Congratulations on your FY27 NRP project award!
This letter outlines NRP's policies, procedures, and required deliverables for your research project. This is to ensure that all NRP PIs and Co-PIs are fully informed so you can make informed decisions regarding your NRP project. Please also note that Co-PIs are equally responsible for the project and compliance with all the mandatory deliverables listed here.

Acknowledgment of Terms

Read the Research Proposal Guide, the Project Deliverables Guide, and the following:

Sponsorship

The NRP Office at NPS is the official sponsor of all NRP projects. All financial decisions are made at the NRP office. The Topic Advocate does not alter the proposal or the spending plan after final approval.

Period of Performance (PoP)

The standard PoP for **all** FY27 projects is October 1, 2026 – December 31, 2027.

- This time frame enables **all** NRP PIs to have a minimum of 12 months of work on a project, providing flexibility for teaching periods without the need for extensions. Coeus proposals and budgets must fall within this designated timeframe. Please note extensions for projects beyond the end of the standard PoP will not be granted.

PI Deliverables Requirements (Mandatory)

- The Mid-Year Progress Review (MPR) final copy is due to NRP NLT June 30, 2027.
- Draft Executive Summaries and Technical Reports must be submitted to GWC NLT October 31, 2027.
- The finalized Executive Summary finalized and signed Technical Report, and all other deliverables are due to NRP NLT December 31, 2027. PIs will receive three (3) reminders from NRP within 30 days of the due date regarding delinquent deliverables. After this, NRP reserves the right to put further funding on hold until receipt of delinquent deliverables, remove eligibility for future NRP projects, or cancel the project in case of non-delivery.

PI Training (Mandatory)

All PIs **must** complete the annual PI training to be eligible for funding.

Human Subjects Research (HSR) Funding

DON-funded research is heavily regulated, and NRP is fully compliant with both NPS and regulatory authorities per SECNAV 3900.39E and Title 32 – National Defense Act Part 219 PART 219—PROTECTION OF HUMAN SUBJECTS). Per NPS instruction, no human subject research in any form (including recruitment, consent, or data collection) can take place without proper review and approval by the NPS Institutional Review Board (IRB) and the NPS President.

If your project requires preparation activities prior to the start of HSR, submit an IRB review package to IRB@nps.edu for a partial funding approval for the non-HSR part of your project. Once approval is received, IRB Approval letters must be submitted to NRP via the IRB Approval submission form before full funding can be released.

Travel

- **Travel is limited to 10% of the project total maximum**. Any unused travel funds can be reallocated to labor. All mission essential travel must be compliant with latest NPS instructions for higher level review.

- **All trips must directly align with tasks and deliverables cited in the proposal.**
- **DTS form justification box must include:** NRP project number, PI Name, Detailed purpose of the travel i.e., how the travel is directly related to the NRP project, Travel is/is not included in the original proposal
    - A travel report is mandatory after each trip within **5 business days** of return, submitted via the NRP Travel Report Form.
- Travel for academic purposes, thesis development, student graduations, for other research projects is not allowed.
- Conferences: Virtual/online conferences must be utilized for conferences. Limit one in-person conference within CONUS per project may be approved depending on the current Government/NPS travel policy.
- Overseas travel requires additional justification and is not approved for non-NRP personnel charging to NRP funds.
- All expected trips must be documented (traveler, location, purpose) in the Coeus proposal budget.

Payroll

The fully burdened amount listed in Coeus. PIs are expected to plan for salary adjustments within their budget. The authorized project amount is not increased due to inflation, promotions, or Cost of Living Allowance increases. NRP funds cannot be used for cash awards and will be reversed upon detection. NRP funds cannot be used to hire admin personnel.

Contracts

Contracts and MIPRs are *only* approved for the benefit of the selected NRP project. Per Annual PI training "for the greater good of the department" is not allowed. Any unused travel funds may be reallocated to labor.

Acquisitions (purchasing, contracts, MIPRs)

- **Equipment purchases are limited to 15% of the full project amount.** Any unused funds may be reallocated to labor.
- All purchases must align with the tasks and deliverables cited in your proposal and require a detailed justification Purchase Requisition (PRE) and must be approved by NRP. Blanket terms such as "Mission Essential / Critical" are not valid justification.
- Acquisitions for equipment are only approved for the benefit of the selected NRP project. "For the greater good of the department" is not permitted. Orders should be submitted early in order to contribute to the project deliverable(s) and must be acquired within the project's Period of Performance.
- All equipment must be shipped directly to the warehouse and registered in the NPS property accounting system prior to receipt under the PI's name. The PI is accountable to produce records during an audit.
- Due to the funding source, RDT&E BA6.6, PIs cannot purchase the following using NRP funds: Cell phones & cell phone services, printers, toner, office supplies for general use, furniture, periodical subscriptions, and research publication fees. Contact NRP for NRP related publication expenses.

Attach your digitally signed acknowledgment to your Coeus proposal as "Supplementary Documentation."
By signing below, I acknowledge that I have read, understand, and agree to the terms in this document.

PI Signature:	**Co-PI Signature:**