Naval Research Program (NRP) Topic Submission and Review Cycle:
FY18 NRP Candidate Principal Investigator Checklist

The **Naval Postgraduate School (NPS) Naval Research Program (NRP)** is funded by the Secretary of the Navy (SECNAV), and supports research projects for the Navy and Marine Corps. The organization of the NPS NRP is based upon an annual research topic solicitation process that merges Department of Navy research, analysis, and studies requirements with NPS faculty and students who have unique expertise and experience.

Completed Research Proposal Packages for FY18 are due by 25 AUG.

DETAILED RESEARCH TOPIC PROPOSAL & BUDGET SUBMISSION PACKAGE

The detailed research proposal and budget package is the culmination of iterative discussions with the Topic Sponsor. It provides a definitive agreement of the proposed work between the Topic Sponsor and the research PI. A fully completed proposal package must be submitted to and approved by the NRP before funds are released to begin research. It is important that PIs, their supervisors, and Topic Sponsors work closely to complete the package in a timely manner. If a PI fails to submit a completed package to the NRP by the deadline, the funding award may be canceled and awarded to an alternate candidate.

Principal Investigators (PIs) selected for FY18 funded projects should proceed through the following steps.

☐ **Register** for and attend a **mandatory FY18 NRP project PI brief**. Participation is required for Faculty PIs and Co-PIs who have one or more FY18 IREFs validated as a requirement and selected for FY18 funding (pending an approved research proposal). This brief will provide an overview of the NRP and specifics for FY18, expectations of and requirements for PIs, the research proposal process and Q&A.
Repeating sessions are scheduled covering the same content.
- **When:** Wednesday/Thursday Aug 2, 3, 9, 10, 16, 17, 23 and 24
- **Time:** 12:00 p.m. -12:50 p.m. **Where:** Reed Hall, 101

☐ **Complete FY18 NPS required Annual PI Training.**

☐ **Develop a NRP research proposal** and through collaboration with the Topic Sponsor.
- All research proposals must be submitted using the most recent FY18 NRP templates.
- PI and Topic Sponsors signatures are required.
- All sections are required unless otherwise noted as examples.
- Proposal Milestones must be included.
- Unless otherwise established, proposals expire 9/30/18 - milestones should reflect this.

☐ **Complete the NRP proposal routing form.** The NRP is the official sponsor for these projects. The Sponsor/ Sponsor POC is the NRP at NPS. The address and phone number must match the NRP at NPS. The NRP template has this info prefilled. The Topic Sponsors role is purely as an advocate for the project and they have no actual relationship with the funding.
- The electronic fillable copy of the form must be submitted to the NRP.
- Chair and Dean/Director signatures are required.
- NSF research selection (near the top of page 2) must be completed.
- **DO NOT** forward this form and your other documents to the Research Program Office (RSPO).

☐ **Develop a NRP FY18 budget** using the NRP template through collaboration with the Topic Sponsor.
- All budget proposals and subsequent updated spend plans (as needed) must be submitted using the most recent FY18 NRP provided template.
- Your budget amount should be equal to that stated on your IREF proposal unless you were otherwise notified of an alternate funding award. In some cases a budget increase may be possible but this must be discussed directly with the NRP before doing so.
- Travel
  - Justification: List travel expenses in the budget page. In the travel justification provide an explanation that aligns the trip with the deliverables in the proposal.
  - Conferences: Explain how the conference supports the deliverable.
  - Students: Explain on the Student Worksheet how your travel, including thesis research, supports the deliverable of the project beyond "thesis research."
- Payroll
  - List all employees who will be working on the project.
  - Up to 5% of the budget may be used for administrative staff support, including contracts.
- Purchase Orders
  - Provide an explanation detailing how the purchase is required for the project above and beyond the terms "mission essential/critical."
  - Orders must be submitted early enough that they directly contribute to the project deliverable(s).

☐ **Email your signed proposal, budget spreadsheet and proposal routing form to:**
NPS_NRP_POC@nps.edu. Include the following in your Subject: FY18 NRP Research Proposal - IREF ID #, PI Name. Once reviewed for completion, it will be forwarded to the RSPO to initiate a JON for funding.
- All period of performance and milestone dates, in all three documents, must match.
- Do not send incomplete proposal packages – incomplete packages cannot be processed and therefore do not meet the deadline.
- Do not send the proposal package to the Research Program Office (RSPO).
- If an admin or another individual is routing the proposal package for you, make sure they are aware of the submission process.

How do I know which of my research topic(s) was funded?

Note: As this is a newer feature, as of 7/31/17 only FY18 Funded topics will display in the "Funded" search.

SEARCH FUNDED TOPICS

1. Navigate to: https://my.nps.edu/nrp/topic-portal.
2. **Login** via NPS or CAC authentication.
3. Select the **Topic List** tab.
4. Select the **FY18 Fiscal Year**.
5. Select **Funded.**
6. Click **Search.**

    Alternately, a quick reference FY18 "Research Funding Results" list can be viewed on the NRP Portal Funding Guidance page.

> ★★★★★★★★★★
> The Principal Investigator PI(s) funded will be listed in the right-hand column. More than one Initial Research Estimate Form (IREF) can be funded for any given project. Those PIs that have been funded will have "(Funded)" displayed immediately following or below their name.
> ★★★★★★★★★★