**PLEASE READ THE ENTIRE DOCUMENT BEFORE STARTING YOUR RESEARCH PROPOSAL**

**Background**: As a result of the Naval Postgraduate School (NPS) Naval Research Program (NRP) joint Navy and Marine Corps Topic Review Board (TRB) IREF research priority and requirements recommendations, the NPS NRP selects those research projects that can be funded and staffed under the FY budget allocation. More detail: <https://nps.edu/nrp/about>.

What is now required is a **comprehensive research proposal**, completed using the NRP Technical Proposal/Narrative template (this document). Graduate level academic writing is expected. The final research proposal is the culmination of iterative discussions with the Topic Sponsor. It provides a mutual definitive agreement of the proposed work between the NRP, the Topic Sponsor and the research Principal Investigator (PI) and any Co-Investigator(s) (Co-I), affirmed through signatures prior to any NRP funds being issued.

RDT&E funds used for the NRP are currently categorized as [“BA6-RDT&E Management Support](https://my.nps.edu/nrp/about)” only. **Ensure your project is scoped accordingly.**

The following essential elements are **required** to be included in the research proposal:

1. ***Completed Header***, on all pages, that includes the project title as proposed on your IREF, proposal date, your NRP project (IREF) ID, your school and your department, as applicable.
2. ***Pg 1-2 -*** *Completed project sponsor, stakeholder information and Topic Sponsor signature(s)* – remove unused fields.
3. [***Research Topic Abstract and Background***:](#Background) Describe the specific research topic question or questions being addressed and its importance to the Topic Sponsor. Literature reviews and other initial scoping efforts provide a background to the research topic and help frame the approach and research direction.
4. [***Research Objectives***](#Objectives)***:*** Detail the objectives/questions that the research intends to address to satisfy the research topic**.**
5. [***Approach***](#Approach): Clearly explain the initial concept for addressing the problem. This section will provide a complete description of the methodology for the study.
6. [***Supporting Tasks***](#Tasks): Detail the primary activities that must be performed to carry out the proposed approach, including the communication plan/schedule. An underlying requirement for any research is a mechanism to continually communicate with the Topic Sponsor. Include direct correlation/justification for all budget expenses.
7. [***Schedule and Milestones***](#Tasks): Outline the project schedule and major milestones. Research efforts establish gates to measure progress, which are reportable and can be benchmarked for project completion. Milestones listed should link directly back to the supporting tasks that were identified. Projects are required to be scoped at no more than 12 months.
8. [***Biographies/CV/Resume***](#CV): Biographies and/or resumes to make introductions of all known researchers.
9. ***Budget***: A complete and accurate monthly budget estimate will accompany this research proposal when submitted to the NPS NRP Program Office (via Coeus). **Expenditures shown in the budget must be justified within this research proposal.** A monthly spend plan is important in case incremental funding is necessary. Though encouraged, it is not required that you share the detailed budget with the Topic Sponsor, as they are not your funding sponsor.

**REMOVE THIS PAGE PRIOR TO SENDING YOUR PROPOSAL FOR SIGNATURES**(View Tab > Outline View: Remove all text above the first section break.)

For any other questions, contact the Naval Research Program Office by email
nps\_nrp\_poc@nps.edu or visit our portal at: <https://my.nps.edu/nrp/>.

**Research/Studies and Analysis Area**: Click to select the Navy/Marine TRB organization sponsoring your IREF.

**Remove this text and add/remove lines below as needed with the exception of the \*required fields.**

**\*Resource Sponsor:** Mr. Matt Kline Phone no: 831-656-2579

 NRP Program ManagerEmail: matthew.kline@nps.edu

**\*Topic Sponsor:** Title/Rank, Name, Service Phone no: xxx-xxx-xxxx

Organization Email: name@usn/usmc.mil

**Topic Sponsor POC:** Title/Rank, Name, Service Phone no: xxx-xxx-xxxx

OrganizationEmail: name@usn/usmc.mil

**\*Faculty PI:** Title/Rank, Name, Service Phone no: xxx-xxx-xxxx

Department/Academic Group Email: name@usn/usmc.mil

**Faculty Co-I** Title/Rank, Name, Service Phone no: xxx-xxx-xxxx

School, Department/Academic Group Email: name@usn/usmc.mil

**Additional Researchers:**

 Title/Rank, Name, Service Phone no: xxx-xxx-xxxx

School, Department/Academic Group Email: name@usn/usmc.mil

 Title/Rank, Name, Service Phone no: xxx-xxx-xxxx

School, Department/Academic Group Email: name@usn/usmc.mil

**Students:** Title/Rank, Name, Service Phone no: xxx-xxx-xxxx

School, Area of Study Email: name@usn/usmc.mil

 Title/Rank, Name, Service Phone no: xxx-xxx-xxxx

School, Area of Study Email: name@usn/usmc.mil

**Requirement - Faculty PI: As the faculty Principal Investigator (PI), I have written the referenced FY21 NPS NRP Analysis Proposal for the IREF Project ID Number referenced in the header on this page in collaboration with my Topic Sponsor, and by signing below I concur that I will execute the proposal as written. Any deviations from this proposal and associated budget\spend plan must be approved by the NRP. I understand that failure to execute and monitor my approved proposal and spend plan, and to deliver all NRP and Topic Sponsor required deliverables, within the approved budget and period of performance, may result in my funds being swept and yet the agreed upon deliverables are still due. I further understand that the NRP is my funding sponsor, and at the end of the project period of performance it is my responsibility, as an NRP PI, to send all final deliverables or reports included in the research proposal, including my requisite GWC reviewed NRP Executive Summary and Project Poster, as well as deliverables presented to the Topic Sponsor organization and all student projects/theses related to the research to the NRP Program Office. I understand that failure to meet PI obligations in a timely manner may negatively impact future NRP participation.
 -- Concurrence by the Faculty PI / Co-I will be recorded via the NPS Coeus electronic proposal system --**

**Requirement - Topic Sponsor(s) Approval:**

**As the Topic Sponsor/Advocate(s), I/We have read the FY21 NPS NRP Technical Proposal/Narrative for the NRP Project (IREF) ID Number referenced in the header on this page, and by signing below I concur with the proposal as written. Further, I agree to communicate regularly (at least once a quarter) with the Faculty PI regarding this project and to provide, in a timely manner, project feedback and any agreed upon organization specific data or supporting information that may be required to complete this study as proposed. I understand that if I do not provide timely feedback, this project may be unable to produce the agreed upon deliverables. And finally, I commit to completing the NRP end-of-project feedback survey and understand that failure to do so may negatively impact future NRP participation.**

**Concurrence by:**

|  |  |
| --- | --- |
|  |  |

[Note: A CAC Digital Signature is required. If you encounter issues with digitally signing this document in Word we recommend that the entire document be saved as a PDF and digitally signed using Acrobat. Alternately, please contact [NPS\_NRP\_POC@nps.edu](file:///C%3A%5CUsers%5Cslhastin%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C6G7A5M7Y%5CNPS_NRP_POC%40nps.edu) for assistance.]

**ABSTRACT**

Click or tap here to enter Abstract text. This is a brief (2000 characters or less) publicly releasable abstract/research summary (comprehensive summary of the research proposal.) Clearly and concisely summarize your Research Objectives/Questions, Research Methodology/Plan, and Research Deliverables. This should be the same “Publicly Releasable Abstract” that you include in Coeus.

*Keywords: Click or tap here to enter keywords. These same keywords should also be used in Coeus.*

**BACKGROUND**

Click or tap here to enter Background text. This paragraph will contain a short narrative on the historical and operational background of the effort that is to be conducted. Acting as an abbreviated literature review, past research should be referenced in this section. Finally, please discuss the specifics of the research that is being proposed, including how it will integrate with the Topic Sponsor’s command requirements/aid in their mission accomplishment.

**RESEARCH/ STUDY AND ANALYSIS OBJECTIVES**

Click or tap here to enter Objectives text. This section will outline the specific issues that will be addressed. Please include possible interested groups the study may affect such as manpower, operations, etc. Include additional issues as warranted.

* A
* B
* C
* Etc.

The potential utility of your research/ and/or study can be: 1) an addition to current knowledge of a problem; 2) to put theory to an empirical test; 3) to better understand the relationship between variables; or 4) to determine the effectiveness of a method, technology, or program.

Within the objectives (and the tasks),the researcher should also detail the research project deliverables that the Topic Sponsor should expect at the end of the effort. The deliverables are concrete evidence that the research topic has been fully addressed to the satisfaction of the Topic Sponsor (i.e. technical report, quad chart(s), debrief, product).

In addition to deliverables presented to the Topic Sponsor, the NRP Program Office requires that all projects include the following deliverables: (1) Quarterly Topic Sponsor In-Progress Reviews (IPRs) (the form of these IPRs is at the discretion of the project PI), (2) Annual Report executive summary input [per the template], and Project Completion Research Poster [per the template].

***--Reminder:***RDT&E funds used for the NRP are currently categorized as “[BA6-RDT&E Management Support](https://my.nps.edu/nrp/about)” only. RDT&E budget activities are broad categories reflecting different types of RDT&E efforts. Please ensure your project is scoped accordingly.

**APPROACH**

Click or tap here to enter Approach text. This section will provide a complete description of the methodology for the study. It should contain a detailed discussion on the data collection approach as well as expected data analysis that will be conducted. Discuss whether interviews will be conducted, sources of raw data and the expected reliability of that raw data. After a brief discussion on the data that is to be collected, discuss what mathematical or analytical approaches will be taken to breakdown the data for the stakeholders involved. Identify the role that students may play in the effort.

**TASKS**

Click or tap here to enter Tasks text. The Tasks section provides the details of the effort. **Include direct correlation/justification for all budget expenses.** Table 1 lists completion dates and brief descriptions of deliverables for the proposal tasks. Each task item listed in Table 1 should have a corresponding detailed description in this Tasks section. **Task REQ 1-3 are required. All other tasks are provided as examples and should be adjusted as necessary to address the effort. Don’t forget to complete REQ1.** Additional Topic Sponsor data requirements should be identified as soon as possible and included in this proposal when possible**.**

**THESE ARE EXAMPLES..**

**Task 1: Identify Data Requirements / Literature Review**

[Discuss previous work that supports or impacts the proposed effort. Researchers should outline data needs from the requirement owner or other agencies. The Literature Review should include a minimum of six (6) journal or publication articles.]

**Task 2: Request\Obtain Data from Topic Sponsor**

**Task 3: Collect and Analyze Data**

**Task 4: Provide Empirical Evidence**

[A brief discussion of the empirical evidence, such as information on sample sizes, sources of data, etc. may be helpful. Please be as specific as possible].

**Task 5: Present Initial Findings**

**Task REQ1: Deliver Final Report/ Final Presentation (all agreed upon deliverables) to the Topic Sponsor** (required)

Click or tap here to enter text for NRP required task one. Describe all final deliverables that the Topic Sponsor should expect to receive at the end of the project period of performance.

**Task REQ2: Quarterly In-Progress Reviews (IPR) Schedule** (required)

IPRs will be completed/conducted in the forum mutually agreed upon with the Topic Sponsor (e.g. in-person, tele-conference, etc.).  IPRs provide status of the project and at minimum will include: the status of the project, compared with the proposal projections; any risk encounters or mitigation measures; Topic Sponsor POC updates, as position assignments change and any updates to student or faculty researchers working on the project. The communication details (discussion summary, report, PowerPoint slides, etc.) will be sent to the NRP Office, NPS\_NRP\_POC@nps.edu.

**Task REQ3: Deliver NRP Executive Summary, Project Poster and all Research Project Specific** [**Deliverables to the NRP**](https://my.nps.edu/web/naval-research-program/project-deliverables) (required)

All deliverables will reference the NRP project ID (IREF ID). **Executive Summary:** A public release [Distribution A](https://discover.dtic.mil/wp-content/uploads/2018/09/distribution_statements_and_reasonsSept2018.pdf), academic publishing quality, Executive Summary (2000 word maximum) is required to be submitted at the end of your project for inclusion in the publicly distributed NRP Annual Report. The PI will work with the Dudley Knox Library (DKL) Graduate Writing Center (GWC) to review and submit the executive summary in the NPS [Faculty Activity and Information Reporting System (FAIRS)](https://my.nps.edu/web/academic-affairs/fairs) by the end of the project period of performance. **Research Poster:** A public release [Distribution A](https://discover.dtic.mil/wp-content/uploads/2018/09/distribution_statements_and_reasonsSept2018.pdf) research poster using the [NRP Research Poster Template](https://my.nps.edu/documents/104914977/106291118/IREF-ID-Number_NPS_NRP_Poster_PI-LastName.pptx) will be submitted at the end of this project to showcase the results of the research. **Research Project Specific Deliverables:**All final deliverables of the research project related to the research will be sent to the NRP Program Office at the end of the period of performance (e.g. final presentation, source code, student thesis, journal publications, etc.). All public release deliverables will be placed in the [Calhoun NRP Project Documents Collection](https://calhoun.nps.edu/handle/10945/56290) by the NRP.

**Remove this guidance prior to submitting for signature. >>**  -- [Table 1 (below) and the displayed columns (PoP Start/End, Tasks, Task Description, Task Completion Date) are required. Tasks may be edited, removed, updated or added as needed with the exception of REQ1-3. All milestones listed should directly link back to the tasks that are identified in the previous pages. PoP start date and task completion dates should be adjusted as appropriate to match your approved period of performance. ***Examples*** *below are based on the NRP standard FY21 PoP 10/26/20 – 10/23/21.* **All period of performance and milestone dates, in all proposal documentation (Proposal, Budget, Coeus E-Routing Form), must match.**] << **Remove this guidance prior to submitting for signature.**

**Table 1: Proposal Deliverables and Task Completion Milestones**

**Schedule, Milestones and Deliverables:**

|  |  |
| --- | --- |
| **Period of Performance Start Date:** | **10/26/2020** |
| **Tasks** | **Tasks Description [Deliverable to Topic Sponsor/NRP]** | **Task Completion Date** |
| 1 | Review Prior Lit. [lit review] |  |
| 2 | Determine Topic Sponsor Specific Data Requirements |  |
| 3 | Collect and Analyze Data [documented data analysis] |  |
| REQ2 | IPR#1 with Topic Sponsor [document IPR] (Required) | 12/31/2020 |
| 4 | Provide Empirical Evidence |  |
| REQ2 | IPR#2 with Topic Sponsor (Required) [document IPR] [Present Findings] | 03/30/2021 |
| 5 | Present Initial Findings [documented findings] | 03/30/2021 |
| REQ2 | IPR#3 with Topic Sponsor [document IPR] (Required) | 06/29/2021 |
|  |  |  |
| REQ2 | IPR#4 with Topic Sponsor [document IPR] (Required) | 9/30/2021 |
| 3 | Collect and Analyze Data [documented data analysis] |  |
| REQ1 | Topic Sponsor Out-brief / [deliver report] (Required) |  |
| 4 | Provide Empirical Evidence |  |
| REQ3 | [NRP Executive Summary, Project Poster and all Final deliverables Submitted to the NRP] (Required) | 10/23/2021 |
| **Period of Performance End Date:** | **10/23/2021** |

Budget Execution: The NPS NRP Office is the project Resource Sponsor and will closely monitor spend plan execution. While it is understood that the budget proposal (documented in Coeus) is an estimate, PIs must make every attempt to develop a feasible spend plan and to follow that plan. PIs will be required to adhere to their budgeted spend plan and to communicate with the NRP immediately regarding any deviations from their plan. PIs are also required to respond to NRP spend plan data calls in a timely manner when requested by the NRP.

**BIOGRAPHIES/CV/RESUME**

Click or tap here to enter text. Provide background for primary researchers, including students, who will be involved with the effort. One page per researcher is sufficient.