



Naval Research Program (NRP) Topic Submission and Review Cycle: FY20 NRP Candidate Principal Investigator Checklist

The **Naval Postgraduate School (NPS) Naval Research Program (NRP)** is funded by the Chief of Naval Operations 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 FY20 are due by 09 SEP 2019.

DETAILED RESEARCH TOPIC ANALYSIS PROPOSAL & BUDGET SUBMISSION PACKAGE

The detailed NRP 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 NRP, 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 FY20 funded projects should proceed through the following steps.

- ☐ **Register for and attend a [mandatory FY20 NRP project PI brief](#).**
Participation is required for Faculty PIs and Co-PIs who have one or more FY20 Initial research Estimate Forms (IREFs) validated as a requirement and selected for FY20 funding (pending an approved proposal). This brief will provide an overview of the NRP and specifics for FY20, 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 7, 8, 14, 15, 21, 22, 28 and 29
 - **Time:** 12:00 p.m. -12:50 p.m. **Where:** Reed Hall, 103
- ☐ **Complete FY20 NPS required [Annual PI Training](#).** (Note: The FY20 training modules will have significant changes. FY20 training is not currently available. If you have not already, we encourage you to enroll in the Sakai site now so that you will be notified as soon as the FY20 training is available.)
- ☐ **Develop an [NRP Analysis Proposal](#) in collaboration with the Topic Sponsor.**
 - All research proposals must be submitted using the most recent [FY20 NRP Analysis Proposal template](#).
 - PI and Topic Sponsors signatures are required.
 - All sections are required unless otherwise noted as examples.
 - Proposal tasks and milestones must be included.
 - Unless otherwise established, proposals expire 10/14/20 – tasks and milestones should reflect this.
 - Once the document has been completed and signed, it must be saved and submitted in Coeus as a PDF.
- ☐ **Develop an [NRP FY20 budget](#) using the NRP Budget template.**
 - All budget proposals and subsequent updated spend plans (as needed) must be submitted using the most recent FY20 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.
 - 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 supports the deliverable of the project beyond simply statements such as “for 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 why 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).

☐ **Submit your signed proposal and budget spreadsheet using the RSPO Coeus E-Routing Form:**

- **Coeus Information:** https://my.nps.edu/web/research/proposal_data
- **Proposal tab:**
 - **Proposal Organization:** 401 – NPS Naval Research Program
 - **Sponsor Code:** 100728
 - Insert IREF ID, e.g. NPS-20-N500-A
- **NPS Personnel tab:**
 - At minimum include PIs and CoPIs
 - If additional staff/faculty are expected but have yet to be identified input under “To be named”
- **Proposal Questions and Proposal Data tabs** are all fields previously required on the proposal routing form
- **Abstract and Attachments tab:** Copy/paste the abstract from your NRP Research Proposal into the **Publicly Releasable Abstract** field. At minimum, you will upload the following documents:
 - **Technical Proposal Narrative:** Completed and signed NRP Research Proposal (.pdf)
 - **Other & Non-PDF File:** Completed NRP Budget Spreadsheet (.xlsx)
- **Proposal Budget tab > Budget Document:** Create a budget. Using your previously completed NRP Budget Spreadsheet data, complete the **NPS Labor** and **Other Direct Costs** tabs. When complete mark the budget as final. The budget spreadsheet and Coeus Budget Document must match.

☐ **Reminders...**

- All period of performance and milestone dates, in all proposal documents, must match.
- Do not submit incomplete proposal packages – incomplete packages cannot be processed and therefore do not meet the deadline.
- If an admin or another individual is assisting you in preparing your proposal package for you, make sure they are aware of the submission process.
- Do not email your proposal package to the NRP or RSPO directly. Proposal packages must be routed through Coeus.

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

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 **FY20 Fiscal Year**.
5. Select **Funded**.
6. Click **Search**.

Alternately, a quick reference to FY20 "Research Funding Results" list can be viewed on the NRP Portal Funding Guidance page.

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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.

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