




NAVAL RESEARCH PROGRAM
NAVAL POSTGRADUATE SCHOOL

Program Expectations for FY19 Prospective NRP PIs

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Monterey, California
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Agenda

- Congratulations!
- FY19 IREFs and Budget Overview
- FY19 PI Requirements
 - FY19 NPS Research PI Annual Training - **Due 30 Aug**
 - Research Proposal Package Submission - **Due 05 Sep**
 - Research Execution
- Discussion

<https://my.nps.edu/nrp/>




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IREF Summary

| FY19 | | | | |
|-------|-------|------------------|----|-------------------|
| | IREFs | Budget Requested | | Avg Budget / IREF |
| USN | 194 | \$ 25,510,835 | \$ | 131,499 |
| USMC | 44 | \$ 5,324,500 | \$ | 121,011 |
| Total | 238 | \$ 30,835,335 | \$ | 129,560 |

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Summary of all IREFs approved for FY19 funding consideration. Of the 238 proposed IREFs, 74 were able to be recommended for funding based on the available FY19 NRP budget.



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Allocation Model


| | \$M |
|--------------------------------------|--------------|
| FY19 NPS NRP Budget: | 11.588 |
| FY19 SBIR Tax (6%): | 0.695 |
| NPS NRP Operating Cost (5%): | 0.579 |
| FY18 Project Completion: | 0.611 |
| <u>Prioritized for Collaboration</u> | <u>2.000</u> |
| Initial FY19 Allocation: | 7.702 |
| FY19 USN (85%): | 6.547 |
| FY19 USMC (15%): | 1.155 |

“Equal Share plus Collaboration”

The service allocation is first divided equally by the number of sponsor organizations (8 USN / 11 USMC). Any remaining funds will carry over to the collaboration reserve (\$2M), which will then be allocated to projects that have been identified as priority by an organization or service other than the primary sponsor.

<https://my.nps.edu/nrp/>

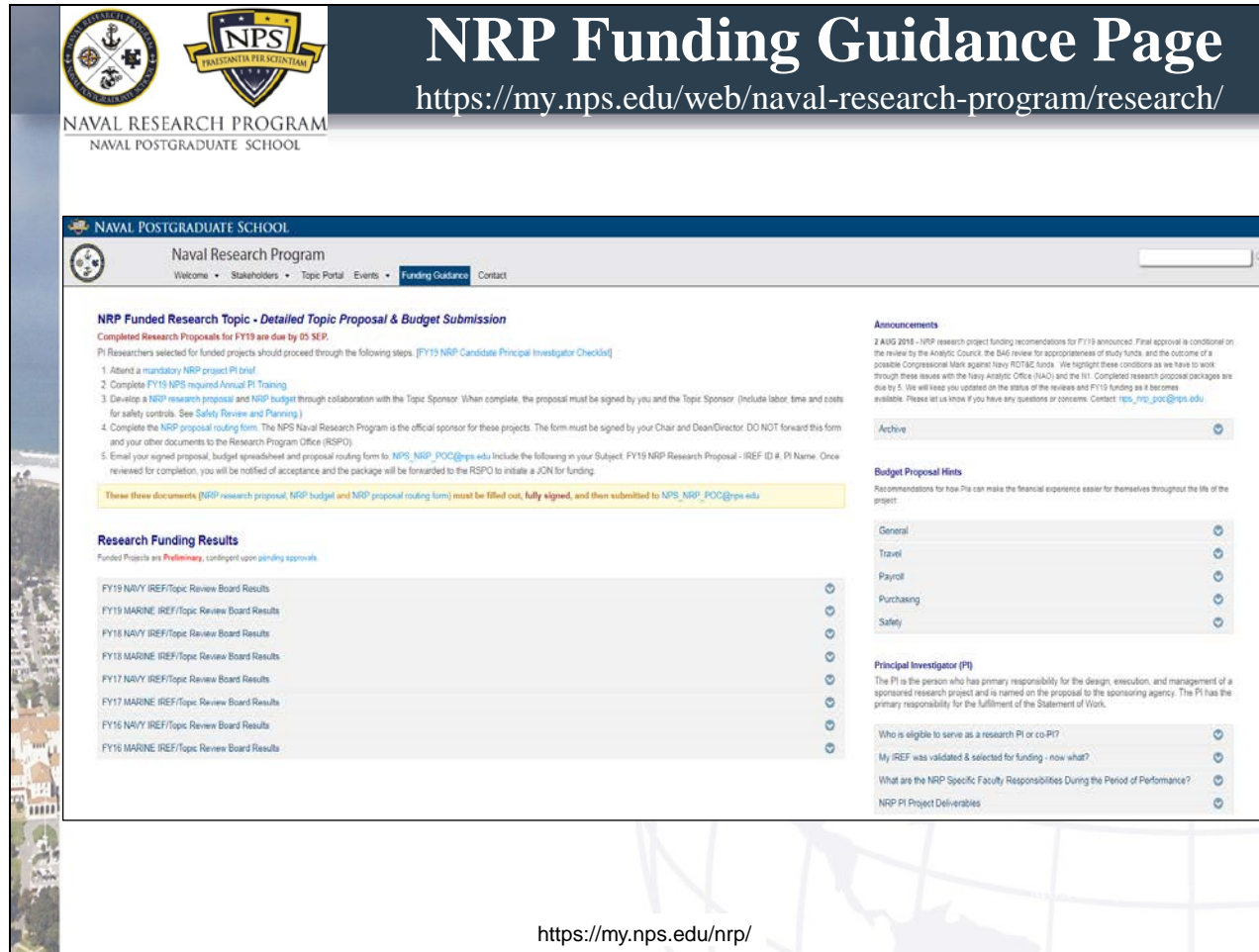
A look at the allocation model that was used for the FY19 Navy Topics Review Board (TRB) and the Marine Corps Executive Review Board (ERB) funding recommendation process.



NRP Proposal Process - Overview

- Register for and attend FY19 NRP project PI brief.
- Complete FY19 NPS required Annual PI Training.
- Develop a NRP research proposal in collaboration with the Topic Sponsor.
- Develop a NRP FY19 budget.
- Complete the NPS NRP proposal routing form.
- Email your signed and complete proposal, budget spreadsheet and proposal routing form to:
NPS_NRP_POC@nps.edu.

<https://my.nps.edu/nrp/>

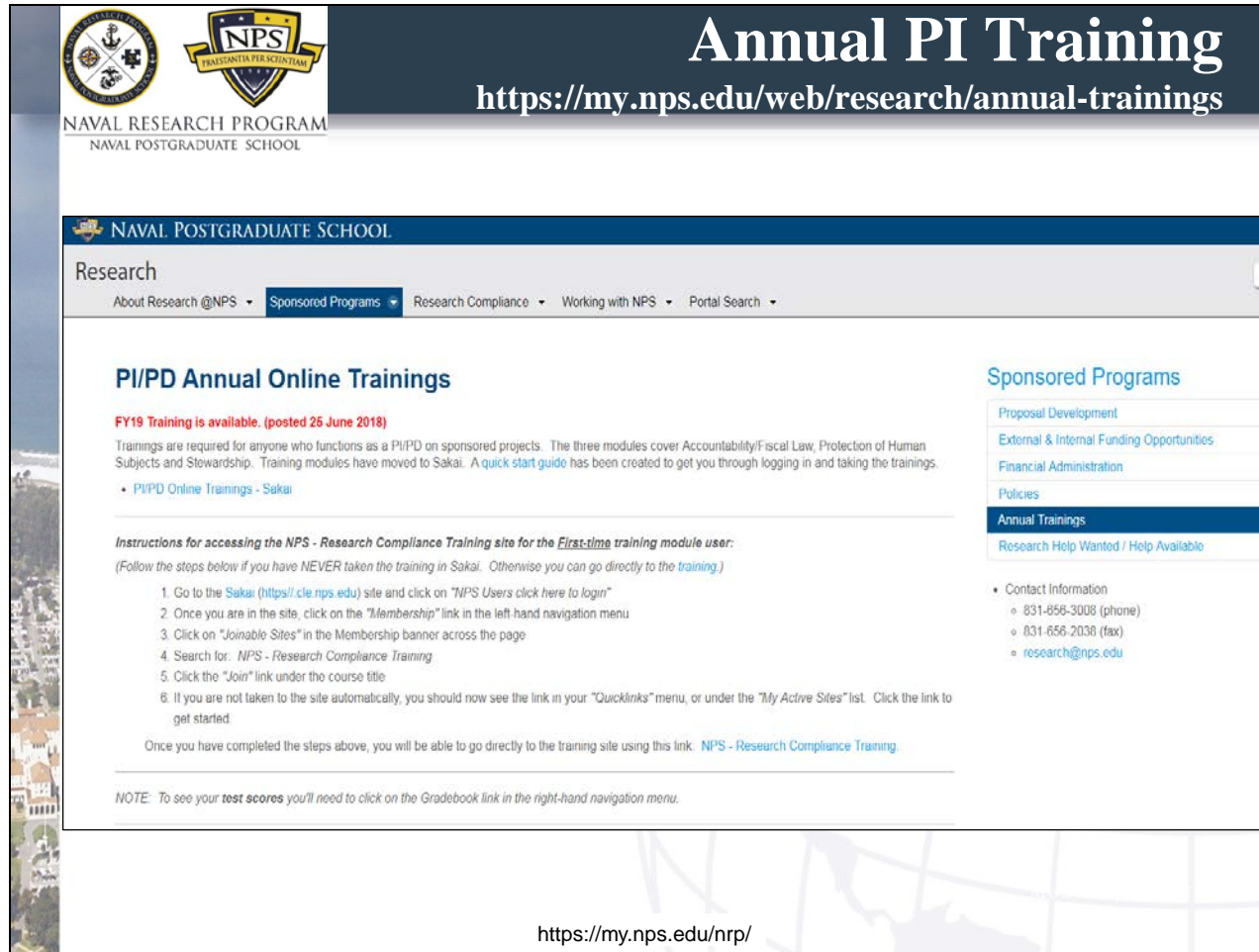


The screenshot displays the 'NRP Funding Guidance Page' for the Naval Research Program at the Naval Postgraduate School. The page features a header with the school's logo and the URL <https://my.nps.edu/web/naval-research-program/research/>. Below the header, a navigation bar includes links for 'Welcome', 'Stakeholders', 'Topic Portal', 'Events', 'Funding Guidance', and 'Contact'. The main content area is divided into several sections:

- NRP Funded Research Topic - Detailed Topic Proposal & Budget Submission:** This section provides instructions for researchers selected for funded projects, including a list of steps to follow (e.g., attend mandatory NRP project PI brief, complete FY19 NPS required Annual PI Training, develop a NRP research proposal and NRP budget, complete the NRP proposal routing form, and email the signed proposal, budget spreadsheet, and proposal routing form to NPS_NRP_POC@nps.edu).
- Research Funding Results:** This section lists funded projects and their status, such as 'FY19 NAVY IREF/Topic Review Board Results' and 'FY19 MARINE IREF/Topic Review Board Results'.
- Announcements:** This section contains updates, including a notice about the 2 AUG 2018 NRP research project funding recommendations for FY19.
- Budget Proposal Hints:** This section provides recommendations for how PIs can make the financial experience easier for themselves throughout the life of the project.
- Principal Investigator (PI):** This section defines the role of the PI and lists questions related to eligibility, validation, and responsibilities.

The page also includes a sidebar with a search bar and a list of links for various topics, such as 'General', 'Travel', 'Payroll', 'Purchasing', and 'Safety'.

The NRP Funding Guidance page provides information and requirements specific to NRP research participation, proposal submission and project execution.



The screenshot shows the 'Annual PI Training' page for the Naval Research Program at the Naval Postgraduate School. The page header includes the NPS logo and the URL <https://my.nps.edu/web/research/annual-trainings>. The main content area is titled 'PI/PD Annual Online Trainings' and features a red banner stating 'FY19 Training is available. (posted 25 June 2018)'. Below this, a paragraph explains that trainings are required for PI/PD on sponsored projects and cover Accountability/Fiscal Law, Protection of Human Subjects, and Stewardship. A link to a 'quick start guide' is provided. A bulleted list links to 'PI/PD Online Trainings - Sakai'. A detailed section titled 'Instructions for accessing the NPS - Research Compliance Training site for the First-time training module user:' follows, with a numbered list of six steps: 1. Go to the Sakai site, 2. Click on 'NPS Users click here to login', 3. Click on 'Joinable Sites' in the Membership banner, 4. Search for 'NPS - Research Compliance Training', 5. Click the 'Join' link, and 6. If not taken to the site, check the 'Quicklinks' or 'My Active Sites' list. A link to 'NPS - Research Compliance Training' is provided after the steps. A note at the bottom states: 'NOTE: To see your test scores you'll need to click on the Gradebook link in the right-hand navigation menu.' On the right side, a 'Sponsored Programs' sidebar lists various categories, with 'Annual Trainings' highlighted. Contact information is also listed in the sidebar.

Annual PI Training
<https://my.nps.edu/web/research/annual-trainings>

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Research

About Research @NPS | Sponsored Programs | Research Compliance | Working with NPS | Portal Search

PI/PD Annual Online Trainings

FY19 Training is available. (posted 25 June 2018)

Trainings are required for anyone who functions as a PI/PD on sponsored projects. The three modules cover Accountability/Fiscal Law, Protection of Human Subjects and Stewardship. Training modules have moved to Sakai. A [quick start guide](#) has been created to get you through logging in and taking the trainings.

- [PI/PD Online Trainings - Sakai](#)

Instructions for accessing the NPS - Research Compliance Training site for the First-time training module user:
 (Follow the steps below if you have NEVER taken the training in Sakai. Otherwise you can go directly to the [training](#).)

1. Go to the [Sakai \(https://cle.nps.edu\)](https://cle.nps.edu) site and click on "NPS Users click here to login"
2. Once you are in the site, click on the "Membership" link in the left hand navigation menu
3. Click on "Joinable Sites" in the Membership banner across the page
4. Search for: *NPS - Research Compliance Training*
5. Click the "Join" link under the course title
6. If you are not taken to the site automatically, you should now see the link in your "Quicklinks" menu, or under the "My Active Sites" list. Click the link to get started

Once you have completed the steps above, you will be able to go directly to the training site using this link: [NPS - Research Compliance Training](#)

NOTE: To see your test scores you'll need to click on the Gradebook link in the right-hand navigation menu.

Sponsored Programs

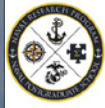
- Proposal Development
- External & Internal Funding Opportunities
- Financial Administration
- Policies
- Annual Trainings**
- Research Help Wanted / Help Available

- Contact Information
 - 831-856-3008 (phone)
 - 831-856-2038 (fax)
 - research@nps.edu

<https://my.nps.edu/nrp/>

FY19 Annual PI/PD Training -- Trainings are required for anyone who functions as a PI/PD on sponsored projects at NPS. The three modules cover Accountability/Fiscal Law, Protection of Human Subjects and Stewardship. Training modules are in Sakai. A quick start guide is available on the training site that will assist in getting you through logging in and taking the trainings.

Your account cannot be funded if you have not completed your annual training.





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Research Proposal Package - Overview

- Detailed Research Proposal Package
(Proposal, Budget/Spend Plan, Routing Form)
 - culmination of iterative discussions with Topic Sponsor
 - definitive agreement of proposed work and the timeline between Topic Sponsor, research PI and the NPS NRP
 - required signatures: the PI's Dean and Chair and the Topic Sponsor and Dean of Research
 - the NRP reviews and approves the package
 - funds allocated and released to begin research

<https://my.nps.edu/nrp/>

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NRP Research Proposal

- **Due 05 Sep** - proposals submitted after the deadline risk delay in account funding
- Use current template
- PI and Topic Sponsor must sign
- All sections required*
 - Milestones should reflect 14 OCT 2019 PoP expiration
- Ability for Topic Sponsor to apply CAC signature
 - document cannot be edited after signature is applied
- **Due 05 Sep**

FY19 Naval Postgraduate School Naval Research Program Analysis Proposal Template Instructions

PLEASE READ THE ENTIRE DOCUMENT BEFORE STARTING YOUR RESEARCH PROPOSAL

Background: Upon identification of USN and USMC research topics from Topic Sponsors and NPS faculty, the Dean of Research issues a solicitation for Initial Research Estimate Forms (IREFs) to the NPS population. Researchers are encouraged to initiate dialogue with potential Topic Sponsors prior to and during the Naval Research Working Group (NRWG). The back-and-forth exercise between Researchers and Topic Sponsors requires some art to decipher the true needs of the Topic Sponsor organization. As a result of the USMC Executive Review Board (ERB) and USN Topics Review Board (TRB) IREF research priority and requirements recommendations, the NPS NRP selects those research projects that can be funded and staffed under the FY budget allocation. What is now required is a full research proposal, completed using the [NRP template](#). The final research proposal 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 Principal Investigator (PI). This full proposal requires mutual agreement from both PI and Topic Sponsor, affirmed through signatures prior to any NRP funds being issued. (Note: the full NRP research proposal package consists of this completed research proposal, a [NRP budget/spend plan](#) and the [NPS NRP Routing Form](#))


Graduate level academic writing is expected. The following essential elements are required to be included in the research proposal:

1. **Research Topic Abstract and 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. RDT&E funds used for the NRP are currently categorized as "BA6-RDT&E Management Support" only. Please ensure your project is scoped accordingly.
2. **Research Objectives:** List the objectives or questions that the research intends to address to satisfy the research topic.
3. **Approach:** Clearly explain the initial concept for addressing the problem. This section will provide a complete description of the methodology for the study.
4. **Supporting Tasks:** Outline the activities that must be performed to carry out the proposed approach. An underlying requirement for any research is a mechanism to continually communicate with the Topic Sponsor.
5. **Schedule and Milestones:** Milestones listed should link directly back to the supporting tasks that were identified. Research efforts establish gates to measure progress, which are reportable and can be benchmarked for project completion. Projects will need to be scoped at one year. NRP research projects are generally completed in 12-16 months. Projects requiring additional research time and funding beyond 12 months may be funded at the discretion of the Topic Sponsor organization or may re compete for NRP funding.
6. **Biographies/CV/Resume:** Submit biographies and/or resumes to make introductions.
7. **Budget:** A complete and accurate monthly budget estimate worksheet [per the separate Excel NRP template] will accompany this research proposal when submitted to the NPS NRP Program Office. Provide a well-defined and reasoned cost estimate for the effort. Budget estimates include labor, travel, equipment, and contract support. Expenditures shown in the budget should be justified within this research proposal. A monthly spend plan is important in case incremental funding is necessary.

For any other questions, contact:
Naval Research Program Office
Naval Postgraduate School
nps_nrp_pcc@nps.edu or visit our portal at: <https://my.nps.edu/nrp/>

<https://my.nps.edu/nrp/>

- All research proposals must be submitted using the most recent FY19 NRP template.
- 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 10/14/19 - milestones should reflect this.
- The FY19 period of performance is 10/15/18 - 10/14/19 unless otherwise previously approved.



FY 19 Period of Performance

- FY19 Standard Period of Performance (PoP):
10/15/18– 10/14/19
 - Standard PoP is 10/15/18 - 10/14/19 unless otherwise previously approved.
 - Projects cannot start earlier than 10/15/18.
 - Spend requirement allows for 12 months of work on a project.
 - Last 2 weeks of FY19 PoP (October 1-15) are provided for manpower to complete the project.



<https://my.nps.edu/nrp/>

The FY19 spend requirement allows for 12 months of work on a project.

The FY19 period of performance is 10/15/18 - 10/14/19 unless otherwise previously approved.

The last 2 weeks of FY19 PoP (October 1-15) are provided for manpower to complete the project.

*Note: As per the IREF submission guidance, requests for alternate PoP outside of the standard should be requested prior to IREF submission. Alternate PoPs can only be considered for a small number of projects. $\leq 10\%$

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NRP Research Proposal – Schedule, Milestones and Deliverables

Table 1 (below): Proposal Deliverables and Task Completion Milestones Example
This table and the displayed columns are required. Additional columns may be added as needed.
 All milestones listed should be directly linked back to the tasks that are identified in the previous pages.


All period of performance and milestone dates, in all three documents (Proposal, Budget, Routing Form), must match.

SCHEDULE, MILESTONES AND DELIVERABLES:

| Period of Performance Start Date: | | 10/15/2018 |
|-----------------------------------|---|----------------------------|
| Tasks | Tasks Description [Deliverable to Topic Sponsor/NRP] | Task Completion Date |
| 1 | Review Prior Lit. | |
| 2 | Develop Model | |
| 6 | IPR#1 with Topic Sponsor (Required) | 12/31/2018 |
| 3 | Provide Evidence | |
| 4/6 | IPR#2 with Topic Sponsor (Required) : Present Findings | 03/30/2019 |
| 5 | Develop Pilot Program | |
| 6 | IPR#3 with Topic Sponsor (Required) | 06/29/2019 |
| 6 | IPR#4 with Topic Sponsor (Required) | 9/30/2019 |
| 7 | Topic Sponsor Out-brief / Deliver Report (Required) | |
| 8 | NRP Executive Summary & Project Poster (Required) | 10/14/2019 |

<https://my.nps.edu/nrp/>

Milestones listed should link directly back to the supporting tasks that were identified. Quarterly In-Progress Reviews (IPRs) during the period of performance and a final out-brief to the Topic Sponsor, completion of an NRP Executive Summary, and a NRP Research Poster at the end of the period of performance are mandatory. All other tasks are dependent on the research and should be adjusted as necessary to address the effort. Additional Topic Sponsor data requirements should be identified as soon as possible.



NRP RDTEN Funding Description

- RDT&E budget activities (BA) are seven broad categories reflecting different types of RDT&E efforts.
- NRP RDT&E funds are categorized as “BA6-RDT&E Management Support” only.
- Review the BA6 category definition prior to developing your IREF.

Budget Activity 6, RDT&E Management Support.

This budget activity includes research, development, test and evaluation efforts and funds to sustain and/or modernize the installations or operations required for general research, development, test and evaluation. Test ranges, military construction, maintenance support of laboratories, operation and maintenance of test aircraft and ships, and studies and analyses in support of the RDT&E program are funded in this budget activity. Costs of laboratory personnel, either in-house or contractor operated, would be assigned to appropriate projects or as a line item in the Basic Research, Applied Research, or ATD program areas, as appropriate. Military construction costs directly related to major development programs are included.

<https://my.nps.edu/nrp/>

The advantage to using RDT&E funds is that they are exempt from Indirect. What you receive in your budget, is that exactly how much you have available to spend. The current NPS Indirect model for projects outside of the NPR requires that all payroll and travel receive a 24.99% Indirect tax above the cost. As you can see, payroll and travel budgets stretch significantly further in the NRP than standard research funds.




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BA6 Funding Cont..

- **Proposal should:**
 - Contain clear **research** questions/definition to support research objectives and deliverables
- **Proposal should not Propose/Describe:**
 - only data collection & report generation
 - development of a *prototype, proof of concept/principle*
 - curriculum review/development.
 - only Thesis/Capstone project with Faculty supervision

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NRP FY19 Budget

Guidance tab

- Use current template
- Guidance tab pictured
- Use IREF proposal budget amount
- Travel
- Payroll
- Purchase orders

Period of performance:

- The FY19 spend requirement allows for 12 months of work on a project.
- The FY19 period of performance is 10/15/18 - 10/14/19 unless otherwise approved during the IREF submission process.
- The last 2 weeks of the FY19 (Oct 1-15) are provided for manpower to complete the project.

Explanation of the burn rate:

The monthly spend plan submitted in this budget is a critical element of the program. Although they are estimates of how the PI intends to work on the project, please make every effort to submit a realistic spend plan. All NRP project spend plans are submitted to BUPERS, and the burn rate is reviewed on a monthly basis. Deviations from the spend plan requires NRP leadership approval. The burn rate (projected vs. executed) is extremely important as slower burn rates result in a loss of funds for the NRP.

How can the money be spent?

NRP funds are RDT&E and are appropriated solely for specific selected NRP projects. There must be a logical relationship between funds spent and the selected NRP research project. This money cannot be used for academic/curriculum support.

Payroll - quick tips:

- List all employees who will be working on the project. If an employee is not listed on the proposal, payroll approval will be delayed because the SIPFA will be required to obtain additional documentation from the PI.
- **labor cells do not automatically calculate the labor rate.** You will need to calculate the individual labor rates yourself. The Fully burdened rate x number of hours scheduled to work each month: FY19 fully burdened rate is "Hourly Rate x 153.2%". The NRP is exempt from Indirect Costs. Do not include Indirect Costs.
- NRP funds are not appropriate for employee cash awards. All awards using NRP funds will be reversed upon detection.
- Up to 5% of the project budget may be used as administrative staff support for both GS and contractors. Since the NRP has RDT&E funds, the PI will need to determine if their GS staff are able to charge to this type of money or not.

Travel - quick tips:



- Travel should be completed as early in the project as possible - preferably by 30 SEP 19.
- Allowed are: travel for "this project related" data collections, meetings, and conferences.
- Not allowed are: travel for academic purposes, thesis development, or other research projects.
- Student participation is highly encouraged, however, the travel must always align with the research. Please educate your students to state how this travel applies to the associated research rather than to merely state "for thesis research".

Purchasing - quick tips:

- Purchases should be completed as early in the project as possible - preferably by 30 SEP 19)
- The timeline for all acquisitions must be congruent with the projects period of performance. Acquisitions for computers, equipment, contracts and MIPRS are ONLY approved for the benefit of the selected NRP project. Therefore, the item must be ordered soon enough that it arrives early enough to contribute into the deliverable of the project.
- Items that cannot be purchased with NRP funds are: cell phones & cell phone services, printers, toners, office supplies that are for general use, furniture, and publications. (Please refer to the NRP office for NRP related publication expenses)
- Blanket terms such as "Mission Essential / Critical" are not to be confused with a valid justification.
- Include labor, time, and costs for safety controls. Safety Review and Planning: <https://my.nps.edu/web/safety/safety-review>

This spreadsheet is part of the proposal package that is reviewed and signed by the PI, Department Head, Topic Sponsor, and Dean of Research. All budget proposals and subsequent updated spend plans (as needed) must be submitted using the most recent FY19 NRP provided template.

- The monthly spend plan submitted in this budget is a critical element of the program. Although they are estimates of how the PI intends to work on the project, please make every effort to submit a realistic spend plan. Deviations from the spend plan requires NRP leadership approval.
- NRP funds are RDT&E and are appropriated solely for specific selected NRP projects. There must be a logical relationship between funds spent and the selected NRP research project. This money cannot be used for academic/curriculum support.
- See the "READ ME – Guidance" tab in the NRP FY19 budget template for more additional policy/procedure guidance.

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NRP FY19 Budget

Example tab

FY19 NPS Naval Research Program

Project Title Comparison Study of Improving NRP Templates

Principal Investigator Dr. Basil Who

Period of Performance From 10/15/18 to 10/14/19

IREF # NPS-19-M985-A

Budget \$125,000.00

JON TBD

Do not edit this section

| CATEGORY | Oct-17 | Nov-17 | Dec-17 | Jan-18 | Feb-18 | Mar-18 | Apr-18 | May-18 | Jun-18 | Jul-18 | Aug-18 | Sep-18 | Total |
|---------------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|
| Labor | - | 13,420.80 | - | 8,155.20 | 8,155.20 | 8,155.20 | 1,953.00 | 1,953.00 | 1,953.00 | 8,155.20 | 8,155.20 | 8,155.20 | 68,211.00 |
| Travel | - | 2,500.00 | - | - | 7,590.00 | - | - | - | 2,500.00 | - | 2,010.00 | - | 14,600.00 |
| Equipment | 3,000.00 | 539.00 | - | - | - | - | 3,250.00 | - | - | - | - | - | 6,789.00 |
| Contracts/MIPRS/Transfers | - | 15,000.00 | 20,000.00 | - | - | - | - | - | 400.00 | - | - | - | 35,400.00 |
| Monthly Totals | 3,000.00 | 31,459.80 | 20,000.00 | 8,155.20 | 15,745.20 | 8,155.20 | 5,203.00 | 1,953.00 | 4,853.00 | 8,155.20 | 10,165.20 | 8,155.20 | 125,000.00 |
| Cumulative Sum | \$ 3,000.00 | \$ 34,459.80 | \$ 54,459.80 | \$ 62,615.00 | \$ 78,360.20 | \$ 86,515.40 | \$ 91,718.40 | \$ 93,671.40 | \$ 98,524.40 | \$ 106,679.60 | \$ 116,844.80 | \$ 125,000.00 | \$ 125,000.00 |

Note: Labor hours need to be calculated at the fully burdened rate. Fully burdened rate = Hourly Rate x 153.2%. Do not include any other types of indirect or overhead costs in this spreadsheet.

| | | | | | | | | | | | | | Justification & Comments: |
|----------------------------|----------------------------|-----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|--|-----------------------------|
| Labor | Ima Sage | | 13,420.80 | | 3,355.20 | 3,355.20 | 3,355.20 | | 3,355.20 | 3,355.20 | 3,355.20 | | |
| Labor | Anna Littical | | | 4,800.00 | 4,800.00 | 4,800.00 | | | 4,800.00 | 4,800.00 | 4,800.00 | | |
| Labor | Perry Scope | | | | | | 1,953.00 | 1,953.00 | 1,953.00 | | | | |
| Labor | <insert name> | | | | | | | | | | | | |
| Labor | <insert name> | | | | | | | | | | | | |
| Travel | Ima Sage - Colorado | | | | 5,490.00 | | | | | | | | Data collection |
| Travel | Anna Littical - Colorado | | | | 2,100.00 | | | | | | 2,010.00 | | Data collection |
| Travel | Perry Scope - Wash. DC | | | | | | | | | | | | Meet with topic sponsor |
| Travel | Ima Sage - Wash. DC | | | | | | | | | | | | Meet with topic sponsor |
| Travel | Ima Sage - IEEE Conf. | | 2,500.00 | | | | | | 2,500.00 | | | | Conference to present paper |
| Travel | <traveler name & location> | | | | | | | | | | | | |
| Travel | <traveler name & location> | | | | | | | | | | | | |
| Equipment | Computer | 3,000.00 | | | | | | | | | | | Dell 11" Laptop |
| Equipment | Widget | | | | | | 3,250.00 | | | | | | |
| Equipment | Books | | 539.00 | | | | | | | | | | |
| Equipment | <insert description> | | | | | | | | | | | | |
| Equipment | <insert description> | | | | | | | | | | | | |
| Equipment | <insert description> | | | | | | | | | | | | |
| Contracts/ MIPRS/Transfers | | | 20,000.00 | | | | | | | | | | MIPR to SPAWAR |
| Contracts/ MIPRS/Transfers | | 15,000.00 | | | | | | | | | | | Contract for Researcher |
| Contracts/ MIPRS/Transfers | | | | | | | | | 400.00 | | | | Conference Fee |
| Contracts/ MIPRS/Transfers | | | | | | | | | | | | | |



https://my.nps.edu/nrp/

Example budget - Populating the data in the lower half of the spreadsheet will automatically feed into the summary at the top, which provides a monthly breakdown and running total.

The FY19 spend requirement allows for 12 months of work on a project.

The FY19 period of performance is 10/15/18 - 10/14/19 unless otherwise previously approved. Start date cannot be earlier than 10/15/18.

The last 2 weeks of FY19 PoP (October 1-15) are provided for manpower to complete the project.

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NRP FY19 Budget

New Budget Template tab

FY19 NPS Naval Research Program

Project Title:

Principal Investigator:

Period of Performance: From to

IREF #:

Budget:

ICN:

Do not edit this section

| CATEGORY | Oct-18 | Nov-18 | Dec-18 | Jan-19 | Feb-19 | Mar-19 | Apr-19 | May-19 | Jun-19 | Jul-19 | Aug-19 | Sep-19 | Oct-19 | Total Project Costs |
|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------------------|
| Labor | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Travel | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Equipment | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Contracts/MIPIS/Transfers | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Monthly Totals | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Summary Totals | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

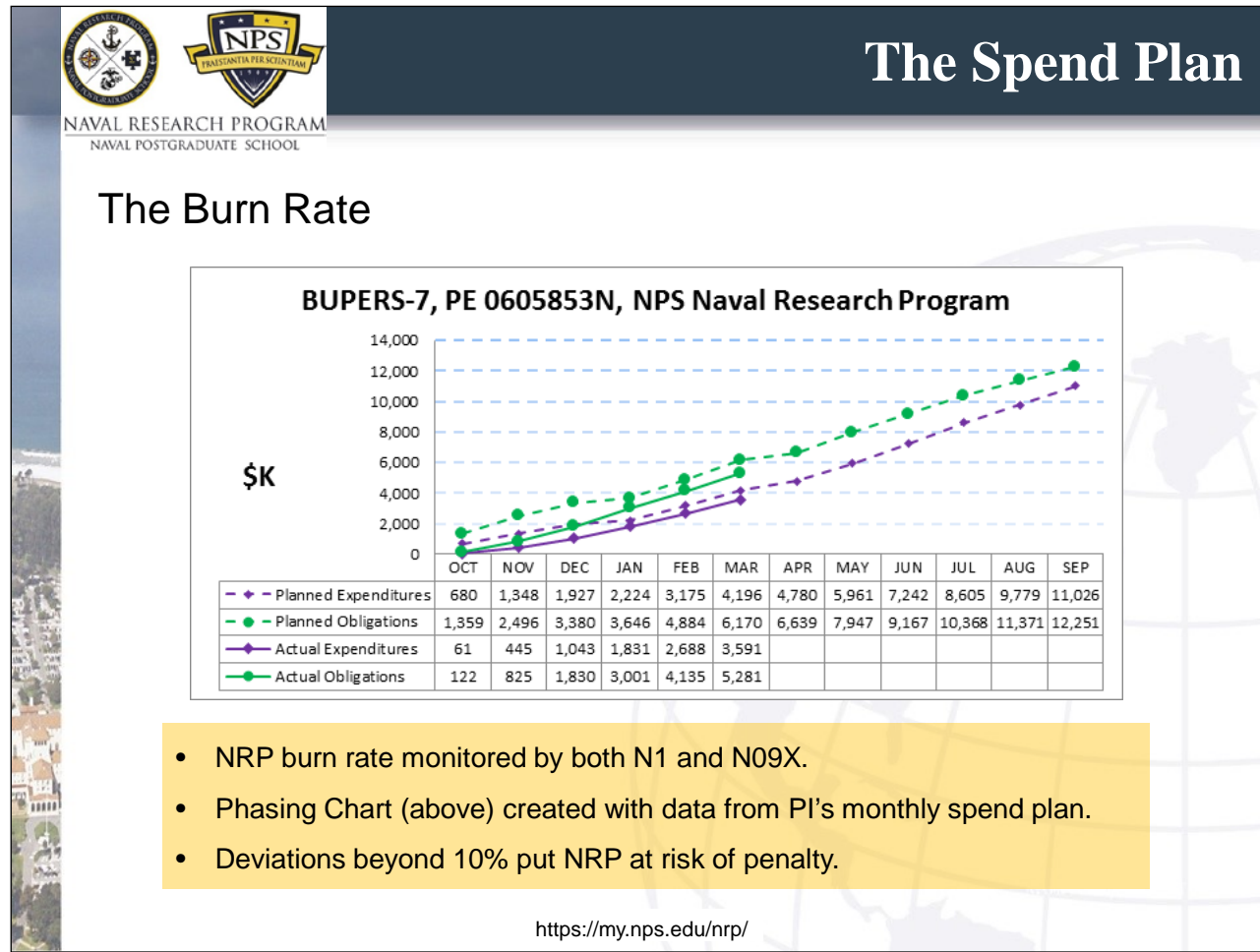
Recommended Labor Calculation is "Hourly Rate * 153.2% * Number of Hours Per Month" Reminder: Do not include indirect or overhead costs in this spreadsheet

| | | | | | | | | | | | | | | | Justification & Comments |
|---------------------------|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|-----|--------------------------|
| Labor | Insert employee name | | | | | | | | | | | | | | |
| Labor | Insert employee name | | | | | | | | | | | | | | |
| Labor | Insert employee name | | | | | | | | | | | | | | |
| Labor | Insert employee name | | | | | | | | | | | | | | |
| Labor | Insert employee name | | | | | | | | | | | | | | |
| Labor | Insert employee name | | | | | | | | | | | | | | |
| Travel | Insert traveler name & location | | | | | | | | | | | | | N/A | |
| Travel | Insert traveler name & location | | | | | | | | | | | | | N/A | |
| Travel | Insert traveler name & location | | | | | | | | | | | | | N/A | |
| Travel | Insert traveler name & location | | | | | | | | | | | | | N/A | |
| Travel | Insert traveler name & location | | | | | | | | | | | | | N/A | |
| Travel | Insert traveler name & location | | | | | | | | | | | | | N/A | |
| Travel | Insert traveler name & location | | | | | | | | | | | | | N/A | |
| Travel | Insert traveler name & location | | | | | | | | | | | | | N/A | |
| Travel | Insert traveler name & location | | | | | | | | | | | | | N/A | |
| Travel | Insert traveler name & location | | | | | | | | | | | | | N/A | |
| Equipment | Insert description | | | | | | | | | | | | | N/A | |
| Equipment | Insert description | | | | | | | | | | | | | N/A | |
| Equipment | Insert description | | | | | | | | | | | | | N/A | |
| Equipment | Insert description | | | | | | | | | | | | | N/A | |
| Equipment | Insert description | | | | | | | | | | | | | N/A | |
| Equipment | Insert description | | | | | | | | | | | | | N/A | |
| Equipment | Insert description | | | | | | | | | | | | | N/A | |
| Equipment | Insert description | | | | | | | | | | | | | N/A | |
| Equipment | Insert description | | | | | | | | | | | | | N/A | |
| Contracts/MIPIS/Transfers | | | | | | | | | | | | | | N/A | |
| Contracts/MIPIS/Transfers | | | | | | | | | | | | | | N/A | |
| Contracts/MIPIS/Transfers | | | | | | | | | | | | | | N/A | |
| Contracts/MIPIS/Transfers | | | | | | | | | | | | | | N/A | |

[READ ME - Guidance](#) [Example](#) [New Budget Template](#)

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- Your budget amount should be equal to or less than that stated on your IREF proposal unless you were otherwise notified of an alternate funding award.
- Please make sure that the spend plans are as realistic as possible. They influence how decisions are made during a Continuing Resolution, and also burn rate issues.
- List all employees who will be working on the project. If an employee is not listed on the proposal, payroll approval will be delayed.
- Labor cells do not automatically calculate the labor rate. FY19 fully burdened rate is "Hourly Rate x 153.2%" The NPR is exempt from Indirect Costs. Do not include Indirect Costs.
- Travel should be completed as early in the project as possible - preferably by 30 SEP 19.
- The timeline for all acquisitions must be congruent with the projects period of performance.
- All items listed in the spreadsheet that have gone through this vetting process in advance, have a higher chance of being approved and processed quicker.



Before the fiscal year begins, the NRP cumulates month to month spend plans from each new proposal package, and then we are required to provide an overall month to month spend plan to N1 and BUPERS.

What is the impact of the spend plans?

- N1 use this data to identify how much money we need during a continuing resolution. We cannot ask for more than we can spend during this time, but we also need enough to cover each PI's requirements.
- N1 holds the NRP accountable to the rate in which we said we would spend the money.
- There are occasions in which N1 sweeps funds that behind schedule.
- If the slower burn rate is bad enough, N1 imposes marks against the program by reducing the overall budget for the following year, which essentially hurts the entire school.
- If N1 sweeps funds that are being spent too slowly, the NRP will not replace the funds later, and yet the agreed upon deliverable is still due.



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Continuing Resolution (CR) Considerations

A signed FY19 Federal Budget vs. a Continuing Resolution

FY19 funds are contingent upon a signed Federal Budget.

- How much money does the NRP receive during a CR?
- Typically: During a CR each PI receives funds based upon what they show they intend to spend up to the date the CR expires.
- Example: If the CR expires November 15, the PI will receive 100% of Octobers budget, and 50% of Novembers budget.

FY19 NPS Naval Research Program

Project Title: Comparison Study of Improving NRP Templates

Principal Investigator: Dr. Basil White

Period of Performance: From 10/15/18 to 10/14/19

Do not edit this section

| CATEGORY | Oct-17 | Nov-17 | Dec-17 | Jan-18 | Feb-18 | Mar-18 |
|---------------------------|-------------|--------------|--------------|--------------|--------------|--------------|
| Labor | - | 13,420.80 | - | 8,155.20 | 8,155.20 | 8,155.20 |
| Travel | - | 2,500.00 | - | - | 7,590.00 | - |
| Equipment | 3,000.00 | 539.00 | - | - | - | - |
| Contracts/MIPRS/Transfers | - | 15,000.00 | 20,000.00 | - | - | - |
| Monthly Totals | 3,000.00 | 31,459.80 | 20,000.00 | 8,155.20 | 15,745.20 | 8,155.20 |
| Cumulative Sum | \$ 3,000.00 | \$ 34,459.80 | \$ 54,459.80 | \$ 62,615.00 | \$ 78,360.20 | \$ 86,515.40 |

Note: Labor hours need to be calculated at the fully burdened rate. Fully burdened rate = Hourly Rate x 153.2% G

| | | | | | | |
|--------|--------------------------|--|-----------|--|----------|----------|
| Labor | Ima Sage | | 13,420.80 | | 3,355.20 | 3,355.20 |
| Labor | Anna Littlcal | | | | 4,800.00 | 4,800.00 |
| Labor | Perry Scope | | | | | 4,800.00 |
| Labor | <insert name> | | | | | |
| Labor | <insert name> | | | | | |
| Travel | Ima Sage - Colorado | | | | | 5,490.00 |
| Travel | Anna Littlcal - Colorado | | | | | 2,100.00 |
| Travel | Perry Scope - Wash. DC | | | | | |
| Travel | Ima Sage - Wash. DC | | | | | |

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Each year, the NRP is dependent upon a signed Federal Budget. When the federal budget is signed, the NPR typically received their full year budget. However, if we are in a Continuing Resolution (CR) status, then the NRP will only receive enough money based upon when the CR is scheduled to expire.

Although there are no guarantees until funds are received, this is the model we typically work with in a CR climate:

Each PI will receive funds based upon what they show they need to spend in October, or November (depending upon when the CR expires). Until funds actually arrive, we cannot guarantee how much each project will receive during a CR, but based on experience, we have been fairly successful in funding up to the timeline required.

Potential for a CR is high – PIs should make contingency plans when scoping their projects. Like yourself, the NRP has no way of knowing what will happen until it is made public. We advise PI's to stay apprised of the situation and make contingency plans accordingly. They can do this by reviewing Congress.gov, and the Appropriations for Fiscal Year 2019:

<https://www.congress.gov/resources/display/content/Appropriations+for+Fiscal+Year+2019>



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Safety Planning and Costs

<https://my.nps.edu/web/safety/safety-review>

Include Safety Reviews and Control costs in your IREF budget!

The safety team is happy to help you:
Safety@nps.edu or x1072



Examples:

- \$2500-\$5000 for NSWC Lithium Battery Reviews
- Laser Controls- warning lights, separation barriers, training time, etc.
- Outdoor Activities – NEPA ENV reviews (CATEX, EA, etc)

See Safety Review page for OSHA Hazard identification
Tips and Project Description/Planning Tips

<https://my.nps.edu/nrp/>

NRP Proposal Routing Form


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- NRP info prefilled as official funding sponsor
- Chair and Dean/Director must sign
- NSF research section required (top of page 2)
- Send completed form to NRP **NOT** the RSPO
- All PIs and CoPIs must sign the routing form to be considered an official PI/CoPI

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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.
- When signed and fully ready, proposal packages should be emailed directly to the NRP (Please do NOT send to the Research Office).





FY19 PI Reporting Expectations

- NRP External Report Requirements
 - Project burn rates by PI name
- Internal Report Requirements
 - Updated burn rate plans (if +20% behind),
 - Executive Summary
 - Research Poster
 - All other project specific deliverables
- **Adherence Affects Future Participation**

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As mentioned the NRP is required to report our monthly spend rate to N1. At that time we will also report the stats to each school at NPS. In addition to deliverables agreed upon with your Topic Sponsor, the NRP Program Office requires that all projects include the following deliverables:

- Quarterly Topic Sponsor In-Progress Reports (IPRs)(the form of these IPRs is at the discretion of the project PI)
- Annual Report executive summary input [per the template], and
- Project Completion Research Poster [per the template].



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NRP Important Dates

<https://my.nps.edu/nrp/events>

- **31 Jul:** NRP Distributes IREF Package to N10 for [BA6 Funding Applicability](#) Review
- **02 Aug:** Review Board Research Candidate [PIs](#) Selection Results Notification
- **30 Aug:** Deadline for FY19 Candidate [PIs](#) to Attend [Mandatory NRP Project Brief](#)
- **30 Aug:** Deadline for FY19 [PIs](#) to Complete [Required Annual NPS PI Training](#)
- **05 Sep:** Deadline for FY19 Candidate [PIs](#) to Submit [Research Proposal Packages](#)
- **07 Sep:** Deadline for N10 to Review FY19 IREFs for [BA6 Funding Applicability](#)
- **30 Sep:** Deadline for [PIs](#) to Submit [FY18 NRP End of Project Deliverables*](#)
- **30 Sep:** Deadline for [PIs](#) to complete [Quarterly Interim Progress Review \(IPR\)](#)
- **15 Oct:** FY19 Funding Awarded/Accounts Setup – FY19 Research Begins*
- **31 Dec:** Deadline for [PIs](#) to complete [Quarterly Interim Progress Review \(IPR\)](#)
- **31 Jan:** Deadline for [PIs](#) to Submit [FY18 NRP End of Project Deliverables*](#)
- **Feb-Mar:** Learn About the NRP Program Brown Bag Meetings
- **30 Mar:** Deadline for PIs to complete Quarterly Interim Progress Review (IPR)
- **02 Apr (Tentative):** Deadline to Submit Research Topics for FY20 Research Consideration*
- **02 Apr:** Initial Research Estimate Form (IREF) Submission for FY20 Cycle Opens
- **20 Apr:** Topic Submission for FY21 Cycle Opens
- **9-11 Apr (Tentative):** Naval Research Working Group (NRWG) 19

<https://my.nps.edu/nrp/>

NRP Important dates are posted 9-12 months in advance when possible. A quick look at the important dates is located on the NRP homepage with a more detailed list of dates located on the NRP Events page. These dates are updated regularly as appropriate. Please check the dates periodically for updates.



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Reminders

- All due dates are published on the NRP website
- Email to NPS_NRP_POC@nps.edu
 - Signed proposal
 - Budget spreadsheet
 - Proposal routing form
- Subject line
 - FY19 NRP Research Proposal – IREF ID#, PI Name
- Dates must match across all 3 documents
- Send complete packages only
- Do not send directly to RSPO
- Requirements must be met, regardless of who sends the email – make sure people helping you know the process

<https://my.nps.edu/nrp/>

- Email your signed proposal, budget spreadsheet and proposal routing form to: NPS_NRP_POC@nps.edu.
- Include the following in your Subject: FY19 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. If you are having a delay in submission please reach out and communicate with us but please do not send any incomplete packages.
- When signed and fully ready, proposal packages should be emailed directly to the NRP (Please do NOT send to the Research Office).
- If an admin or another individual is routing the proposal package for you, make sure they are aware of the submission process.



Communication is Key



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- Questions?
- Concerns?
- Life Changes?
- Contact us!



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Communication during project execution is very key. If you have any questions, concerns or life changes, please contact us as soon as possible to assisting in making the best way forward with your project.



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Questions?

nps_nrp_poc@nps.edu

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