



## Naval Research Program (NRP) Topic Submission and Review Cycle: FY22 NRP Candidate Principal Investigator Checklist

**Drafted Research Proposal Packages – start in Coeus ASAP but NLT 9 SEP 2021.**

**Completed Research Proposal Packages – submit in Coeus NLT 30 SEP 2021.**

- Register for and attend a [mandatory FY22 NRP project PI brief](#).**  
Participation is required for all PIs and Co-PIs who have a FY22 project award.
  - **When:** 1200 Wednesday Aug 18, 25, and Sep 1, 8 / 1500 Thursday Aug 19, 26 and Sep 2, 9
  - **Where:** Virtual – Teams
- Complete FY22 NPS required [Annual PI Training](#).**
- Review the [NRP PI Project Execution and Deliverables Requirements](#).**
- Develop an [NRP Technical Proposal/Narrative](#) in collaboration with the Topic Sponsor.**
  - Proposals must be submitted using the most recent [FY22 NRP Technical Proposal template](#).
  - Proposal tasks and milestones must be included. Include direct correlation/justification for all budget expenses.
  - Tasks and milestones must align with your proposed period of performance (PoP).
  - Primary PoP: 10/24/2021 – 10/22/2022 | Alternate PoP (by request): 01/02/2022 – 12/31/2022. Earliest Start 10/24/2021. PoP must be 12 months or less.
  - 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.
  - Know your full NRP Project (IREF) ID (e.g. NPS-22-N600-B).
  - Name your proposal document exactly as requested, e.g. NPS-22-N600-B\_NRP-Project-Proposal\_Smart.docx.
  - Once the document has been completed and signed, it must be saved as a PDF and submitted using Coeus.
- 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 approved PoP (Earliest Start 10/24/2021)
    - Insert Complete Project (IREF) ID, e.g. NPS-22-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.
    - At minimum, include a partial day of labor for each contiguous month of the PoP (Coeus requirement).
    - 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%.
- **External Support** - If you are intending/planning to outsource labor/skills that cannot be performed by NPS personnel you must obtain approval from your department chair.
- **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 one in-person conference per project, unless virtual/online (encouraged). 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 and may vary per individual. Rate is updated/calculated in Coeus automatically. 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).
  - Total purchasing exceeding 25% of your budget will require additional justification.
  - **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 FY22 NRP project. e.g. if you purchased a computer for an FY20 or FY21 NRP project, you will be expected to use the same computer for your FY22 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 publication fees.
- [Safety or Environmental analyses, permits, or control measures needed in your proposal?](#)

**Coeus:** [Training & Proposal Data Links Information](#)

**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](mailto:nps_nrp_poc@nps.edu)

**Reminders...**

- Proposal Package **deadline is 30 SEP 2021** -- 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 someone is assisting you in preparing your proposal package, make sure they are aware of the submission process.
- Proposals are only accepted through Coeus.