Naval Postgraduate School
Office of the Dean of Research

Sponsored Program Policy/Guidance Memo No. SPPGM-16-24

Subj: Research Initiation Program (RIP)

Date: 1 August 2016

Background: NPS is committed to helping new faculty establish their research programs and/or become familiar with how their research can support Navy and other DOD requirements. To this end, the Research Initiation Program (RIP) has been established to provide institutional support to new tenure track faculty members when required to meet the goals to the Program. NPS will (within its budget) provide new tenure track faculty labor support for one quarter (in the form of 62 days of faculty labor) in each of their first two years. In spite of this underwriting program, new faculty are expected to make a strong effort to obtain reimbursable funding during their first two years. RIP funding is not guaranteed and RIP funding will not normally be postponed beyond the second year.

RIP Proposal Instructions: To receive RIP funding, a new faculty member must submit a RIP proposal through the Research and Sponsored Programs Office (RSPO) within three months of starting work at NPS and no less than one month before work is scheduled to begin. In addition, the Department Chair should alert RSPO about the impending RIP proposal as soon as an offer has been accepted and a start date has been established. A standard NPS proposal is required for consideration under RIP. The proposal is addressed to the Dean of Research. New RIP proposals are assumed to be two-year proposals. Proposal contents should include:

• Signature Page

• Statement of Work (background, project description, proposed work)

• References
• Biographical sketch of Principal Investigator

• Budget for each year with explanation page. Budget categories on RIP proposal budgets may include:

  Labor for PI (one quarter per year)
  Other faculty labor is not applicable
  Support labor is typically not provided, although exceptions may be requested on a case-by-case basis

  Travel (subject to the availability of funds)

  Equipment/Supplies/Miscellaneous (subject to the availability of funds)

  Contracts (Only if essential; subject to the availability of funds)

A budget explanation page should be included with the proposal budget. A detailed budget will assist the Dean of Research in approving budget requests. The non-labor portion of the budget request should outline what is required to accomplish the project or the transition to DOD-focused work. The amount available is not predetermined but it is subject to being capped depending on the availability of funds.

Reports: For faculty planning to continue existing RIP projects into the second year, a Progress Report is required. It is also expected but not required that, at least, one reimbursable proposal will have been submitted during the first year. The Progress Report should explain clearly what has been accomplished and what work remains to be done. The signature page should be titled Progress Report-Research Initiation Proposal. If appropriate, an updated budget request for the second year should be included. A Final Report is also required at the end of the second year of funding.

Address: All proposals and progress reports under the RIP Program should be addressed (electronically) to the Dean of Research using the proposals@nps.edu and research@nps.edu aliases, respectively.