be working on the project. If an employee is not listed on the proposal, payroll approval will be delayed as the SPFA will be required to obtain additional documentation from the PI.
  - Up to 5% of the budget may be used for administrative staff support, including contracts.
  - As of FY20 labor is charged using actual benefits but the average fully burdened rate x number of hours scheduled to work each month can be used for labor projection purposes. PI's should consult the Research and Sponsored Programs Office (RSPO) for the current rate.
- **Purchasing**
  - List intended purchases in the Coeus budget page. Provide an explanation, in plain language, detailing how the purchase contributes to the tasks and deliverables of the project. Do not use blanket terms.
  - Orders must be submitted early enough that they directly contribute to the project deliverable(s).
  - **Equipment purchases:**
    - If you purchased equipment using NRP project funds in the last two years, you will not be authorized to purchase similar equipment for your FY21 NRP project. e.g. if you purchased a computer for an FY19 or FY20 NRP project, you will be expected to use the same computer for your FY21 NRP project.
    - Items that cannot be purchased with NRP funds are: cell phones, cell phone services, printers, toners, office supplies that are for general use, furniture, and publications.
- **Safety** or Environmental analyses, permits, or control measures needed in your proposal?

Coeus Help Links:
- **Coeus Training & Proposal Data Links Information:** https://nps.edu/web/research/proposal_data
- **Using Coeus:** https://wiki.nps.edu/display/KCUSER/Training+2+-+Using+Coeus
- **Coeus - Creating a new Proposal:** https://wiki.nps.edu/display/KCUSER/Part+1+-+Proposal+tab
- **Coeus – Proposal Budget tab help**: https://wiki.nps.edu/display/KCUSER/Part+6+-+Proposal+Budget+tab

NRP Funding Guidance Help:
- This checklist and all associated templates and guidance can be found at: https://nps.edu/nrp/research
- All other questions can be directed to: nps_nrp_poc@nps.edu

Reminders…
- Proposal Package **deadline is 23 SEP 2020** -- 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.
- All period of performance and milestone dates, in all proposal documents, must match.
- Incomplete proposal packages will be rejected.
- If an someone is assisting you in preparing your proposal package, make sure they are aware of the submission process.
- Proposals are only accepted through Coeus.