Naval Research Program (NRP) Research Topic Portal: Initial Research Estimate Form (IREF) Approval Workflow

The Naval Postgraduate School (NPS) Naval Research Program (NRP) is funded by the Secretary of the Navy (SECNAV). As Operating Sponsor of the program, the NPS NRP’s role is to support each of the 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.

The NRP Topic Portal (https://my.nps.edu/nrp/topic-portal) facilitates a collaborative workflow environment for NPS students, NPS faculty and Fleet Topic Sponsors to review, submit, discuss, and sponsor NPS NRP topics for potential funding and thesis consideration.

The Initial Research Estimate Form (IREF) is used to submit a preliminary proposed research Statement of Work (SOW) for NRP Research Topics. During and following the Naval Research Working Group (NRWG), researchers work with Topic Sponsors to scope proposed projects, and then submit an IREF for topics they wish to research. Discussions with the Topic Sponsor POC is strongly encouraged. IREFs are submitted via the Naval Research Program’s Topic Portal by NPS faculty.

IREF Approval – Upon successful submission of an IREF via the NRP Topic Portal, an electronic approval workflow will be generated. To be eligible for funding consideration at the Navy Topics Research Board (TRB) or Marine Executive Research Board (ERB) an IREF must be approved by the faculty researcher’s immediate supervisor and the Topic Sponsor POC. Once approved, information contained in the IREF is used by the TRB or ERB to select and fund research requirements.

IREF APPROVAL WORKFLOW

1. When an IREF is submitted successfully:
   • The faculty researcher will:
     ✓ be presented with a read only display of the IREF,
     ✓ receive an immediate on-screen confirmation: “IREF Submitted Successfully.”
     ✓ receive an “IREF Received” email confirmation.
   • The NRP Topic Portal Administrator will:
     ✓ receive an email notification that a new IREF has been submitted.

The NRP team will conduct an editorial review of the “draft” submission and may contact the faculty researcher if clarification is required prior to approving the IREF.
2. **NPS SUPERVISOR APPROVAL**: When the NRP Topic Portal Administrator has approved the IREF, the faculty researcher’s self-designated Supervisor/Chair/Dean will receive an email from NPS_NRP_POC@NPS.EDU with a link to approve or deny the IREF.

   - **To approve the IREF (NPS SUPERVISOR):**
     - Click the link text shown in the email for the individual IREF or copy/paste the link into your browser.
     - If prompted, authenticate using your NPS Login.
     - All “undecided” IREFs pending supervisory approval will be displayed. ★ You can modify the default search parameters to display previously approved/denied IREFs.
     - Faculty Supervisor/Chair/Dean Approved for Consideration: Review the IREF and select Yes or No.
     - Click Submit. ★ If successful, you should receive an immediate on-screen confirmation: “IREF Status Updated Successfully.”

3. **TOPIC SPONSOR APPROVAL**: When the researcher’s self-designated NPS Supervisor/Chair/Dean has approved the IREF, the Topic Sponsor will receive an email with a link from NPS_NRP_POC@NPS.EDU to approve or deny the IREF created for their Topic.

   - **To approve the IREF (TOPIC SPONSOR):**
     - Copy/paste the link shown in the email for the individual IREF into your browser, and then click Submit or select Enter on your Keyboard.
     - When prompted, authenticate using your CAC and PIN.
     - You should then be presented with a read-only version of the IREF for your review. ★ If you have successfully logged into the Topic Portal but you do not see the IREF, Copy/paste the link shown in the email for the individual IREF into your browser again, and click Submit or select Enter on your keyboard.
     - Topic Sponsor Approved for Consideration: Review the IREF and select Yes or No.
     - Update your profile and/or verify and update your name and email address as needed.
     - Click Submit. ★ If successful, you should receive an immediate on-screen confirmation: “IREF Status Updated Successfully.”

4. When the IREF is approved/denied by the Topic Sponsor, the faculty researcher will receive an email notification.

   ★ An IREF increment will display on the topic page only once approved by both the Supervisor and the Topic Sponsor.

**TOPIC SUBMISSION AND REVIEW FY CYCLE SCHEDULE AT A GLANCE**

- **Apr**: Deadline to submit research topics for upcoming FY Research Consideration
- **May**: Deadline for IREF submission and approval
- **Jul**: Navy Topics Research Board (TRB) / Marine Executive Research Board (ERB)
- **Jul**: Review board research candidate PI selection results notification
- **Aug**: Deadline for project PIs to submit completed research proposal packages

**Detailed Schedule**: [https://my.nps.edu/nrp/events](https://my.nps.edu/nrp/events)

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**Topic Funding Approval** - The TRB/ERB selects those IREFs deemed to be requirements and allocates funds under the fiscal year budget. If a proposed IREF is selected, faculty researchers will then be asked to prepare a detailed research proposal and budget package. The final research proposal is the culmination of iterative discussions with the Topic Sponsor. It provides a definitive agreement of the proposed work between the Topic Sponsor and the faculty researcher, aka the Principal Investigator (PI). Once a researcher has developed the formal research and budget proposal package, an immediate supervisor at NPS and the Topic Sponsor POC must approve and sign the research proposal before funds are released to begin work.

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