**Proposal Preparation, Submission and Processing**

**PROPOSALS**: In order to offer work to any activity external to NPS, a proposal must be prepared, staffed and submitted to the Research and Sponsored Programs Office (RSPO) via the Kuali Coeus application at [https://kc.nps.edu/kc-prd/portal.do](https://kc.nps.edu/kc-prd/portal.do). RSPO prepares the proposal for final approval and submission to the sponsor. The Dean of Research submits all approved proposals to the sponsors on behalf of the institution.

In addition to creating the proposal in Coeus, PI's need to attach a Statement of Work and a Work Acceptance Process (WAP) form.

- **Statement of Work (SOW)**. No specific format is required. SOW must contain objectives and deliverables. A SOW should be prepared with the same care and thoroughness given to preparing a research paper.

- **WAP Form**. The WAP Summary Form supports the WAP Committee (WAP-C) review by highlighting key proposal data. A template is on the Research website.

- **Optional Documents**. A bibliography should be included if necessary for an understanding of the proposal. Biographical sketches should be included to support the qualifications and productivity for the project principals. If a Support Agreement that covers the proposed work exists, please include a copy.

Below is simplified flowchart of the Proposal Submission Process. This is a general representation and not meant to capture every step and/or action but should provide an overall understanding of the process.

**Primary Responsibility**: Yellow = NPS PI/PD  Blue = RSPO