Naval Research Program (NRP) Topic Submission and Review Cycle:
FY24 NRP Candidate Principal Investigator Checklist

Principal Investigators (PIs) should proceed through the following steps:

Completed Research Proposal Packages – Submit in Coeus NLT 8 Nov 2023.
6 Quarters Period of Performance (PoP): 10/01/2023 – 03/31/2025. All projects will have the same POP.

☐ **Review this PI Checklist and the NRP PI Project Execution and Deliverables Requirements. Upload Acknowledgment of Terms signed by PI *and* Co-PI to Coeus as attachment ("Supplementary Documentation"), NLT 8 Nov 2023.** Required for all PIs and Co-PIs who have a FY24 project award.

☐ **Develop your proposal using NRP Technical Proposal Template** with the Topic Sponsor.
- ▪ **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.
- • The proposal no longer requires a signature page. The proposal no longer requires a signature page. Proposal approvals are done through NPS chain in Coeus.

☐ <u>**Submit your proposal package to Coeus.**</u>
- • *Proposal tab*: Completed by NRP. Each PI will receive a Coeus generated email prompting them to begin their proposal. If you are not sure, please email the NRP office at NRP@nps.edu. The NRP prepared your proposal shell.
- • *NPS Personnel tab:*
  - ▪ At minimum include PIs/Co-Is. *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 Data* **tabs** should be completed before drafting your budget.
- • *Proposal Budget* **tab > Create a** *Budget Document*:
  - ▪ Using your IREF budget data, enter quarterly expenses in the *NPS Labor* and *Other Direct Costs* (Non-Labor) 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.
- • *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*: Attach final NRP Technical Proposal (pdf).
  - ▪ Optional: Attach a *Budget Justification* document.
- • *Proposal Budget* **tab:**
  - ▪ Finalize the quarterly *NPS Labor* and *Other Direct Costs* (Non-Labor) 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.
  - ▪ To the right of the selected final budget version, check the box as final.
- • **Proposal Actions > Submit**

☐ **Complete FY24 NPS required Annual PI Training.**

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

Budget Proposal Guidance

❖ **Quarterly Spend Plan in Coeus:** The quarterly spend plan you enter in Coeus generates your *required* burn rate schedule. This data is reported to the Budget Submission Office (BSO) and the burn rate must be executed as input from Coeus. Ensure your quarterly spend plan is realistic.

❖ **Spend Plan Justification:** The Coeus *Description & Purpose field(s)* for all expenses (*Other Direct Costs/Non-Labor*) **must include a 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.*)

  ≈ **LABOR**
  - Ensure that quarters with proposed travel include appropriate corresponding labor hours.

  ≈ **TRAVEL**
  - **Travel Allocation:** Up to 15% of your budget may be allocated to travel.
  - **Conferences:** Limit one in-person conference per project, unless virtual/online (encouraged).
  - Ensure travel and labor expenses align with research completion timelines, 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.
  - Labor is charged using actual benefits and varies per individual. Rate is updated/calculated in Coeus routinely. Consult your SPFA for individual rates.

  ≈ **PURCHASING**
  - Orders should be submitted early in order to contribute to the project deliverable(s).
  - Equipment purchases: PI's are authorized to purchase similar equipment once every *third* year. Items that cannot be purchased with NRP funds are: cell phones, cell phone services, printers, toners, office supplies, furniture, and items considered to be for general purposes.

  ≈ **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…**
  ≈ Period of performance and milestone dates, in all proposal documents, must match.
  ≈ Proposals are only accepted through Coeus. Incomplete proposal packages will be rejected.
  ≈ 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.