

CRUSER Seed Research Program: Terms and Conditions

Overview

The following guidelines are intended to simplify the process of executing CRUSER seed research projects.

For each seed research project there is a single faculty PI responsible for the project. The CRUSER seed research program provides support, but we rely on each PI to help support the program and follow all the best practices as if the support was from an external sponsor.

ONR Terms and Conditions

The majority of CRUSER financial support is supplied by ONR. Therefore, the [ONR Standard Terms and Conditions for Research Grants](#) should be followed for all CRUSER projects.

Project Reporting

There are two aspects of project reporting for CRUSER. Both are intended to help inform our internal and external constituents of the value of NPS research.

1. Each seed research project is responsible for a summary annual report at the end of the period of performance. These reports are used as the basis for the CRUSER program annual support. Details of the format, submission, and timeline are provided ahead of each annual reporting deadline.
2. Project leads are expected to provide ad-hoc updates to CRUSER through the [<cruser@nps.edu>](mailto:cruser@nps.edu) email address to keep the program informed of progress. Items such as follow-on support, academic publications, popular press, fleet engagements, etc. are helpful in continuing to tell the CRUSER story.

CRUSER Program Support

All faculty, staff and students involved in CRUSER sponsored research are expected to contribute to the program through activities such as

- Current membership in the [CRUSER community of interest \(COI\)](#)
- Participating in [CRUSER monthly meetings](#)
- Timely responses to data calls

Financial Stewardship

CRUSER seed project leads are responsible for working with the CRUSER Operations Manager (OpsMgr), Jean Ferreira [<jeferrei@nps.edu>](mailto:jeferrei@nps.edu), to coordinate financial execution.

- Include OpsMgr as an FYI (under the Ad Hoc tab) to all KFS submissions on the CRUSER account. This will notify the OpsMgr to create a CFMS funding document for the expense. Please avoid having your department administrator create the document for your CRUSER purchases; they cannot check your account balance. If you forget to FYI the OpsMgr, the SPFA will eventually contact me to create the document, but this avenue will slow down your requisition routing.

- Notify OpsMgr early of any financial transactions such as contracts or funds transfers. All major purchasing/contracting/transfers should be entered in KFS for processing in the first fiscal year of the CRUSER period-of-performance. PIs must be cognizant of the various KFS submittal deadlines set by FMD. Submitting beyond these intermediate deadlines introduces added risk that the request will be delayed until the next FY. Financial actions in the second FY of CRUSER period-of-performance have a higher risk of failure.
- NPS is scheduled to change to the ERP finance system on 1 Oct 2023. Expect this transition to introduce additional delays and risks.
- The main CRUSER account is available to support student travel directly related to research on robotics and autonomous systems. Process for travel support approval is on the CRUSER website (see [For Students](#) tab).
- Track and comply with all NPS financial deadlines: contracting, purchasing, etc.
- Provide and update labor plans to OpsMgr at least one quarter in advance of execution.

CRUSER supplies budget updates regularly (typically quarterly) – or by request – to project PIs to support tracking execution.

The execution of each seed research project is the responsibility of the PI. CRUSER can provide secondary administrative support, but the primary support function, e.g., contracting support, should be fulfilled by the PI's home department. Each PI should plan carefully to execute their research plan within the constraints of the NPS financial systems.

During the last quarter of each period of performance CRUSER will “sweep” funds that are not executed or not planned for execution, i.e., no labor plans or non-labor activities are planned for the remaining funds – or the execution plan will not meet the NPS financial deadlines.

Publication and Acknowledgement of Support

Publication of results of the research project in appropriate professional journals is encouraged as an important method of recording and reporting scientific information.

- One copy of each paper planned for publication will be submitted to CRUSER via email [<cruser@nps.edu>](mailto:cruser@nps.edu) simultaneously with its submission for publication.
- The PI agrees that when releasing information relating to this project, the release shall include a statement to the effect that *the project or effort undertaken was or is sponsored by the Department of the Navy, Office of Naval Research, Consortium for Robotics Unmanned Systems Education and Research at the Naval Postgraduate School.*