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

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

1. ***Completed Heade***r, 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 should be a minimum of three sentences in length. Detail the primary activities that must be performed to conduct 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.
8. [***Biographies/CV/Resume***](#CV): Biographies and/or resumes to make introductions of all known researchers.
9. ***Budget***: A quarterly 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.

**PLEASE REMOVE THIS PAGE PRIOR TO UPLOADING INTO COEUS**(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 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:** Esma Erisen Phone no: 831-656-7672

 NRP Sr. Program ManagerEmail: esma.erisen@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

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**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

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

 Department/Academic Group Email: name@nps.edu

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**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 “Abstracts & Attachments” tab 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 you conduct IPRs? Will presenting some of your initial findings coincide with your requisite Mid-Year Progress Review Paper and Debrief to Stakeholders and NRP? 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 Project Specific Deliverables** (required)\*\*\*\*\*\* **Click or tap here to enter text for NRP required task one.** Describe, in detail, all final deliverables that the Topic Sponsor and the NRP 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.).

**Task REQ2: Mandatory Mid-Year Progress Review Paper and Debrief to Stakeholders and NRP** (required)

MPRs will be completed/conducted in the forum mutually agreed upon with the Topic Sponsor and the NRP (e.g. in-person, tele-conference, etc.).  MPRs provide status of the project and at minimum the paper (5-page max body) and debrief will include: project ID; progress to date; 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.

**Task REQ3: Deliver NPS Technical Report, NRP Executive Summary, 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, via the designated submission form, 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 Graduate Writing Center (GWC)-reviewed and accepted [**NPS Technical Report** (template)](https://nps.edu/documents/103449465/105980746/tech_report_template.docx), a GWC-reviewed and accepted [public release](https://nps.edu/web/research/publication-instructions) [**NRP Executive Summary** (template)](https://nps.edu/documents/104914977/106291118/IREF-ID-Number_NRP_ExecSum-Report-Type_PI-LastName.docx). 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 >>** *The required tables below are examples for the standard FY24 NRP PoP: 10/01/23 – 03/31/25. The NRP uses a quarterly model for a maximum of 6 quarters. This timeframe enables all NRP PI’s a minimum of 12 months of work on a project providing flexibility for teaching periods without the need for extensions. When putting together proposals budget in Coeus, your project must fall within the designated timeframe.*

**Table I: NRP Internal Required Deliverables Dates (not changeable):**

|  |  |
| --- | --- |
| **Period of Performance Start Date:** | **10/1/2023** |
| **Tasks** | **Task / Milestone Description [Deliverable to Topic Sponsor/NRP]** | **Task Completion Date** |
| 2 | Mid-Year Progress Paper & Debrief to Stakeholders (including NRP Office) | 6/30/24 |
| 3 | Submit Executive Summary and Technical Report | 3/31/25 |

**Remove this guidance prior to submitting >> All period of performance and milestone dates, in all proposal documentation (Proposal, Budget, Coeus E-Routing Form), must match.** *All milestones listed should link directly to the tasks that are identified in the TASKS section above. Edit and adjust the task and completion dates as appropriate to match your research and scheduled work time. Tasks listed below are not necessarily linear and may be completed more than once during a project.*

**Table II: Project Scheduled Milestones**

|  |  |
| --- | --- |
| **Period of Performance Start Date:** | **10/1/2023** |
| **Tasks** | **Task / Milestone Description [Deliverable to Topic Sponsor/NRP]** | **Task Completion Date** |
| 1 | Review Prior Literature | <insert date> |
| 2 | Determine/Collect Topic Sponsor Specific Data Requirements | <insert date> |
| 3 | Collect and Analyze Data | <insert date> |
| 4 | Collect and Analyze Data | <insert date> |
| 5 | Provide Empirical Evidence | <insert date> |
| 6 | Present Initial Findings | <insert date> |
| 7 | Determine/Collect Topic Sponsor Specific Data Requirements | <insert date> |
| 8 | Collect and Analyze Data | <insert date> |
| 9 | Provide Empirical Evidence | <insert date> |
| 10 | Topic Sponsor Out brief | <insert date> |

**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.