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

**Background**: As a result of the Naval Postgraduate School (NPS) Naval Research Program (NRP) Navy/Marine Topic Review Board (TRB) and OPNAV N7 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.**

***File Naming***: Rename this template correctly. e.g. NPS-23-N500-A\_NRP-Project-Proposal\_Sage.docx

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 department or institute, as applicable.
2. [***Pg 1-2***](#NRPTemplatePg1) ***-*** *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): The TASKS section provides the details of the effort, and each TASK description must be a minimum of three sentences in length. Detail the primary activities that must be performed to carry out the proposed approach, including the communication plan/schedule. Include direct correlation/justification for all budget expenses.
7. [***Schedule and Milestones***](#Tasks): Outline the project schedule and major milestones that are reportable and can be benchmarked for project completion. Milestones listed should link directly back to the supporting tasks that were identified. Project scope is 12 months or less.
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 NRP Program Office (via Coeus). Expenditures shown in the budget must be justified within this research proposal. A monthly spend plan is required to mitigate a potential incremental funding scenario.

**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   
[nrp@nps.edu](mailto:nrp@nps.edu) or visit our portal at: <https://nps.edu/nrp/>.

**Research/Studies and Analysis Area**: Click to select the primary TRB organization sponsoring your project

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

NRP Program DirectorEmail: 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

Organization Email: name@usn/usmc.mil

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

Department/Academic Group Email: name@nps.edu

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

Department/Academic Group Email: name@nps.edu

**Additional Researchers:**

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

Department/Academic Group Email: name@nps.edu

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

Department/Academic Group Email: name@nps.edu

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

Department/Academic Group Email: name@nps.edu

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

Department/Academic Group Email: name@nps.edu

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

Department/Academic Group Email: name@nps.edu

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

Department/Academic Group Email: name@nps.edu

**Requirement - Faculty PI: As the faculty Principal Investigator (PI), I have written the referenced 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 Technical Proposal, 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 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 [nrp@nps.edu](mailto:NRP@nps.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.) Summarize the significance (need) of the work, the hypothesis and major objectives of the project, the procedures to be followed to accomplish the objectives, and the potential impact of the work. Though it appears first, the abstract should be edited last, as a concise summary of the proposal. This is the same “Publicly Releasable Abstract” that you will enter on the “Abstracts and Attachments” tab in Coeus.

*Keywords: Click or tap here to enter keywords. You will enter these same keywords on the “Proposal Details” tab (last question) 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, discuss the specific significance 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. Include possible interested groups the study may affect such as manpower, operations, etc. Include additional issues as warranted. 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.

**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 research/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 description** of the effort, and each abbreviated task item listed in Table 1 should have a corresponding description (three sentences minimum) in this TASKS section. The task timeline must comprise a series of objectives that should be met to complete all the aspects of your research, from preliminary research to the final editing. Every step must include an expected completion date. Include direct correlation/justification for all budget expenses. Table 1 lists completion dates and brief descriptions of deliverables for the proposal tasks. **Task REQ 1-3 are required - you do not need to restate them. All other tasks are provided as examples and should be adjusted as necessary to address the effort. Include direct correlation/justification for all budget expenses. 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 EXAMPLE TASKS..**

**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. What, if any, direct cost budget expenditures relate to this task? What documented research progress (deliverables) should the Topic Sponsor/NRP expect when this task is complete? e.g. presentation/briefing, summary report, IPR, etc]

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

[What information/data will you need to collect from the Topic Sponsor? Collection method and format? What, if any, budget expenditures (direct costs) relate to this task?]

**Task 3: Collect and Analyze Data**

[How will you obtain and analyze data for your research? This should correlate to the method(s) described in the Approach section. What, if any, direct cost budget expenditures relate to this task? What documented research progress (deliverables) should the Topic Sponsor/NRP expect when this task is complete? e.g. presentation/briefing, summary report, IPR, etc

**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. This should correlate to the method(s) described in the Approach section. Please be as specific as possible. What, if any, direct cost budget expenditures relate to this task? What documented research progress (deliverables) should the Topic Sponsor/NRP expect when this task is complete? e.g. presentation/briefing, summary report, IPR, etc.]

**Task 5: Present Initial Findings**

[How will you present your initial findings? Will presenting your initial findings coincide with one of your requisite IPRs? What, if any, direct cost budget expenditures relate to this task? What documented research progress (deliverables) should the Topic Sponsor/NRP expect when this task is complete? e.g. presentation/briefing, summary report, IPR, etc]

**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 (e.g. technical report detailing XYZ, final presentation, source code, student thesis, journal publications, etc.). You do not need to restate the deliverables described in Task REQ3.

**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: project ID; 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, [nrp@nps.edu](mailto:nrp@nps.edu).

**Task REQ3: Deliver NPS Technical Report, NRP Executive Summary, NRP Project Poster and all other Research Project Specific** [**Deliverables to the NRP**](https://nps.edu/nrp/project-deliverables) (required)

PIs are responsible for submitting all deliverables of the research project to the **NRP Program Office (**[**nrp@nps.edu**](mailto:nrp@nps.edu)**) by the last day of the project specific period of performance.** (e.g. executive summary, technical/final report, project poster, final presentation, source code, student thesis, journal publications, etc.) At minimum, NRP PIs are required to submit a [**NPS Technical Report** (template)](https://nps.edu/documents/103449465/0/Technical+Report+Template+1.18.2022.docx) for publication to the [NPS Research Office](https://nps.edu/web/research/publication-instructions), a NPS Graduate Writing Center (GWC)-reviewed and accepted, [public release](https://nps.edu/web/research/publication-instructions) [**NRP Executive Summary** (template)](/documents/104914977/106291118/IREF-ID-Number_NRP_ExecSum-Report-Type_PI-LastName.docx), and a [public release](https://nps.edu/web/research/publication-instructions) [**NRP Research Poster** (template](https://nps01.sharepoint.com/documents/104914977/106291118/IREF-ID-Number_NRP-Poster_PILastName.pptx)). 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 (period of Performance (PoP) Start/End, Tasks, Task Description, Task Completion Date) are required. Tasks may be edited, updated or added as appropriate. Tasks are not necessarily linear and may be completed more than once during a project. All milestones listed should link directly to the tasks that are identified in the TASKS section. Adjust PoP start date and task completion dates as appropriate to match your IREF approved PoP. ***Examples*** *below are based on the standard FY23 NRP PoP: 10/23/22 – 10/21/23.* **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:** | | **10/23/2022** | |
| **Tasks** | **Task / Milestone Description [Deliverable to Topic Sponsor/NRP]** | | **Task Completion Date** |
| 1 | Review Prior Literature [document lit review] | | 11/30/2022 |
| 2 | Determine/Collect Topic Sponsor Specific Data Requirements [document requirements] | | 11/30/2022 |
| 3 | Collect and Analyze Data [document analysis] | | 12/15/2022 |
| REQ2 | IPR#1 with Topic Sponsor [document IPR] (Required) | | 12/31/2022 |
| 3 | Collect and Analyze Data [documented data analysis] | | 1/30/2023 |
| 4 | Provide Empirical Evidence [document methodology, tools, and controls] | | 2/15/2023 |
| REQ2 | IPR#2 with Topic Sponsor (Required) [document IPR] [Present Findings] | | 03/30/2023 |
| 4, 5 | Present Initial Findings [documented findings] | | 03/30/2023 |
| REQ2 | IPR#3 with Topic Sponsor [document IPR] (Required) | | 06/29/2023 |
| 2 | Determine/Collect Topic Sponsor Specific Data Requirements | | 07/30/2023 |
| 3 | Collect and Analyze Data [document analysis] | | 9/30/2023 |
| 4 | Provide Empirical Evidence [document methodology, tools, and controls used] | | 9/30/2023 |
| REQ2 | IPR#4 with Topic Sponsor [document IPR] (Required) | | 9/30/2023 |
| REQ3 | Send Executive Summary Draft to the GWC [Executive Summary Draft] | | 10/6/2023 |
| REQ3 | Send Technical Report to RSPO [Technical Report] | | 10/6/2023 |
| REQ3 | Enter GWC Reviewed Executive Summary Data [FAIRS Project Record Update] | | 10/21/2023 |
| REQ1 | Topic Sponsor Out-brief / [deliver documented analysis and recommendations] (Required) | | 10/21/2023 |
| REQ1, REQ3 | [Submit Final/Technical Report, NRP Executive Summary, Project Poster, and all Final Deliverables to the NRP] (Required) | | 10/21/2023 |
| **Period of Performance End Date:** | | **10/21/2023** | |

Budget Execution: The 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.

**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 or less per researcher is sufficient.