**PLEASE READ THIS ENTIRE DOCUMENT BEFORE STARTING YOUR EXECUTIVE SUMMARY**

All NRP Executive Summaries, other Distribution Statement-A project-related deliverables, and the NRP Annual Report will, as required, be ***published*** and ***publicly distributed***.

**ESSENTIAL ELEMENTS:** Your executive summary should be a highly condensed, stand-alone version of your longer research report that leaves the reader with a solid understanding of the overall purpose, scope, methods, and findings of your research and any policy recommendations.

Other specifications for the NRP Annual Report Executive Summaries include the following:

* + Publishable, academic-quality writing.
	+ Written for security experts who are *not* subject matter experts (SMEs) in your field or topic.
	+ **Length of 2000 words maximum**
	+ Adherence to guidelines outlined in the NRP Executive Summary Template:
* ALL information requested on the Cover Page and as applicable in the body of the template is **required.**
* References **should only be included if works are cited in the executive summary** itself.
* APA citation style is required for citations and references.
* Acronyms are to be written out at first use, and **not used if the term is used only once**.
	+ [Distribution Statement](https://discover.dtic.mil/wp-content/uploads/2018/09/distribution_statements_and_reasonsSept2018.pdf) ([NPS Distribution Instructions](https://nps.edu/documents/105790666/106471207/Distribution_Statements%2B%281%29.pdf)) (Distro A) on the Cover Page. If your research is classified in such a way that the detailed findings cannot be published publicly (Distro A), then we require **two** **versions** of your executive summary:
* A publicly releasable executive summary with as much detail as possible. We understand that the public-release version may be quite short, but it is still required. “Approved for public release: distribution unlimited.” must appear on the Cover Page of this version. Only this version can be loaded into FAIRS and sent via unencrypted email.
* If applicable, a restricted, more complete executive summary with the appropriate distribution statement listed on the first page, along with classification markings, if appropriate. Submit this version via classification-appropriate methods.
	+ Word file named accordingly: IREF-ID-Number\_NRP\_ExecSum-Final\_PILastName.docx
	(e.g., NPS-20-M900-A\_NRP\_ExecSum-Final\_Lytical.docx).
	+ Final GWC-reviewed, Distribution Statement-A executive summary submitted in two ways:
		- In FAIRS, copy and pasted in by the PI.
		- Uploaded to NRP Box by the GWC, after receiving email approval from the PI.

**DO NOT:**

* + Insert any footnotes or endnotes.
	+ Reference and/or embed figures, graphs, equation objects, smartart, or images (the only non-text elements in the executive summary are the NPS and the NRP logos, which we have placed for you).
	+ Change the format (font, spacing, bullet style, etc.) in the template. NOTE*:* This template uses the Minion Pro font, which is not a default MS Word font, but it is the required daily-use font at NPS. For more info and font download see: <https://nps.edu/group/mynps/nps-style-guide>.

For additional NRP project-deliverable submission guidance, see: <https://nps.edu/nrp/project-deliverables/>

For questions and inquiries, contact: nrp@nps.edu.



Monterey, California

PROJECT TITLE [Same as original IREF title]

EXECUTIVE SUMMARY

**Principal Investigator (PI):** [Title\Mil Rank, Name, Department, Center and/or Institute

(e.g., Dr. Ana Lytical, Mechanical and Aeronautical Engineering (MAE); or Mr. Pat Smart, SEED Center or CAPT Perry Scope USN Ret., Defense Analysis)]

**Additional Researcher(s):**  [Title\Mil Rank, Name, Department, Center and/or Institute; Title\Mil Rank, Name, Department, Center and/or Institute; etc.

If N/A state: No additional researchers participated in this research project.]]

**Student Participation:**  [Rank, Student Name, Service, and Department (e.g., LCDR Able Seaman USN, Operations Research; Capt Lee Side USMC, Systems Engineering).

If N/A, state: No students participated in this research project.]

**Prepared for:**

Topic Sponsor Lead Organization: Choose an item.

Topic Sponsor Organization(s): [(remove this line entry if same as TS Lead Org) (e.g. Commander Naval Surface Force (CNSF) or Marine Corps Tactical Systems Support Activity (MCTSSA)]

Topic Sponsor Name(s): [Official Position Title, Title\Mil Rank and Name (e.g., N9 Science Advisor,
Dr. Ana Lytical; Director of Logistics, Operations Analysis Division, LtCol Aldis Lamp)]

Topic Sponsor Contact Information: [(email and phone)]

**Project Summary**

[(AKA Summary of Findings) A brief (300 words max.) comprehensive summary of the research, **which can stand alone** and presents the most important results of the work.

Think of the project summary as a classified ad for your research, and one in which you are being charged by the word. A project summary succinctly and clearly states your purpose; five sentences make for a good length, one each for research question or problem statement, methods, results, conclusions, and recommendations.]

**Keywords:** [50 words max. Keywords *formatted in italicized font,* including any acronyms, both as full terms *and* abbreviations. Be sure to include keywords tied to your research which will help readers find your work in research and library databases.]

**Background**

[500 words max. Explain the relevance of this study and how you conducted it.

-State the purpose of your study in relation to the Topic Sponsor’s command and operational requirements, (e.g., what communities or functional areas, such as manpower, operations, etc. could be affected by your research results?) How does your study integrate with the sponsor’s command requirements? How might the results aid their mission accomplishment?

-State the purpose of your study in relation to the expansion of knowledge, (e.g., to apply theory to an empirical test, to better understand the relationship between variables, to determine the effectiveness of a method, technology, or program). Past research by you and/or others should be referenced in this section, including the relationship of your study to current knowledge of a problem.

-Provide a description of the methodology for the study. Discuss your data collection approach, as well as data analysis conducted, (e.g.,interviews, sources of raw data, and reliability of the raw data, analytical approaches taken in breaking down data for stakeholders, student role in the research). If applicable, include your original expectations or hypotheses.]

**Findings and Conclusions**

[500 words max. State your findings, discuss the implications, and make formal recommendations for applying the study results.

-Discuss the findings of your research: Do your results confirm, in full or in part, your original expectations or predictions? Which hypotheses were supported, and why? Which hypotheses were not supported, and why? Did you find that any hypotheses or variables were interrelated? If so, what and why? What limitations are inherent in your research procedures and what, if any, are the implications for results?

-What are the long- and short-term implications of your findings? Do your results fulfill the purpose of your study in relation to the expansion of knowledge mentioned earlier? How do your findings relate to those of other cited researchers?

-Discuss the relationship of your results to the original problem and purpose: How could/will your research conclusions make a difference, help solve the problem, or improve the operational situation? **How will the Topic Sponsor implement your findings? Solicit input from Topic Sponsor (required).**

-Make formal recommendations for applying study results.]

**Recommendations for Further Research**

[500 words max. This section will be published separately in the Research Outcomes section on the NRP Topic Portal. Do not simply reference other sections in this executive summary.

Present and discuss actions for future research. In this executive summary you made a formal recommendation regarding solutions best supported by your findings. If your recommendations are to be implemented, what additional research will be needed?]

**References**

[Only list references that you have cited in this executive summary. Use APA (7th ed.) to cite sources: https://libguides.nps.edu/citation/apa.]

**Acronyms**

[List all acronyms you have used in this executive summary in alphabetical order by full term.

Refer to: <https://blog.apastyle.org/apastyle/abbreviations/>.

The first time you use an abbreviation in the text, you should present both the full term and the abbreviation. However, there are some exceptions:
See <https://blog.apastyle.org/apastyle/abbreviations/#Q10>.

In addition, if you only use the term once, **don’t include the acronym unless it is necessary for *keyword* completeness**.

List format **example**:

NPS Naval Postgraduate School

NRP Naval Research Program]