Naval Research Program (NRP) Topic Submission and Review Cycle:
FY23 NRP Candidate Principal Investigator Checklist


☐ Register for and attend a mandatory FY23 NRP Project PI brief ........Register NLT 17 AUG | Attend NLT 14 SEP
Participation is required for all PIs and Co-PIs who have a FY23 project award.

☐ Draft your Coeus Proposal Development Document ....................................................... Draft NLT 14 SEP
  • Proposal tab:  IMPORTANT:
    ▪ Proposal Organization: 401 – NPS Naval Research Program
    ▪ Sponsor Code: 100728
    ▪ Insert Complete Project (IREF) ID, e.g., NPS-23-N500-A.
  • NPS Personnel tab:
    ▪ At minimum include PIs/Co-I s. *An individual can be PI/Co-I on no more than two concurrent NRP projects.
    ▪ 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 Datatables should be completed before drafting your budget.
  • Proposal Budget tab > Create a Budget Document:
    ▪ Using your IREF budget data, enter monthly expenses in the NPS Labor and Other Direct Costs tabs.
    ▪ Proposal budget must be equal to/less than that proposed on your IREF.
    ▪ Other Direct Costs Description & Purpose field(s) must be completed in full

☐ Review the NRP PI Project Execution and Deliverables Requirements ..................................... Review NLT 14 SEP

☐ Develop NRP Technical Proposal/Narrative with the Topic Sponsor ............................................ Draft to Sponsor NLT 14 SEP
  • Must be submitted using the current FY23 NRP Technical Proposal template.
    ▪ Incomplete documents and/or old template formats will be rejected.
  • Read all template guidance prior to starting your proposal. Complete all required template elements.
  • Supporting TASKS section must include direct correlation/justification for all budget expenses.
  • Topic Sponsor signature is required. *PI signature(s) is collected via Coeus.

☐ Submit completed Coeus Proposal Development Document ................................................ Submit NLT 28 SEP
  • 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:
    ▪ Optional: Attach a Budget Justification document.
  • Proposal Budget tab:
    ▪ Finalize the month-by-month NPS Labor and Other Direct Costs tabs.
    ▪ Other Direct Costs Description & Purpose field(s) must be completed in full and include direct correlation/justification to the TASKS in your technical proposal.
    ▪ Mark the budget as final.
  • Proposal Actions > Submit

☐ Complete FY23 NPS required Annual PI Training ............................................................ Complete NLT 12 OCT

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

- **Monthly Spend Plan in Coeus:** The monthly spend plan you enter in Coeus will generate your required burn rate schedule. This data is reported to the Budget Submission Office (BSO) and the burn rate must be executed as scheduled. Ensure your month-to-month spend plan is realistic.

- **Spend Plan Justification:** The Coeus Description & Purpose field(s) for all proposed expenses (Other Direct Costs) must be completed in full and include direct correlation/justification to the TASKS in your technical proposal. Do not use blanket terms.
  - If your budget includes costs that exceed the NRP allowance(s) attach a Budget Justification document (Alternately, you can include Line Item Budget Justification Notes in your Budget Document).
  - **INDIRECT COSTS** - The NRP uses direct RDT&E funds, and indirect cost are not collected. The indirect rate is 0%.
  - **LABOR**
    - At minimum, include a partial day of labor for each contiguous month of the PoP (Coeus requirement).
    - Ensure that any month(s) with proposed travel include appropriate corresponding labor hours.
  - **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. Up to 10% may be approved with additional justification and NRP Program Director approval.
  - **Conferences:** Limit one in-person conference per project, unless virtual/online (encouraged).
  - Ensure your travel (and labor) expenses align with your research completion timeline, to include any travel for the purpose of final briefing / delivering the final product(s).

- **PAYROLL**
  - List all known project personnel. List additional planned but unidentified faculty/staff under “To be named.” Notify the NRP SPFA of project personnel changes immediately to avoid a payroll approval delay.
  - Up to 5% of the budget may be used for administrative staff support, including contracts.
  - Labor is charged using actual benefits and varies per individual. Rate is updated/calculated in Coeus routinely. Consult your SPFA for individual rates.

- **PURCHASING**
  - Total purchasing exceeding 25% of your budget will require additional justification.
  - Orders must be submitted early enough that they directly contribute to the project deliverable(s).
  - Equipment purchases: If you purchased equipment with NRP project funds in the last two years, you will not be authorized to purchase similar equipment for your FY23 NRP project. E.g. if you purchased a computer for an FY21/FY22 NRP project, a computer will not be authorized for your FY23 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, periodical subscriptions and research publication fees.

- **Safety or Environmental analyses, permits, or control measures needed in your proposal?**

- **NRP Funding Guidance Help:**
  - All questions can be directed to: nrp@nps.edu.
  - Financial expenditure specific questions? Consult with the NRP SPFA.

- **Reminders...**
  - Proposal Package deadline is 28 SEP 2022 – Failure to comply may result in funding award cancellation.
  - All period of performance and milestone dates, in all proposal documents, must match.
  - Incomplete proposal packages will be rejected.
  - Proposals are only accepted through Coeus.
  - Spend plans must be realistic as you will be required to execute as scheduled (burn rate).
  - Expenses must include direct correlation/justification to the TASKS in your technical proposal.
  - If someone is assisting you in preparing your proposal package, give them a copy of this checklist.

This checklist, associated templates, and additional guidance can be found at: https://nps.edu/nrp/research.