**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) at proposals@nps.edu. 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.

At a minimum, a proposal must include a Proposal Routing Form, Statement of Work, Budget, and Work Acceptance Process (WAP) Forms. A brief description the components of a proposal follows:

- **Proposal Routing Form (PRF)**. The PRF captures programmatic information on the sponsored work and identifies conditions requiring special consideration and/or compliance requiring review, staffing and approval. Use the appropriate PRF for your activity type.
- **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.
- **Budget Worksheet**. The worksheet details the costs associated with completing the SOW. For periods of performance that cross fiscal years or are multi-year, a separate budget for each fiscal year period (or portion thereof) is required. Use the appropriate worksheet for your activity type and length.
- **WAP Form**. The WAP Summary Form supports the WAP Committee (WAP-C) review by highlighting key proposal data.
- **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